



CAMP PINEBROOK
— EST. 2018 —

STAFF MANUAL

The premiere Reform day camp of Westchester County

1000 Pinebrook Blvd
New Rochelle, NY 10804
(914) 813-8700
www.CampPinebrook.com

GOALS AND OBJECTIVES

The purpose of this handbook is to provide our staff with a set of guidelines that will promote a safe and healthy environment for our campers. This handbook is designed to enable our staff to have a clear understanding of what is expected of them and to know what they can expect from the camp during the course of the season.

As a member of our staff, we hope that you will help in the establishment of an environment that:

1. Encourages self-reliance and self-worth
2. Develops physical skills and abilities
3. Encourages creativity and self expression
4. Promotes appreciation for the outdoors and environmental concerns
5. Identify and meet the individual needs of campers
6. Help campers face new challenges
7. To be the best role model ever
8. A complete commitment to each campers physical and emotional safety and development

GENERAL CAMP POLICIES REGARDING STAFF RESPONSIBILITIES

1. Corporal Punishment:

No physical or mental abuse will be tolerated. Immediate dismissal will follow.

2. Guests:

No guests are allowed at any time for staff. All visitors to camp should be wearing a nametag, except if they are attending a camp production or special event. Please ask anyone without a tag to report to the office before allowing him or her on our grounds.

3. Assist at Specialties:

A counselor is an active assistant at all specialty areas. This is not to be considered a period off. The counselor should act as a motivating force at the activity and assist the specialist in any way possible.

4. Towels:

It is a counselor's responsibility to collect and return all towels.

5. Confidential Camper Info:

All campers have on file a camper personality profile, which contains information regarding special problems such as diets and medical situations. This information is confidential and released to counselors when necessary. If you have any question regarding a camper, please discuss this with your Division Leader.

6. Medical History:

According to the American Camping Association, each person in camp, including all staff, must submit a medical history to the camp office prior to the opening of camp.

7. Unusual Occurrence:

Counselors are required to report any unusual activity that occurs throughout the camp.

Camp Dates & Working Hours

The eight week camp season runs from Monday, June 25th through Friday, August 17th. Camp is closed Wednesday, July 4th. Our staff must be present for the 39 days of the summer camp season.

Staff not involved in transportation must arrive at camp by 8:30 AM. If you drive your own car to camp, please park in the staff section. The camp day ends after bus departure around 4:15 PM.

Staff Orientation

Our goal is to provide our staff with the best tools to do their job. Therefore, attendance at all staff training sessions is mandatory. All 3 days of staff orientation will take place on Sundays in June from 9am to 4pm: June 3, 10, and 24.

Staff Appearance

As a member of our staff, you are a role model to our campers. We expect that staff will maintain a neat and professional appearance. Camp Pinebrook provides all staff members with a new staff shirt at the start of the summer. All staff are required to wear a staff shirt on the first day of camp and every Friday.

Salaries & Pay Days

Salaries are determined by a pay scale based on professional training, schooling and previous employment. Payroll will be distributed every two weeks during the summer (Weeks 2, 4, 6, & 8).

CAMP POLICIES AND PROCEDURES FORMS TO BE RETURNED

• **W-4 and I-9 Forms:**

Payroll cannot be completed without these forms. The U.S. Government has made it mandatory that they receive these forms before employment begins. Payroll checks cannot be issued without these forms.

• **Medical Form:**

The Health Department had mandated that every camp employee must submit to the camp office a medical form signed by a physician prior to camp.

• **U.S. Department of Justice:**

If applicable, an immigration form is to be included under forms to be returned.

Cell Phone Usage

Cell Phone usage is not permitted during the camp day. This policy also includes the use of cell phones to “text message” or app communications (like SnapChat) to friends, co-workers, etc. If a staff member is seen using his/her cell phone, s/he will be asked to put it away. If this continues to be an issue, it will be brought to the attention of the Director. If you have a personal emergency, we ask that you come to the office and make your phone call there.

Abuse and Harassment

- 1) Reporting abuse of any kind is the responsibility of all of us. Abuse comes in many forms. Verbal, physical, and psychological are some of the different abuses we are required by law to report to the camp director.
- 2) Reporting these does not make you a snitch. What it does is facilitate diffusing a situation which could spiral out of control before it starts.
- 3) Abuse is not just limited to camper/counselor relationships. It includes counselor/counselor, male/female, camper/camper, parent/camper and so on.
- 4) If you notice a camper becoming unusually shy and withdrawn, you may want to bring in the camp director to get to the bottom of the problem.

