

# TALL PINES DAY CAMP, INC.



## STAFF HANDBOOK

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## WELCOME TO TALL PINES DAY CAMP

You are now associated with one of the finest day camps in South Jersey! We hope this association will be a long and pleasant one. Our reputation is only as strong as the quality and performance of our staff. The Staff Handbook is designed to help you contribute to the preservation of our strong reputation.

### TEN IMPORTANT THINGS TO DO

1. Be friendly, positive, and enthusiastic. A camper's experience depends on their counselors.
2. Keep campers grouped as an aid in control and movement to activities.
3. Move campers to areas quickly. Know what you are going to do before you get there. Excessive delays are prescriptions for disruptive behavior and unenthusiastic participation.
4. Give compliments and encouragement liberally. Build a camper's confidence and self-esteem.
5. Always practice fundamentals before a game. Tall Pines is a teaching camp.
6. Plan for a high degree of involvement for all campers.
7. Keep your sense of humor and never lose your patience or perspective.
8. Encourage self-improvement and fun and downplay excessive competition.
9. Remember to interact with campers who are shy, poorly coordinated, or socially disruptive. They may need you. Never neglect any camper. Have campers positively encourage their bunkmates.
10. Utilize the judgement of the Director of your camp when disciplining a camper.

### TEN IMPORTANT THINGS NOT TO DO

1. Never handle campers in a rough manner. No hitting, kicking, squeezing, or teasing.
2. Do not scream at campers.
3. Never make any promises or threats that you cannot back up.
4. Do not use inappropriate or foul language. We do not speak that way at Tall Pines.
5. Do not tell frightening stories of death, injuries, etc.
6. Do not openly rank campers by their ability. Divide teams evenly so no one is picked last.
7. Do not leave a camper out of an activity for an excessive period of time.
8. Never deny food as punishment.
9. Never embarrass a camper in front of his bunkmates.
10. Do not abuse staff members that are under your supervision.

## TEN IMPORTANT THINGS TO REMEMBER

The following suggestions serve as a refresher for former staff members and as a guide for new staff members.

1. Expect your responsibilities to begin when you pick-up your first child in the morning and end when you drop-off the last child at the end of the day. When you enter camp, your day has already started! Consequently, you are considered as being on duty before morning assembly.
2. Never relinquish responsibility of the bunk to a Junior Counselor. Senior Counselors are entirely responsible for the safety and well being of the group. The Junior Counselor is only an assistant.
3. Adhere to the camp program. It is designed to provide a maximum number of experiences for the campers. If, for any reason, you are unable to do so, notify your Director.
4. Report promptly to scheduled activities. While delays may occur, especially with younger campers, please make a concerted effort to be on time.
5. Report to the pool area in a bathing suit. Female staff must wear a one-piece bathing suit. Keep a bathing suit in camp at all times. Though it may rain in the mornings, it may clear up by the afternoon. Don't be unprepared.
6. Speak to one of the Directors rather than conveying your problems or discontent to the campers or parents. Never use abusive language or hit a child.
7. Contribute your ideas to make the camp a better place for our campers and staff. Feel free to discuss your suggestions with the Directors. All counselors may consider themselves as being "on-call" to lead an activity.
8. Report every accident or injury to the nurse immediately! Do not wait to see what develops. If a child appears to be ill or is acting in an unusual fashion-don't hesitate-play it safe! Don't play doctor.
9. Adopt a positive attitude when talking to parents, campers, staff, etc. Always stress the positive aspects of camping. Never express any displeasure with camp life. Use good judgment at all times.
10. If you notice a stranger not wearing a Visitor's Pass walking on camp please ask him/her to report to the main office and immediately notify the office or an administrator. Similarly, friends of staff are not permitted on the grounds to visit. Emergency phone messages will be taken in the office and delivered to you.

## GENERAL INFORMATION

**ALCOHOL AND SUBSTANCE ABUSE POLICY-** Alcoholic beverages and illegal drugs are not permitted in camp. Counselors are not permitted to be under the influence of alcohol or drugs while at camp or while transporting children. Inability to follow this policy leads to immediate dismissal.

**ARRIVAL & DISMISSAL** - All Drivers and Van Counselors are to report absentees, late arrivals, and all other situations to the office upon arrival. All drivers and vans must arrive no later than 9:15 A.M. All notes should be delivered to the office immediately. Camp begins promptly at 9:25 A.M. If you will be late for any reason, contact the camp immediately at (856) 262-3900. When you arrive late or if you leave early, you must sign-in or sign-out in the office. If you fail to sign-in or sign-out your paycheck may be incorrect.

For the first week of each session, staff should be on hand to meet children as they get off the van. Drivers and Van Counselors will shuttle campers from the arrival area to their designated bunk meeting area.

A number identifies each van. The number is located on the magnets. A list of your campers and their respective vehicle numbers will be provided to you at the end of the first day of camp.

