

# Camp Eagle Hill

P.O. Box 12

Elizaville, N.Y. 12523

[www.campeaglehill.com](http://www.campeaglehill.com)

[summer@campeaglehill.com](mailto:summer@campeaglehill.com)

**Summer phone: (518) 537-4000**

**Winter phone: (914) 725-4876**

## SPRING 2011

### 2011 International Staff Member,

We would like to welcome you to the Staff of Camp Eagle Hill for the 2011 Camp Season. We are looking forward to a great summer with our camp children and we hope that you will have an enjoyable and rewarding summer with us!

By now, you should have a good idea as to the role you will be playing at camp and we therefore ask that you bring along clothing and belongings that will be most appropriate for this position. **If you have any doubt about what you will be asked to do at camp, please e-mail us at [office@campeaglehill.com](mailto:office@campeaglehill.com)**

As you may already know, there are generally speaking, two types of International Staff members that come to summer camps in the United States. We have "counselors" joining us, who are those staff members that live in the bunks with children and work with the children at activity areas throughout the summer. The second type of staff member is a Support Staff Member (sometimes known as a Campower Staff Member). These staff members live separate and apart from our campers and perform administrative and support kinds of jobs at camp. (like working in our kitchen or maintenance areas) For greater detail, we will give you much more information when you arrive at camp itself.

**Unless we have worked out some individual plans with you already, we would like to have you follow the following directions for coming to camp:**

**All Waterfront Staff and those taking our Lifeguard Course:** (and those who have been asked to take our lifeguard certification course at our camp starting on June 16<sup>th</sup>) **We will be picking you up at Newark Airport in New Jersey on June 15<sup>th</sup>**. If at all possible, we would like you to arrange your flight into Newark Airport to arrive at Newark in the early afternoon. (However, **if you are with us through Camp America**, we will pick you up at the Camp America Hotel site in New Jersey in the afternoon) As we don't know what flights you will be coming in on or what time, our Program Director, Marie Peterson, will be in contact with you to coordinate your pickup and transportation to camp on this date and will give you a time and confirm the location with you shortly. Any questions or issues that arise can be handled directly with Marie by e-mailing her at [office@campeaglehill.com](mailto:office@campeaglehill.com) (**as a side note:** please remember that we will be providing waterfront staff with the American Red Cross training program that you will need to have to work at our waterfront – we appreciate your coming into camp to be provided with this training. Please recall that your first day of work will be considered June 22<sup>nd</sup> with the rest of our Counselor or Support staff for the purpose of looking at your full commitment to us this summer)

**Support Staff/Campower Staff:** Some of you will be coming into camp on June 15<sup>th</sup> and some on June 21<sup>st</sup>. For those coming into New York on June 15<sup>th</sup> or the 21<sup>st</sup>, we will be picking you up in the Lobby of the Hotel in New Jersey where you will be staying with Camp America the night before. You can wait in the lobby for our camp representative to arrive. Our Program Director, Marie Peterson, will be in contact with you to confirm your pickup time and transportation to camp on this date. Any questions or issues that arise can be handled directly with Marie by e-mailing her at [office@campeaglehill.com](mailto:office@campeaglehill.com)

**All other International Staff from all agencies:** Unless individual plans have been made with you to arrive on a separate date (in which case we will be talking with you individually), **we will be picking you up on Tuesday, June 21st at 3:30 PM at: the main gate to Columbia University (on Amsterdam Avenue and 116<sup>th</sup> St.) in New York City.** To accomplish this, you will need to take some form of transportation into Manhattan from either Newark Airport, LaGuardia Airport or JFK Airport and find your way to this location. (you can find bus service from any of the airports into Manhattan – typically, there are special buses that make 3 or 4 stops at the train/bus station terminals in Manhattan. They charge a reasonable fee for this short trip.) Once in New York City, you may have to take a subway, bus or taxi to get to the above stated location. We will pick you up either by van or with a bus. Please make certain that you are on time and at this location by 3:30 P.M. Our Program Director, Marie Peterson, will be in contact with you to coordinate your pickup and transportation to camp on this date. Any questions or issues that arise can be handled directly with Marie by e-mailing her at [office@campeaglehill.com](mailto:office@campeaglehill.com)

