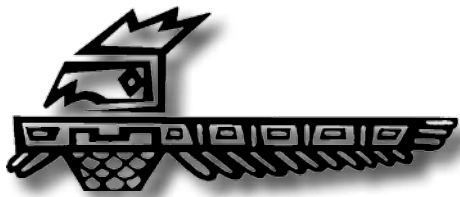


# Camp Eagle Hill

## Staff Handbook

---

2011



## Welcome

For the past 46 years, Camp Eagle Hill has been home to thousands of campers and staff from all over the world. Each summer, we come together to form a new and more enriched family. We look forward to having you become a part of this ever growing family.

We would like to make your summer as rewarding and as enjoyable as possible. Please take some time to read through our orientation manual. It is meant to be a guide and resource booklet. Never hesitate to ask for help or offer suggestions.

This manual attempts to present the information needed for staff to become acquainted with their job at Camp Eagle Hill. It contains a great deal of information about camp, the program, policies, guidelines and your responsibilities. It does not cover all policies or all issues relating to working at camp. We will discuss certain policies in more detail during Orientation. We hope that you will find this manual to be helpful.

We look forward to another fantastic summer!

*THE SCHERER FAMILY*

# Table of Contents

---

|          |   |           |
|----------|---|-----------|
| <b>1</b> | <i>Camp Basics: Background, Goals, Philosophies</i> | <i>1</i>  |
|          | Background . . . . .                                | 1         |
|          | Enrollment and Location . . . . .                   | 1         |
|          | Mission Statement . . . . .                         | 1         |
|          | Goal and Philosophy. . . . .                        | 1         |
|          | Overview of Camping . . . . .                       | 2         |
|          | How Camp Affects Children . . . . .                 | 2         |
| <hr/>    |   |           |
| <b>2</b> | <i>Organizational Flowchart</i>                     | <i>3</i>  |
|          | Staff Descriptions . . . . .                        | 4         |
|          | Your Role as a Counselor . . . . .                  | 5         |
|          | Tips for Success . . . . .                          | 5         |
|          | Eagle Hill's Expectations of you . . . . .          | 7         |
|          | Counselor Ethics . . . . .                          | 8         |
|          | Your Role as an Employee . . . . .                  | 8         |
| <hr/>    |   |           |
| <b>3</b> | <i>Daily Routines</i>                               | <i>10</i> |
|          | Daily Routines . . . . .                            | 11        |
|          | Wake up . . . . .                                   | 11        |
|          | Clean up and Inspection . . . . .                   | 11        |
|          | Rest Hour . . . . .                                 | 11        |
|          | Evening Activities . . . . .                        | 12        |
|          | Canteen . . . . .                                   | 13        |
|          | Bed Time . . . . .                                  | 13        |
|          | OD (On Duty) . . . . .                              | 13        |
|          | Daily Logs . . . . .                                | 15        |
| <hr/>    |   |           |
| <b>4</b> | <i>The Daily Program</i>                            | <i>16</i> |
|          | Group Activities . . . . .                          | 16        |
|          | Majors and Minors . . . . .                         | 16        |

|          |   |    |
|----------|---|----|
|          | Special Days . . . . .                          | 18 |
|          | Day Trips . . . . .                             | 18 |
|          | Rainy Days . . . . .                            | 19 |
|          | Visiting Day . . . . .                          | 19 |
|          | Changeover Day . . . . .                        | 19 |
|          | Inter camps . . . . .                           | 19 |
|          | Overnight Trips . . . . .                       | 20 |
| <hr/>    |   |    |
| <b>5</b> | <i>Staff Time Off</i> . . . . .                 | 21 |
|          | Daily Time Off . . . . .                        | 21 |
|          | Night Time Off . . . . .                        | 21 |
|          | Days Off . . . . .                              | 22 |
| <hr/>    |   |    |
| <b>6</b> | <i>Bunk Matters</i> . . . . .                   | 23 |
|          | Hygiene . . . . .                               | 23 |
|          | Keeping the Bunk Clean and Safe . . . . .       | 23 |
|          | Laundry . . . . .                               | 25 |
| <hr/>    |   |    |
| <b>7</b> | <i>Misc. Procedures</i> . . . . .               | 26 |
|          | Dining Room Procedures . . . . .                | 26 |
|          | Office Procedures . . . . .                     | 27 |
|          | Internet Procedures . . . . .                   | 28 |
|          | Telephone Procedures . . . . .                  | 28 |
|          | The Infirmary . . . . .                         | 28 |
|          | Vehicle Procedures . . . . .                    | 30 |
|          | Payroll Procedures . . . . .                    | 31 |
|          | Risk Situations and Safety Procedures . . . . . | 32 |
|          | Fire, Tornado, Lightning . . . . .              | 32 |
|          | Accident and Injury Procedures . . . . .        | 33 |
|          | Missing Person Procedures . . . . .             | 34 |
|          | Camp Rules . . . . .                            | 34 |
|          | Alcohol, Drugs, Weapons . . . . .               | 34 |
|          | Child Abuse . . . . .                           | 38 |
|          | Camp Songs . . . . .                            | 40 |
|          | Glossary . . . . .                              | 41 |

# 1 Camp Basics: Background, Goals, Philosophy

## Background

Camp Eagle Hill was founded in 1963 as a private co-educational summer camp. Before operating as a children's camp, the land was used as a "dude ranch".

Camp Eagle Hill and the Scherer family have been on the same site since 1963. Murray and Lillian Scherer created the camp out of their shared love for children. Murray was involved in education for his entire life. Serving as an industrial arts teacher, Assistant Principal and Intermediate School Principal, Murray experienced all levels of the teaching profession. Lillian also dedicated her life to children as a first grade teacher until her retirement. Lillian resides at camp in the summer and enjoys remaining involved in the camp community.

Jesse Scherer has been the Director of Camp Eagle Hill since 1985. Jesse worked at Eagle Hill as a counselor, Group Leader, Head Counselor and Assistant Director. Jesse earned his BA and Law Degree before dedicating himself full time to the Camping Industry. Jesse works year round meeting new families, hiring staff and creating new programs.

## Location and Enrollment

Located in the Foothills of the Berkshire Mountains, Camp Eagle Hill is located in one of the most popular areas in the country for children's summer camps. The immediate camp property consists of 200 acres of woodlands and fields. Camp Eagle Hill is located

15 miles from Kingston and 60 miles from Albany, the state capital.

The moderate enrollment of Camp Eagle Hill makes it possible to operate an exciting, adventurous, and fun-packed program for children. It also gives them a chance, under careful guidance, to grow, acquire skills and make friends in a group atmosphere. The opportunity to select more of an individualized schedule as campers get older gives these oldest campers a chance to specialize and make large strides in the area of their greatest interest.

Campers and staff come from many parts of the United States as well as from a number of foreign countries. All races and religions are welcome.

## Goal and Philosophy

Our primary goal at Camp Eagle Hill is to create an atmosphere in which each camper and staff member builds a care and love for our place, what we do and believe in, and the people who help our campers and staff to have a great summer. We want campers and staff to return to Camp Eagle Hill year after year. We want everyone with us at Camp Eagle Hill to enthusiastically say to their wintertime friends, "Please join me at my summer camp."

In order to achieve this goal, and other smaller Eagle Hill goals relating to a child's growth and development at camp, it is most important to point all efforts at camp toward creating a safe, enjoyable, challenging, educational, and fun experience. This experience should be filled with opportunities for everyone

to learn about themselves as well as others living in the camp community. Campers and staff should experience a sense of independence, feelings of accomplishment and self worth and a lasting connection to our “camp family”. To accomplish all of these things and more, camp staff must be enthusiastic, caring and responsive to every child’s needs.

## Overview of Camping

- ◆ There are over 12,000 camps in the US, which are attended by over 10 million children and adults
- ◆ 8,000 of these camps are privately owned by non-profit groups including youth agencies and religious organizations, while the other 4,000 camps are privately owned by for-profit organizations.
- ◆ Camps employ more than 1.2 million adults to work as counselors, activity leaders, program directors/supervisors, and in support roles such as maintenance, administration, food service, and health care.
- ◆ Of the estimated 12,000 camps in the US, approximately 7,000 are resident camps and 5,000 are day camps.

## How Camp Affects Children

Campers change as a result of the camp experience because of youth development.

Youth development is a process of developing and building assets in young people that help them deal successfully with the many transitions of adolescence. They grow into mature adults both able and willing to contribute to society.

At camp we help to develop positive values, positive identity, a commitment to learning, social competence, empowerment, and the constructive use of time.

In a survey of parents and campers, common responses as to what children learned at camp were:

- ◆ To be more confident
- ◆ To better control their emotions

- ◆ Better sportsmanship
- ◆ Independence
- ◆ Patience and appreciation
- ◆ Better social skills
- ◆ To do new skills that they has never tried before

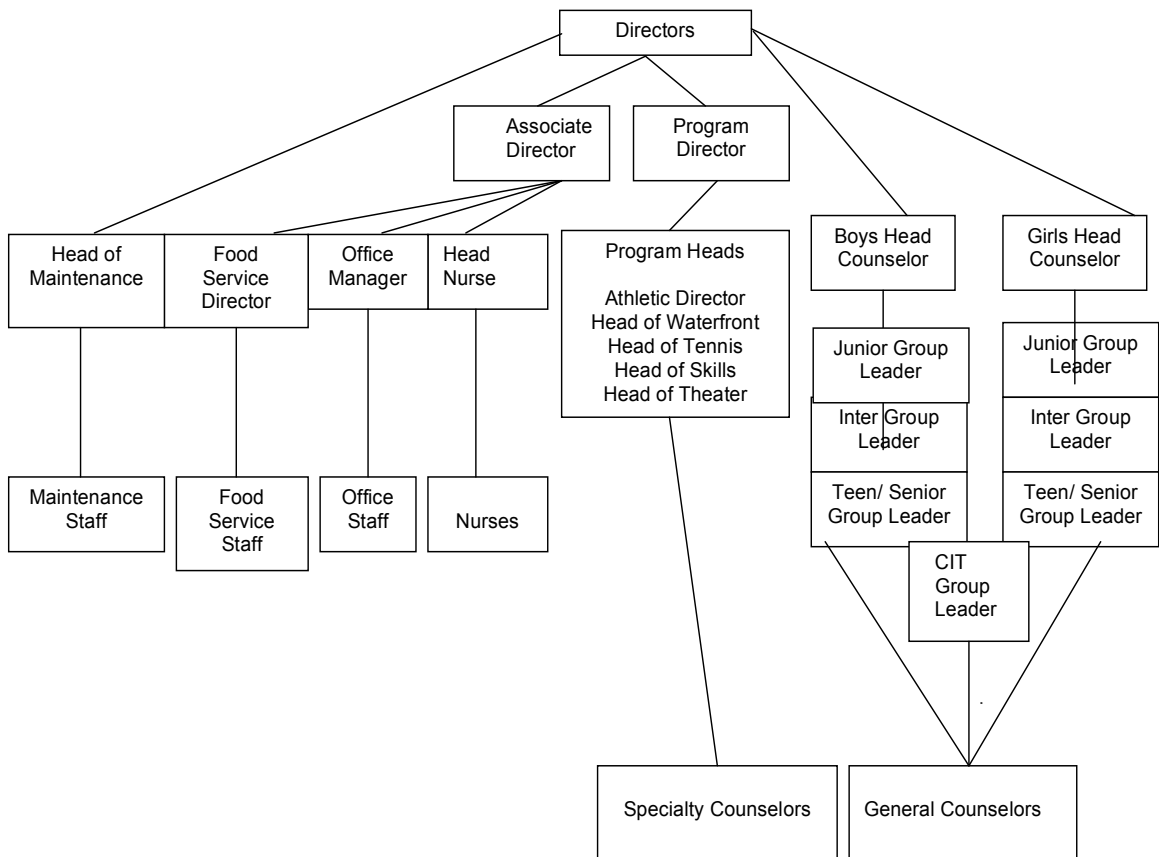
The same survey found that children felt different at camp because:

- ◆ They felt a sense of accomplishment
- ◆ They felt wanted
- ◆ They felt respected
- ◆ They felt more outgoing
- ◆ They didn’t feel alone
- ◆ They were able to be more open about themselves
- ◆ They didn’t have to pretend to be someone they’re not

The survey also reported that the children told their friends that they learned:

- ◆ Better listening skills
- ◆ To work in a team
- ◆ To relate to people on a different level through living together in a bunk situation
- ◆ To respect people
- ◆ To look past differences
- ◆ To be a leader

# 2 Organizational Flowchart



**Camp Directors:** They are the ultimate authority in Camp Eagle Hill and bear the entire responsibility for every staff member and child in camp.

**Associate Director:** Oversees all operations relating to, banking, office matters, food service, and other camp areas that affect all of us on a daily basis.

**Program Director:** Plans and implements all areas of the program including special events, evening activities, staff days off and OD rotations and other program related matters.

**Head Counselors:** Supervise all staff members and campers as well as provide the ultimate leadership for the staff and campers on their side of camp (boys/girls). The Head Counselors are responsible for supervising the physical conditions within which our campers and staff live, for the effectiveness of camp staff in their dealings with campers, for staff and camper morale, for issues of safety and general welfare and ultimately the happiness of all campers and staff in their charge.

**Group Leaders:** Supervise and lead small divisions of camp set up on the basis of campers' grade level in school. Group Leaders are responsible for all of the issues outlined for Head Counselors, but deal with these issues as they pertain only to the staff and campers assigned to their particular division. The Group Leaders work very closely with campers and staff of their divisions and are counted upon to provide leadership, to supervise and provide guidance, to resolve issues between division members, to be knowledgeable of individual needs and health issues and to do all that they can to create cohesion within their division as a whole.

**General Counselors:** General counselors share responsibility for working with their campers during many portions of the camp day with a "specialty counselor" (including bunk wake-up, all meals, bunk cleanup, shower time, evening programs, and camper bedtime). General Counselors are individually responsible for their group during the activity periods of the camp day, participating in all activities and monitoring camper participation and enjoyment. General counselors must always be able to account for each of their campers. Equally important, general

counselors are responsible for their campers' safety, comfort, hygiene, level and quality of social interaction, program participation and overall happiness at camp. General counselors have the potential to provide the greatest impact on the individual camper as they spend the largest amount of time with their group and gain the closest working knowledge of the individual camper's stay at camp.

