



# **ELBOW LANE DAY CAMP**

## **STAFF HANDBOOK**

**2012**

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## ELBOW LANE DAY CAMP

*Elbow Lane Day Camp is a traditional day camp, on a beautiful 27 acres, that provides a wide variety of activities to children from 3 to 14 years old. Elbow Lane welcomes children of all religions and ethnic backgrounds. Each field, court, and pool is well suited to the age and ability of the camper. Our program is active, with an emphasis on developing a positive self-image and having fun. By designing a program that meets our campers' interests and ability level, we can challenge them to do their best and by success, see their confidence grow. With popular weekly special events and elective programs, fresh and creative activity is added to the schedule, enriching the campers' experience.*

### ELBOW LANE DAY CAMP MISSION STATEMENT

*Elbow Lane Day Camp's mission is to provide an enriching, exciting and challenging summer program in a safe, comfortable environment, where all campers can experience success and build their confidence while making new friends and having fun.*

*The successful completion of this mission is the sole responsibility of the Directors, Head Counselors, Group and Specialty Counselors and will be accomplished by:*

- 1. Creating a warm, comfortable, safe environment in each group and at every activity, that promotes teamwork and respect for each camper and staff member.*
- 2. Providing for individual differences in experience and ability with an emphasis on success and building confidence.*
- 3. Building opportunities for fun into each activity.*

*Although each staff member will utilize their own strengths and creative talents to meet the challenge of fulfilling their mission, teamwork and cooperation will facilitate Elbow Lane Day Camp's goal of continuing as the BEST camp in the area.*

*The Elbow Lane mission statement is a broad statement of the camp's philosophy. The Elbow Lane mission should help campers achieve the following goals:*

*Build self-confidence by experiencing success in a wide variety of camp activities.*

*Develop social skills that will help them to interact, relate and respect others.*

*Become more self-reliant as they make decisions about their camp program.*

*Learn to work cooperatively as a member of a team.*

*Enjoy being involved in outdoor activities, while learning to respect their natural environment.*

*Have fun!*

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## PERSONNEL POLICIES AND PRACTICES

Elbow Lane Day Camp provides equal employment and volunteer opportunities for staff and applicants without regard to race, color, religion, national origin, gender, age, disability, or veteran status – except in limited instances when age or gender considerations are bona fide occupational requirements.

The camp counselor and camp staff person are the primary instruments through which the objectives, goals and philosophy of Elbow Lane are transmitted to our campers. The staff is expected to be aware of and abide by the following personnel policies:

### CAMPER WELFARE

The first responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to take every care to protect the privacy and person of each camper. Physical punishment or any sexual contact between staff and campers is inappropriate and will be grounds for dismissal. Caution should be taken anytime a staff member is alone with a camper. This is for the protection of the camper and the staff member, as well as the camp.

### STAFF CLASSIFICATIONS

**There are six general types of staff positions at Elbow Lane. They are Senior Group Counselor, Assistant Group Counselor, Junior Group Counselor, Specialist, Specialist's Assistant and Specialist Junior Counselor. Job descriptions for each of these positions are included in the back of this handbook.**

### SALARY

Camp staff will receive monetary compensation, as outlined in their individual contract, for performance of duties as described in the contract and by the Directors. Camp will purchase "non-owned" and liability insurance for staff providing camper transportation. Paychecks will be distributed bi-weekly, four times during the summer.

### BONUS

In addition to the salary, an **attendance-based** bonus will be offered to the staff. The bonus amount will be determined by the number of days absent and successful completion of the camp season, to a maximum of \$150. **There will be a \$25 per day deduction in any attendance-based bonus, for any absence.** There is an additional **performance-based** bonus for any additional duties, to a maximum of \$150. The bonus will be paid after the final evaluation and distributed no later than September 15th.

### THE CAMP DAY

The official camp day starts at 9:00am and ends at 3:40pm.  
Each staff member is responsible for being at their area by 9:00am.

### TIME OFF DURING CAMP HOURS

There is no formal time off for any staff member. However, breaks may be taken with the permission of a Head Counselor or Director. Camp phones are not to be used for personal phone calls. Cellular calls and text messages may be made or received during break time only. (update .... **Never use your cell phone while supervising campers or in your program area**).  
Camp will be closed **Wed., July 4<sup>th</sup>**. You will be paid for this day, only if you work the rest of this week.

## **STAFF ATTENDANCE**

All staff are expected to attend each camp day, plus orientation days. Staff members will not be paid for those times when they are not working. There are no vacation days. Any absence will affect salary and bonuses. Staff bonuses may be forfeited for absences. In the event of an illness, senior staff members absent for more than two days (consecutive or individual), will need to provide a doctor's note. **The bonus will be deducted \$25 for any absence, at the Director's discretion.** Consideration will be given for professional development, student orientation and fall student activities. Prior to the camp season, the Camp Directors must be notified of all obligations that will require an absence from camp. The same policy will apply to the junior staff with the following exception; Junior staff may be excused for a one week (five camp days) family vacation, **provided the directors are notified on or before Big Saturday.** However, salary will be prorated for those days. In the event of illness or personal emergency where absence from camp is necessary, the individual staff is responsible for notifying the Director the evening before the absence is to occur, if possible.

**Big Saturday is considered one of the camp's work days. If missed, it will be counted as one of the total days absent, in determining the bonus.**

## **MEDICAL EXAMINATIONS / HEALTH HISTORIES**

All staff members must supply the Directors with a completed health form, with a health history.

## **CONDITIONS OF SEVERANCE / "AT WILL" EMPLOYMENT**

Staff members should give a minimum of seven (7) days notice in the event of a resignation. The Directors reserve the right, at any time, to terminate any employee whose service is deemed unsatisfactory or violates any provision of the Staff Handbook.