Sexual harassment is not tolerated at Camp Pinebrook. No one shall be objectified or discussed in a sexual manner during camp hours. Any improper behavior, including inappropriate jokes, is grounds for dismissal. Camp Pinebrook is a safe environment for all campers, staff, and parents.

Tobacco, Alcohol and Drugs

NONE are permitted on the camp premises or at any camp related activity. Violation of this regulation may lead to immediate dismissal from employment.

Personal Belongings

Please do not bring personal items to work with you. This includes but is not limited to: cell phones, iPods, cameras, money, jewelry of any kind etc. Camp Pinebrook will not assume any responsibility for any personal item that is either lost, stolen, misplaced, broken etc.

If you choose to bring any personal items to camp you may keep them on you or in a backpack and carry the backpack with you during the day. We again ask that you do not use any of these items during the day and if there is an emergency you come to the summer office.

Food at Camp

We have a number of campers and staff with food allergies. Please do not bring any food or drinks onto the property.

Camp Pinebrook will provide two snacks during the day for all campers and staff. One snack will be given out in the morning before lunch and the second snack will be given out in the afternoon.

Camp Pinebrook provides lunch for all campers and staff. Our lunch program has a variety of hot options, cold options and substitutions, and water.

If a staff member has any dietary requirements or restrictions (Gluten Free, Dairy Free, Vegetarian, etc.) please email Jesse@CampPinebrook.com, so we can coordinate with our catering staff as soon as possible.

Arrival

All staff is expected to arrive at camp and be ready to work at their assigned arrival areas by 8:30 am, unless involved in camp transportation (Bus Counselors).

Specialists will be assigned responsibilities to assist campers in getting to their arrival locations; they will then proceed to their activity areas and prepare for the day. Each morning the entire camp meets together for “Boker Tov” at the amphitheater or Rosen Hall (rainy day), and bunks should sit together.

Once the lead counselor feels that most of their campers have arrived, s/he should take attendance so they can get started with the camp day. This is a great time to start the day on a positive note with the group and get everyone, campers and staff, excited for the day.

Sample Daily Camp Schedule:

6:45am	Extended Care Morning Staff Arrive
7:00am	Extended Care Campers Arrive
8:30am	Staff Arrival
8:45-9:00am	Bus Drop-off
9:00am	Boker Tov
9:15am	1 st Activity
10:00am	2 nd Activity (includes snack)
10:45am	3 rd Activity
11:30am	4 th Activity
12:15pm	Lunch
12:45pm	5 th Activity
1:30pm	6 th Activity
2:15pm	7 th Activity
3:00pm	8 th Activity
3:45pm	Afternoon Snack and Bunk Time
4:00pm	Camper Dismissal
4:15pm	Bus Departure
4:00-6:30pm	Extended Care Afternoon
6:40pm	Extended Care Afternoon Staff Leave

Dismissal

After the last activity, groups will report to their bunks and campers and staff will help make sure the bunks are clean and organized. We send home most bathing suits every Friday to be washed.

Staff will be notified of any transportation changes as early as possible so they can plan accordingly at the end of the day. If there is any confusion or questions with any camper's transportation, staff should bring the camper to the office during bunk time.

Rainy Days

If it is raining during arrival, campers and staff will continue to report to their morning meeting areas and locations. All meeting locations are at the group bunks.

If it begins to rain during an outdoor activity, groups report back to their bunks (or the closest indoor area) and wait for further instructions.

If a "Rainy Day" is called, staff will be notified about their schedule changes as soon as possible.

Remember to keep a positive attitude during this time. Be as resourceful as possible, rainy days can be fun!

Special Events

Throughout the summer there will be a number of special events. Some might be all camp events; others might be group specific events. During these events we ask that all staff stay engaged with their campers. By participating in these events campers and staff will have more fun and have more a memorable summer.

Groups will be notified of any schedule changes due to special events first thing in the morning.