**Specialty Counselors:** Live with a group of between 6 and 9 campers within a division of camp and share responsibilities with the general counselor during many portions of the camp day. During the activity periods of the day, specialty counselors are called upon to assist or lead specific activities of camp. They are the staff members who help us to run the camp program and oversee the teaching of skills, running of games, use of the facilities and equipment and fun derived from the use of their camp area. Specialty counselors share the important duties of caring for the campers they live with at all times when they are not at their specialty area.

**Program Heads:** Run a specific camp activity and usually supervise one or more specialty counselors in the operation of their camp program.

**Infirmiry Staff:** Works at the camp building designated for all camp medical concerns. The camp medical staff maintains all medical records, store and dispense all prescribed medications (as well as many over the counter items), treat all medical concerns amongst campers and staff, make recommendations for camp members to be seen by the doctor or emergency center used by the camp and care for campers or staff that stay at the Infirmiry for any length of time.

**Office Staff:** Man the office during specific camp office hours. The office staff maintains contact with parents, receives phone calls for staff, makes camp announcements, sorts mail and handles packages, maintains the camp bank for campers and staff and is involved with many other administrative efforts that help the smooth operation of the camp.

**Support Staff:** Includes all those staff members who work in the kitchen, dining room, housekeeping laundry and maintenance areas of camp. Support

staff live in separate housing. Support staff fulfills a very important role in terms of keeping the camp in good operating order.

## Your Role as a Counselor

### Is a Counselor More Like a Parent, a Coach, or a Best Friend?

None of these analogies are perfect because being a camp counselor has its own special characteristics and relationships. Campers have parents who are raising them according to their beliefs, values and ethics. While counselors act as surrogates for parents, they do not have the rights and responsibilities of being parents.

Coaches often serve as mentors and guides for children. Counselors do fill this role, but the relationship between a camper and counselor is more friendly and familiar than that of a coach.

Many counselors want to be their campers' friends. While a counselor can have a lot of fun and be enormously helpful to a child, being a best friend is a very different kind of relationship and there are drawbacks to this role. Counselors must set limits with campers (for their own physical and emotional safety), which a friend would not do. A counselor should not confide in or share with a camper aspects of his or her personal life. A counselor should not expect to get advice from or lean on a camper as one might a best friend or engage in certain kinds of activities with a camper that one might with friends.

The best analogy might be that a counselor is like a big brother or sister.

### A big brother or sister . . .

- ◆ Wouldn't let a younger sibling do something to hurt him or herself or others.
- ◆ Would intervene when a younger sibling was getting too wound up.
- ◆ Would care for his or her siblings, have fun, and

take an interest in them while still being able to put on the brakes when needed.

- ◆ Unlike a friend, would not share with a younger brother or sister certain confidences because it would be confusing, upsetting, or put too much of a burden on them.

We all know that younger siblings can be curious. An older brother or sister would know this was natural, but would be careful not to share information that was essentially private.

## Making Sound Decisions for Your Campers

When making decisions regarding your campers, consider:

- ◆ Whose well being am I serving – the campers or my own (I get to be popular; I get to have fun doing what I want to do; I get to be with my friends)?
- ◆ What is the risk involved?
- ◆ Am I certain that everyone will be able to negotiate that risk and end up safe both emotionally and physically?

## The Time You Spend: Tips for Success

- ◆ The time you spend at the beginning of a session getting to know campers and establishing a way of meeting as a group will pay dividends during the rest of the season. This is the time to establish routines, create a rapport, and win the trust of your campers.
- ◆ Make a ritual of meeting at the same time every day for five to ten minutes to simply acknowledge how helpful or considerate specific campers have been to one another during the day. This public recognition should become part of your bunk or group culture. It is especially effective when done at the end of the day.
- ◆ Allow your campers to solve problems as a group right from the start. For example, instead of you

and your co-counselor imposing your system of clean-up jobs on the campers, have them brainstorm how the system should work. Remember, lay down your ground rules for group problem solving right from the start.

## Challenging Times

Campers will challenge their counselors at times. These actions can be thought of as non-verbal statements in which campers are:

- ◆ Seeking attention
- ◆ Establishing power
- ◆ Getting revenge
- ◆ Protecting themselves

## What to do?

- ◆ Take a deep breath. Ask yourself, “What is my intention with this camper?” Many younger or inexperienced counselors are not aware of what their intention is and may seem angry or vindictive even when they are trying to be thoughtful or engaging. How you come across to campers will have tremendous effect on what results you get. Ask yourself if you are trying to get even, show the camper who is boss, punish the camper, or get to the bottom of things.
- ◆ Stay calm. Are you taking the camper’s actions personally? If you are taking the camper’s actions personally, you will react out of anger or frustration and be less effective. Find out what the child is trying to get from his behavior.
- ◆ Show empathy. When kids act in such a way that they either get into trouble or push other children away, it can be powerful simply to say, “I understand what I think you are trying to do; let’s see if we can do it in a way that doesn’t get you in trouble or cause you to lose friends.” Helping children solve problems and learn social skills is easier if they think you have their best interests at heart.

### A Good Eagle Hill Counselor:

- ◆ Has good character, health habits and integrity.
- ◆ Enjoys working closely with children
- ◆ Is enthusiastic
- ◆ Is not afraid to seek advice
- ◆ Exhibits appropriate behavior at all times
- ◆ Understands and empathizes with children
- ◆ Is a team player
- ◆ Is emotionally mature and uses sound judgment
- ◆ Is warm, nurturing and understanding

### An Effective Bunk Counselor:

- ◆ Lives with and is responsible for a group of campers in a bunk
- ◆ Supervises the health and safety of their campers
- ◆ Sets an example in cleanliness and neatness
- ◆ Gives up free time when their campers need it
- ◆ Actively helps during clean-up
- ◆ Participates during all activities
- ◆ Keeps the Group Leader (GL) up to speed on Bunk Dynamics
- ◆ Is the first one out of bed in the morning
- ◆ Puts care into every aspect of the camp day
- ◆ Takes the time to put campers to bed in an appropriate and caring manner
- ◆ Has fun with their campers

### Activity Counselors are expected to:

- ◆ Be prompt and begin activities on time
- ◆ Keep equipment, supplies and areas in top condition
- ◆ Run a fun activity so that campers want to return during their choice time

- ◆ Keep their supervisor informed of any equipment needs and repairs
- ◆ Consider the well-being and safety of all campers as first priority
- ◆ Listen to advice from their supervisor
- ◆ Ask when unsure and always be flexible
- ◆ Find ways to cater to campers of all ability levels

**Eagle Hill Counselors should also:**

- ◆ Turn in all paperwork on time
- ◆ Attend all meals
- ◆ Be active participants at all evening activities and special events
- ◆ Remember that children follow and learn by example
- ◆ Ask for feedback
- ◆ Sign in on time at night
- ◆ Give suggestions for improving the summer
- ◆ Remember the campers come first- always
- ◆ Set reasonable boundaries and limits for campers

## Eagle Hill's Expectations of You

Counselors are the backbone of any good camp. While we hope and expect that our staff will have their own great summer with us, counselors are expected to put the campers first at all times. We are here as a staff to serve the needs of our campers. Remember, most important to your success as a counselor and a camper's successful summer will be the feelings that your campers have for you. Some guidelines to help accomplish this are as follows:

1. It is important to get to know the campers as soon as possible. Interest in and warmth for the individual camper is vital. Be friendly but never partial. We are attracted to the appealing, successful child. The shy, unsuccessful, or rude child needs equal thought and attention.
2. Learn the names of your campers as quickly as possible. Learn what is important or special to them. Learn the name each child likes to be called and be sure to use this name and see that the child's bunk mates do so as well.
3. Respect the dignity of each camper. Remember the rate of growth in mental, physical, social and emotional development varies in each child.
4. Be firm but not bossy. Make only reasonable requests you are sure can be carried out.
5. Enjoy the experiences with the campers- enter into their fun and spirit of adventure. An enthusiastic counselor means an enthusiastic camper!
6. Give constructive criticism- never in an irritable or sarcastic fashion. Your unflinching sense of humor will save the day. Never play practical jokes.
7. It is a firm policy that Camp Eagle Hill does not permit physical or verbal punishment, no matter how slight or indirect. The use or threat of any physical force or corporal punishment against a camper is not permitted.
8. We expect your language to be above reproach just as we expect your campers to avoid use of obscene and profane language.
9. Never discuss your after hour activities with your campers. Please also refrain from discussing with campers the actions of your fellow counselors during their time off.
10. Never speak unfavorably about camp policies or another counselor in the presence of a camper. Do not disagree or argue with another counselor in front of a camper.
11. If a camper has a grievance or problem, and you are unable to help, feel free and welcome to discuss the situation with another staff member who might be helpful to you. Never hesitate to seek help where you are without a solution to a difficulty.
12. Remember, that each camper is someone's son or daughter. Try to remember what it was like to be a kid.

## Counselor Ethics

- ◆ All staff should cheerfully and willingly carry out camp policies and regulations. These policies and regulations have evolved over many years of experience and have included much staff involvement in their formulation.
- ◆ Head Counselors and Group Leaders should feel responsible for helping their staff grow professionally and, in turn, specialty counselors and general counselors should make every effort to cooperate with their supervisors.
- ◆ Staff are expected to dress in conservative, clean clothing befitting the outdoors.
- ◆ Counselors should dress appropriately for all activities, wearing sneakers and socks throughout the entire six period day.
- ◆ A staff member's personal behavior should be worthy of emulation and their use of language free from vulgarity.
- ◆ Staff are expected to keep campers safe at all times and therefore should not encourage nor participate in horseplay.
- ◆ Specialty Counselors are expected to demonstrate a high level of interest not only in their own program offerings but in the total camp program as well.

From time to time, a change in camp position assignment is made. You may be asked to perform a role other than the one you were originally asked to play. Your help in this instance will be appreciated.

## YOUR ROLE AS AN EMPLOYEE

### Commitment to Employees

Eagle Hill is committed to attracting and retaining capable people and with providing them with challenging work in an open and participatory environment. Employees will be treated with dignity and respect.

### Employee's Responsibility

It is essential to the protection of our values and the

meeting of our responsibilities that every individual employee has a strong commitment to meeting ethical standards in the performance of his or her duties. It is important that each employee be: loyal and dedicated to the achievement of our goals; honest and trustworthy in personal and business matters; competent, reliable and cooperative in the completion of his or her duties.

### Standard of Compliance

Employees of Eagle Hill must comply fully with all laws and regulations. Violations of law and regulations may result in criminal and civil prosecution of the offender, responsible supervising employees and the company.

Each of us must be aware of the laws and regulations that apply to our job activities. Persons who show a propensity to engage in illegal or unethical activities will be disciplined as appropriate, including reduction or elimination of their discretionary authority or termination of employment.

It is contrary to Eagle Hill's policy for any person, regardless of position, to request, pressure or order an employee of Eagle Hill to act in violation of the law. Any such action must immediately be brought to the attention of your immediate supervisor or to a director.

### Harassment

Every employee is entitled to be treated with respect and to be free of any conduct that is offensive, hostile or intimidating. The camp environment must be free from harassment, whether verbal, visual or physical, based on race, sex, religion or any other protected condition or status.

We will not tolerate sexual advances, actions, comments or any other conduct that creates an intimidating or otherwise offensive work environment. Similarly, the use of racial and religious slurs, or any other conduct that breeds an offensive work environment, will not be tolerated. Any employee, regardless of position, who is found to have acted in violation of this policy, will be subject to discipline, including possible discharge.

If you have reason to believe that the policy against

harassment is being violated, you are urged to bring the matter to the attention of a Group Leader, Head Counselor, Director, or Owner.

## Health and Safety

The safety of our campers and the health and safety of our staff are of primary importance. We are committed to making every reasonable effort to provide our staff with a safe and healthy working environment. All staff is responsible for compliance with these policies.

If you are aware of any instance in which there may be a concern for health or safety, contact a Group Leader, Head Counselor, or Director.

## Public Statements

If someone outside the camp asks you questions about Eagle Hill, do not attempt to answer them unless you are certain that you are authorized to do so. If you are not authorized, refer the person to an appropriate source within Eagle Hill or contact your immediate supervisor.

## Camp Property

The property of Eagle Hill - whether it is money, tools, office equipment or vehicles - may be used only for conducting camp business. Employees may not use company property for personal use. Unless you have proper authority, you may not take, sell, give away or loan any camp property under any circumstances. Always use camp property in a manner that appropriately protects it from loss, theft or damage.

If you are required to spend or commit camp money, or incur expenses for which the camp will reimburse you, make sure Eagle Hill gets fair value for the money spent and that all expenses are reasonable and documented.

## Substance Abuse & Weapons

Please evaluate and understand 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.

## Reporting Procedures

Each employee should report what he or she believes in good faith to be a violation of the law or camp policy, whether accidental or deliberate, to his or her immediate supervisor. Your report will be held in confidence (except as may be otherwise required by law) to the fullest extent consistent with Eagle Hill's obligation to conduct an appropriate investigation.

It is better to err on the side of caution than let a possible violation go unreported. A knowing failure to report is itself a violation. Employees will not be disciplined for reporting in good faith an actual or suspected violation of law or camp policy. Penalties for both the wrongdoers and the camp are likely to be less severe if the responsible employees come forward early.

Finally, Eagle Hill will not tolerate any direct or indirect retaliation against employees who report in good faith actual or suspected violations of law or camp policy, and will discipline any supervisor or other employee found to have engaged in any such retaliation. Any employee who believes that he or she has been subjected to retaliation should contact a director immediately.

## Conclusion

This content should not be viewed as defining the precise limits of what is expected. Situations will undoubtedly arise which have not been specifically mentioned. Hopefully, the general guideline and examples presented will help you address those matters or to raise a question in your mind so that you will seek guidance on how to proceed.