The end of the day dismissal period is equally important in requiring your full attention. Prior to dismissal, all campers must be cleaned up, taken to the bathroom, shoelaces tied and so on. Each day, counselors should bring campers to their vans and cars. After releasing your campers to their proper vans all vehicles must wait for departure signal. Order of departure is as follows: vans then cars. No transportation changes may be made unless the office is notified. Parents must first request a transportation change in the office.

The camp day officially ends at 3:45 p.m. for the campers. It is always our goal to have our vans pull out promptly at 3:45 p.m., however sometimes delays occur. We realize that you may be eager to leave the camp, but staff may leave through the main exit only after the final van has left. Due to our staff parking area configuration the first parked in the morning is the first to leave in the afternoon.

**ASSEMBLIES-** Assemblies begin at 9:25 A.M. and 3:40 P.M. Some assemblies may be held in separate areas. Counselors must have their groups attend promptly and be attentive and respectful during presentations.

**ATTIRE** – All staff are required to wear a Tall Pines staff shirt every day. Shirts will be provided to you at staff training. Additional shirts may be purchased for \$5.00 each. Please make sure that you always have a bathing suit and complete change of clothes in camp at all times. You are not permitted to wear your cellular phone at camp during the day. They must be left in your vehicle or stored in the office.

**AUTOMOBILE SAFETY-** All cars must be state-inspected before camp starts. Drivers that transport children should carry a first aid kit and reflectors in their car. If you drive to camp, you will be directed to a designated parking area. At dismissal, walk to your automobile and meet your group. No car is to leave until all cars are loaded and a signal is given.

Pick up children at their door and escort them back at the end of the day. Never drop off a camper at home unless someone is there to receive them. Keep car doors locked when the car is in motion. Turn the motor off when leaving the car. Please travel Sykesville Road at no more than 25 MPH. Go over speed humps slowly. Our neighbors are concerned about speeding vehicles.

When you arrive at camp, walk the campers to their counselors. Set and carry out a safety policy for your car. Be consistent. Drive carefully. Do not stop to buy treats for the campers, i.e. Wawa. Carry a few plastic bags for campers who may become carsick. In an emergency, where you must leave your car, take the keys and appoint a captain.

**BIRTHDAYS-** Campers and staff having birthdays during the official camp season are given a special treat during snack.

**CAMPER WELFARE-** Take all injured or ill children to the nurse immediately regardless of the nature or extent. All incidents must be reported to the Director immediately no matter when they occur or how insignificant they may seem. All requests by parents must be presented in writing. No camper is to be excused from attending an activity. A camper may, however, be excused from participating. Use your own good judgement, or confer with your Directors. Attempt to talk to parents as soon as possible. Inform parents that they should notify the car driver or the Van Driver the evening before if a child is not to be picked up the next day. Campers arriving late should be reported when the driver turns in their daily absentee sheet.

**CHILD ABUSE-** Child abuse is a serious criminal offense. As a camp counselor with the responsibility of caring for children, you may be placed in situations making you vulnerable to charges of child molestation. If you take these simple precautions, you need not be afraid of groundless accusations:

#### PRECAUTIONS AGAINST ACCUSATIONS OF SEXUAL ABUSE OR EXPLOITATION

- \* Have other staff members present when supervising changing into bathing suits or other circumstances in which the child may be dressing or undressing.
- \* Respect the privacy of the child. Do not become intrusive or curious more than is necessary to monitor the health and safety of the child. Children have the right to reject displays of affection if they feel uncomfortable about. Not every child comes from a background in which affection is openly displayed. Respect the child's wishes.
- \* Protect your own privacy. There will be a natural curiosity about boyfriends or girlfriends, personal relationships, and sex. Use common sense in discussing sensitive subjects with your campers. Do not discuss the details of your private life.

Sexual exploitation should not be confused with physical contacts that are true expressions of affection. A warm and healthy relationship can exist between the campers and camp staff if staff members respect the child and place reasonable limits on their physical interaction.

We all want the experience at summer camp to be a happy, carefree one for our children; one where campers experience independent living, develop an appreciation for nature, and work on their social skills. To provide our children with a carefree environment, we as adults must act responsibly and face the fact that child victimization and sexual abuse are harsh realities. You are not being a "friend" when you protect someone who is an abuser. Your responsibility is to the camper. A realistic approach to child safety is essential to protect those for whom we care.

The children placed in your care come from an unknown background. They have had experiences you may not know about, and some will bring problems that you do not have the experience or training to address properly. In spite of these disadvantages, you are in a position to be a source of strength and help the children placed in your care. If you suspect that a child assigned to you is a victim of child abuse you should report this to your Head Counselor or Camp Nurse.

### Detecting Sexual Exploitation

Some forms of abuse may not leave obvious physical evidence. There are, however, behavioral signs that may indicate victimization. This is especially true of children who have been sexually molested. You should be alert to these signs of sexual abuse:

- \* Changes in behavior, extreme mood swings, withdrawal, fearfulness, and excessive crying.
- \* A sudden acting out of feelings or aggressive, rebellious behavior.
- \* Regression to infantile behavior.
- \* A fear of certain places, people, or activities, especially being alone with certain people. Children should not be forced to give affection to an adult if they do not want to.

