

SOUTHAMPTON SUMMER DAY CAMP

Staff Policies (subject to change)

All staff members must read, fully understand, and agree to the following Staff Policies. Signing of “JC/JAC/AC Agreement or Staff Contract” implies consent to these Policies.

PRE-CAMP TRAINING

All staff members are expected to be on time, present and fully take part in all aspects of staff training as provided by Southampton Summer Day Camp or any entity hired by camp for training. Please adhere to all dates and time provided in the staff employment packet. Any meetings missed during pre-camp training due to a conflict must be made up prior to the start of the camp season.

STATE AND FEDERAL CLEARANCES

Any staff member 18 years or older is responsible for supplying SSDC a copy of a State Criminal Check Form, and a Child Abuse Clearance Form and an FBI Fingerprint Clearance.

BEHAVIOR

Alcohol/Drugs/Smoking: Southampton Summer Day Camp is an alcohol, drug and smoke-free camp. Staff members are expected to come to work alert and rested. The health and safety of everyone in camp is our paramount concern. Any staff member who is caught using or appears under the influence will be subject to immediate dismissal and reported to the proper authorities.

Arrival and Departure from Work: All staff members are expected to arrive at work at their stated time as assigned by camp. If personal extenuating circumstance prevents a staff member from arriving at work on time, or finishing the full camp day, the staff member must complete an **EMERGENCY STAFF LEAVE FORM**. A staff member who arrives late or leaves early must sign out in the office.

Emergency sickness or absence from camp: The camp office must be notified in case of emergencies. Phone hours are 8:00am to 6:00pm. You may also contact Rick, Bruce or the Transportation Director if you cannot wait until 8:00am. Employees are responsible for contacting their transportation. In cases of absences due to unavoidable circumstances (college freshman orientation, funerals, teacher interviews) an **EMERGENCY STAFF LEAVE FORM** must be completed in advance.

LATE NIGHTS AT CAMP

All staff members agree to be available for an after-camp bunk late night during the camp season. Junior Camp from 3:30 – 7:00. Senior and Varsity Camps 3:30 – 8:00. CIT/LIT until 10:00.

DISMISSAL FROM CAMP

Southampton may dismiss any employee should his or her physical condition, service, conduct or influence be deemed unsatisfactory or unfriendly to the best interest of the camp or for any other just causes.

STAFF/CAMPER INTERACTION

At Southampton we always want to promote positive staff/camper interactions as well as a safe physical and emotional environment for both campers and staff by adhering to the following principles:

- Reflect respect for campers by calling them by name or preferred nickname.-“Do Not Give Nicknames.”
- Use language that is easily understood by campers
- Provide clear explanations and expectations
- Speak with campers at eye level
- Use techniques that do not embarrass or ridicule campers
- Discourage and correct behaviors that include teasing, harassment or bullying

Anti-Bullying Policy: At Southampton Summer Day Camp bullying is inexcusable, and we have a firm policy against all types of bullying. If a staff member suspects bullying, the incident must be reported to your immediate supervisor. Staff who fail to report bullying in a timely manner risk termination

Harassment Policy: All staff is responsible for the well being of your group. Harassment of any kind is strictly prohibited and will lead to immediate dismissal. Southampton requires all staff to report any behavior and/or practice that may be harmful to your immediate supervisor. The following is a list of inappropriate verbal and physical behaviors: sexually provocative or degrading comments, risqué jokes, patting the buttocks, intimate/romantic contact, corporal punishment, hugging too often or too long.

HOW TO BE REMEMBERED AS THE BEST COUNSELOR

1. Be tolerant and fair. Remember your own boy or girlhood; then think of the age and background of the boys and girls who are under your care. Cultivate a “boy or girl viewpoint”
2. Be unselfish. Please the boys’ and girls’ interests and pleasures before you own. The campers are at test for eight weeks of fun and worthwhile experience. Do all in your power to make their summer a rich and memorable one.
3. WORK! The campers are at camp for a vacation. Your job is to make sure it’s enjoyable for them. Stay on the job!
4. Be cheerful! Cheerfulness is contagious. Help your campers to contract it.
5. Be sympathetic with the campers’ enthusiasm, but firm enough not to be imposed upon.
6. Set a good example for the campers at all times. You are under their constant appraising observation. Do not say anything in their presence which you would not want them to say or do.
7. Do not threaten or promise anything which you cannot reasonably and fairly bring to its conclusion.
8. Be punctual and thorough in every detail of your camp life.
9. Be loyal to the camp’s goals and the organization for which you work.
10. Be an educator in terms of moral standards, ideals, and character.

CELL PHONE POLICY

PLEASE ADHERE TO THE FOLLOWING GUIDELINES FOR YOUR SAFETY AT CAMP:

1. Your attention needs to be with your bunk from a safety point of view.
2. If it is absolutely necessary to make or receive an important call, **come to the office to call.**
3. Cell phones may not be used while your vehicle is in motion or while we are going through dismissal procedures.
4. A cell phone at camp jeopardizes the safety of all.

Please refrain from using your cell phones during the camp day while at am/pm lineup, dismissal or any activity. Any unauthorized use of a cell phone will carry repercussions from the camp administration.

STAFF RESPONSIBILITIES

Please adhere to all of your responsibilities and expectations as outlined in our staff manual and discussed with your supervisor. The Senior Counselor or Specialty Director will coordinate their staff as needed. The attitude of SSDC is one of mutual respect for everyone no matter what their position is at camp. If someone needs help, we all pitch in to the best of our ability. It is our hope and goal that campers and staff of all ages will feel a sense of comfort, safety and belonging at Southampton.