# 3 Daily Routines

## Junior and Inter Campers

|              |   |
|--------------|---|
| 7:45         | Wake up                                     |
| 8:05         | Lineup                                      |
| 8:15         | Breakfast                                   |
| 8:45         | Clean up and Inspection                     |
| 9:45         | Clean up Ends                               |
| 9:45- 10:35  | First Period                                |
| 10:45- 11:35 | Second Period                               |
| 11:45- 12:35 | Third Period                                |
| 12:45        | Lunch                                       |
| 1:15- 2:15   | Rest Hour                                   |
| 2:20- 3:10   | Fourth Period                               |
| 3:20- 4:10   | Fifth Period                                |
| 4:20- 5:10   | Sixth Period                                |
| 5:10- 6:00   | Shower Hour                                 |
| 5:50         | Lineup                                      |
| 6:00         | Dinner                                      |
| 6:45         | Return to Bunks/Phone Calls                 |
| 7:30         | Evening Activity                            |
| 8:30         | Canteen for Inters /Juniors return to Bunks |
| 9:10         | Inters return to Bunks                      |

## Teen/Senior/CIT

|              |                             |
|--------------|-----------------------------|
| 7:45         | Wake up                     |
| 8:10         | Lineup                      |
| 8:25         | Breakfast                   |
| 8:45         | Clean up and Inspection     |
| 9:45         | Clean up Ends               |
| 9:45- 10:35  | First Period                |
| 10:45- 11:35 | Second Period               |
| 11:45- 12:35 | Third Period                |
| 12:45        | Lunch                       |
| 1:15- 2:15   | Rest Hour                   |
| 2:20- 3:10   | Fourth Period               |
| 3:20- 4:10   | Fifth Period                |
| 4:20- 5:10   | Sixth Period                |
| 5:10- 6:00   | Shower Hour                 |
| 6:00         | Lineup                      |
| 6:10         | Dinner                      |
| 6:45         | Return to Bunks/Phone Calls |
| 7:30         | Evening Activity            |
| 9:10         | Inters return to Bunks      |

## Daily Routines

### Wake Up

The bunk counselors rise prior to their campers so that they can give the campers guidance as they go about getting up and readying for the day. It is particularly important that each camper washes, brushes their teeth thoroughly, combs their hair and dresses in a complete outfit of clean clothes before breakfast. No camper should come to breakfast wearing pajamas.

Each respective Group Leader or Head Counselor will wake the division up, pass out the Daily Program. Bunk counselors should make sure that campers are dressing appropriately for the weather. If it is a sunny day counselors should make sure sun block is applied to campers. If it is raining at any time of the day, campers (and staff) must wear rain gear and hats. When everyone is ready to move out of the bunk, the group should move as a whole.

### Meals

Due to the scope and importance of camp meals, information on this topic may be found later in this handbook.

### Bunk Clean up and Inspection

Campers and staff return to their bunks after breakfast for bunk clean up. Clean up includes:

1. All beds made as nicely as possible. Please teach your campers to tuck in all sheets and blankets.
2. All clothing, toilet articles, games, etc. are neatly arranged in cubbies and on shelves.
3. Cabin is swept thoroughly.
4. Sinks and mirrors are done by the campers. Counselors do “light cleaning” on toilets and showers. Heavier cleaning on toilets and showers is done a couple of times each week by the maintenance staff.
5. Any items in the area around or near the beds should be picked up.
6. Check to see that all clothing hanging to dry is on the drying line designated for your bunk. No clothing or equipment can be dried inside the bunks except in rainy weather. Clear all dry clothing from the lines.
7. Nothing should be on the floors or under the beds except shoes/sneakers.
8. It is mandatory that all bunks have a “job chart”. This will be made during orientation before the arrival of the campers. This will ensure an organized and fair method of clean up. All counselors must be included in clean up and on the job chart.
9. At the end of cleanup all garbage bags must be tied and taken to a central location on each side of camp.
10. When leaving the bunks for first period, counselors must make sure that their campers are dressed for all three morning periods (especially where use of the waterfront will take place), must make certain that they are carrying any needed equipment for the morning, and have had a chance to make liberal use of sunscreen. All campers and counselors must wear sneakers and socks throughout the course of a six period day and should wear hats during the day as well.

Cabins are inspected by Group Leaders on a daily basis and are given a rating from 1-10 in each of 10 categories. We will be awarding the cleanest bunk from each division every week. The cleanliness of the bunks however, is not restricted just to the Clean-up Time after breakfast. Bunks should be clean at all times.

### Rest Hour

All campers and counselors return to their bunk at the beginning of rest hour. Mail is distributed to the bunks during Rest Hour and packages are also given out straight from lunch. Rest Hour is an important part of the total camp program. Both campers and staff need an adequate amount of “down time” and rest to remain in good health.

Rest Hour is a very good time to spend “quality

time” with the campers in your bunk. Use the time constructively, but be alert. When campers are not in structured program, accidents, bunk squabbles and the like are more likely to occur. For this reason, Rest Hour is a time of day where the greatest amount of diligence is required.

Group Leaders remain in their Divisions during Rest Hour and are available to help deal with any individual or group problems. Listed below are the policies pertaining to Rest Hour:

1. Rest Hour coverage is done by one Counselor in each bunk. This Counselor must remain awake and aware of what is taking place in their bunk. This counselor has a separate assigned period off during the day.
2. All campers may play outside their bunks with permission from their Group Leader. Group Leaders must assign a counselor as coverage when the basketball courts are in use. All other camp facilities are not to be used. Rest Hour is not a coed social time and campers should not be roaming around the camp.
3. Few rigid Rest Hour rules prevail. The climate should be relaxed, restful and quiet enough so that those who would like to write, read, or sleep may do so. Radios are allowed to be played quietly during Rest Hour.
4. No camper activity should be scheduled during Rest Hour without the prior approval of the Program Director. The few exceptions involve the Drama Program, which can occasionally use this time to gather large groups of campers together to practice. Swim Team and Tennis Team practices are also scheduled during Rest Hour.
5. When the end of Rest Hour announcement is made at 2:15, campers and counselors leave their bunks and move to their afternoon program. In advance of the end of Rest Hour, counselors must once again see to the preparedness of their campers for all three periods of the afternoon. Junior and Inter campers have a General Swim every afternoon and must be dressed in bathing suits and carrying towels every afternoon. Teens and seniors will have General Swim a few times each week and must be dressed for this as well.

All campers should take any equipment that they will need for the afternoon, and once again, time should be set aside for the liberal use of sunscreen. As was the case in the morning, all staff and campers must wear sneakers and socks all afternoon as well as hats.

6. Counselors who are off at Rest Hour are free to use the facilities of camp. Swimming is only allowed with a dedicated lifeguard who is not in the water. If you stay in your bunk, you do not relinquish your responsibilities – you are to be responsible for your campers. We encourage you to recharge your batteries. But, do be ready to work at 2:15 when Rest Hour ends.
7. No staff may leave camp during Rest Hour.

## Shower Hour

Detailed information regarding Shower Hour can be found in the Bunk Matters section of this handbook.

## Evening Activities

Evening Activity takes place every night after dinner. It is important that all counselors report to evening activities with their campers on time and are prepared to give assistance to the staff member in charge of the activity. The success of all evening activities is closely linked with the enthusiasm, participation, and interest shown and exhibited by the staff.

Some evening activities are full camp activities and some are broken into smaller groups. Some nights could see up to 6 - 7 different activities- when they are broken up by division. All camp-wide evening activities often start shortly after the end of dinner.

Evening activities are the last formal activity that the campers do before they go to sleep and they often set the tone and create the last memory for the day. They are an extremely important part of the camp program.

## The Canteen

The Canteen is a place (in the Lodge) where we serve all kinds of refreshments to our campers several nights each week. We also use the Canteen sometimes for movies on rainy days or in conjunction with special events. Campers when in the Canteen can generally have two items. (a drink and a snack -there may be some times when only one item is provided) Campers are not required to have any money for the Canteen as they can have their one or two items without any exchange of money.

When a group is in the Canteen, the campers will have about 25-30 minutes to enjoy their refreshments, sit and socialize, and maybe listen to some music. Some campers may dance, others may play knock hockey or ping-pong. Counselors will be expected to help maintain order in the Canteen and Lodge and may be asked to take a specific post to help supervise the Canteen area. Counselors must know the whereabouts of their campers. No campers are to leave the Canteen area.

Refreshments are to be eaten in the Canteen area and no cups or wrappers of any kind should be removed from the Canteen. (On occasion, campers may have their refreshments back in their divisions outside their bunks) Once a division is done with their refreshments at the canteen, counselors will walk with their campers either out of the Canteen to an evening activity (as will be the case with our Junior Division), or back to the bunks to prepare for bedtime.

In addition, the Canteen may be open during many nights of the week for use by the Staff. We will be collecting money from staff for all items bought in the Canteen.

## Preparation for Bed

As the campers prepare for bed it is important that their counselors encourage them to brush their teeth, use the toilets, and place their dirty clothing into their laundry bags.

This is not a time for counselors to shower or take care of personal needs that take them away from the

campers.

Bedtime is important! Bunk Counselors should end the camper's day in as friendly a manner as possible. We encourage you to read or tell a story to your campers, discuss the next day's program or a special bunk event or talk individually with each camper about something they have interest in. This time with the campers pays the biggest dividend of all! Counselors are encouraged to plan occasional special activities for their campers during this time in the bunk. When a special activity is being planned, you must be sure to get approval from your Group Leader of your plans and make sure the Head ODs are notified.

All groups must be given 20 minutes to get ready for "lights out" once the group has arrived back at their bunk regardless of what time they return to the bunk. Once the group has settled into their beds and the lights are out, campers may talk quietly or read with their flashlights for a time. The specific amount of flashlight time allowed is determined by the Group Leaders.

Small radios with earphones may be used if they are not interfering with another camper's ability to go to sleep. Loud talk, unnecessary walking around, and playing are not allowed. Campers may not be outside of their bunks at any time after lights out.

Counselors may be dismissed by their group leader starting at the earliest time of 9:30 PM for the evening until "curfew" (12:30 AM).

## OD (On Duty)

Counselors are required to remain in camp on certain nights throughout the summer to provide supervision for a bunk. Counselors are "on duty" from 9:30 to 12:30am. Counselors can find their OD assignments each day on the Daily Program.

The importance of OD cannot be overstated. While camp is fully staffed during the day, from 9:30 PM until 12:30 AM, the staff population is greatly reduced. For this reason, we take OD very seriously. OD is not a time for socializing with friends or taking

a nap. It is perhaps the most vital time for you to be alert and aware.

At the beginning of the summer, you will be assigned your OD evenings. Those evenings will not be changed for the duration of the summer. Sometimes, because of days off, you may have OD twice in a row. We try and spread out the evenings off, but with days off and the like, scheduling can be difficult. All staff are in camp on several nights during the summer: the first night of camp, the night of changeover day, Visiting Day night, the last two nights of camp and evenings where there is an all staff meeting at night.

When you are not on OD, you are free for the evening until curfew.

## Procedures for OD:

1. Be prepared to assume OD at 9:30 PM. If working with our junior or inter divisions, your OD assignment for the night will start at your assigned post on the porch of a particular building of camp. If living with the Teens or seniors, your OD will start at 9:30 PM at the Lodge where the campers are typically having canteen. When the Teen or Senior campers have arrived back at the bunks and the groups are settled in their buildings, OD will then start at your assigned post for the night.
2. If on an evening off, you are free to leave no earlier than 9:30 PM as long as your bunk is quiet and settled, the OD is in place, and your Group leader has dismissed you.
3. Two different Group leaders or Administrators will be in charge of OD (Head OD) each evening. Each will spend their night on the two sides of camp. You will see one Head OD throughout the night on each side of camp and you should use them as a resource. They are in charge of all problems on each side of camp and any issues should be addressed directly with them. Their will also be a Super Head OD for the evening that will be located somewhere on camp known to both Head OD's.
4. When the bunk(s) are quiet and all campers are accounted for, you, the OD for the night at a particular post, are on duty and must never leave your area, unless there is an emergency.
5. Station yourself properly. You will be asked to sit on a particular porch of a particular cabin. OD Group Assignments each day will be listed on the Daily Program.
6. Your purpose on OD is to be a calming, quieting adult presence as the campers go to bed and to help out if some problem should develop shortly thereafter. The way to calm and quiet the campers is by being calm and quiet yourself. Be aware of whether or not your bunk(s) has gone to sleep or is still awake. Use your own judgment as to the right time for "no talking". Bedtimes, flashlight times, talking, etc. vary by age and are a question of whether the bunk is quiet enough so that no individual camper is keeping another camper from going to sleep.
7. Campers will occasionally need help quieting down. Do not yell at them or shine your flashlight directly at the bunk or a camper. Walk into the bunk and speak calmly and quietly, but firmly, reminding campers that it is time to go to sleep. If you feel yourself losing your patience, get help from the Head OD. There may occasionally be a time when it is best to have a child sit on a building's porch with you for a few minutes should the camper be upset or possibly having a very difficult time falling asleep. A gentle, friendly conversation may help to reassure this camper prior to having him or her return to their bed. As a rule, no camper should be out of their bunk after lights out. There is no socializing when you are on OD with any camper or other counselors. Feel free to read, write, etc. when the campers in your charge are quiet, settled in and sleeping- but stay alert. The use of earphones is not permitted.
8. You are to remain on duty at least until 12:30 AM.
9. At 12:30 AM, your OD coverage is considered completed and it is time for you to go directly into your bunk to prepare to go to bed.
10. If there is an emergency in your area (a fight between campers, a fire, etc.) contact the Head OD on duty through a neighboring OD staff member. Remember one Head OD is always on either side of camp. In the event of a medical emergency,

one OD should stay with the camper in need while a neighboring OD summons the head OD. It is very important on some occasions to work together with other ODs as a team.

## Daily Logs

Each day the counsellor on duty will write a daily log. This log is **EXTREMELY IMPORTANT** as it is the head staff's main way of knowing what is happening with every camper in the bunk. Make sure to write about **EVERY** camper in the bunk and to include positive things happening for campers as well as any problems that might need to be addressed.

Logs will be picked up by the head counsellors and Group Leaders at wake up. Logs must be filled out the night before, not in the morning. Counselors may add notes or questions at the end of log relating to themselves.

# 4 The Daily Program

## Group Activities

### Philosophy

It is our belief that in order provide a quality program in certain activity areas, that campers need to be assigned of a group basis. This idea pertains primarily to team sports, including Soccer, Softball, Basketball, Volleyball, Lacrosse, and Hockey.