A desire to avoid this may indicate a problem or parents have cautioned the camper against such behavior.

### What to Do

Follow the guidelines below if a child indicates that he or she may have been a victim of abuse or exploitation:

1. Don't panic or over-react to the information disclosed by the child.
2. Don't criticize the child or claim that the child misunderstood what happened.

Do respect the child's privacy. Take the child to a place where you cannot be overheard. It is important that you discuss the child's situation only with the Director and Nurse. It should not become the topic of conversation amongst staff. Camp is a difficult place to keep information confidential. Your campers should not have to pay the price of your indiscretion and become the subject of camp gossip.

Do encourage the camper to tell the Camp Director Nurse. Make sure that the child feels that he or she is not to blame for what happened. Tell the child that no one should ask him or her to keep a special secret and that it is okay to talk with adults about what happened. Try to avoid repeated interviews about the incident; this can be very stressful for the child.

**CLUBS-** Clubs are elected by campers in the Middle (7-9) and Senior Camp (10-12). Each counselor and specialist sponsor clubs related to their talents and abilities. The club program allows campers to get more of what they like most.

**CONFIDENTIALITY-** The names, addresses, and phone numbers of our entire list of campers and staff is confidential. If a parent would like to send an invitation to someone in their child's bunk, tell them to contact the office. The office staff will send them a list of campers in their child's bunk. Please keep in mind that some parents may have asked to have their address and phone number remain confidential.

**COUNSELOR-IN-TRAINING-** CITs & LIT's (Leaders in Training) stay with a bunk or specialty area in the morning or afternoon. CITs are assistants to the Junior and Senior Counselors. They must give their full cooperation in all matters concerning the welfare of children. During lunch, they are to serve as waiters and waitresses for their groups. CITs & LIT's are never to set policy, discipline, or reprimand a child. They should bring any problem to the immediate attention of the Senior Counselor. Senior and Junior Counselors should include CITs & LIT's in all bunk activities and train them to become a working member of our staff. Problems with individual CITs & LIT's should be discussed with the CIT Director.

**COUNSELOR OBLIGATION-** Counselors are employed for the entire camp season. Counselors must remain with their groups or at their assigned areas at all times. At some point a staff member may be asked to assist in other capacities.

Wherever possible, the camp will attempt to cover the group without having to employ a substitute at the counselor's expense. Staff will not be paid for any days that they are absent, including driving and van counselor bonuses. Counselors will be paid biweekly. Make every possible effort to have all personal matters attended to either before the beginning of the camp season or after its closing. We must have your cooperation in this matter. Employees can be terminated at any time for any reason, with or without cause.

All staff members must attend important pre-season training dealing with this policy, programming, and grouping. All staff are paid for the July 4<sup>th</sup> holiday day if they attend staff training in late May. For every staff meeting that you are absent, a days pay will be deducted from your salary. If Tall Pines excuses you from the meetings, then you will still be paid for that day off.

**DAILY HEALTH CHECK-** Every morning during attendance, visually check your campers for any obvious marks or bruises. If any of your campers seems under the weather, ask if they want to see the nurse. During changing time, again watch your campers and look for excessive head scratching or any unusual marks or rashes (ie. tick bites, head lice). Report anything unusual to your Head Counselor or Nurse.

**DISCIPLINE-** It is our policy to keep disciplinary issues minimized and to help campers monitor their own behavior. You should present model age-appropriate behavioral guidelines and reflective communications to encourage children to express their emotions. We encourage self-control, self-direction, responsibility, and cooperation. When practical and safe, logical or natural consequences should be presented to your camper.

Please use the process of positive discipline. Positive discipline instructs a camper as to what they should do. For example, "We walk inside the building," versus, "No running!" This philosophy of discipline is in accordance with our belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem. "Time out" may be used selectively for younger children who are at risk of harming themselves. This period of "Time out" will be just long enough for the child to regain control of him/herself and will never be longer than 1-2 minutes per each year of age. During the "time out" staff must visually observe a child.

Aggressive physical behavior (fighting, hitting, biting, etc.) by a camper toward another camper or staff member is unacceptable. Senior staff members should intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical restraint (a staff member holding a child) may not be used except as necessary for control of the situation. Campers should be shown positive alternatives rather than just being told "no." The Director will inform parents if such an incident occurs. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from camp for the day. Open communication between home and camp is considered the key to effective discipline.

At no time should a staff member subject a camper to physical corporal punishment (shaking, hitting, biting, pinching, etc.), or humiliate, frighten, or verbally abuse them.

When a Senior Counselor has repeatedly asked a camper or group of campers to refrain from acting in a certain unacceptable manner and the counselor's request is not followed, the Senior Counselor turns to the Head Counselor for disciplinary assistance. The general rule that we follow at Tall Pines is that we want campers to go home each day loving their immediate Senior Counselor. If there has to be a "heavy" or "bad guy" because of disciplinary situation, it is to be the Head Counselor. Keep in mind that good judgment is the key to good discipline. Choose the proper place and time to speak with a camper. Don't embarrass any child in front of his/her peers. Remember that when a reprimand is necessary...