## **INSURANCE**

Liability insurance is carried by the camp, that covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities.

## **HOSPITALIZATION / MEDICAL CARE**

Elbow Lane Day Camp carries Worker's Compensation Insurance, which is a limited coverage for expenses due to injury sustained, while the employee is carrying out the responsibilities of his/her employment. Expenses created by sickness, or injury when not at work, are the responsibility of the employee.

## **HEALTH SERVICES**

Camp and staff members have access to a nurse as needed. The cost of prescriptions, doctors, or hospital visits must be covered under one's personal insurance unless the injury/illness is work related.

## **MEDICATIONS**

All prescriptions, as well as over the counter medications, must be stored in the nurse's office.

## **GRIEVANCES**

Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to one's supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the Camp Director.

## **CONDUCT AND DRESS**

All employees should conduct themselves in a manner that will be viewed as a credit to Elbow Lane. While at camp, employees should agree to adjust individual personal habits and actions to the customs, policies and ideals of the camp. Body art may be required to be covered or removed. Jewelry that may present a safety issue, may also need to be removed. The Directors will have final decision whether or not tattoos, body piercings or jewelry are safe and appropriate for the camp workplace. Socializing should be kept to a reasonable level as not to distract from your duties. **BE A PROFESSIONAL!!!**

Employees are expected to dress appropriately for their activities.

Footwear must be worn at all times by campers and staff (except in the pool area).

**Flip flops and Crocs are not considered appropriate footwear for anything other than the pools.**

## **SOCIAL NETWORKING**

Elbow Lane recognizes that social networking is part of today's society. At the same time, we want to make sure that the use of social networking sites by Elbow Lane staff, does not create any legal or reputational problems. As a result, we ask that our staff exercise discretion and are mindful of their actions and be thoughtful and respectful of the anticipated audience of the content.

## **POOL ATTIRE**

Staff are required to be appropriately dressed in the pool areas.

**Female staff must wear a one-piece swimsuit or a "tankini" at the pool.**

**For male staff, swim shorts are required.**

## **HARASSMENT**

Elbow Lane recognizes that a person's right to freedom from discrimination includes the opportunity to work and play in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary for the operations of the camp program. Harassment has the potential to create an intimidating, hostile, or offensive work environment and may unreasonably interfere with an individual's work performance, which could adversely affect an individual's opportunity.

Harassment includes all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religious beliefs that are offensive to a person associated with the camp program. Examples include verbal harassment (epithets, derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.), and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc.).

## **SEXUAL HARASSMENT**

In addition to the above, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and conduct of a sexual nature when submission to such conduct is made either explicit or implicitly a term or condition of employment and/or submission to, or rejection of, such conduct is the basis for or a factor in any employment decision affecting the individual.

Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their immediate supervisor or the Camp Director. Any individual, who is found to have harassed another individual, will be subject to discipline. Persons that have been exposed to harassment are encouraged to report the harassment to an appropriate supervisor. Supervisors who become aware of unlawful harassment or inappropriate behavior must report the incident to the Camp Director.

## **TIPS/GRATUITIES**

We expect our staff to treat all campers equally. Therefore, tips or gifts should not have any effect on how campers are treated.

## **ALCOHOL/CONTROLLED SUBSTANCES**

Alcohol or controlled substances are not allowed on the camp property. Employees are not permitted on camp property under the influence of alcohol or controlled substances. Breaking this policy is grounds for dismissal.

## **SMOKING**

**NO SMOKING ON THE ELBOW LANE CAMPUS OR IN ANY CAMP VEHICLE.**

## **LEAVING THE CAMP**

All staff members must receive permission from the Director when leaving camp, outside regular hours, for any reason.

## **VISITORS**

Staff are not to bring guests to camp at any time or for any reason. Medical and liability regulations dictate this policy. Unfamiliar faces wandering the campus should be politely directed to the office. Visitors will be identified and issued a badge identifying them as such.

## **PERSONAL EQUIPMENT**

The camp is not responsible for the loss or damage of any personal property, clothing, sports equipment, cell phones, mp3 players, cameras, radios, etc., brought to camp. **Cellular calls and text messages may only be made or received during break time, away from regular program areas.** The Directors should be made aware of any personal valuables that are brought to camp, and such valuables should be taken home each day.

## **WEAPONS**

Any item that could be used as a weapon is not permitted on the campgrounds. These items include, but are not limited to, knives, fireworks, BB guns, pellet guns, martial arts weapons and firearms. Anyone who brings these items to camp will have them confiscated and will be subject to disciplinary action.

## **STAFF VEHICLES**

Vehicles driven to camp by staff must be registered with the office and **parked in the assigned areas.** Elbow Lane is not responsible for damage or losses involving staff vehicles.

## **CAMPER ATTENDANCE PROCEDURE**

It is the responsibility of the group counselors to take attendance every camp day. Attendance sheets should be kept in your mailbox after attendance is taken and turned in to the camp office every Friday. Head Counselors must be notified of a camper's absence after three consecutive days so that the parents can be contacted.

## ABSENCES

Campers are to be checked in and out each day on the appropriate form. Early arrivals on the morning extended hours check in sheet, all others on their group attendance sheet. The camp office will call parents if campers are not signed in as expected. Afternoon 'extended hours' children must be signed out at the PM desk on the 'PM extended hours' check-out sheet. The head of the PM extended hours program will have copies of every campers release form. Identification will be required for anyone not recognized by the staff.