In addition, we feel that group activities provide for a source of daily bonding between the campers, and teaches them the important life skill of sportsmanship.

We also believe in the importance of developing skills in Tennis and Swimming, therefore include them as mandatory group activities as well.

### Structure

Each day there are 3 to 4 group activities. This number varies by division. Campers travel to and participate in these activities a bunk. As skill development is a vital part of the group activity, a portion of each activity is allocated towards drills or other skill building tasks. Another portion of the activity is allocated as recreational play, where campers have the opportunity to apply those skills taught during a given period.

## Group Activity Expectations

### It is expected that:

- ◆ All campers and counselors be at their activities on time.
- ◆ Specialists develop a routine so campers understand what is expected of them upon their arrival at the activity area.

- ◆ The Specialist will have a prepared agenda for each activity period. While this does not need to be formally prepared on paper, it is essential to the success of the activity that there be a structured plan to the drills, games, etc.
- ◆ The Specialist will ensure proper use and care of the equipment, including storage at the end of an activity.
- ◆ The Specialist will ensure that campers are wearing appropriate attire before participating. This includes appropriate footwear, clothing, athletic or safety equipment.
- ◆ The Specialist will ensure that campers are all participating in the activity.
- ◆ When teams need to be made, they are done so by a staff member with sensitivity to the feelings of the campers as they relate to athletic ability.
- ◆ If a General Counselor is assigned to an activity, it is expected that they too will be held to the same standards of attire and are fully prepared to participate in the activity.

## Majors and Minors

### Overview

Each day at camp is comprised of six daily activity periods. These may be either Group Activities, Majors, or Minors. Group Activities are ones that the entire bunk attend. They are preassigned by the Program Director. Majors and Minors are both individual elective periods. Majors are instructional, designed to allow campers to focus on a specific activity to develop their skills. Each Major is selected for a period of 5 days. Minors are changed on a daily basis. They are designed to be more recreational in order to give campers the opportunity to try new things

and participate in many activities without a lengthy commitment. Minors are selected each morning at breakfast.

## Majors

- ◆ In order to expose children to the different options available to them, the first day of each session is run as a Sampler Day. During their elective periods, campers are instructed to choose activities that they may be interested in selecting as their majors. This day is also used as a try out/evaluation day, as is necessary for placement, i.e. theatre auditions, swim tests, etc.
- ◆ While campers are expected to choose their Majors at the end of the first day, there are times when they will change their mind. We try to be flexible in accommodating these changes. However, they need to get approval from the program director.

## Minors

- ◆ Each morning, every bunk will be given two forms which are used for minor selections. One contains a list of available minors for the day as well as other daily announcements. The other contains a list of each camper in the cabin along with space in which they will fill in their choice for their daily minor. By the end of breakfast, with the assistance of his or her counselors, every camper will fill out his or her daily selection. Minor sheets will be returned to the program director by the end of breakfast so that the information can be processed to create daily attendance sheets.

## Attendance

During the first daily activity period, an attendance sheet will be distributed to each of the activity areas. It will contain a list of campers that selected that activity for each of the Minor periods. It is essential that this form be kept throughout the day, attendance checked for each Minor, and the attendance sheet will be collected by a Group Leader during the last elective period of each activity.

When checking attendance, do the following:

- ◆ Circle the name of any camper not in attendance.
- ◆ Add the name of any camper in attendance but not on the list.
- ◆ Be sure to write legibly. **DO NOT SEND A CAMPER AWAY FOR ANY REASON!**
- ◆ During each activity period, a Group Leader will review your attendance sheet. They will follow up on any discrepancies.

## Important Do's and Don'ts for ALL Activity Periods

- ◆ DO – Be at your activity on time.
- ◆ DO – Expect campers to be appropriately dressed for your activity.
- ◆ DO – Expect ALL campers to participate in your activity.
- ◆ DON'T – Dismiss any campers early from an activity.
- ◆ DON'T - Allow mp3 players at activities if it is not part of the program. (They should not have them out of their bunks except for relevant programming purposes)
- ◆ DON'T – Send a camper away unsupervised.
- ◆ DON'T – Tell a camper they cannot participate in an activity (unless medically warranted).
- ◆ DON'T LOSE OR MUTILATE YOUR ATTENDANCE SHEET.
- ◆ DON'T BE LATE!!

## What Ifs : for all activity periods

What if campers are late for an activity?

First time – explain to them the importance of being on time.

Second time – notify a Head Counselor or Group Leader at the next available time.

Give positive feed back to those that are on time.

What if a camper comes unprepared for my activity?

Notify your Department Head, Head Counselor, or Group Leader. The camper will be chaperoned back to his or her bunk to get whatever is needed and back to the activity.

What if my activity is too crowded for me to handle?

For that period, manage the situation as best as you can. Following that, notify the Program Director so that she can adjust the schedule to avoid the problem in the future.

What if a child refuses to participate or does not follow rules?

Do your best to encourage him/her. If the problem persists, notify the Group Leaders.

What if there is a schedule conflict?

There could be several reasons that a schedule conflict may exist. Where there is a conflict between a regular scheduled activity and an activity such as an Intercamp Games, Tennis Lessons, or Theatre Rehearsal, as a rule these three activities will take precedent.

## Special Days

### Special Events/Trip Days

Mondays and Thursdays at Camp Eagle Hill are used for Special Event Days and Trip Days. On these days, half of the staff has their day off. On Mondays for a Special Events Day, there are two regular scheduled activities in the morning and a Special Events program planned that is appropriate for all of the divisions in the afternoon. We also may be involved in some intercamp tournaments on Mondays as well.

### Day Trips

When you are out of camp on a trip, you have left the security of Camp Eagle Hill and returned to the real world. Unfortunately, you need to raise your guard and think about the safety of the campers not only from the sorts of physical and emotional threats that

can exist in camp, but from those that confront children in the greater world. Some of the steps we ask you to take are probably not ones you would follow if you were taking a trip with some friends on your own time and they may seem very extreme. However, remember that you are acting in place of a “parent”, and you need to think like a parent when you take your campers to the beach, movies, or amusement park. To that end, please abide by these policies on a trip from camp.

### PROCEDURES FOR TRAVEL ON DAY TRIPS

The following is list of some of the general procedures that will apply to Day Trips. This includes not only Thursday Trips, but any out of camp trip such as intercamps, hikes, etc.:

- ◆ A roster listing the names of all campers and staff involved in the outing must be left in the main office each day before departure.
- ◆ One staff member will be designated as being the person in charge.
- ◆ If the trip requires special arrangements (early breakfast, bag lunches, etc.) they will be made in advance so that the kitchen and others involved are prepared.
- ◆ Campers are to be supervised at all times.
- ◆ Upon arrival at your destination, a meeting place should be designated for any camper or counselor who becomes separated from the group.
- ◆ Vehicles are reserved in advance and vehicle procedures are followed.
- ◆ Any incident that might occur while out of camp must be reported to camp immediately.
- ◆ The person in charge of the trip must go to the main office immediately upon returning to camp to inform us that the group has returned

Depending on the trip, campers may move around in groups of campers organized by bunk, accompanied by a counselor or two. On trips where campers are not traveling as a group with their counselor, they may still be organized into small groups with a counselor. On trips where campers are allowed to move

about more individually (in some specific circumstances), counselors are responsible for sitting “OD” at given posts for a set period of time. When they are not on coverage, counselors should be with campers and no more than one or two other counselors.

Staff are always told in advance whether they will be traveling with groups of campers or will be given posts to cover. Teen and Senior Campers must go into a public bathroom with at least one other camper or staff member. Under no circumstances should a junior/inter camper go into a public bathroom without a staff member.

ALL CAMPERS AND STAFF must always wear red Camp Eagle Hill shirts on out-of-camp trips

## Rainy Days

In general, we will try to run regular activities unless the weather is really bad or there is a thunderstorm. If it starts to rain and the program activity is cancelled an announcement will be made for campers and counselors to return to their bunks. If the rain is very heavy, announcements will instruct you to the nearest indoor location.

If it is raining hard all day, we will not follow the regular activity schedule. Instead we will create special block programming in which campers will travel in bunks to special activities in or out of camp. All counselors will travel with their bunks on rainy days.

## Visiting Day

Visiting Day will be held on July 19th.

Visiting Day is an opportunity for parents to visit with campers and meet staff as well as to showcase the campers’ progress in their activity areas.

It is essential that camp and staff look their best on Visiting Day. All cabins, campgrounds and activity areas should be clean and orderly. All staff must wear clean Eagle Hill shirts.

No parent is allowed to take their child out of camp on Visiting Day, nor may any vehicles be driven on camp.

More specific details and schedules for Visiting Day will be discussed with staff in a staff meeting prior to that day.

## Changeover Day

Changeover Day is the day in which one session closes and a new one begins. This year, it will occur on July 26th.

Staff may be asked to help with transportation, luggage transfer, etc.

All staff must look their best. Departing campers will leave in the morning and we will be greeting new campers and parents in the afternoon.

A modified program will be run on Changeover Day.

It should be noted that staff bunk changes may be required in conjunction with Changeover Day. We appreciate your cooperation with this.

## Intercamp Tournaments

During the summer, many campers, on an optional basis, participate in our “Intercamp” program where we participate in competitive tournaments with neighboring camps. Intercamps are generally in team sports of basketball, hockey, softball and soccer as well as individual sports like tennis and swimming.

We place the emphasis of Intercamp competition on participation. While we definitely play to win, every camper has the opportunity to participate competitively, regardless of ability in a particular area. Intercamps can cut across the daily schedule and because we are dealing with transportation, coaching and other issues (the other camp’s schedule), sometimes conflicts arise. We must all be sensitive to these potentially competing commitments and attempt to address them before they arise. Sometimes, they are a source of stress for even the most well adjusted camper or staff member.

Of utmost importance, of course, is the maintenance of a quality sportsmanship experience at all times. We want to win...but not at anyone’s expense. We very much enjoy hosting Intercamps ourselves. We

treat our guests with warmth and hospitality. We receive the same hospitality from our neighboring camps. It is our policy at Eagle Hill to make every guest feel at home. It is also our policy to behave appropriately when visiting another camp. If you ever have any negative experience at another camp, this should be reported to the Program Director immediately upon your return.

## Campouts

Campouts take place on the grounds of camps and allow groups of campers to sleep out in tents and have traditional campfire activities. Each Junior and Inter bunk will be scheduled for two overnights per summer. Teens and Seniors may also schedule campouts on an optional basis.

Preparations for an overnight begin after lunch when, the counselors and campers for the group taking the Campout, meet with a member of the Overnight Team (a group of counselors who head up this program) to take a food order and to review the procedures for the evening.

Campouts begin just before dinner, outside of the dining room, where the group meets to prepare for the hike to the campsite. Once there, the campout team member will build the fire and cook the food. They will also be responsible for putting out the fire at the conclusion of the evening and making sure the campsite is left free of garbage or debris.

In the morning following the campout, campers and counselors should go directly to the dining room for breakfast, and then return to their bunks with all of their bedding to shower and prepare for the days activities.

# 5 Staff Time Off: Rest & Relaxation

To be an effective counselor, you need to get away and recharge your batteries. We also know that a happy counselor will be to the campers' benefit. For that reason, we have devised the following Staff Time Off program which allows for an intelligent blend of free time without adversely effecting the operation of camp. Please be sure to ask your Group Leader or Head Counselor if you are unclear as to any of these guidelines. During Orientation, they will become more familiar to you.

## Daily Time Off

Every counselor has time off during the day. Specialty Counselors generally have Rest Hour off and General Counselors usually have one of six periods off.

Please understand that when the camp is short-staffed on Mondays or Thursdays, staff do not get the same amount of time off. These days have a much different feel to them and the change of pace is good for everyone.

During time off, you may swim, play tennis and use other camp facilities, subject to availability and the rules governing them. For instance, you may only swim with a lifeguard present, you must return the tennis balls you borrow, etc. It is your responsibility to learn and follow the rules for any activity in which you want to participate. You must get permission from the respective Head of a Program Area if you would like to use facilities- this is especially true during activity periods.

You may NOT leave camp during this time off. You may stay in your bunk, but if doing so, you must be receptive to your campers. You may also use the time

to attend to personal business, use the Staff Lounge, or simply walk around the camp.

You may use your cell phone on time off as long as you are not in the sight of any campers. When using your own phone or a phone in the Staff Lounge, please do not order any food deliveries to camp as these deliveries will not be allowed.

## Night Time Off

When you are not on evening OD, you have off from approximately 9:30 PM, until 12:30 AM. You are free to partake in any Eagle Hill sponsored staff events, use the Staff Lounge or leave camp. AS you will read below, all staff must Sign Out if leaving camp. All staff Sign In before heading back to their bunks each night.

## Sign In/Curfew

Each night, a roster of all staff will be placed on clipboards on either side of camp. Every staff member who is not on OD, and leaves camp, must sign the roster when leaving camp and sign in when returning to camp. All staff are asked to sign in on this roster just prior to going back to their cabin for the night. Once you are signed in, you must go directly back to your bunk. This is our indication that we will find you in the place where you live.

Curfew for staff is 12:30 A.M. every night. Sign In is taken very seriously at camp and will be covered at length during Orientation. Please do not violate the Sign In Procedures.

A few reminders about Sign In:

1. You must sign in yourself. The Sign out/In Boards will be posted at 9:30 PM on either side of camp each evening. Again, if you Sign In, we assume that you are back in camp at your bunk for the evening. Sign In should be the last thing you do before going to bed each evening.
2. Sign In before 12:30 AM. 12:31 A.M. is late. If your signature is not on the board at 12:30 AM, you are late.
3. Should there be difficulty in getting back to camp on time, and it appears that you are going to be late, please do not race back into camp. We don't want anyone getting hurt racing back to camp. Please leave time for your leaving and returning to camp. And as a matter of safety, take the camp phone number with you each time you leave.
4. Returning late to camp, even on one occasion, will be met with consequences. Please do not put the administration of the camp into the position of having to act upon your non-adherence to this policy.
5. When returning to camp, you are to park your car in the staff parking lot. Remember, when you have your evenings off, the camp is sleeping. While you are free to enjoy your time off on camp and use the Staff Lounge or any other facilities opened by Camp, please keep noise to a minimum. Your quick and quiet return to the bunk is appreciated. At 12:30 AM, all staff should be in their bunks.