- \* Enforce rules consistently.
- \* Make certain that actions correct a situation, not punish.
- \* Be alert to the opportunities for giving credit when due.
- \* Be firm when necessary, a vacillating counselor does not command respect.

### What to Avoid

Sarcasm

Loss of Temper

Humiliating a Camper

Public Reprimands

Threats and Bluffs

Showing Favoritism

Delay Tactics

Inconsistent enforcement

### What to Do

Consider feelings of campers

Cool down, analyze each situation

Show confidence in the camper's ability to change

Reprimand privately

Outline specific consequences of future violations, and follow through

Give every camper fair treatment

Give prompt attention to violations

Treat all campers evenly when dealing with violations of rules

**E-MAIL, FACEBOOK & TWITTER** - Please do not consider any e-mail request official until you receive a reply from our office. For your protection we suggest that you save any correspondence from our office for your records. Do not give out your e-mail address or cell phone number to campers. Please refrain from instant messaging, using Facebook, Twitter or e-mailing campers during and after the camp season. Do not create or give out web site addresses or social networking sites that contain personal information. You may not post pictures of campers on Facebook, Instagram or other social networking sites.

**EMERGENCIES-** An emergency is defined as a life-threatening situation such as a fire or missing camper.

1. The person who discovers an emergency is to immediately notify the main office. The main office will contact the police and other authorities within 5 minutes.
2. One long blast on the horn will be sounded over the PA system.
3. All administrators along with the nurse will report to the Administration Building.
4. All Counselors and campers go to the assembly area.
5. When campers arrive at assembly area.
  - a. Campers line up behind their counselor.
  - b. Counselors take attendance of their bunk.
  - c. Counselors report all missing or absent campers to their Head Counselor.
  - d. Head Counselors report information to Director.
  - e. When attendance is complete, campers are to sit quietly behind their counselor.
6. Head Counselors report missing camper via walkie-talkie to Director, Nurse and office.
7. Specialty staff: check your own areas and bathrooms to make sure all campers have left. Proceed to assembly area and report to Program Director/Athletic Director.
8. Administrators report any problem situations to the Director.
9. Administrators notify their staff when drill or emergency is over. Drills are performed prior to and during camp.

### Lost Camper Plan

1. Senior Counselors must account for their campers using their bunk lists.
2. Constantly take attendance throughout the day to ensure all campers are accounted for. Attendances are taken at the beginning of the day, after every activity, at the end of the day, and after the children are escorted to their vans. If a child or staff member reports a child is unaccounted for, the Senior Counselor contacts the Camp Director immediately to begin a search. The search party is comprised of all the administrators. The Senior Counselors remain with the bunk to supervise the remaining children.

The search is directed to:

- a. Check the activity area and all areas frequented by the camper.
- b. If the camper is not found, the Camp Director and Administrative Staff meet to discuss information of the camper's last whereabouts. The entrance and exits to property and surrounding area are searched while additional staff check and re-check all activity areas.

Administrators check the following areas:

Head Counselor - Junior Camp – Rec. Hall & Girls Locker Room  
Head Counselors – Middle Camp – Boys Locker Room  
Head Counselors – Senior Camp – Senior Boys Locker Room, Gymnastics & Surrounding Fields  
CIT Director – CIT Buildings, Assembly Area, Parking Lots  
Athletic Director – Athletic Fields, Nature, & Horseback Riding, Driving Range, Ropes Course  
Program Director – All Workshops & Studios  
Riding Director – Horseback Riding & Wooded Areas  
Pool Director – Pool Area & Pavilions  
Food Services Director – Kitchen & Dining Hall  
Maintenance Director – Maintenance Shop, Garage, Storage Areas, Bathrooms

All administrators that have staff members under their supervision should utilize them to search for Lost Campers.

- c. If, after one hour, the child is not accounted for, the Camp Director notifies the Monroe Township Police (856) 728-0800 and gives a full description; e.g. height, weight, clothes worn, last place seen, and any additional information that may aid searchers.
- d. Camp Director follows police instructions for forming search parties to search areas outside camp property. Search groups are equipped with first aid kits, walkie-talkies, and provisions for transporting an injured camper.

#### Evacuating the Property

If it is necessary to evacuate the property, then all the campers will be put on the vans that bring them to camp and take them home from camp. All Head Counselors and Senior Counselors assigned to each group, has a list of which van picks up each child. If evacuation is necessary, the Monroe Twp. Police Department (856) 728-0800 and the Monroe Twp. Fire Department (911) will be notified.

**EVALUATIONS-** Staff members are evaluated by their immediate superiors at the middle and conclusion of the camp season. For example, both their Senior and Head Counselors evaluate Junior Counselors. Senior Counselors are evaluated by their Head Counselor and specialists. Adjustments to the staff may be necessary at various times. Staff members will have an opportunity to evaluate all areas of the camp program and staff.