**Please Go to our website at [www.campeaglehill.com](http://www.campeaglehill.com) to find and print out the following forms.** You will be expected to bring these forms with you to camp, all completed and ready to hand in to us upon arrival:

- |                                       |            |                                 |
|---------------------------------------|------------|---------------------------------|
| 1. A Staff Medical Form.              | <b>AND</b> | A. A Staff Application Form     |
| 2. A Staff Meningitis Reply Form.     |            | B. A Voluntary Disclosure Form  |
| 3. Staff Information Forms #1 and #2. |            | C. A Consumer Notification Form |
| 4. A W-4 Form.                        |            |                                 |
| 5. An I-9 Form.                       |            |                                 |

## **The following information will help to clarify some things:**

**Telephone Calls, Mail, and E-mail:** You are welcome to have friends and relatives call you at camp. The phone number in our camp office is (518) 537-4000. For incoming calls to staff, we will be taking messages for you and will be providing these messages to you at mealtimes. By way of policy, we do not bring staff members to the office to answer incoming calls unless there is an emergency. If you would like to make an outgoing phone call, you are welcome to use the phones in our camp's staff lounge. We ask that you make all return phone calls or outgoing calls during your time off during a given camp day or night. The phones in the staff lounge are not coin operated and therefore require the use of phone cards when using them. Should you be bringing a cell phone to camp, we ask that you keep it out of sight of our campers at all times and use it only when you have time off away from any children in camp. As we are particular in our policies regarding camper phone communications with their homes, we must insist that you not at any time share the use of your cell phone with any camper.

**Mail can be sent to you at the following address:** Your Name (bunk #)/Camp Eagle Hill/P.O. Box 12/Elizaville, N.Y. 12523

Once you are assigned to a permanent building or bunk at camp, we ask that you provide to those who will be writing to you, the name of this bunk or building so that they may include this name in the address to you. This will help to make things a little bit easier for those sorting the mail in our camp office. For those staff members that will be living in our buildings with our campers, we ask that you not have **packages** sent to you containing gum, snacks, candies, food, cup-a-soups or beverages in cans or bottles. We have asked our camp parents to refrain from sending these items to camp for their children and therefore in an effort to provide proper follow through for everyone involved, we ask that you not have these items stored in the bunks as well. In addition, as a measure of safety, we ask that you not bring with you to camp, nor have anyone send to you at camp, any glass items in bottles or otherwise. (please note: any packages sent to you must be shipped to "White Oak Road" and not our P.O. Box number)

**Sending and receiving e-mail** will take place at our staff lounge where you will be able to use computers during periods off, nights off, and days off.

**Clothing, Equipment, and Valuables:** As space and storage area is limited in our buildings, especially for those living with our campers, we ask staff to bring only those things to camp that will really be needed. Camp life is very casual in nature. As such, you need only bring comfortable and casual clothing with you. Naturally, you should bring clothing that will be usable for your position in camp. All staff will be expected to wear sneakers and socks every day so having a couple of pairs of sneakers with you at camp makes good sense. Support staff working in the camp's Dining Room, Kitchen, Maintenance, or Laundry areas, should bring along clothing that will get a little dirty when working in camp at these positions. All support staff will be expected to work in a form of closed footwear. (ie: sneakers or shoes, not open footwear like sandals) You might like to bring along a few nice casual shirts and pants as there are a few evenings in camp where you might like to look a little more presentable. In addition, we ask that all staff bring along one pair of nice beige or white shorts to wear on days when parents are with us in camp. In addition, please bring some red and white clothing articles. They will come in handy for some special events at camp.

**Regarding weather at camp**, the days at camp usually range in temperature from the high 80s Fahrenheit (approximately 30 degrees Celsius) during the month of July to the low 70s Fahrenheit (approximately 22-24 degrees Celsius) during the month of August. The nights do get somewhat cooler as we move from July into August. We suggest that you bring at least a sweater and/or sweatshirt or two, as well as a light jacket. During rainy weather at camp, it will be helpful if you have a raincoat or some type of waterproof jacket, as well as some shoes and a hat appropriate for rainy weather. Please do not forget to pack your toilet articles and other miscellaneous items that you may need at camp.