## Day Off

Every counselor is entitled to five days off during the summer. Approximately half the bunk staff is off on Mondays and half the bunk staff is off on Thursdays. Non-bunk staff members will have other days off assigned. These groups are constituted during Orientation. Counselors may request 2 or 3 staff members with whom they would like to have off. Once the groups are made up, the groups will be consistent throughout the summer.

Days off occur as per the Master Calendar created at the beginning of the summer for each session and can not be changed. Specific requests for exceptions will need to be submitted in advance of the start of

camp. We will try to be accommodating when possible.

All days off will start in the morning of the day off at 7:45 AM. Counselors and staff may choose to come to breakfast or not. Before leaving camp on your day off, staff must sign out at the Lodge on a Sign Out board. You are required to Sign In the night of your day off by 12:30 AM with the Head OD as usual.

Please understand that because of the nature of the Eagle Hill program, you will miss certain events, programs, trips, outings and other activities when you are off. In a program as extensive as ours, there is no way to avoid this and run the program as we would like.

## A Final Word About Time Off

Staff who are off duty are most welcome, of course, to stay in camp, eat in the dining room and participate in activities during off time. However, we do insist that when you are off and still in camp, you understand you are obligated to be a "working" counselor. Simply, if you eat a meal on your time off, you must sit with your own campers at their table or staff table. We ask that you respect the rules of camp and participate fully as staff members when you are in view of the campers.

# 6 Bunk Matters: Keeping Kids Clean & Healthy

## Showering

Each day, there is an allotted time for campers and staff to shower. This takes place right before dinner.

Shower Time is an important time and a time at which counselors must supervise what takes place in their bunks and bathrooms. It is expected that:

- ◆ Counselors supervise the order with which the campers use the showers seeing to the fair distribution of showering first, last, or somewhere in-between, on a regular basis. We recommend that you place a “shower order” on the job chart so that it is decided upon before the campers arrive. Putting the first shower with the worst job and so on.
- ◆ Counselors will monitor the length of showers to ensure that all campers will have time to shower and have use of hot water.
- ◆ Counselors will oversee the use of shampoo and soap by all campers as well as the use of the showers themselves (keeping shower curtains inside the showers).
- ◆ Counselors should be aware of campers that may avoid taking showers.
- ◆ Counselors should check to make sure that campers have not developed any rashes, body sores or physical problems. These may be viewed in a discrete manner, when campers are showering or preparing to shower.
- ◆ Staff should shower at other times of the day, but if absolutely necessary, when showering at the time the campers shower, staff must shower last.

- ◆ Staff should not shower until he/she is certain that his or her group is being supervised by the second counselor in the group. Remember that bunk time is the most likely time for injury.

## Bedding

Campers and staff must use sheets, blankets, a pillow, and a pillow case. Each morning, we ask all campers and staff to tuck in their sheets and blankets as they make their beds. Where a sleeping bag has been sent to be used as a blanket, staff must see that the bag is opened and used this way. Campers should not sleep inside a sleeping bag when living in the bunks at camp. During Laundry Day, all sheets must be changed by each camper every week. All campers come with two sets of sheets. Please make sure they get changed once a week.

## Inspection

Campers and staff will clean up the bunk after breakfast each day. Bunks will be inspected every morning by the Group Leaders.

Counselors will make a work wheel prior to the arrival of campers. Every day the wheel will rotate, changing the job of each camper and staff member.

Different incentives will be offered for the bunks that get the highest score in inspection each week. Winning bunks are announced on Friday evenings.

The following guidelines should be followed regarding bunk set up and cleaning on a daily basis:

**Bunk Set up:**

- ◆ Bed and cubby placements should not be changed from original set up.
- ◆ Do not hang sheets from rafters to close off beds.

**Cleanup:**

- ◆ Clean up begins at walk-up. Beds should be made before line up.
- ◆ After breakfast, all campers and counselors need to go straight back to the bunk.
- ◆ Counselors need to supervise and participate in clean up.
- ◆ No one should leave the cabin until 9:40.
- ◆ A counselor should be the last one out and make sure that all lights are out and fans and radios are off.
- ◆ Staff is responsible for their own areas including days off as well.

**Beds:**

- ◆ When making beds, all mattresses need a bottom sheet and a top sheet even if they are using quilts.
- ◆ Campers cannot sleep in sleeping bags.
- ◆ Linens should be washed once a week.

**Cubbies:**

- ◆ Each camper has one cubby. In addition, there is shared shelf space in each cabin.
- ◆ Toiletries should be kept on the bathroom shelves.
- ◆ Clothes should be folded and organized neatly; socks and underwear on the top shelf, T-shirts on the second shelf, shorts and bathing suits on the third shelf, pants and sweatpants on the bottom shelf. Sneakers and shoes are lined up under the beds. Sweaters, sweatshirts, towels, and linens go on the shelf space adjacent to the closet. Jackets are hung in the closets. The tops of cubbies are used for personal items such as books, flashlights, etc..

**Floors:**

- ◆ Floors must be swept daily.
- ◆ Cubbies should be moved for sweeping.
- ◆ Nothing, except for shoes, should be kept under the beds.

**Grounds:**

- ◆ Outside grounds should be free of any garbage or debris including under the porches.

**Garbage:**

- ◆ Garbage pails should be kept inside the bunks.
- ◆ Garbage bags are tied up each morning and brought by each group to a central location for pickup. Group Leaders
- ◆ Do not throw away dirty laundry.

**Lines:**

- ◆ Make sure that all wet clothes are neatly hung on lines and do not overlap each other.
- ◆ Pick up items that have fallen.
- ◆ Bring in dry clothes.
- ◆ Do not hang towels or anything else on rafters or on porch rails.

**Sinks:**

- ◆ The shelf above the sink should be free from soaps, shampoos, and all other items. They should be returned to the appropriate shelf space in the bunk.

**(for counselors duties)****Showers:**

- ◆ Shower stalls should be clear of soaps and shampoos.
- ◆ Shower curtains should be cleaned to prevent mildew.

**Toilets:**

- ◆ The toilet areas should be swept each day.
- ◆ Support staff will sanitize toilets, sinks, and showers each week. Replacement supplies are handled by Group Leaders.

**Rafters:**

- ◆ Nothing should be kept in rafters except for empty luggage.
- ◆ No campers are ever permitted in the rafters.

**Miscellaneous Things Counselors Should Watch for:**

- ◆ Broken fire extinguisher seals
- ◆ Smoke detectors not in working order
- ◆ Exit signs not in working order
- ◆ Broken receptacle covers
- ◆ Exposed wiring
- ◆ Exposed nails or screws
- ◆ Broken or burnt out light bulbs
- ◆ Broken windows or doors
- ◆ Torn screens
- ◆ Dripping in sinks or showers
- ◆ Torn shower curtains
- ◆ Broken mirrors

If any item is in need of repair, submit a repair slip to the group leader.

## Repairs

If items need repair in your bunk, notification should be made to the Group Leaders.

Do not stop maintenance staff and ask them about repairs. They are extremely busy and can't be expected to remember something you mention to them in passing. Please be patient and they will get to your repair as soon as possible.

## Laundry

Laundry will be done for campers and counselors once a week. If a camper is in dire need of laundry being cleaned before the scheduled day, inform a Group Leader, and we will arrange to have it done earlier.

All camp laundry is picked up on Fridays. Each camper must take their sheets off their bed to be washed. They will be supplied with a laundry bag by an outside company for each individual camper's laundry. All laundry, including the sheets and pillow cases, should be placed into the individual laundry bags with out regard for light or dark laundry. These bags will be carried to a central location on each side of camp for pick up by the outside company.

On Tuesdays, the clean laundry will be returned in the individual bags for each camper and redistributed in the same manner during rest hour. All clean laundry should be immediately put away into the cubbies.

### Important Notes about the Laundry:

- ◆ It is important for counselors to monitor what the campers are putting into the laundry. Counselors should direct their campers to include in the laundry only those things that are in fact dirty. At the same time, counselors should make sure that each child's bag does have a week's worth of clothing.
- ◆ It is important to make sure that campers empty all the pockets of their dirty laundry.
- ◆ Please ask the campers not to send in things to the laundry that are delicate or expensive.
- ◆ Staff Laundry is done separately. This is so staff receive their laundry on the same day. Staff are not permitted to use the camp's facilities on their own. Local laundromats are available, if you prefer to do your own laundry.

# 7 Misc Procedures

## Dining Room Procedures

The following is a list of procedures applicable to meals at camp:

1. All staff members and campers are expected to dress reasonably for meals; to wear a shirt, shorts or pants and footwear. On Fridays at dinner, we have Red and White Night (the camp colors). While we ask that all staff and campers wear red and white, we ask that campers and staff not wear their camp shirts as these are worn for other specific occasions.
2. No camper or staff member is to miss a meal unless they are not well and are being attended to at the camp Infirmary.
3. No foods or drinks should be taken into the Dining Room and no food, utensils, tableware, pitchers, etc. are to be taken from the Dining Room.
4. No campers or staff members are allowed in the kitchen without authorization.
5. During a regular camp day, each counselor will lead his or her entire bunk for meals to the outside of the Dining Room. Group Leaders will coordinate this. Bunks will be met at the Dining Room by a Greeter. Bunks need to wait in an orderly fashion until they enter the Dining Room. We ask that you enter only through the main doors of the Dining Room.
6. Every camper and staff member must use a tray to carry food to their table, Trays must be returned immediately to the carts in the middle of the Dining Room. No one should eat on a tray. Where our younger campers are concerned, one counselor is to lead the bunk into the Dining Room in a single line and then collect the trays from all the campers at the table. The other counselor(s) should be at the end of the line so as to monitor the campers.
7. For breakfast and lunch, all boys will eat in one dining room and girls will eat in the other dining room. Camper eat by group with their counselors at an assigned table. At dinner, Teens, Seniors, and CIT campers are allowed to eat in one dining room on a coed basis. Staff who live in Junior or Inter bunks will eat with their bunks and should spread themselves out amongst the campers at their assigned tables. Teen/Senior counselors will be with their groups at breakfast and lunch, but will be spread out amongst the Teen/senior tables at dinner. CITs will have an opportunity to eat with the groups that they are working with two days per week. Otherwise, CITs will sit on a regular basis in the Teens/Seniors Dining Room.
8. Campers should eat with proper table manners and in addition: a) Should behave appropriately. (i.e.: not playing with food, ripping up cups, etc.) b) Younger campers should not pour the milk, water, etc. c) Campers should not wander around the Dining Room nor leave the Dining Room except to use the bathroom or in the case of an emergency.
9. At the end of the meal, each group at a table will be responsible for clearing and cleaning their table. When clearing the table, silverware will be placed in caddies (already on the table)

and placed with all drink containers onto carts in the middle of the Dining Room. Napkin dispensers and leftover clean cups are to be left on the table. All garbage will be placed in the garbage cans in the middle of the Dining Room. Counselors will be responsible for using a sponge to clean their table. Once the table has been washed, everyone will get seated at their tables in preparation for leaving the Dining Room. Sometimes, there will be announcements or something that needs to be done prior to leaving the Dining Room. The Group Leaders will dismiss the tables in their division one table at a time.

10. As each bunk is dismissed by its Group Leader, the campers and staff will carefully lift their benches onto their table. The counselors will then lead the group out of the Dining Room after each meal.
11. For those campers who will be taking any medications after meals, one of our Camp Nurses will be distributing this medication outside the Dining Room at a picnic table. No camper is to seek out the Camp Nurse prior to their bunk having been dismissed from the meal by the Group Leader.
12. Once the group is out of the Dining Room, it is the counselor's responsibility to see to the movement of the campers back to the bunk area. Sometimes we may ask everyone to wait outside the Dining Room in preparation for a trip out of camp or for the start of some other event. There may be other times when groups will be asked to stay in the Dining Room for Birthday celebrations. We ask that all groups make sure that your table is clean when your group leaves the Dining Room after these celebrations.
13. Bunks will sit together at the tables family-style. One counselor will sit on one end of the table, and the other will sit on the opposite side on the other end of the table.
14. Announcements will be made at the end of the meal. Please keep campers seated and quiet until announcements are finished and everyone is dismissed. You should leave as a bunk and go back directly to your bunk.
15. During the meal, try to limit the amount you and your campers walk around to avoid traffic problems. Eat at your own table. Do not visit others.
16. During breakfast, campers will be selecting minors. Be sure that this is done promptly and turned in by the end of the meal.
17. If you have a camper who has a birthday, they will be getting a cake at lunch. For dinner, they eat outside at the picnic area.
18. It is important to take note of any campers that may not be eating properly, in term of quantity and quality. If you suspect a problem, please notify both the Group Leader and Head Counselor. We are capable of helping in the case of individual food concerns.

## Barbecue

About once per week, the whole camp will have a barbecue for dinner. The barbecue will be outdoors, weather permitting, in the picnic area.

## Office Procedures

### Office Hours

The office opens at 8:00AM and closes at 8:00PM. Please take care of all of your office business during these hours.

### Valuables

All valuables should be kept in the office for both campers and counselors. No money should be kept in the bunks. Each counselor will be given an envelope in which to store items such as passports, and money. You will have access to these items during regular office hours. All camper money is to be kept in the office as well. Campers will have access to their accounts prior to out of camp trips.

## Mail

Mail is picked up by the Group Leaders and brought to the bunks during Rest Hour. The bunk counselors will then distribute mail to the bunk. Any camper that receives a package will receive a slip at lunch, which will direct that camper to go the office after lunch to retrieve the package. All camper packages are to be opened in the office and all food will be confiscated. Outgoing mail can be dropped off in the office at any time. On certain nights all campers will be required to write a letter home and those letters will be collected by the Group Leaders at the bunks prior to dinner.

## Office Store

The office sells various items such as batteries, disposable cameras, sunscreen, toiletries, etc. Items can be bought during regular office hours.

## Internet Procedures

Counselors may use the Internet on their periods off at the Staff Lounge. They may also have access to the computers on their nights out. It is asked that staff do not download files or applications onto the computers. As always, we ask that you use good judgement when using the camp computers. This means avoiding web sites with inappropriate content, illegally downloading files, etc..