INFRACTIONS THAT COULD CAUSE DISMISSAL

- Use of drugs, alcohol or tobacco on camp property during camp activities or at any time, which may affect your performance at camp or while supervising as a bus counselor.
- Any type of physical contact as punishment for a disciplinary situation.
- There are no days off permitted during the 39 day camp season. 100% attendance is rewarded.
- Any conduct unbecoming or destructive to the camp, campers or in direct conflict to Camp Pinebrook's philosophy, rules and regulations as stated by the directors will not be tolerated.
- Leaving camp without permission prior to the end of the camp day.
- Cyberbullying

The above infractions are examples of actions that may result in termination. This list is meant to be a guide.

PERFORMANCE EVALUATION

The leadership team will evaluate every counselor often during the summer. These evaluations are kept confidential and are referred to when colleges and potential job

employers request references. The Director also refers to the evaluations when rehiring the following year.

DAILY PROCEDURES

1. **Take Attendance:** Each counselor is responsible for each child in his/her group. Be aware of the number of children in your group, and make sure your attendance is accurate. Attendance sheets are to be returned to the office no later than 9:45 A.M.
2. Pick up towels (one per camper) and bring them to all-camp Boker Tov.
3. Meet as a bunk for Boker Tov
4. Proceed to first activity with campers.
5. Return towels after first swim and pick up fresh towels.
6. At the end of the day, return soiled towels to towel bins and daily report forms to the office.
7. Straighten up the bunk.
8. During dismissal, all counselors are to escort their groups to the appropriate bus area, making sure that campers get on their assigned bus or van. The bus counselor takes attendance and no bus is allowed to leave until the campers on all buses and vans are present or accounted for.

GENERAL RESPONSIBILITIES

Counselors

- Be a team player.
- Demonstrate enthusiasm and willingness to work with children.
- Represent yourself as a Role Model.
- Assist campers personal needs.
- Motivate campers to participate.
- Always show patience with campers.
- Be willing to assist specialist in teaching activities.
- Have a sense of humor.
- Enthusiastically participate in all camp programs and special events.
- No cell phone is a camp policy.
- Follow and encourage others to follow all camp activities and events.
- Communicate with staff.
- Visual and hearing ability to identify and respond to dangers or emergencies.
- Physical ability to respond to situations requiring first aid and rapid attention.
- Eat with group and supervise eating habits/behavior at meals.
- During staff orientation, participate where relevant and organize specific assigned areas.
- Supervise campers hygiene habits including requiring all campers to wash their hands prior to lunch and after using the bathroom.
- Attend, assist and participate in programs designated by your Division Leader or Director of Side.

These activities may include the following:

1. Bunk cleaning
2. Instructional and general swim assignment
3. Assisting in athletics and specialist areas

Specialists

- Specialists must be at their specific area by 9:00 A.M.-Set up for the day and have each specific activity prepped.
- All staff members must remain on campus until the last bus has departed from camp.
- No cell phones or use of cyber-space equipment.
- Immediate Responsibility: To maintain, supervise and conduct your area or activity in a safe and healthy manner; to consider the well-being of campers at your area.
- Specific Responsibilities: Earn the respect from campers and staff co-workers by presenting yourself as a role model.
- Follow and enforce all camp rules and policies.
- Motivate campers at your area to enjoy and participate in your program.
- When asked: Assist with/lead or participate in all special events.
- Take pre-season and post-season inventory of supplies/equipment as needed.
- Conduct daily check of area for safety and cleanliness.
- Make needed improvement or report any needs (especially if it involves safety) to your area supervisor.
- Submit orders for supplies or equipment to your supervisor for approval.
- Prepare a specific lesson plan for project or skills for each activity.
- Plan a progressive program.
- If needed, keep records of camper's progress and improvement in the activity.
- Make sure all craft project are labeled correctly.
- Clean and appropriately pack all supplies and equipment at the end of each session. Everything must be prepared for inventory.
- You can be assigned other duties and participation at the discretion of the camp director.
- Must communicate effectively, teach, work and address the needs of a variety of each age groups' various skills and levels.
- Help train staff members to assist in activity area.
- Be alert to respond to emergencies.
- Be prepared to respond to situations requiring First Aid and other rapid attention.
- Remember a good sense of humor, patience and self-control lead to success

Support Staff

- Our Office Staff takes care of the administrative happenings at camp, keeping camp organized and running smoothly. They are our customer service operation-answering parent phone calls and helping out in any administrative way possible.
- Our Medical Staff is comprised of a Registered Nurse, who works out of the Health Center and handle first aid incidents, ill campers, and distribution of medications.
- Members of our Maintenance Staff keep all areas of camp safe and looking good-making minor repairs, landscaping, removing trash, building new creations as necessary, and helping out wherever needed!