**EQUIPMENT-** Each bunk is given an equipment tag with their bunk number on the tag. When they need athletic equipment please bring tag to the athletic office to sign out the equipment. When the equipment is returned you receive your tag back.

**FIRE DRILLS-** The signal for a fire drill will be heard over the public address system. Quietly line up at the assembly area behind the Administration Building. Each vehicle must practice a minimum of one fire drill during the first week of camp. The date of the drill, the number of campers, and the amount of time must be recorded and turned into the office.

**FREE PERIODS-** Counselors are scheduled for one thirty minute free period per day. Free periods will be scheduled during clubs, swimming, open periods or at lunch. Your supervisor will notify you of your free periods. Each staff member must assist their fellow Senior or Junior Counselor in escorting campers to the pool area before leaving for a free period. All staff members must report to the pool area five minutes before the end of a free period to assist fellow staff members in supervising and escorting campers back to the bunk. Staff should avoid interfering in any ongoing activities during their free period.

**GOLF CARTS AND OTHER VEHICLES-** No camper or staff may ride on golf carts or in the camp pick-up truck unless given permission by a Director. Golf carts are not permitted on public roads. You must be 18 or older to drive a golf cart.



**INTRUDERS** – If a staff member notices someone on the campus that is not a staff member and is not wearing a Visitor's Badge, please notify an Administrator immediately. The Director will then be notified and take the appropriate action.

**INSPECTION OF BUNK AND CAMPERS-** Bunks should be kept neat and clean at all times. Inspections occur weekly. Bunks must be ready to stand inspection at any time during the day. Keep the area outside the cabins clean. We take pride in a clean camp. Campers must share this responsibility. The children must be checked for neatness and cleanliness before dismissal assembly. Keep a daily check on clothing and equipment of campers in your group. While swimming and other activities may appear to be the priority, attention to the details of care of clothing, etc. are equally important.

**INSURANCE (AUTOMOBILE)-** Insurance is required for all vehicles that transport children at the owner's expense; (\$100,000/\$300,000) liability coverage on all cars. The camp is completely insured in every way. All drivers must present their certificate of insurance to the camp at least two weeks prior to opening day. A camp-van endorsement policy will be provided through the camp and paid for by the camp. You are, thereby, completely protected. This policy permits you to drive children to and from camp.

**JUNIOR COUNSELORS-** Junior Counselors must remain with the group at all times. Junior Counselors are assistants to the Senior Counselors. They must give their full cooperation in all matters concerning the welfare of the campers. During lunch, they are to serve as waiters and waitresses for their bunks. Junior Counselors are never to set policy, discipline, or reprimand a child. They should bring problems to the immediate attention of the Senior Counselor. If a Senior Counselor is having a problem with a Junior Counselor or vice versa please inform your Head Counselor immediately. Do not allow the problem to escalate and ruin your summer.

When Junior Counselors arrive at camp they are to escort campers from the parking lot to the assembly area and wait for campers in their bunk. Junior Counselors are paid biweekly. Bonuses are paid at the end of the summer. While we recognize and approve of the social contacts that camp fosters, supervision of the children is our priority. Remember, you are not in camp to socialize, but to do a job.

**LOST AND FOUND-** Assist the children in caring for their clothing and equipment. Check for missing names and notify parents immediately. See that towels and bathing suits are hung to dry. Bring all unidentified clothing and equipment to the designated lost and found area. Named items will be returned immediately. Visit the lost and found periodically with your group. Parents are very concerned about the care we give to their children's belongings.

**LUNCH & SNACK-** Junior Counselors or CITs act as waiters. No child should be forced to try a certain food. Help to maintain a wholesome attitude in your group in their "Dining room away from home." Good manners should be encouraged. Utilize campers to help set the table and clean it after lunch and snack. Snack for bunks and specialists may be picked up at the snack window. Please check your schedule for the appropriate time. Please return any unused items and containers to the snack window immediately. Please make sure that all campers eat something during lunch. Please do not bring snacks to camp made with nuts or made in a plant that has nuts, as we are a NUT FREE facility.

**MAILBOXES-** Please check your attendance folder, located on the stage in the assembly area for daily updates. Mailboxes for specialists are located on the front porch of the office. All drivers should check their driver folder mailboxes prior to leaving camp on a daily basis. Important notes for staff and information for campers is left in these boxes for you to distribute. Professional and Mommy driver mailboxes are located on the front porch of the office. Staff that remains in camp all day will have messages delivered to them personally or their cars or vans.

**NEWSLETTERS-** Newsletters, which Senior Counselors may be required to write, will go home to parents via email from the camp office at the end of the first, third, fifth, and seventh weeks of the season for Middle and Senior Camp. Junior Camp has a weekly newsletter. A typical newsletter reminds parents about important events or items to bring in for specific activities.