## CAMPER SUPERVISION

### CAMPER SUPERVISION RATIOS

Elbow Lane's 'staff to camper' ratios is based on the guidelines set by the American Camp Association and the input of the years of experience of our supervisory staff. These guidelines are followed during all programs run by our camp. Other organizations that use our facilities for youth activities are advised of the following ratios for effective camper supervision.

General:	Staff / Camper
3 to 5 year old campers	1 : 6
6 to 8 year old campers	1 : 8
9 to 14 year old campers	1 : 10

There should always be a minimum of two staff members, one must be a senior counselor, with a group of campers unless the group is in area where other group staff are available to assist in case of a problem or an emergency.

Exceptions to this policy is in the changing areas where there must be at least two staff members present, one must be a senior counselor, no matter how small the number of campers.

Other exceptions to the above ratios are in area such as the pools, archery and the ropes/adventure area where more staff are required as outlined in procedure concerning those areas.

In the event of an emergency when the staff/camper ratios cannot be met, use your best judgment. Use older campers and the walkie-talkie when necessary.

While on duty all staff are expected to supervise and instruct campers. Remember that campers are most important and always come first. This is not time for reading, writing letters or visiting with other staff. Refer to your job description and specific program procedures for additional information.

### ELBOW LANE'S GENERAL GUIDELINES FOR SUPERVISION IN PUBLIC AREAS

The following guidelines apply when campers go to "public" sites like parks, or participate in events where other noncampers are present.

#### **1. General**

- Wear something to identify group members which will make supervision and counting easier (e.g., yellow shirts, similar bandanas, baseball caps).
- Maintain the regular camp ratios, with a minimum of two adults.
- Make sure that a first-aid certified staff member is easily accessible – within voice distance.
- Use the buddy system and teach campers "why" it is used. (To watch out for each other.)
- Take a head count every 15-30 minutes, before and after moving from one area to another, or more often if the activity or situation involves crowds, "attractive nuisances," or other distractions.
- Make sure campers know what to expect and what the rules are in general, include expectations for unusual circumstances, such as using playground equipment or spending money.
- Make sure that everyone is aware that camp policies on behavior (polite and appropriate) carry over to 'out of camp' trips.
- Explain the plan to all (campers and staff), address potential emergencies or situations, such as illness, extra bathroom trips, being approached by strangers, or meeting someone the camper knows. Campers should tell



a staff member right away.

- If a camper gets lost or separated from the group, they should go immediately to one of the site's information areas (show the campers how these areas are designated).
- Instruct campers to tell staff before going to the bathroom and to check back in when they return.
- Keep belongings with the group OR have someone stay with them.
- Do not invite others to join the group, without the knowledge and consent of a staff member. Report uninvited guests or suspicious circumstances to staff immediately.
- Define the area in which campers are to stay unless specific permission is obtained from their assigned staff member.
- If leaving the boundary area, require all campers to go with a buddy.
- When in a stationary area, like at the park, staff should spread the staff out within the group, remaining visible, accessible, and attentive to the needs of the campers.

## **2. When Walking**

- Walk in pairs, to allow others to pass comfortably.
- Have a staff member lead and another follow, in most instances.
- Suit the pace to the slowest person.
- Keep the group together.
- Cross streets as a total group at designated crossings only.
- Obey traffic signals.
- Count heads at regular intervals.

## **CAMPER RELEASE PROCEDURES**

Our parents entrust their children to us. We must do all we can to ensure their safety and provide them with the best care possible while they are our responsibility. Therefore the following guidelines are intended to avoid any problems with the release of campers.

1. All campers are to be released only to an authorized person. Parents/guardians must complete and sign our release form, authorizing release of the camper to anyone other than the custodial parent or legal guardian. **Identification will be required for release of campers to authorized persons.**
2. Authorized persons are to be directed to the Camp Office, to sign out their camper/s.
3. If a custodial parent/guardian requests that a camper not be signed out to a non-custodial parent, the request must be in writing.
4. When a last-minute change occurs in who will be picking up the camper, the new instructions are to be verified by the camp Transportation Coordinator or the Camp Directors.
5. No camper may leave the camp at any time without prior authorization of the custodial parent and the camp office or Director.

## **ARRIVAL AND DEPARTURE BY CAMP VEHICLES**

Drivers should park the camp vehicles in the designated area. Drivers must escort their Junior and Intermediate campers to and from their tables' area. Campers and staff must enter and exit the camp from behind the toddler building. Walking on the road through the "parent pickup area" is prohibited.

Counselors must not leave the rear parking lot when campers are approaching their vans/buses. Wait until all campers are in their vehicles before departing.

## **COMMUNITY RELATIONS**

Staff are asked to be sensitive to the people in the communities near the camp. Each staff member represents the camp in his/her dealings with members of the local communities, as well as in their behavior away from camp.

## **COMMUNICATIONS WITH PARENTS**

***ALL COMMUNICATIONS WITH PARENTS, WRITTEN OR BY PHONE, MUST BE APPROVED BY A HEAD COUNSELOR OR DIRECTOR. IF YOU FEEL THERE IS A NEED TO CONTACT AN INDIVIDUAL PARENT, OR SEND A GROUP MESSAGE HOME, A HEAD COUNSELOR WILL CONSULT WITH YOU ON TIMING AND CONTENT.***

## **HEALTH AND ACCIDENT PROCEDURES**

### **EMERGENCIES - GENERAL RULES**

\*\*\*\*\* **CONTACT THE OFFICE / NURSE** \*\*\*\*\*

If you are the primary staff member at the scene in camp:

1. Evaluate the overall situation. Do not rush or panic.
2. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
3. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim.
  - Administer First Aid as able. Follow "ABC's": Airway, Breathing, Circulation
  - Administer rescue breathing and CPR as appropriate.
  - Check for other injuries and profuse bleeding.
  - Do not permit an injured person to sit up or stand until you know how serious his/her injury is. Do not move him/her until you are sure it can be done safely.
  - Do not give liquid to an unconscious person. It might enter the windpipe and strangle him/her.
  - Keep calm and act quickly and quietly. Speak in a natural voice. Do not handle the person hurriedly or roughly. Try to protect him/her from worry. Keep other campers away. Do not leave the scene.
4. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one staff member at the scene of the accident with the victim.
5. Contact the Camp Nurse as soon as possible. Provide a clear description of the emergency and your location.
6. Notify the Camp Director or other administrative staff in the camp office. If someone else answers the call, tell them: "This is an emergency, I must talk to the Camp Director." Do not discuss the situation with them.
7. Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the staff? Campers? What could the victim have done to prevent the injury?
8. Once the health-care supervisor/Camp Director arrives at the scene, summarize the situation and answer questions. The health-care supervisor or Director will take charge.
9. Prepare accident reports within 24 hours.

\*\* In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

**If you are out of camp:**

1. If the injury is not a life/death situation or is an illness, contact camp first. If the emergency appears to be life/death related, call 911 first (or appropriate EMS number), then notify the camp.
2. Be prepared to deal with the public and possibly the media. Do not issue any statements. Do not make any comments “off the record.” Do not speculate.
3. Indicate as pleasantly as possible that you are not authorized to speak for the camp and refer them to the Camp Director.
4. Make NO statement orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under NO circumstances reveal the name of the victim or other persons involved.
5. Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number, too.
6. The child’s parents will be contacted by the Camp Director, Head Counselor or Camp Nurse.

If you are a secondary staff member at the scene: Campers’ safety is first!

1. Quickly and quietly follow the directions of the person in charge of the situation.
2. Do not panic . . . remember, you must set an example for the campers at the scene.
3. Offer advice only if you are more knowledgeable about the incident or you are asked.
4. Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or law-enforcement officials.
5. Assist in preparing reports as needed.

**OTHER INJURIES**

Bring camper to the nurse. A counselor should always accompany camper to the first aid station.

**EMERGENCY PROCEDURES**

**FIRE DRILL PROCEDURES**

\*\*\*\*\* FIRE ALERT WILL BE THREE BLASTS FROM AIR HORN \*\*\*\*\*

All campers and staff will report to and line up at the flag pole.

1. From the time the fire alarm is sounded until the all clear signal is given, absolute silence must be observed.
2. Attendance must be taken by the Group Counselor and given to the Head Counselor, who will then compare attendance with office records.

**SAFETY, SECURITY AND SEVERE WEATHER SITUATIONS**

**\*ONE LONG BLAST OF THE AIR HORN WILL BE THE SIGNAL FOR A SAFETY/ SEVERE WEATHER SITUATION\***

During this type of emergency the staff should adhere to the following plan:

**Remain calm and positive while moving campers to the designated areas. Do not worry about camper’s bags and belongings, they can be replaced.**

All **Intermediate and Senior Campers** should move immediately to the **Arts and Crafts Barn**. The oldest four groups will go upstairs the rest of the groups will remain in the in the arts and crafts rooms.

All **Junior and Upper Campers** should move immediately to the **Nursery School**. Junior camp will stay on the video side of the large room. Upper camp will stay on the side nearest the bathrooms. Some of the upper camp will be assigned to sit in the back room (where the Munchkins normally nap).

Supervisory staff will circulate and keep counselors updated on any change in the situation. A Head Counselor will supervise each area or appoint a designee who will be able to communicate with other supervisory staff by walkie-talkie.

**Local or National Disaster** - Listen to the radio to follow procedures for national or local disaster. Follow outdoor or indoor assembly procedures as announced by Supervisors. Instructions will follow.

### **EVACUATION PROCEDURES**

If the Directors conclude that circumstances dictate an evacuation of a building or all buildings a supervisory staff member will be sent to each building to coordinate the evacuation.

Counselors should remain calm and instruct their campers to be quiet and listen to directions. One counselor should lead the group out while another should follow making sure all members of the group are out of the building.

The Barn

Groups on the first floor should move out through the side doors by the snack shack. Any groups on the second floor should move down the stairway and out the front door by Ceramics.

The School

Groups in the front room should move out the front door. Groups in the back (Munchkins room) should proceed out the back door.

All groups should proceed to the lineup area where each group will take attendance and await further instructions.

Camp evacuation

If the camp must be evacuated the lineup dismissal procedures will be followed. Parents will be contacted by phone, cell phones and announcements on our website.

### **EMERGENCY COMMUNICATIONS**

Emergencies or serious incidents will require contacting the camp administration and nurse. This can be done by sending a staff member to the office or to the nearest person or area with a walkie-talkie. All supervisory staff have walkie-talkies. Other walkie-talkies are located around the camp in the following areas: Wilder-craft, Ropes, Nature, Gymnastics and the pools. If the incident occurs outside of camp contact the supervisor in charge with a cell phone. Cell phone numbers will be supplied by the supervisory staff. Emergency services and parent will be notified by the supervisory staff.

If approached by the media do not give out any information, refer them to the camp administration.

### **EMERGENCY CAMP EVACUATION**

If it is necessary to immediately evacuate the camp, campers will be divided by groups and walked or loaded into all camp vehicles and staff cars and transported to a safety zone. Vehicles will be sent back and forth until all campers and staff are moved to a safe area.

### **EMERGENCY CLOSING**

In the event of an unscheduled closing, Directors and Head Counselors will contact staff to inform them of the details of the closing. Group Counselors will in turn contact their campers to inform them of the situation.