## Telephone Procedures

All camper cell phones must be turned in to the office on the day of arrival at camp. Any camper who does not turn in his/her cell phone on the first day of camp will have it taken away and not returned until their departure.

All camper phones will be stored in boxes in the camp office. No campers will have access to their phones except at the designated times.

The first calling day which campers may use their cell phones will be on Sunday, July 6th. Thereafter, cell phone calls will be made on Wednesdays from

7:00-7:30. Group Leaders will pick up the box of phones from the office and distribute them to the counselors for each bunk. Counselors will be responsible for collecting all phones from campers at 7:30PM and returning the box of phones to their Group Leader.

If a camper does not have a cell phone, he/she may make calls from the office using a calling card or on a collect basis.

No campers will be allowed to make phone calls in the first week of camp. **THIS IS VERY IMPORTANT!** Do not ever let them use your cell phone if they ask, regardless of what they say. If they are persistent, refer to the matter to a Group Leader.

All counselors must store their cell phones out of the view of campers. They may use them on time off, also out of the view of campers.

Staff may make calls from the Staff Lounge using a calling card on their periods off or nights off.

## The Infirmary

All counselors must be aware of their campers' health conditions at all times. This takes a great deal of attention and concern for the details of how a child is doing physically (and emotionally) and a working knowledge of when a camper appears to be other than his or her normal self. When a camper does not feel well, it is important that you do not attempt to diagnose the child yourself. It is equally important to treat camper's concerns with seriousness as something small can lead to something much larger, left untreated. Try to balance through working with your campers an idea as to when it is important to get to the Infirmary right away and when something may in fact be best left temporarily without a trip to the Infirmary. Here are some other thoughts regarding the use of the Infirmary:

1. The Infirmary is open at all times to campers and staff for injury, ailments or emergencies. At night and during the early morning hours, there is a doorbell that can be used to bring a nurse to the waiting room to help with any situation at hand.

2. Due to the nature of the Infirmary, camper's ability to visit friends in the Infirmary is prohibited. We encourage each camper's counselor to stop by the Infirmary once a day when a camper is sick. All visitors must seek the permission of the Head Nurse before they come into the Infirmary. When a camper is not well and needs to stay overnight, a counselor will be asked to bring a pair of pajamas and perhaps a change of clothes for the next day to the Infirmary. It will also be helpful to provide the camper in the Infirmary with a few toilet articles and something to entertain them while they are away from the group. (i.e.: a book, deck of cards, etc.)
3. All prescription medications and non-prescription medications are to be kept in the Infirmary and will be collected during the first day of camp.
4. The nurses will supply those campers who take medication on a scheduled basis at the completion of each meal. Counselors must be aware of those campers taking these mealtime medications. In addition, counselors must be aware of those campers who need medication at times other than meals as these campers will need to be brought to the Infirmary. During trips from camp, Group Leaders will be provided with the medications needed for individual campers and instructions as to when these medications are to be distributed.
5. There may be some things that will be in the bunks (i.e. Inhalers, sunscreen, special insect repellents, etc.) and counselors will be responsible to see that these things are used as needed by the individual camper. Sunscreen should be used by all campers every morning and afternoon on a daily basis. Insect repellents will be mandatory when going into the woods for hikes or overnights.
6. "Sick Call" will take place after the beginning of 1st period and immediately after dinner. This is the time (and not in the middle of an activity period) when any new ailment should be attended to, or "follow-up visits" to the Infirmary be made. Of course, the Infirmary Staff will be available to see campers or staff in-between meals, but most things can wait until these Sick Call times.
7. In the event of an injury, do not move or carry a camper or staff member across the camp facility. In nearly every case, it will be better to bring a nurse to the situation at hand. Please remember the importance of keeping yourself and all those around you as calm as possible. You may soon discover that what you thought might be an emergency, may just be a situation that calls for the calm and collected attention of a nurse at the site of an injury or accident.
8. The Infirmary is available at all times to staff. All staff members will be given the same kind of attention afforded our campers in camp. It is however expected that if the nurses have directed a staff member to care for an injury or ailment in a certain manner, that this directive will be taken seriously and given its proper attention. The camp reserves the right to ask for the return of lost working time due to illness or recuperation.
9. From time to time, a camper or staff member will need to visit our Camp Doctor off campgrounds. These visits usually take place in the late morning prior to lunch. Counselors should be aware of the individual camper that may be missing from the group for this reason. Your Group Leader will inform you as to visits that will be made by any camper. The Camp Doctor is also available to staff members when needed. Please remember that a visit to the doctor, however, is not covered by the camp and this is something that you will have to pay for upon visiting with the doctor. If we should need to pick up a prescription medication for you, you will be asked to pay for the medication upon its receipt. Any reimbursements or co-payments through insurance companies will be a part of your own personal affairs and will need to be dealt with by you on an individual basis.
10. Counselors can help prevent injury by stopping horseplay. More than any other activity, horseplay is the cause of the most camper injuries.
11. Counselors can help prevent illness and infection by making sure campers wash their hands regularly using soap and water.

## Vehicle Procedures

### Who May Drive Camp Vehicles

Only persons holding a valid vehicle operator's license for the size and type of camp vehicle, with the specific knowledge and approval of the Director, are permitted to drive any vehicles on or off camp property with campers on board.

Drivers must have passed our driving test, which is conducted during orientation. This test consists of checking to see how each potential driver handles the camp vehicles through accelerating, steering, and braking.

### Transporting Campers

#### Prior to Using a Camp Vehicle:

- ◆ Make sure the vehicle has been signed out from the office. The office staff or Program Director will distribute keys.
- ◆ Make sure there are a first aid kit, chemical fire extinguishers, and reflectors in the vehicle.
- ◆ Do a visual check of the vehicle and check all four tires.
- ◆ Check the gas tank and make sure you have finances to refuel if necessary for the trip.
- ◆ Complete a Trip Roster with a list of all the campers you will be driving. A copy of the Trip Roster should be left with the office and the trip leader should keep a copy.
- ◆ Drivers will have a cell phone to contact camp or for emergencies. The phone number should have the number listed in the office.
- ◆ There will always be at least one counselor in every vehicle in addition to the driver.
- ◆ Occupancy of a vehicle shall be limited to its rated capacity.

#### While Driving Vehicle:

- ◆ Campers are to remain seated with their seat belts on during all trips.

- ◆ Speed limits are to be followed at all times. If you speed, you will lose the privilege of driving.
- ◆ If you get a ticket while driving, you will be responsible for paying for it.
- ◆ Cell phones are not to be used by the driver when driving. If a cell phone needs to be used, pull over somewhere safe and make the call or have another staff member in the vehicle make the call while the vehicle is moving.
- ◆ In the event that a camper gets sick, pull over in a safe place, if need be, and keep the camper comfortable and calm. Contact the camp about the camper and await instructions from the Camp Director.
- ◆ If the vehicle you are driving suffers from mechanical problems while out of camp, pull clearly off the right side of the road (preferably at an exit or rest area), turn emergency flashers on and remain with the vehicle. Call the camp to work out an arrangement for the arrival of help. Remain with the vehicle until assistance arrives. If the area allows for a safe place to have passengers sit a short distance away from the vehicle, this is preferred. If the conditions are unsafe to have the passengers exit the vehicle, keep them in the vehicle. Do not allow children to play outside the vehicle.
- ◆ The driver is to call camp upon arrival of destination and check in.
- ◆ When two or more camp vehicles are going to the same destination, they will always travel together, in case one needs assistance.
- ◆ All staff riding in the vehicle will be responsible for camper's proper behavior. (Remain seated with seat belts on, hands in vehicle, no horse-play)

#### Checking Vehicle Back In:

- ◆ Sign the vehicle log located in the Office and note the amount of gas left in the vehicle.
- ◆ Keys must be returned IMMEDIATELY to the office after use. If the office is locked, there is a place in the office to return keys.
- ◆ Make sure the vehicle is cleaned out of all trash.

- ◆ If there are any mechanical problems, report them immediately to the Associate Director.

### **General Vehicle Safety:**

- ◆ The camp directors must be aware of all trips that leave campgrounds.
- ◆ If while driving you realize that you have left a camper behind, pull the car over in a safe location and call the camp immediately, and await further instructions.
- ◆ Under no circumstances is alcohol or smoking permitted in any camp vehicle.
- ◆ If you have to get gas while on a trip, it is preferred to do so while passengers are not in the vehicle. If that is not possible, only a staff member is to get out of the vehicle and pump the gas. The vehicle must be turned off! The person pumping gas is to stay outside of the vehicle until it is refueled. Cell phones should not be used while refueling.

### **In Case of an Accident**

- ◆ Do not to panic and keep the children calm.
- ◆ All uninjured persons will be gathered and will remain at a single site away from any possible danger (fire, another car, roadway etc.) They will be supervised by a counselor and not left alone.
- ◆ Place reflectors or marker flares around the scene.
- ◆ Camp must be notified immediately.
- ◆ All witness phone numbers and addresses will be obtained for future reference.
- ◆ Police and or emergency medical personnel should always be called when there are campers in the vehicle.
- ◆ Make no statements to anyone at the scene about the circumstances of the accident.
- ◆ In the event of an accident, the camp will notify parents of all campers and staff involved in a timely manner from camp. Camp will generally be providing copies of all medical forms for those on the trip. If not, camp may fax to the hospital copies of medical forms and “permis-

sion to treat” for any campers possibly injured, and will dispatch a staff member directly to meet you at the hospital with the originals.

### **Transporting Staff**

- ◆ Under no circumstances may a staff member use a camp vehicle for personal use.
- ◆ Vehicles are to be returned neat and clean.
- ◆ No alcohol or smoking is permitted in the vehicles!

### **Personal Vehicles**

- ◆ Make sure that the office staff has the make, model, year and license plate number of your car.
- ◆ Personal vehicles are to be parked in the designated staff parking lot.
- ◆ Personal vehicles MAY NOT be driven on main campus at any time.
- ◆ You may not transport campers/ CITs in private vehicles under any circumstances.

## **Payroll Procedures**

Each staff contract is broken down into several categories. A base salary, a completion bonus, and a travel stipend. All payroll checks are issued at the end of the summer. However, there is an opportunity during the summer in which you can receive an advance on your pay. This will occur twice during the summer.

At the end of the camp season, American Staff will receive all compensation in the form of a check. International participants have the option to receive their Pocket Money in either cash or check.

If your contract is terminated prior to its completion, you will not receive the completion bonus. The portion allocated as Base Salary will be prorated for the time worked. Depending upon the circumstances of an early departure, compensation may be issued at the completion of the summer at the same time as other payroll checks are issued.

Please do not ask to leave camp prior to the date spelled out in your contract.

## Risk Situations and Safety Procedures

### Emergency Planning

No one set of emergency plans can cover all alternatives in the event of an emergency. It is impossible to foretell where a problem may arise, therefore a series of eventualities must be considered. While one must hope that mass emergency conditions never occur, the following contingencies must be prepared for and kept in mind by all staff members.

### Fire

In the event of a fire, the prime focus obviously should turn to personal safety. If a small fire crops up and can be quickly extinguished, either by stamping it out, tossing water on it, or using a nearby extinguisher, then this is to be considered and done. Otherwise:

- ◆ Immediately evacuate all campers and staff from the location where the fire exists. Once in a safe area, do an immediate head count to make sure all campers are accounted for.
- ◆ Notify the main office using the fastest method possible.
- ◆ During an actual fire or a fire drill, the entire camp population will be directed to go to the flagpole, where we will have a routine lineup and complete attendance check.

### Tornadoes

In rare circumstances, the camp area has been the subject of tornado watches or warnings. While these are isolated occasions and most likely will not occur at any time, staff should be aware that our procedure would be to move camp back to their bunks. We will then move them bunk by bunk to two locations. These are the dining room and the Main House. In this case, the warning will precede the emergency, so just be attuned to listen to the speakers and/or the

administration before doing anything. Once again, in the selected area you are directed to, keep yourself calm and collected. You will be setting an example for your campers to follow.

### Electrical Storms (Lightning)

In this situation, all outdoor activities should be stopped.

- ◆ In most cases, we will have advanced warning of approaching lightning, in which case all campers and staff will be directed to return to their bunks.
- ◆ If a storm approaches without warning, campers and staff will be directed to the nearest indoor location, regardless.
- ◆ If your group is at the overnight site, you should return to your bunks. We will provide transportation if necessary. (Do not leave the campsite if it is simply raining without lightning.)

As a general rule, avoid the following areas during an electrical storm:

- ◆ Telephone Poles
- ◆ Tall Isolated Trees
- ◆ Tops of Hills
- ◆ The Flagpole
- ◆ Wire Fences, Pipes, Metal Objects
- ◆ Large Open Areas

### The Road

The road requires special attention. You yourself should be aware of the road and guard it carefully when your campers are crossing it. No matter what their age, they must never cross without supervision.

## Emergency Procedures

For emergencies other than weather or fire, the following protocols are in place:

## On Site

In the event of an emergency at camp, communication can be made via several methods listed below. The appropriate choice is the fastest method given the situation.

The quickest and most efficient method will be to find someone with a walkie talkie. Approximately 20 staff members will have the use of walkie talkies.

Failing the ability to find a walkie talkie nearby. A staff member should remain at the scene of the emergency and send either another staff member, or at the very least, a camper first to the infirmary and then to the office.

For communicating emergencies to the camp, head staff will speak with the campers or announcements can be made over the PA system.

## Off Site:

In the event of an emergency off grounds, the trip leader will notify camp immediately and emergency assistance will be called for by cell phone. A director will advise if additional personnel will be needed at the site.

Camp Directors will evaluate each incident and will contact the parents of involved persons. As mentioned previously, The Camp Directors will handle any media involvement.

## Accident & Injury Procedures

All incidents involving campers or counselors must be reported to the director. The camp director may then request that a written report of the incident.

In the case of medical injuries, no matter what the cause, dispatch another staff member (if available) to the infirmary immediately. Our nurses are on duty 24 hours a day. Any question regarding medical waste and bodily fluids should immediately be brought to the nurse's attention.

Notification should be directed first to the infirmary and then to the office.