**PARENTS-** All Senior Counselors should call the parents of the campers no later than one week prior to opening day. Parents will be furnished with your phone number. Discuss all problems at this time. Ask for suggestions that will assure the best time for their child. This is of extreme importance. Plan to call parents several times during the camp season to let them know how their child is progressing. All calls should be of a positive nature. The Head Counselor will handle all negatively oriented phone calls when necessary. Please conclude the season with a phone call close to the end of camp. If a camper is absent for several days, please call them to find out how they are doing. If you send home written material such as a newsletter, please clear all of the material with your Head Counselor. If you do receive tips of any kind, please write a thank you note. Thank you notes are available in the office for your convenience.

**PERSONAL EQUIPMENT-** Personal sporting equipment such as hockey sticks, bats, tennis rackets and fishing rods can be hazardous. Please be sure that these items are properly stored to prevent injury during transportation to and from camp. During the camp day, personal sporting equipment should be stored in your bunk and used only during scheduled activities. Fish hooks are to be covered and secured at all times. The camp will not be responsible for any personal items such as iPods, cameras, or cell phones that are lost, damaged, or stolen. Cell phones may not be brought into camp. They should be stored in your vehicle or in the camp office. The camp reserves the right to search the personal belongings of any staff or camper, who is suspected of possessing alcohol, drugs or weapons.

**PLAYGROUNDS-** Playgrounds are high-risk areas for camper injuries. All staff members must recognize the unique challenge of a playground area. When taking a group into a playground area, instructions from counselors are usually not necessary. Here in lies the problem! It is easy for a staff member to look upon playground use as a break period or a time to sit down and relax. The playgrounds require increased supervision. It is imperative that Counselors are on their feet, stationed throughout the playground area and employing the maximum in risk recognition and safety supervision. Falls from playground equipment or running behind or in front of a swing are guaranteed causes for a trip to the infirmary. Playground equipment is to be used in accordance with its' design (e.g., slides are for sliding "down" not "running up"). There is a term in gymnastics called spotting. Spotting is the procedure of placing your hand or hands on or near a certain spot on a camper's body so that if they fail to successfully carry out the gymnastics move they will not be hurt. For example, if a camper attempts a forward roll, the procedure would involve placing your hand in a location so that the child will not land on his/her head, injuring their neck. We are asking all staff members to approach the playground area as if you were a spotter in gymnastics. Place yourself under or near playground apparatus that appears to possess potential danger for a camper. Then with the attitude that you are "spotting" children as in gymnastics is proper playground "risk recognition."

We urge all groups to keep playground areas from becoming overcrowded. If there is a fairly large group already using a playground when your group arrives, seek out another activity. Finally, as in all areas of equipment that needs repair, or appears potentially dangerous for campers, please bring it to the attention of your Head Counselor. Think Safety!

**PROGRAM-** Each bunk receives a schedule. Be prompt for all activities. Always be prepared. Encourage participation through motivation. Confer with your Head Counselor on all changes in the schedule. You must follow your schedule to ensure coordination of all group activities. Be prepared with activities for rainy days even though most of your rainy day schedule has been done in advance.

**RAINY DAYS-** Children are to report directly to the Recreation Hall where counselors are to meet them for AM assembly. All counselors must have rainy day activities prepared in advance. See that the children are covered when they are outdoors. Each bunk has its own rainy day schedule.

**REST PERIOD** - Quiet games for younger campers may be played during rest period. Do not interfere with the children who are quiet or sleeping. There is to be no vigorous physical activity. Counselors must set a good example. Rest period is only scheduled for the youngest groups.

**SAFETY-** Safety is our number one priority! We must never let our guard down and become careless. Remember, one accident can destroy all that we work so hard to achieve. An innocent area like the playground involves many accidents that might be prevented with better supervision and camper/counselor communication.

In the event of an emergency with an injury:

1. Do not judge the severity of any injury.
2. Do not move the injured person.
3. Secure the area around the injured person. Do not leave the injured person unattended.
4. Send someone to get the Nurse and/or Director to attend to the injured and call medical personnel if needed.
5. Be certain that uninjured campers are supervised and moved to a secure location.

Please be aware that you are to assume that all body fluids (i.e. urine, vomit, feces, blood, saliva) may be infectious for blood-borne pathogens HIV, etc.). Do not place yourself or allow campers to place themselves in contact with the above mentioned body fluids or with any medical waste (Band-Aids, syringes or dressings). Please notify the proper personnel (Nurse, maintenance, Director) when such circumstances arise.

All medical personnel and maintenance staff are to use universal precautions consisting of barriers (gloves and masks) and hand-washing/sanitizing procedures when dealing with such fluids and wastes. Medical wastes are to be disposed of in accordance with local regulations.

**SEXUAL HARASSMENT-** It is a violation of the law and camp policy to engage in sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when (1) submission to such physical conduct is made either explicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

It is a violation of the law and camp policy to create a hostile environment by making sexual slurs or innuendo, using vulgar or demeaning language, displaying pornography, making sexual jokes or engaging in unwelcome touching of another person.