SAFETY AND SUPERVISION

1. Close supervision is imperative. Please make yourself available to assist and be active in all activities.

2. No camper is permitted to go anywhere without an escort.

3. The playground and activity locations are areas where a watchful counselor can anticipate and prevent accidents/injuries.

4. In the case of injury or illness, regardless of how insignificant you may think, you must be prepared to give all facts (time of day, other witnesses, exact location, etc.)

5. Campers must wear footwear at all times.

6. Swimming Area – Never leave your assigned post unless the person in charge properly relieves you.

7. Counselors are to wear swimsuits. Tank top or shorts are permitted over swimsuit. No sneakers and socks are permitted on pool decks!

Important: No camper is to be released to a parent during the camp day unless they register at the office. Parent and child leave only after parent signs their child out at the office.

Important: It is the responsibility of all staff to report any unidentified persons on the camp grounds to the office immediately. All visitors must report to the office. Visitors will be identified by a nametag or should be escorted by an administrative staff member.

PROCEDURE FOR REPORTING AN UNIDENTIFIED PERSON ON CAMP PROPERTY

1. The office is to be notified immediately.

2. The office should notify key staff personnel that there is a trespasser on camp property.

3. The closest administrator should respond to that area and request that the person report to the office to check in as a guest.

4. The director, associate director and/or other key staff members should respond to the scene to assist as necessary.

5. At no time should any visitor be allowed to roam the camp without a staff escort.

INJURED CAMPER POLICY AND PROCEDURES

1. In case of serious injury (real or imagined) **do not move the child**. Contact an administrator immediately and keep the camper as comfortable as possible.

2. In the event of a serious injury to a camper(s), the directors must be notified immediately after the nurse has been notified. The unit head must file a written report immediately. Included should be a brief summary of the accident, the location, counselor(s), other campers/counselors involved, and what action was taken. In addition, please have any staff or campers who were involved or witnesses of the incident write a description of the incident and attach these to the report.

3. At no time should a member of the counselor staff discuss the accident or speculate about the accident in any way with the campers' parents. Any questions regarding insurance are to be directed to the directors. No member of the staff may discuss the incident with any outside party without the direct consent of the directors.

4. Minor injuries should be noted on the daily report sheet, submitted to your unit head and an accident/injury counselors' form must also be completed (available at the nurse's office).
5. If a camper makes any type of complaint of feeling ill or indicating any situation involving a medical problem, the camper is to be brought to the nurse to be checked out. Even if you doubt the validity of the complaint, you must take the camper to the nurse. A situation that you feel to be minor or unfounded could turn out to be disastrous if action is delayed.
6. No medication is ever to be administered by a counselor. Only the nurse is responsible for administering medication.

MEDICAL AND CAMPER WELFARE

When you bring a camper to the health center, please enter with the camper and make sure the nurse notes the campers' presence. If you receive a note that one of your campers is scheduled to see the nurse at a certain time, please be prompt in bringing the camper to the health center. **All campers are to visit the health center with an accompanying staff person.**

COUNSELOR GUIDELINES TO ASTHMATIC CAMPERS RECOGNIZING SYMPTOMS AND TAKING APPROPRIATE ACTION

Recognizing asthma and taking appropriate action in response to the symptoms is crucial to asthma treatment and control.

Acute symptoms require prompt action to help campers resume their activities as soon as possible. Prompt action is also required to prevent an episode from becoming more serious or even life threatening.