## Release of Campers

No camper shall be released from camp to any person (including parents) without the specific permission and knowledge of the Director. We do this because since the camp Director has familiarity with items such as custody and visitation rights in cases of divorce, separation, etc.

There are times when parents will request a camper's departure, for instances such as weddings, Bar Mitzvahs, special visits, etc. These releases must follow in the same fashion as all other releases. Permission must be secured. Specifically the Director, with full knowledge of return times, must authorize all departures.

When the release is other than to a parent or legal guardian (i.e. older brothers, aunts, etc.), the Director must have written authorization from the parent or guardian. The person securing the release should be either known to the Director, or at a minimum verbally described by the parent or guardian. Release procedures are strictly adhered to in all cases.

### RELEASE OF INFORMATION ABOUT CAMPERS

Due to the nature of information we secure about their campers, NO information is to be released from personal forms, medical forms, etc. except by the Directors where circumstances warrant.

Medical forms contain what are, in effect, confidential medical histories. Personal forms contain business numbers, relative's information and phone numbers, and parental information of all sorts (including business information). Much of this material is private in nature.

This kind of information should not be accessible to anyone except the persons supplying the information. There are times when even separated and divorced parents attempt to discover information about the other parent through camp information. Since the parent in legal custody has enrolled the camper, only he/she should have the right to authorize disclosure of any information about his/her child to anyone else.

The camp office and the infirmary are all under instructions to follow the non-disclosure policy.

## Dealing With the Media

It would be our hope that this situation never arises. However, it can occur in various circumstances such as (but not limited to) the following:

- ◆ A missing camper, where help has been called for
- ◆ An incident at camp requiring outside help, such as a fire or trespass
- ◆ An incident involving staff on time off

It is camp policy that only the media interview the Directors. Media can, intentionally or innocently, overplay or exaggerate an incident. Only the Directors should speak for the camp.

## Missing Person Procedures

Each activity is given a list of campers who are in attendance for each period of the day so that attendance can be taken. Absence is reported to a head counselor or assistant head counselor, who will contact the camp program office to see if the camper had changed his/her activity. If the camper is unaccounted for, steps are to be taken as follows:

- ◆ Contact is made with the infirmary to see if the camper has checked in there.
- ◆ Contact is made with the office to see if the camper has been signed out of camp.
- ◆ An announcement is made over the PA system for the camper to report to the program office.
- ◆ Head counselors and assistant head counselors begin a search with a bunk sweep starting with the bunk of the camper.
- ◆ Notification is made to the directors.
- ◆ The camp directors will be responsible for alerting Rescue Services.
- ◆ The directors will also contact the parents and deal with any medical attention.

## Waterfront

If a camper is lost in the lake or pool, the water is immediately cleared of all campers and staff. The Waterfront Director will conduct a systematic search of waterfront areas using procedures outlined by the American Red Cross. Medical staff is alerted to provide First Aid if the camper is injured. Other procedures will take place as mentioned above.

## Intruders

If people who are not from camp should be seen on campus, report this immediately to a senior staff member or a Director. Ask the person to go to the main office to check-in. If any question in your mind exists, report it immediately and be sure your campers are supervised.

## Camp Rules

### Alcohol, Drugs & Weapons

- ◆ Alcoholic beverages, chemical substances, drugs, weapons, and pornographic materials are detrimental to the health and well being of our campers. In many cases, possession of these items is against the law in the State of New York. The use or possession of such items or the purchasing or sharing of any tobacco product, alcoholic substance, illegal drugs, weapons and/ or pornographic materials with campers or fellow employees may lead to immediate dismissal and may result in criminal prosecution. Camp Eagle Hill forbids the possession or use of any of these substances on camp grounds and extends this prohibition to off camp grounds where a staff member is directly or indirectly involved with the interaction of campers. If you are found with any of the above, you will be fired and the local law enforcement may be notified. There is zero tolerance for the above.
- ◆ Smoking is not permitted anywhere on camp property except the staff parking area, and only during time off.
- ◆ The drinking age in New York is 21. Under no circumstances can alcoholic beverages be brought onto camp property. This includes personal automobiles that are parked on camp.

Camp owned vehicles are considered camp property and therefore should never be used for the transportation of alcoholic products. Please also be advised that furnishing liquor to a minor (under 21), or allowing them to consume alcohol while under your supervision is against the law in New York. Where mandated by law, violations of this policy may require notification of proper authorities.

## Discipline of Campers & Corporal Punishment

There are times when it will become necessary to address problems with campers while at camp. The first approach must always be through friendship and reason. Should this approach not work, the problem should immediately be brought to a Group Leader. **AT NO TIME, AND UNDER NO CIRCUMSTANCES, SHOULD THERE BE ANY USE OF CORPORAL PUNISHMENT, HITTING, TOUCHING, GRABBING, OR INTIMIDATING A CAMPER. VERBAL ABUSE IS JUST AS HURTFUL AS PHYSICAL ABUSE AND THEREFORE MUST NOT BE USED. FAILURE TO ABIDE BY THE ABOVE WILL RESULT IN INSTANT DISMISSAL.**

## Keep Away From Dangerous Areas

Certain equipment and facilities have an added amount of inherent risk. Under no circumstances shall anyone be at or use any of the following equipment or facilities unless it is with authorization or during an assigned time: Lake, Pools, Gymnastics, Climbing Wall, Archery, Maintenance Area, the Barn, and Go Kart Track..

These are other dangerous areas that you should be aware and should be avoided by all children and staff:

- The woods
- Swampy areas on outskirts of camp
- Water supply equipment (hot water heaters)
- Traveling on the Road
- Any Animals (day or night)

## Important Camper Rules

Campers must abide by the aforementioned rules regarding, possession of tobacco, drugs, alcohol, weapons, or pornography, physical and verbal abuse, and keeping away from dangerous areas. Breaking any of these rules may result in the camper being sent home immediately. In addition, some important camper rules to note are listed below.

- ◆ No food is allowed in the bunks at any time. Any food that is found will be confiscated.
- ◆ No member of the opposite sex may be in the bunk at any time, with the exception of on Visiting Day.
- ◆ Campers may not leave their bunks past curfew.
- ◆ Bullying and abuse will not be tolerated.

## Relationships

Your fellow staff members at Eagle Hill have been chosen with great care, with the result that you will spend the summer with many interesting and engaging personalities. Among them you will find friends who will especially interest you, but we urge you not to form cliques or groupings of people that keep others, and in particular staff that are new to camp, feeling isolated or less than a full part of our camp community. While it is impossible for us to dictate with whom you should develop relationships, please do keep in mind that the effectiveness of our staff, and the betterment of the camp as a whole, will result when staff feel included in relating to one another.

We are glad that so many relationships develop at camp. We are proud of the warm and caring atmosphere that exists at Eagle Hill. However, in a coed situation such as ours, some campers who are involved in relationships can behave inappropriately at times. We have therefore set a policy that is clearly understood and easily enforceable. It is not acceptable for couples to be physically demonstrative, no matter how innocent and casual the contact may be. This includes kissing, hugging, holding hands, etc. For staff, we ask that you behave in the same way you would if you worked in any other job setting

where there are other men and women.

No staff should be in the opposite sex's bunk at any time. This is an important issue of privacy and will be strictly enforced. The porches are also "off limits" for staff or campers of the opposite sex. In fact, boys should never be on the girl's side of camp and vice versa, unless there for a specific activity, and there only for the duration of the activity. When meeting a staff member from the other side of camp for a night or day off, it is always best that you meet at the Lodge near the parking area and not on either side of camp.

Campers are very curious about sex in general and about the sexual behavior of their counselors in particular. You should tell them that you are not comfortable answering questions about sexuality and invite them to discuss it with their parents. Do not initiate any discussions about sex or talk about your own personal experiences. For additional advice, speak to your Group Leader.

Campers also find it exciting to speculate about your personal lives. However, most campers are not socially or emotionally mature enough to understand issues related to your adult behavior. In a friendly way, make it clear to your campers that your personal life is private. They will still like and respect you.

Although there may not be a great age difference between some of our oldest campers and younger staff, there is a significant legal difference. No staff should show affection or become involved with a camper romantically. Remember, CITs, for purposes of all that goes on at camp, are considered as campers despite the fact that they are given some responsibility and roles of some authority.

## Pets

Staff members are requested to leave their animals at home.

## Campers' Equipment and Belongings

Staff must refrain from borrowing a camper's equipment or clothing for any reason. Staff is responsible for the whereabouts of campers equipment and be-

longings, therefore the tidiness of bunks and activity areas are of the utmost importance.

## Bunks and Graffiti

All staff and campers are requested to avoid entering bunks other than their own. While not necessarily prohibited, in order to reduce the risk of loss of property, entering bunks other than your own is strongly discouraged. In addition, no camper or staff should write on or mark up bunks or any camp property. One of our goals is a graffiti-free camp. If graffiti appears, please report it to your Group Leader. Those found responsible for creating graffiti at camp will be responsible for cleaning it up.

## Staff Lounge

The Staff Lounge is available for staff during their free time. It contains email access, phones, Direct TV, and a soda machine. It is the staff's responsibility to keep it clean. Staff may NOT take any beverages from the vending machine out of the Staff Lounge. Campers and CIT's are not allowed in the Staff Lounge (except during a computer class).

## Water Fights and Raids

Water fights, pillow fights, floor hockey or other active games of any kind that are dangerous indoors should never be allowed in the bunk. Water fights are allowed outdoors with the approval of a Group Leader and under the supervision of counselors. Shaving cream fights are never allowed- indoors or outdoors.

We strongly enforce our policy of no raids. No campers are allowed to leave the bunk to "raid" another bunk at any time.

Contrary to anything the campers might tell you, campers are not permitted outside their bunks after lights out. Campers will be severely dealt with, with the strong possibility of being sent home when caught out of their bunks at this time.

## Dress Code

We trust that you will use good judgment in personal appearance and grooming habits. We expect male counselors to be clean shaven (unless you have a neat

beard) and all staff to keep your hair well groomed. Please do not drastically alter your appearance once you are at camp. Eagle Hill staff members may not have noticeable body piercing in locations other than your ear(s) (i.e. tongue, belly button or eyebrow). Visible tattoos that in the judgment of a Director display inappropriate words or images are not allowed. During your summers with us, you are a role model for campers and represent Camp Eagle Hill to parents, visitors and the community. As such, we will ask you to help us maintain appropriate standards of appearance.

There are certain days and times when you are expected to wear Camp Eagle Hill staff shirts. You should not draw on, cut or mutilate staff shirts in any way. All activity staff should be appropriately dressed for their respective activity. All female staff should wear one-piece bathing suits while at the waterfront.

## Footwear

All campers and counselors are required to wear foot apparel at all times except while in the pool/ lake area. In addition, Sandals or other relaxed styles of footwear may only be worn to meals or Evening Activities that don't require the use of sneakers. At all other times, sneakers and socks must be worn.

## Behavior Off the Grounds of Camp

Your behavior at local motels, restaurants and stores reflects on Camp Eagle Hill's reputation in the community. It can also alter the kind of welcome you and the other Eagle Hill staff will receive when at these local businesses. Please act accordingly when you are off camp.

## Staff Dismissal

We are committed to having all of our staff at camp for the full season. We know that when a Staff member leaves it can disrupt the flow of camp and have an adverse effect on the campers and staff morale. There are times, however, when it is in the camp's best interest for a counselor to leave camp. When the administration makes a decision for a counselor to leave, it is rarely a surprise. Counselors are evaluated and will know if their job performance is deemed un-

satisfactory. Counselors will be given the time and support to make necessary improvements.

On a rare occasion, a counselor may be asked to leave with no prior warning. This would happen only if a counselor has done something that is blatantly detrimental to the physical or emotional well being of a camper; or if a counselor has violated one of the camp's policies that are vital to the camp's reputation and smooth functioning.

## Scary Stories

Please do not tell scary stories. They are great fun for some campers, but potentially traumatic for a few. Campers are usually embarrassed to admit they are truly frightened, but can have their summers ruined by an image they cannot get out of their mind.

## The Telephone

Staff members will not be paged to the telephone in the office when calls come into the camp. Instead, the secretaries in the office will take messages and will provide staff with these messages during meals. Naturally, if there is an emergency, a staff member will be called to the Main Office. The phones in the staff lounge are for staff only and are not to be used by campers at any time! If you see a camper using this phone, please alert the secretaries in the office. CITs are considered campers and are not to use the phones in the Staff Lounge.

Campers will be making phone calls from the camp "Phone Room" after dinner on the basis of pre-arranged appointments made by the families from home, or they will be using their own cell phones. Those campers with appointments made by their parents will receive a phone slip during dinner asking them to report to the back of the Boys Dining Room after they have been dismissed from dinner. Juniors and Inters should be escorted to the phone by a counselor and then back to the bunk or scheduled activity after their call has been made. For some campers, making these phone calls home will be very difficult and the cause of some anxiety and upset. Please be supportive and empathetic when one of your campers has a scheduled phone appointment.

## Visitors

Visitors are permitted on the camp property only when prior arrangements have been made with the Camp Director. Visitors for Staff should only come to Camp on your day off. Staff's guests may not eat in camp or stay overnight. When you see visitors in Camp, please smile, and if appropriate, inquire if you can direct them to the office. Please notify the "office" immediately if you notice anybody on camp grounds who is not a part of our camp community.

All visitors should park directly next to the Main Office. Visitors can affect camp security and camper emotions. If you have a brother or sister who is a current camper, and if you are being picked up by your parents or other relatives on your day off, please make sure that you are picked up at the Lodge where you will be signing out. We would like your brother or sister to enjoy the benefit of a regular camp day without interruption.