If you feel you may be a victim of sexual harassment or are aware of instances of sexual harassment at camp, you should contact the Directors, Andrew Yankowitz or Marvin Domsky. They will thoroughly investigate the claim of sexual harassment and will take appropriate measures to deal with any violation of the law or camp policy.

**SMOKING-** Tall Pines is a no-smoking facility. There is no smoking in camp buildings, pool areas, or during activities.

**SOCIAL NETWORKING -** We understand that there is a difference between social networking activity where you are identified as a member of the TALL PINES community and private conversations that are outside of the camp community. While this policy is directed to activity where you are identified as a member of the TALL PINES community, you must also recognize that even private postings may become public, can reflect badly on TALL PINES and may result in action by TALL PINES. Given the nature of the children's camp business, you must be mindful of your responsibilities and the impact your words and actions have on the camp community. Violation of this policy will result in disciplinary action, which may include termination of your employment.

1. **Defamatory Comments:** You may not post any comments that are considered defamatory. In other words, you may not post any false information that damages the reputation of another person, including claims that they committed a crime, have a disease, engaged in sexual activity, or otherwise causing injury to their reputation in the camp community. This includes false or misleading statements about the goods or services of another company.
2. **Inappropriate Material:** You may not post any photos or images, or use language, that is obscene, contains nudity or sexual images, or is violent or otherwise offensive in nature. When defining what is offensive, you should use the same guidelines that you would in any other interaction or communication at TALL PINES.
3. **Harassment:** You may not post anything on a social networking site that is derogatory, offensive or threatening to another person. This includes anything that could be considered "bullying," in accordance with our anti-bullying policy.
4. **Proprietary Information:** You may not post any proprietary or otherwise confidential information about TALL PINES or any third party, or post any content that contains copyrighted material or using trademarks, without the express written permission of the copyright or trademark owner. You should only post content that they have the right to post to third-party websites
5. **Confidentiality:** You may not reveal personal information about an individual or otherwise invade the privacy of another person. In particular, you should not disclose any personal information that has been collected from users of and visitors to the TALL PINES website. Your posting should not contain the name, image, or likeness of any person without his or her express permission. Additionally, employees may not impersonate others or create an account in order to mislead, confuse or deceive.
6. **Misrepresentation:** You may not discuss any public or camp-related issues in a way that create the impressions that you are representing the camp in this matter. Such postings could lead to legal action or hostile exchanges with TALL PINES.
7. **Spamming and Technical Abuse:** When using social media websites, employees should not create multiple accounts in order to disrupt or abuse others' use of the site, create accounts to prevent others from using that account name or for the purpose of selling the account, send mass invitations, duplicate or resell a site's products or services, publish malicious content, or cause intentional damage to others' browsers or computers
8. **Statements about TALL PINES:** When posting content, you may not make any disparaging statements about TALL PINES or that would otherwise reflect negatively on TALL PINES.

**SPECIAL EVENTS-** Special events are announced in advance to allow ample time for preparation. Every counselor will be asked to sponsor a special event, i.e. - Carnival, Olympics, Color War, etc.

**SPECIALISTS-** Specialists must have a complete program for their activity prepared in advance. Counselors surrender their authority to the Specialist and become support staff for the activity. Specialists direct the session, explaining safety procedures and skill information. Counselors need to closely observe a Specialist's presentation as they will assist the campers and provide safety and supervision. This is a time to blend leadership and cooperation between the Specialist and bunk staff. It is mandatory that all counselors attend all specialty areas. It is in no way a break from your bunk.

**SUNTAN LOTION-** Parents are requested to apply sunscreen before campers arrive each day. However, counselors should ask all campers if they applied sunscreen before they came to camp. Counselors should make sure that campers reapply sunscreen after each swim period. Make sure all bottles are labeled and do not share bottles between campers.

**SUPPORT STAFF-** All support staff, i.e. kitchen, maintenance, security, etc., are under the jurisdiction of the Director and are responsible only to them. All situations concerning these employees are to be handled through and by the Director.

**SWIMMING-** Swimming is probably the most important of all camp activities. Every Senior Counselor, Junior Counselor, and Counselor-In-Training along with the professional pool staff has a role in the swimming program. Staff is required to wear appropriate swimming attire when reporting to the pool area. Staff members are required to assist during instructional swim and supervise free swim. Never force a camper into the water. Encourage them to participate. Campers are only allowed to miss instructional swim if they present a note from their parents.

The single most important activity at Tall Pines Day Camp is swimming. The first question a parent asks when considering enrolling their child at the camp is "How's the Swimming Program?" The Tall Pines swimming facilities, program, curriculum, and skill progression programs have proven to be successful.

With swimming being the most important part of our camp's curriculum, it must also be noted that the swimming pools present the greatest potential for camper danger. Therefore, procedures and rules must be followed when at the pool.