**Please do not Bring the following items to Camp: fans w/electric chords, water guns or "Super Soakers", "Game Boys", TVs, Stereos, Laptop Computers, DVD players, any Dangerous Items (ie: knives), Suggestive or Crude Posters, and Beach or Folding Chairs.**

**Required Staff T-Shirts:** We are asking each and every staff member to purchase prior to the start of camp, 8 staff T-shirts that will be worn each camp day from breakfast until the end of activities in the afternoon. **The link for ordering these shirts can be found at our website at: [www.campeaglehill.com](http://www.campeaglehill.com)** under the “staffing” section. (the cost of your order will be deducted from the amount of money that you will take home at the end of the camp season as compensation or “pocket money”) The total cost for 8 standard t-shirts is \$48 U.S. These shirts may not be altered in any way during the camp season. (ie: cut, tye-died, etc.)

**Laundry** is done once per week for everyone in camp, so please bring a little more than one week’s worth of clothing. You are welcome to have your laundry done by the camp, or if you would like, you may find it more convenient to do your laundry on your own off camp’s grounds, during a day off or night off. We strongly encourage you to leave all valuable clothing at home as our laundry service is not set up to handle the cleaning of these items. We will be providing you with all linens needed at camp so there is no need for you to bring blankets, pillows, sheets, or towels. This camp season, **Laundry Service provided by the Camp** will be available **on an optional basis** for a fee of **\$17 per camp season** or any part of the camp season. This fee will cover service provided by the camp roughly once per week while you live on the grounds of camp. As part of this fee, we will provide a color coded laundry bag which must be used when having your laundry washed at the camp’s laundry facility. All staff will own the laundry bag once it has been provided to them. There will be no pro-rating or return of any portion of this fee once the camp season has started as the camp’s laundry expenses for the summer have been predicated upon the number of campers in camp and staff members enrolled for this optional service in advance of the start of the camp season. The fee will be deemed earned by the camp at the completion of the first time laundry service is provided to any individual staff member. The fee for Laundry Service will be deducted from your compensation at the end of the camp season.

**Tennis Staff and Waterfront Staff** should bring proper attire to camp. Tennis Staff must bring at least one sturdy tennis racket and wear a staff t-shirt and tennis attire while at our courts (though not necessarily white in color). **All Female Staff, working at the waterfront or otherwise, must wear one piece bathing suits at all times** when at the waterfront. Male staff must wear waterfront-type bathing suits. (no cut-off shorts or long and baggy shorts) There is no color requirement on any bathing suits.

## **A Few Other Things To Know:**

**Your Personal Appearance at Camp** is very important to us. As such, we ask that all staff be aware of clothing that they choose to bring to camp and try to avoid bringing clothing that displays crude or vulgar language. You will be able to wear your own shirts to dinner and in the evenings. Shirts that advertise alcoholic beverages or cigarettes should not be worn at camp. In general, we ask that staff dress at camp be kept neat at all times. As role models, we ask that staff wear clothing at camp that is appropriate based on weather conditions. We also ask staff not to wear clothing that is suggestive in nature. With regard to **piercings**, pierced ears are acceptable at camp (for both guys and girls). Piercings of other types, however, are not part of the everyday look that we would like at our camp and we therefore ask staff to keep from using or displaying other types of piercings while with us this summer. We also ask that you refrain from making public any **tattoos** that could be easily covered by articles of clothing. Regarding hair color, we ask that you come to camp with a natural hair color and that you maintain this color while with us during the summer. We appreciate your help with this matter.

**Valuables** – Should not be brought along with you to camp as we do not have a place for you to store them. We will, however, be collecting at the beginning of your stay with us, all of your plane tickets, passports, visas, and other important paperwork, as well as any money that can be stored. We will put these things away for safe keeping and will make them available to you at specific times throughout the days and weeks during the summer.

**Visitors to Camp** may be invited to visit on Days Off only. We will ask staff to meet these visitors at our camp office and to entertain your friends and relatives off the grounds of camp.

**Days Off** will take place for most staff on either a Monday or Thursday and every staff member has five days off while the campers are with us during the seven week camp season. Days off beyond these five days (there will be additional days off for international staff with us for 9 or 10 weeks) and other thoughts on this subject will be discussed at camp as a part of Staff Orientation.