## Child Abuse

### Potential Child Abuse Issues (Physical, Emotional, or Sexual), Preventing and Reporting Abuse:

I.) The following may be tell tale signs that a camper has been the subject of an abusive relationship:

- a. An unwillingness to shower or participate in physical activities
- b. Unexplained crying
- c. Nightmares
- d. Difficulty in walking or sitting
- e. Unexplained or inappropriate knowledge of sexual activity
- f. Sudden inappropriate interest in sexual behavior
- g. Many new fears
- h. Unexplained and suspicious injuries
- i. Running away
- j. Extreme shyness or withdrawal

II.) In preventing or dealing with abuse, counselors should:

- a. Be aware of any tell tale signs of past abuse or behavior that appears to be some what odd and unusual.
- b. Do not jump to any conclusions or rush to indict another person. All Staff Members should discuss observed behavior with a camp supervisor.
- c. Avoid any and all activities that might have the appearance of being abusive in any manner including most important, the avoidance of all situations where one staff member finds him or herself alone in a quiet or secluded area with one camper. Discussions with campers should always take place "out in the open" and never in bunks on a one staff member/one camper basis. Staff members living in private rooms should never bring campers into their private room, nor allow campers to be in their room at any time.
- d. Get help where you feel any camper may be being provoked or coerced into performing abusive behavior.
- e. Feel free to report any behavior on the part of another that appears to be abusive in nature.
- f. Be empathetic and supportive to the camper that appears to be struggling with what might be an abusive relationship.

*[Note: It is camp policy that the Camp Directorship be involved in any situations that requires a determination as to whether there is an actual case of abuse at hand. In the event that a case of abuse appears to exist, the Camp Directorship will take the appropriate steps in handling the allegation at hand and ultimately reporting the situation to the proper authorities if needed.]*

## Protecting Yourself

Child Abuse is a serious crime. It will affect the victim forever and will also affect your life forever. Child Abuse is a criminal act and is penalized as such

under the laws of the state of New York. How can you protect yourself and your campers?

### Supervision

- Know where campers are all of the time!
- Be aware of staff and campers around you
- Listen and hear!
- “Rule of 3”
- Don’t allow yourself to be too tired to think properly
- Always insure that all buildings, closets, and rooms are locked and secure when not in use

**“Rule of 3”** - In order to protect yourself, this policy must be paramount in your mind at all times. NEVER be alone with a child in an area or location that cannot be observed by other staff. -

If a child enters a bunk alone for use of the bathroom and you are alone in the bunk – Get up walk out on the porch and do not re-enter the bunk until the child leaves the bunk.

**DO NOT SIT ON A CAMPER’S BED – WHILE THE CAMPER IS IN BED – EVER!** This is a sure-fire action that can lead to trouble. If you need to comfort a child, sit on the floor (or when child is in bunk bed, stand near the bed.)

Respect your camper’s wishes regarding displays of affection. Do not use your own guidelines. Your camper will let you know what they are comfortable with. Side arm hugs are more appropriate when accepted than face-to-face hugs.

Keep a safe distance between you and your personal relationships, and your campers. Do not share your social and sexual conquests with your campers and do not give advice regarding sexual behavior.

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

## For ALL Abuse Cases: Role of General Staff

### RESPECT THE CHILD’S RIGHT TO PRIVACY.

Insure that your conversation cannot be overheard by other campers or staff and that you are speaking in an area that is private and yet not isolated “Rule of 3”

- LISTEN TO THE CAMPER AND DON’T BE JUDGMENTAL.

- REAFFIRM THAT THE CAMPER IS GOOD AND THAT YOU WILL BE HELPFUL.

- BE SUPPORTIVE BUT DON’T MAKE PROMISES THAT YOU MAY NOT BE ABLE TO KEEP.

- BELIEVE THE CAMPER AND DON’T TRY TO JUSTIFY THE ACTION OR MAKE EXCUSES FOR WHAT IS BEING DESCRIBED.

- DON’T BLAME THE CHILD.

- DO NOT PRY FOR ADDITIONAL INFORMATION - THIS IS IMPORTANT AND CAN HURT BOTH YOU AND THE CAMPER.

After the initial conversation the interviewing of the camper should take place by either the director or a medical staff member.

- CAMPER SHOULD BE ENCOURAGED TO SPEAK WITH A DIRECTOR OR MEMBER OF THE MEDICAL TEAM.

- DO NOT DISCUSS THE INCIDENT WITH OTHER STAFF OR CAMPERS. The camper’s right to privacy is paramount.

Not all “Classically” defined sex abuse behavior really means that abuse has taken place. Especially in the camp setting, new experiences, homesickness, and group living can sometimes bring about behavior that mocks behavior that is indicative of child abuse. Don’t ignore the signs, but don’t over-react.

## Camp Songs and Cheers

### The Welcome Song

(sung to welcome any visitors or guests to camp)

We welcome you to Eagle Hill  
We're mighty glad you're here  
We'll send the air reverberating  
With a mighty cheer  
We'll sing you in  
We'll sing you out  
To you we'll raise a mighty shout  
Hail, hail, the gang's all here  
And welcome to Eagle Hill!

### Kings and Queens

(To be sung at lunch before "Happy Birthday")

Kings and Queens and Bishops, too  
Want to wish the best for you  
So wish day, wash day  
What do you say, a birthday!  
Happy Birthday, to you  
There is laughter in the air  
People smilin' everywhere  
Happy Birthday- ugh  
Happy Birthday- ugh  
Happy Birthday- ugh  
To you- ugh, ugh

### Short Birthday Song

This... is... your Birthday song...  
It is not very long.

### Mr. Sun

Oh Mr. Sun, Sun, Mr. Golden Sun  
Please shine down on me

Oh Mr. Sun, Sun, Mr. Golden Sun  
Hiding behind that tree

These camp kids are telling you  
To Eagle Hill they'll be true

Oh Mr. Sun, Sun, Mr. Golden Sun  
Please shine down on,  
Won't you shine down on,  
Please shine down on me!

### We Love you

We love you \_\_\_\_\_  
Oh yes we do  
We don't love anyone  
As much as you

When you're not near us  
We're blue  
Oh \_\_\_\_\_  
We love you

### Day is Done

Day is done, Gone the sun,  
From the lake, from the hills, from the sky,  
All is well, safely rest,  
Dark is nigh.

Then good night, Peaceful night,  
Till the light, Of the dawn,  
Shineth bright,  
Mornings near, Do not fear,  
Friend, good night.

### Friends

Friends, friends, friends,  
We will always be,  
Whether in fair or in dark stormy weather,  
Camp Eagle Hill will keep us together,  
The red and white (red and white)  
We will both unite,  
Love will pervade us,  
Till death separates us,  
We're friends, friends, friends.

## Glossary

**Apache Relay** Camp’s biggest group event. A series of 100 mini-events culminating in the rope burn. This event occurs in both Tribals and Olympics.

**Bank** Used by campers and staff to take money out for trips and days off. The bank is mandatory for campers for the storage of money and is highly recommended for staff as well.

**Banquet** The final dinner of the summer. The entire camp eats together and campers and staff both tend to dress up a bit.

**Barn** Houses the entire arts & crafts program including: ceramics and set design for the Theater Program. The barn is located across from the softball fields and adjacent to the archery field.

**Big Red** Indoor gymnasium that houses the Eagle Hill Theater Program and major indoor camp events such as talent shows. Also used for rainy day activities and sport events.

**Canteen** Housed in the lodge, the canteen is our snack bar. Throughout each week, every division attends canteen and the older campers get “canteen time”.

**CIT** Our Counselors-In-Training are the oldest campers at Eagle Hill. In preparation for the possibility of becoming future staff members, they take on some responsibility and learn “hands on” how to be counselors. They are campers and do spend quite a bit of time with the Teen and Senior Divisions.

**Cottage** The junior and inter girls’ living facilities. They are located up the hill from the softball fields and right in front of the upper tennis courts.

**DJ Party** A camp dance, or as we call them, social. DJ Parties are held several times over the summer. The campers are allowed to get a little dressier and snacks are served.

**Eagle Hill Honors** The final night of the first half of the summer. Five-year jackets are given out, bunk plaques are presented and a video yearbook is shown.

**Extended Trip** Three day trips for the senior division during July and the teen/senior divisions and CIT’s held in the second half of camp. Previous destinations have included Montreal, Philadelphia, Cape Cod and Boston.

**Flagpole** Used as a central meeting place for fire drills, flag rising during Olympics and other special events.

**General Swim** Held almost daily in the late afternoon for all Juniors and Inters. Both pools, the lake and boating are available at this time.

**Grassy Knoll** Located outside of both dining halls, this is where bunks line up to be called upon to enter their respective dining hall before every meal.

## Camp Eagle Hill - 2009

**Great Escape** An amusement park at Lake George, all divisions in camp attend over the course of the summer.

**Greeter** The staff member who staggers the entrance of each division into the dining hall before every meal.

**Hillside** The junior boys' living facilities.

**Hilltop** The living facilities for the Inter, Teen, and Senior boys. Hilltop is located across from Big Red and along the main road within camp.

**Holy Cow** An ice cream shop located in Red Hook, about 10 minutes from camp. This is where campers and staff are treated to ice cream several times during the summer.

**Inspection** Done by every Group Leader, inspection is where every bunk is examined for cleanliness, organization and tidiness.

**Intercamp** Various sporting events in which campers compete against rival camps. These games are held either on location or at an alternate campsite.

**Inters** The 10-12 year old age group in camp for both boys and girls.

**Junior / Inter DR** The larger dining room located across from the White House. Every junior and inter camper have assigned seats throughout the summer by bunk.

**Juniors** The 6-9 year old age group in camp for both boys and girls.

**Lake Lil** The lake in the center of camp (named after Lillian Scherer) used for boating, swimming and fishing.

**Lakeside** The living facilities for the Inter and Teen girls. Located in-between the lodge and the upper basketball courts.

**Little Pond** A small pond in between the lower basketball courts and the upper soccer field.

**Little Red** Games facility next to Big Red that has ping-pong tables, foosball and Pop-A-Shot basketball.

**Lodge** First building seen upon entering camp. The Lodge is the home of the canteen, dances, movie days and other rainy day activities.

**Lost and Found** Lost and Found is collected and displayed once a week outside of the dining halls for campers and staff members to claim lost items of clothing.

## CAMP EAGLE HILL DAILY SCHEDULE

|              |                            |
|--------------|----------------------------|
| 7:45         | Wake Up                    |
| 8:05         | Junior / Inter Lineup      |
| 8:10         | Teen/Senior Lineup         |
| 8:15/ 8:25   | Breakfast                  |
| 8:45         | Clean Up                   |
| 9:45- 10:35  | 1st Period                 |
| 10:45- 11:35 | 2nd Period                 |
| 11:45- 12:35 | 3rd Period                 |
| 12:45        | Lunch                      |
| 1:15-2:15    | Rest Hour                  |
| 2:20- 3:10   | 4th Period                 |
| 3:20- 4:10   | 5th Period                 |
| 4:20- 5:10   | 6th Period                 |
| 5:10- 6:00   | Shower Hour                |
| 5:50         | Junior / Inter Lineup      |
| 6:00         | Teen/Senior Lineup         |
| 6:00/6:10    | Dinner                     |
| 6:45         | Free Play                  |
| 7:30         | Evening Activity           |
| 8:30         | Canteen for Inters/Seniors |

## CAMP EAGLE HILL RAINY DAY SCHEDULE

|              |                            |
|--------------|----------------------------|
| 8:45         | Wake Up                    |
| 9:15         | Junior/ Inter Breakfast    |
| 9:25         | Senior/Teen Breakfast      |
| 9:45         | Clean Up                   |
| 10:30-11:20  | 1st Period                 |
| 11:30- 12:20 | 2nd Period                 |
| 12:45        | Lunch                      |
| 1:15-2:15    | Rest Hour                  |
| 2:20- 3:40   | 3rd Period                 |
| 3:50- 5:10   | 4th Period                 |
| 5:10- 6:00   | Shower Hour                |
| 5:50         | Line Up                    |
| 6:00         | Dinner                     |
| 6:45         | Free Play                  |
| 7:30         | Evening Activity           |
| 8:30         | Canteen for Inters/Seniors |

All Activities will be Group Activities that will be distributed at Breakfast.

REPAIR SLIPS

DATE \_\_\_\_\_ TIME \_\_\_\_\_ LOCATION/BUNK# \_\_\_\_\_

REPAIRS NEEDED \_\_\_\_\_

PERSON FILLING OUT FORM \_\_\_\_\_

(Please turn into Group Leader. Do not give directly to a Maintenance Staff Member)

..... To Be Filled Out By  
Maintenance Staff

DATE \_\_\_\_\_ TIME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

REPAIR SLIPS

DATE \_\_\_\_\_ TIME \_\_\_\_\_ LOCATION/BUNK# \_\_\_\_\_

REPAIRS NEEDED \_\_\_\_\_

PERSON FILLING OUT FORM \_\_\_\_\_

(Please turn into Group Leader. Do not give directly to a Maintenance Staff Member)

..... To Be Filled Out By  
Maintenance Staff

DATE \_\_\_\_\_ TIME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

COMMENTS \_\_\_\_\_

# DAILY LOG

(Please use the back of the paper for extra writing room. Write something specific about each camper, using the child's first and last name, on the back of the Log. Campers should be encouraged to offer comments that can be included on the Log. Completed Logs should be stored securely and given to Group Leader at wake up each morning.)

Which campers visited the infirmary today and why?

---

How was wake up and clean up?

---

How did the meals go? (Food and Congeniality)

---

How was rest hour and free play?

---

Which campers seemed unhappy with activities? (Please be specific.)

---

Which campers seemed happy with activities? (Any special accomplishments?)

---

How was evening activity? (Please note the activity you attended.)

---

Was anyone late for curfew? Who and Why?

---

Has anyone not been able to do an activity that they wanted to do?

---

Did your bunk have any specific issues or problems today? Were they resolved?

---

What was something that went especially well for your bunk today? (Please be specific)

---

# BUNK INSPECTION SCORE SHEET      BUNK:

| TASK              | MON | TUES | WED | THUR | FRI | SAT | SUN |
|-------------------|-----|------|-----|------|-----|-----|-----|
| Floors            |     |      |     |      |     |     |     |
| Beds              |     |      |     |      |     |     |     |
| Cubbies           |     |      |     |      |     |     |     |
| Toilets & Showers |     |      |     |      |     |     |     |
| Grounds & Lines   |     |      |     |      |     |     |     |
| Total             | /50 | /50  | /50 | /50  | /50 | /50 | /50 |

Notes

Camp Eagle Hill, PO Box 12. □ Elizaville, NY 12523 □ 518 537•4000, fax 518 537•6800 □ [www.campeaglehill.com](http://www.campeaglehill.com)