Acute symptoms requiring prompt action:

- Coughing or wheezing
- Difficulty in breathing
- Chest tightness or pressure reported by the camper

Actions to take:

- Stop the camper's current activity
- Take camper directly to the nurse for medication
- Observe camper for the rest of the day

Get emergency help if:

- The camper fails to improve
- The following symptoms are present:
 - The camper is hunched over, with shoulders lifted and straining to breathe
 - The camper has difficulty completing a sentence without pausing for a breath
 - The camper's lips or fingernails turn blue

EMERGENCY PROCEDURES

In the event of a fire, lost child, or other emergency, counselors must:

1. Remain with the group at all times, maintaining calm and control and keeping an accurate head count.
2. Follow administrative directions as to where and when to go to a safety area.
3. Specialty counselors should remain with the children assigned to them at the time of the emergency.
4. No one is "off duty" during an emergency.
5. In the event of a camp evacuation, counselors must make sure their campers are on the correct bus or van.
6. If a child is not accounted for, the counselor must notify a camp administrator immediately.
7. It is the duty of every counselor to stop and return a wandering child even if he or she is not a member of your group. We do not permit wanderers at Camp.
8. During a fire drill, counselors must take a head count and report numbers to the Administrator in charge at their designated area.

IN THE EVENT OF A FIRE

1. Staff shall communicate that there is a fire and state its location to staff through camp communication system.
2. Begin evacuation procedures as outlined.
3. All staff and campers on campus must remain as a unit.
4. Coolness must prevail – DO NOT PANIC!
5. At waterfront, all campers out of water AFTER buddy check. The waterfront staff must account for all campers prior to them evacuation of the waterfront.
6. Camp medical staff will evacuate campers from the medical center, then check in with the Director or his/her designee and prepare to treat injured persons.
7. One person is designated to meet emergency vehicles at the entrance to camp to direct them to the scene.
8. Each Administrator in charge will immediately take attendance to ensure all campers are accounted for. Missing campers should be reported to a key staff member who will initiate lost camper procedures.
9. Campers are NOT to be enlisted to combat fire, nor are they to report to site.

LIGHTNING SAFETY AND PROCEDURES

Lightning is perhaps the least predictable element in nature. Lightning can reach out as much as five miles from storm clouds. In some cases lightning can be present in the absence of typical clouds or thunderstorms. So it is important to recognize the presence of nearby threatening weather and take the appropriate precautions. Don't wait for the first nearby lightning to strike before taking cover. When thunderstorms approach, move to safe locations.

Precautions:

1. When outside: Seek shelter and stay clear of open fields or areas. Be sure to stay away from taller objects in your immediate vicinity as they may act as conductors for lightning strikes. Make sure you are among the lower objects in your immediate vicinity and stay away from anything that may act as a conductor such as metals, poles, trees, etc.
2. When in the water: All must get out of the water at the first sign of a thunderstorm and seek out a safe shelter. The waterfront director must ensure that all campers are accounted for.
3. When on camp grounds: Staff should be directed where to take campers. Outdoor activities should cease and staff and campers are to proceed to camp buildings during lightning events. Avoid handling or using the telephone. Only key administrators may use the phone if necessary.

WATERFRONT EMERGENCY PROCEDURE (MISSING CAMPER)

The following procedure is to be used after you do a buddy check and a camper is presumed to be missing:

1. Check all pool bottoms.
2. All campers are to be seated quietly at poolside with cooperation from the entire staff in taking head counts.
3. Notify and check with group counselors and unit head to determine if camper was present at the waterfront. Check bathrooms, filter rooms and bunk area.
4. Empty all swimming areas and send all campers back to campus. Use orderly waterfront dismissal. All The leadership team and staff check camper attendance in bunk area to verify missing camper.

Employee CODE OF ETHICS

I shall endeavor to understand and faithfully interpret the camp philosophy, objectives and goals in my relationship with campers and all staff.

I shall conduct myself in an exemplary manner recognizing that I am an adult role model for my campers. By my behavior I will always try to demonstrate high moral values. I recognize that my conduct, when I am away from the camp premises, also reflects on the camp.

I shall always seek to be truthful, honest and fair in my communication and interaction with campers and all staff, including directors.

I accept the challenge of helping my campers increase their awareness of and responsibility to others, helping them gain in self-confidence and self-concept, and of teaching them new skills.

I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.

STAFF MANUAL

Please fill out information below, and give this page to your Director of Side.

The undersigned hereby certifies the following:

1. I have read and fully understand the contents of the Camp Pinebrook Staff Handbook.
2. I will comply with all of the rules, regulations and procedures of Camp Pinebrook, and I am fully aware that my failure to do so may cause my dismissal.

Signature_____

Please Print Name_____

Position_____

Date_____