## **EARTHQUAKE**

Most campers are well rehearsed in earthquake “duck-and-cover” drills at school. If campers are inside, have them move away from windows and “duck and cover” under beds, tables, or stand in braced doorways. If the earthquake catches you outside, move away from buildings and trees. Seek an open area.

After an earthquake, do not enter any buildings until they have been checked by the camp administrative staff or the rangers. If possible, shut off the electrical system until the building is checked. Attempt to stop any water leaks.

Stay in your area if it seems safe. Calm the campers and provide program activities (singing, stories, etc.) until help arrives.

## **ELECTRICAL STORM**

Lightning will seek tall objects, so stay away from lone trees, drinking fountains, and hilltops. Seek shelter under a low clump of trees, in a building, or automobile. All swimmers must go to the edge and get out of the water upon the signal from the pool staff.

## **UTILITY FAILURE**

**Water:** If we should lose our water supply, because of the limited supply, practice conservation and teach the campers to restrict the amount of water they use.

**Electrical:** If power is lost contact the camp administration immediately. Downed power lines are extremely dangerous. Stay clear and don't touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

## **INTRUDERS**

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgement must be made on the part of staff. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office, or ask them to leave. This is private property and not open to the public. Observe to ascertain that the person leaves the site.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. Someone should stay with the campers away from the situation.

If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the camp office, and observe the whereabouts of the person.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

Teach the campers to come quietly and tell you if they see an unfamiliar person on the property. If a child encounters an unfamiliar person, real or imagined, never tell the child that “it really wasn't anything,” “there is no need to be afraid,” or “it was just your imagination.” Frightened children need to be allowed to experience their fear, to know that it is okay to be afraid, and to talk about their experience.

If you are off camp property, keep a staff member with the campers while two other staff members go to notify a park ranger or law-enforcement officer if someone seems to be behaving suspiciously or inappropriately around your area.

Notify the Camp Director immediately of any intruders. Complete an incident report and any other reports requested.

If the intruder is an animal, campers and staff are to go to the nearest building and lock the door. Communicate the situation to the office. Wait there until notified that it is safe to leave the building.

## **MISSING PERSON PROCEDURE**

**\*\*\*THREE BLASTS OF THE AIR HORN WILL BE THE SIGNAL FOR A FIRE DRILL OR MISSING PERSON\*\*\***

On the first day of camp, review with campers what to do if separated from the group.

- Campers should report/go to the nearest senior staff member or the Whitehouse.
- If lost in the woods they should stay where they are and wait to be found by the staff.

On determination that a camper is missing:

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Was she depressed or angry, threatening to run away? Did he fall behind on a hike, or leave to visit a friend in another unit? A camper who does not wish to be found will require a wider and more careful search.
3. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.) Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find a camper, see that they are supervised by another staff member.
4. Check any known accomplices (friends in other groups, etc).
5. Check bathrooms, buildings and other bunks.
6. Contact the Camp Director or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing. The Camp Director will organize an extended search and determine if an all camp missing person drill will be called. If the camper is not found in 20 minutes, the camper will be presumed lost. The Camp Director will institute a public search that will include contacting the sheriff department, camp office, and camper's parents.
6. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
8. Office will notify authorities.
9. Complete an incident report and any other reports requested.

## **KIDNAPPING**

**DO NOT ALLOW ANYONE (stranger or known) TO REMOVE A CAMPER FROM CAMP!**

All staff members will refer all visiting persons (stranger or known) to the Director. Under NO conditions may a camper be removed from camp without the permission of the Camp Director. Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to remove a camper from camp. We have a form that parents sign on registration day if a camper is to be picked up from camp early or by another person! The Director will verify this written instruction if someone comes for a camper.

Should a camper be taken from camp without the expressed and direct approval of the Director: Get descriptions of all persons involved if possible (hair, clothes, height, license number of car, etc.). Notify the Camp Director IMMEDIATELY!

## 99 WAYS TO SAY "VERY GOOD"

1. You're on the right track now!
2. You're doing a good job!
3. You did a lot of work today!
4. Now you've figured it out.
5. That's RIGHT!!!
6. Now you have the hang of it!
7. That's the way!
8. You're really going to town!
9. You're doing fine!
10. Now you have it!
11. Nice going.
12. That's coming along nicely.
13. That's great!
14. You did it that time!
15. GREAT!
16. FANTASTIC!
17. TERRIFIC!
18. Good for you!
19. You out did yourself today!
20. GOOD WORK!
21. That's better.
22. EXCELLENT!
23. Way to go!
24. Good job, (name of student)
25. That's the best you have ever done.
26. Good going!
27. Keep it up!
28. That's really nice.
29. WOW!
30. Keep up the good work.
31. Much better!
32. Good for you!
33. That's what I like to see.
34. Good thinking!
35. Exactly right!
36. SUPER!
37. Nice going!
38. You make it look easy.
39. I've never seen anyone do it better.
40. You are doing that much better today.
41. Way to go!
42. Not bad.
43. Superb!
44. You're getting better everyday.
45. WONDERFUL!
46. I knew you could do it.
47. Keep working on it, you're getting better.
48. You're doing beautifully.
49. You're really working hard today.
50. That's the way to do it!
51. Keep on trying!
52. THAT'S IT!
53. Nothing can stop you now!
54. You've got it made.
55. You are very good at that.
56. You are learning fast.
57. I'm very proud of you.
58. You certainly did well today.
59. You've just about got it.
60. That's good.
61. I'm happy to see you working like that.
62. I'm proud of the way you worked today.
63. That's the right way to do it.
64. You are really learning a lot.
65. That's better than ever.
66. That's quite an improvement.
67. That kind of work makes me very happy.
68. MARVELOUS!
69. Now you've figured it out.
70. PERFECT!
71. That's not half bad!
72. FINE!
73. You've got your brain in gear today.
74. That's IT!
75. You figured that out fast.
76. You remembered!
77. You're really improving.
78. I think you've got it now.
79. Well look at you go!
80. You've got that down pat.
81. TREMENDOUS!
82. OUTSTANDING!
83. I like that.
84. Couldn't have done it better myself.
85. Now that's what I call a fine job.
86. You did that very well.
87. Congratulations!
88. That was first class work.
89. Right on!
90. SENSATIONAL!
91. That's the best ever.
92. Good remembering!
93. You haven't missed a thing.
94. It's a pleasure to teach when you work like that.
95. You really make my job fun.
96. Congratulations. You got (number of behaviors) right!
97. You've just about mastered that!
98. One more time and you'll have it.
99. You must have been practicing!