**Staff Curfew** is 12:30 AM every night. This means that we will be asking all staff to be back at the buildings where they live at this time. More on this during Staff Orientation.

**Medical Care and Medical Insurance** – Our Camp Infirmary is staffed with medical professionals that are available to both campers and staff alike on a 24 hour per day basis, without any expense to you. Doctors, just a few minutes off the grounds of camp will be available to staff when needed. Staff visits to the doctor, as well as any visits to hospitals or receipt of medications that might be prescribed as a result of such visits, are the responsibility of the individual staff member. You will have to pay for such things immediately after receiving them. Camp Eagle Hill does not provide medical insurance and this is something that must be obtained prior to your arrival at camp. It is policy that all international staff members have their own health policy individually or through their family, but more common is the idea that you have already been asked to buy a short term policy through the agency that has sponsored you. Should you have any questions on this, please speak with your agency.

**Salaries and Payment Advances** – Typically, “Pocket Money” for International Staff (or the money that you are scheduled to take home with you at the end of your stay with us at camp), is given to staff at the end of the camp season. We may be making Pocket Money payments a little differently than in the past so please be aware of this. **We will however, be paying all Support Staff (or Campower Staff ) on a weekly basis.** In addition, we will have available during the summer two specific dates when staff will be able to receive salary advances for time already spent working at camp.

**Drugs, Alcohol, and Smoking** – Please evaluate and understand, prior to your arrival at camp, the commitment made to us when you decided to join our camp staff for the upcoming camp season. We have hired you because we felt that you possess good judgment, strong values, and a sincere interest in the welfare of children. We know that we can count on you this summer to help us operate a fun and safety conscious camp. On the basis of our experience over many years in the camping industry, we remind you of the importance of the trust that we have in you and tell you that the use or possession of illegal drugs on or off the grounds of camp, or the use of alcohol on camp property, is strictly prohibited. Returning to camp from time off while under the influence of drugs or alcohol is similarly prohibited. In addition, cigarette smoking is allowed only in a very restricted area of camp, and only during scheduled time off from the care of our campers. Should you feel that you will be unable to abide by these briefly stated policies, please contact us immediately so that we may discuss these concerns with you.

### **STAFF ORIENTATION, THE SCHEDULED DATES OF CAMP, THE LAST DAY OF CAMP, and AFTER CAMP GROUPS**

We will be having a Staff Orientation Session at camp prior to the children's arrival between the evenings of June 21st and June 25th. The children arrive at camp on Sunday, June 26th. We will be able to tell you much more about Camp Eagle Hill and your position with us when you arrive at camp. Your commitment to us at camp **is either a nine or ten week commitment (depending on which agency you have used to join us), starting with your first full day of work at our camp.**

By way of this summer's schedule, there is a Parents Visiting Day planned for Saturday, July 16<sup>th</sup>. Our four week campers are scheduled to go home, and second half campers arrive, on Saturday, July 23rd. There will be a few extended trips from camp for some of our older campers throughout the summer for which we will be selecting certain staff members as chaperones. You will be learning much more about this at camp.

We will be ending our camp season with our traditional Red and White Camp Olympics event for a few days, we will have our annual Prom (a big dance) on August 11th, and our final night Banquet and Awards Ceremony on August 12th. (please bring some slightly nicer clothes for these 2 evenings) The last day of camp for our campers will be August 13<sup>th</sup>.

**We will be hosting a few additional camp groups after the departure of our own campers on August 13<sup>th</sup> and all or almost all of our international staff members will remain with us to help with these groups. We will discuss your role with these groups and any particulars regarding your stay in camp and your departure from camp as the summer progresses. We will alert you around the 4<sup>th</sup> – 5<sup>th</sup> week of camp as to our particular “post-camp” needs. Until this point in time, we ask that you please leave your after camp plans somewhat tentative so that we may direct you accordingly during the summer while at camp. At the end of your stay with us, we will help you with your transportation plans for getting to where you need to be for travel home or travel around the states.**

Please e-mail us or call us in our camp office if we can be of any help to you. We will be moving our camp office to camp itself on Wednesday, June 15<sup>th</sup>

**We are looking forward to a great summer.....**  
*The Scherer Family*