There is a standard dress code that must be adhered to at the pool. All staff members must be in a bathing suit when at the pool. All staff members must be ready, at all times, to enter the pool to assist campers. When at the pools, staff members are either in the water assisting, playing with campers, or standing guard, facing swimmers providing the maximum in safety supervision. Rules such as, "No Running, No Horseplay, and No Pushing Campers or Staff into the Pool" will be explained by the swim staff at orientation and again on the first day of swim. It is your job as counselors to learn these rules and diligently help to enforce them.

Additional rules are as follows:

1. No one is allowed in pool area until a member of waterfront staff is on duty.
2. No one may swim alone.
3. Gates are kept closed at all times when swimmers are not exiting or entering pool area.
4. Rescue equipment is to be used only in emergency situations, safety instruction and professional drills.
6. Pool must be cleared of all swimmers before swim staff may leave pool area.

**STAFF MEETINGS-** Staff meetings are held on separate days before the beginning of camp. Meetings will be held regularly during the season. Head Counselors alert staff to all meeting dates and times.

**TECHNOLOGY POLICY** - We require that use of any electronic social networking sites, instant messaging, WebPages, Facebook or Blogs represent the camp in a positive light. Please do not write anything that is derogatory or offensive about other staff, campers or about the camp. All content must be appropriate of a role model for children. Please follow the rules below.

- 1) Use of our logos and staff or camper photos are not permitted on-line. The camp web site is the only place that has the legal right to publicly post pictures of campers and staff.
- 2) Electronic or telephone communication with campers is prohibited. All MySpace, Facebook, etc. sites will be monitored. Any questionable or inappropriate material that is not removed will be cause for dismissal, discipline, or not re-hiring for the following summer.
- 3) Please make your social networking sites "private" and do not invite campers to be your electronic friends.
- 4) Don't initiate contact with campers on-line. If a camper is contacting you, please advise the Office Manager or your Director.

Senior staff should be aware of the legal consequences of contacting staff that are not over the age of 18 and are still considered minors. These rules and procedures should be followed in the off-season as well.

Any violation of this policy will eliminate the possibility of you being invited back to camp in any future summer. Even if you are not planning on returning to camp, we request that you respect our policy in consideration of our camp families and us. In addition, for your own protection, you need to remember that anything you put on the Internet is there forever. When you post inappropriate pictures or you are involved in anti-social activities, these actions may prevent you from getting a positive employment reference from camp, getting into graduate programs and could negatively impact future employment opportunities.

**TERMINATION OF CONTRACT**- The contract shall continue only as long as the employee complies with its terms. If said employee and employer agree that for their own best interest, or for the interest of the camp the employment shall be terminated, the employee shall be paid to the end of the time worked. If the camp season is shortened, the employee's salary shall be pro-rated. Hitting a camper results in immediate dismissal. We reserve the right to discharge a staff member when necessary. The first time a policy guideline (as listed in this handbook) is violated you will receive a warning. The second time you may be suspended. After a third violation you may be terminated.

**TOWELS**- A clean towel must be brought from home daily and returned at the end of each day. See that the campers hang towels and bathing suits to dry or they are placed in a plastic bag to go home.

**VISITING DAYS**- Parents are permitted to visit camp once during the season. Welcome parents who come to visit your group. Try not to interfere with the normal activity program. Please wear your staff shirt. Follow your regular schedule on visiting day. Be well prepared on visiting day. Counselors should strive for maximum participation and awareness of all campers. Visiting of staff members by friends and family is prohibited!

**WORKMAN'S COMPENSATION CLAIMS**- If you are injured while working at Tall Pines you must follow our procedure or risk not having your claim paid for by our insurance company. Please see the Director for an approved list of physicians that are in our network of medical providers. All Workman's Compensation claims processed by a physician in our network will be paid. However, if you choose to see a physician outside of our network the claim will not be paid.

## THE FIRST DAY

1. Select a name for your group. Let the suggestions come from the group. Names must be of a positive nature. Avoid negative inferences.
2. Decorate the bunk with drawings on paper, posters, reproductions, progress charts, etc. All items must be appropriate for children.
3. Unpack camper bags. Leave the following in camp: change of clothing, rain gear, sweatshirt, raincoat, sunscreen, flip-flops/aqua socks, etc.
4. Make frequent checks to see if campers' clothing and belongings are labeled.
5. All bunks should go on a tour of the camp.
6. For Middle and Senior Camp bunks, please meet in the assembly area during your assigned afternoon club.
7. Tell campers what you expect of them.
8. Apply sunscreen. Talk about the importance of applying it after each swim.
9. Make sure staff/campers wear shoes/sandals to the pool area.
10. Post the following items in your bunk: Schedule, Club List, Riding Schedule and School of Rock.
11. Follow the camp schedule beginning 3rd period. You must go to instructional swim even if it is during 1st or 2nd period.
12. At the end of the day, send home wet towels and bathing suits. Make sure changes of clothing, rain gear, & sunscreen remain in camp.
13. At **dismissal**, staff escorts campers to their respective vehicles before going to their own vehicle. Divide the bunk amongst your staff. Please refer to the Arrival/Dismissal handout provided at PM Assembly for van locations.