## GENERAL GUIDELINES FOR WORKING WITH KIDS

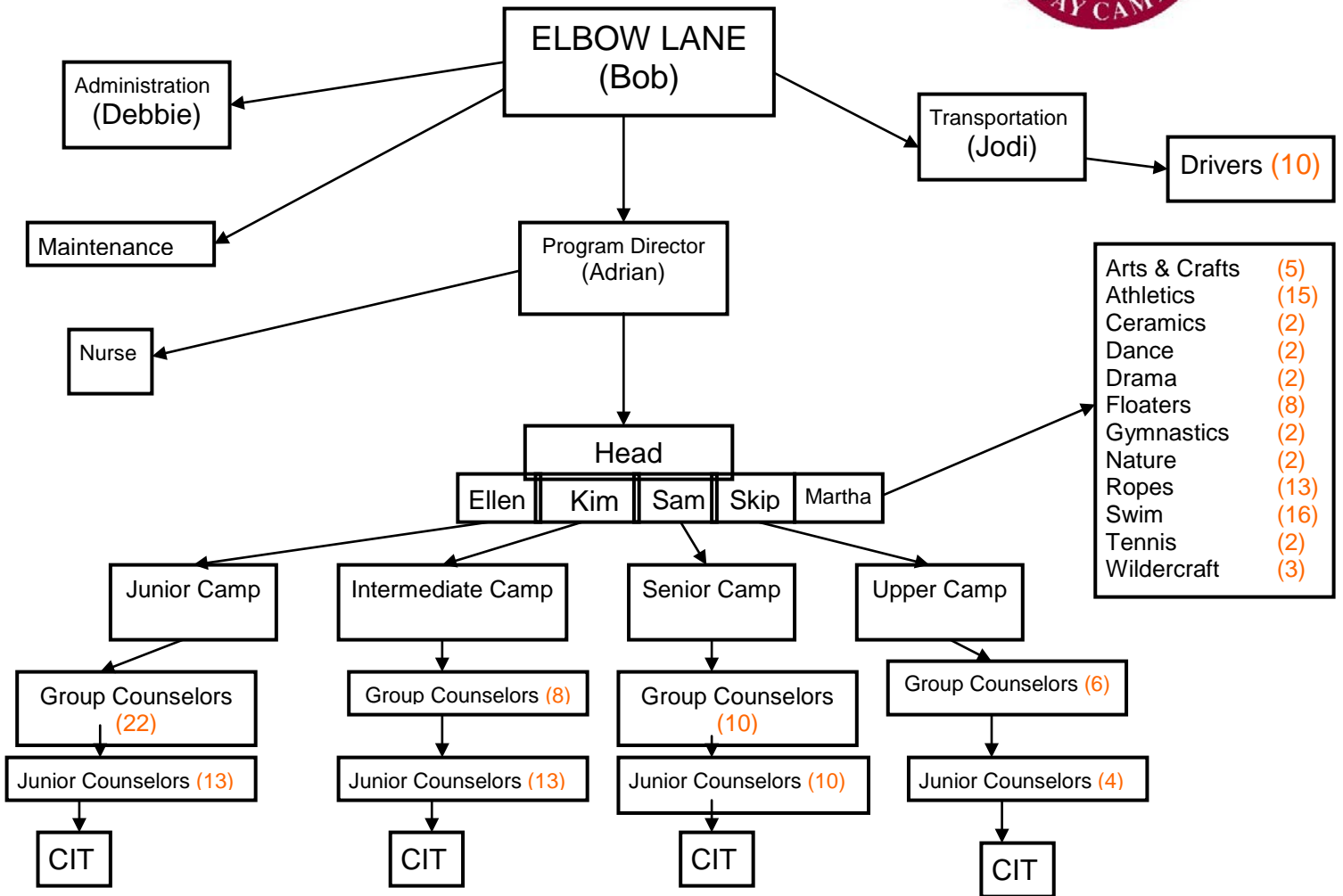
1. YOUR ROLE--is one of teacher, leader, adviser, role model and friend. You will have to find a balance that you are comfortable with. It's good to be informal and friendly and to have fun with the kids, but remember also that you are the responsible adult. You need to be consistent.
2. BE POSITIVE--Try never to say or do it in a negative way. Find a positive, supportive way to say things. Avoid "killer statements," coming down on kids, "guilt-tripping," nagging. Instead of saying "don't," tell them what to do. (For example, instead of "Don't talk while someone else is talking," try "Let's show John our respect and listen to what he has to share). Show kids your respect--say "please" and "thank you." Model these attitudes and try to discourage negative comments and actions on their part. Be child-centered; don't force your agenda above all else.
3. KNOW YOUR KIDS--Gather as much information as quickly as you can. How do they relate to each other? Their teachers? What are their interests? Who are the leaders? The shy ones? The clowns? Try to see their needs, and this means individually. Don't let one problem kid or one star take all of your attention. They need to be recognized but so do the quiet, unnoticeable ones. You should try to be aware of each child at every moment. Is the material over his head? Is she bored? Homesick? Lonely? Learn and use kids' names immediately, and involve them. This lets them know that they are each worthy and important.
4. BUILD A GROUP--Encourage cooperation, support, group spirit. You are the leader, but also a member of the group. Try to be on their level as much as possible, participating, exploring, problem-solving with them. You're not there to give them all of the answers, but to help them find answers together.

### Some Guidelines for Teaching and Leading Activities

1. HAVE A PURPOSE--for what you're doing, and be sure the kids see it. Avoid running through one activity after another just to fill time. "Water is an essential resource that we often take for granted. Today we're going to explore the stream a little to find out more about how water systems work, where our water comes from, and why we need to take care of our water supply." Make sure your activities address the purpose or goals you have identified.
2. BE PREPARED--Have a plan and be ready to carry it out. Think through everything in advance; have note cards with your plan outlined; have all materials ready to go. Always prepare more than you think you'll need, and be flexible. Be able to cut out, add, or change things in case you run out of time, or things go faster than expected, or an activity just doesn't "make it." Don't be afraid to abandon things that don't work, or spend extra time on things that are especially successful.



3. USE VARIETY--Every student has a different learning style, different likes and dislikes, a different attention span. Vary the type of activity, the length, the conceptual level. Try to evaluate what works for whom.
4. GATHER THE GROUP and GIVE NECESSARY INFORMATION BEFORE beginning an activity--Starting before you have everyone's attention is a waste of time. Try making a circle, a huddle, a ring around a tree, or a line-up on a wall or log. Ask everyone to put a finger on their noses when they're ready to begin, and then wait for silence. Be sure you give all instructions, including safety considerations, boundaries, all rules of the game, etc. before kids disperse for an activity. If there is something to pass out, hold onto it yourself until all information is clear. Ask for questions, or have one of the kids repeat the instructions to be sure everything is understood.
5. KEEP IT SIMPLE--You are not expected to know it all. You need not name everything you see, or give fancy lectures. Instead, take an attitude of mutual discovery, emphasizing sensory awareness and inquiry. "I don't know what this is, Jane; does anyone else have an idea? . . . What does it feel (look, sound) like? How could we find out more about it?" When introducing concepts that are likely to be new to kids, use analogies and connect ideas to something they're familiar with. "The mushroom is like the fruit of the fungus--if the fungus were an apple tree, the mushroom part that we see would be the apple." Never hesitate to say "I don't know" if you don't.
6. WRAP IT UP--Always conclude an activity somehow--don't just stop. The conclusion is a good time to check on kids' learnings and do a quick evaluation of your activity. "Let's go around the circle and have everyone share something brand new that they saw or heard or experienced this afternoon . . . . What do we mean by adaptation? Let's see if each of you can give me one example." Your conclusion may only take a minute, but it's important to take that time to re-gather the group, focus them on the topic again, and make a transition to the next activity. If you've been out on a trail, do your wrap-up before you come back--out of sight of the building.



# ELBOW LANE ORGANIZATIONAL CHART.

## ELBOW LANE

### GROUP COUNSELOR JOB DESCRIPTION

**Desired Qualifications:** Degree or working toward a degree in education

**Experience:** Previous work with children, some camp background

**Responsible to:** Head Counselors and Camp Directors

**General and Specific Counselor Responsibilities:**

1. To be the primary caregiver for a group of campers
2. To supervise the safety and well-being of each camper. This includes keeping campers protected from bullying or mistreatment by other campers.
3. To maintain a positive attitude, a professional demeanor and appearance during camp hours.
4. To carry out the activities suggested by the camp directors, head counselors or specialty supervisor.
5. To have planned activities for those unscheduled times that arise during the camp day such as cancelled classes or brief periods of inclement weather.
6. To know and follow the policies and procedures presented in the Elbow Lane Staff Handbook..
7. To maintain a clean, tidy and pleasant environment at tables and the group's changing area.
8. To attend camp staff meetings and to appropriately verbalize and discuss concerns and questions.
9. To provide information to the camp head counselors and directors regarding campers daily needs, while maintaining camper's confidentiality.
10. To be at camp promptly before the scheduled camp day begins.

## ELBOW LANE

### ASSISTANT COUNSELOR JOB DESCRIPTION

**Desired Qualifications:** High school graduate

**Experience:** Previous work with children, some camp background

**Responsible to:** Senior Counselors, Head Counselors and Camp Directors

#### **General and Specific Assistant Counselor Responsibilities:**

1. To share most of the responsibilities with senior counselor as the primary caregiver for a group of campers.
2. To help supervise the safety and well being of each camper. This includes keeping campers protected from bullying or mistreatment by other campers.
3. To maintain a positive attitude, a professional demeanor and appearance during camp hours.
4. To carry out the activities suggested by the camp directors, head counselors or specialty supervisor.
5. To help with planned activities for those unscheduled times that arise during the camp day, such as cancelled classes or brief periods of inclement weather.
6. To know and follow the policies and procedures presented in the Elbow Lane Staff Handbook.
7. To help maintain a clean, tidy and pleasant environment at tables and the group's changing area.
8. To attend camp staff meetings and to appropriately verbalize and discuss concerns and questions.
9. To provide information to the camp senior counselors, head counselors and directors regarding camper's daily needs, while maintaining camper's confidentiality.
10. To be at camp promptly before the scheduled camp day begins.

## ELBOW LANE

### JUNIOR COUNSELOR JOB DESCRIPTION

**Desired Qualifications:** High school student, 10<sup>th</sup> to 12th grade

**Experience:** Previous work with children, some camp background

**Responsible to:** Senior Counselors, Head Counselors and Camp Directors

#### **General and Specific Junior Counselor Responsibilities:**

1. To assist Senior and/or Assistant Counselor as the primary caregiver for a group of campers.
2. To help supervise the safety and well being of each camper. This includes keeping campers protected from bullying or mistreatment by other campers.
3. To maintain a positive attitude, a professional demeanor and appearance during camp hours.
4. To carry out the activities suggested by the camp directors, head counselors or specialty supervisor.
5. To help with planned activities for those unscheduled times that arise during the camp day such as cancelled classes or brief periods of inclement weather.
6. To know and follow the policies and procedures presented in the Elbow Lane Staff Handbook.
7. To help maintain a clean, tidy and pleasant environment at tables and the group's changing area.
8. To attend camp staff meetings and to appropriately verbalize and discuss concerns and questions.
9. To provide information to the camp senior counselors, head counselors and directors regarding camper's daily needs, while maintaining camper's confidentiality.
10. To be at camp promptly before the scheduled camp day begins.

## ELBOW LANE

### SPECIALIST JOB DESCRIPTION

**Desired Qualifications:** Degree or working toward a degree in education or area of specialty

**Experience:** Previous work with children in area of specialty, some camp background

**Responsible to:** Head Counselors and Camp Directors

#### General and Specific Specialist Responsibilities:

1. To plan and execute a program which develops campers skills and interest in your area. This includes providing lesson plans and acquiring equipment or materials needed for a successful program.
2. To maintain area and equipment provided, as well as keep an up-to-date inventory of your specialty's supplies. Also, to keep the directors informed of your program's needs throughout the summer.
3. To involve yourself in caring for the campers and getting to know them. To supervise the safety and well being of each camper. This includes keeping campers protected from bullying or mistreatment by other campers.
4. To maintain a positive attitude, a professional demeanor and appearance during camp hours.
5. To carry out the activities suggested by the camp directors, head counselors or specialty supervisor and help out as needed for special activities.
6. To have planned rainy day or hot weather activities for weather related changes in the schedule.
7. To attend preseason training and staff meetings. To know and follow the policies and procedures presented in the Elbow Lane Staff Handbook.
8. To maintain a clean, tidy and pleasant working environment as well as maintain and care for equipment in your area.
9. To be at camp promptly before the scheduled camp day begins. To attend camp staff meetings and to appropriately verbalize and discuss concerns and questions.
10. To provide information to the camp head counselors and directors regarding campers daily needs, while maintaining campers confidentiality.

## ELBOW LANE

### SPECIALIST'S ASSISTANT - JOB DESCRIPTION

**Desired Qualifications:** High School Graduate

**Experience:** Previous work with children in area of specialty, some camp background

**Responsible to:** Head specialist, Head Counselors and Camp Directors

#### **General and Specific Specialist's Assistant Responsibilities:**

1. To help plan and execute a program which develops campers skills and interest in your area. This includes providing lesson plans and acquiring equipment or materials needed for a successful program.
2. To assist in maintaining the area and equipment provided, as well as keep an up to date inventory of your specialty's supplies. Also, to help keep the directors informed of your program's needs throughout the summer.
3. To involve yourself in caring for the campers and getting to know them. To supervise the safety and well being of each camper. This includes keeping campers protected from bullying or mistreatment by other campers.
4. To maintain a positive attitude, a professional demeanor and appearance during camp hours.
5. To carry out the activities suggested by the camp directors, head counselors or specialty supervisor and help out as needed for special activities.
6. To have planned rainy day or hot weather activities for weather related changes in the schedule.
7. To attend preseason training and staff meetings. To know and follow the policies and procedures presented in the Elbow Lane Staff Handbook.
8. To maintain a clean, tidy and pleasant working environment as well as maintain and care for equipment in your area.
9. To be at camp promptly before the scheduled camp day begins. To attend camp staff meetings and to appropriately verbalize and discuss concerns and questions.
10. To provide information to the camp head counselors and directors regarding campers daily needs, while maintaining campers confidentiality.

## ELBOW LANE

### SPECIALIST JUNIOR COUNSELOR - JOB DESCRIPTION

**Desired Qualifications:** High school student, 10<sup>th</sup> to 12th grade

**Experience:** Previous work with children in area of specialty, some camp background

**Responsible to:** Head Specialist, Head Counselors and Camp Directors

#### **General and Specific Specialist Junior Counselor Responsibilities:**

1. To help plan and execute a program which develops campers skills and interest in your area. This includes providing lesson plans and acquiring equipment or materials needed for a successful program.
2. To assist in maintaining the area and equipment provided, as well as keep an up to date inventory of your specialty's supplies.
3. To involve yourself in caring for the campers and getting to know them. To supervise the safety and well being of each camper. This includes keeping campers protected from bullying or mistreatment by other campers.
4. To maintain a positive attitude, a professional demeanor and appearance during camp hours.
5. To help carry out the activities suggested by the camp directors, head counselors or specialty supervisor and help out as needed for special activities.
6. To help plan rainy day or hot weather activities for weather related changes in the schedule.
7. To attend preseason training and staff meetings. To know and follow the policies and procedures presented in the Elbow Lane Staff Handbook.
8. To maintain a clean, tidy and pleasant working environment as well as maintain and care for equipment in your area.
9. To be at camp promptly before the scheduled camp day begins. To attend camp staff meetings and to appropriately verbalize and discuss concerns and questions.
10. To provide information to the camp head counselors and directors regarding campers daily needs, while maintaining campers confidentiality.