

# **SOUTHAMPTON SUMMER DAY CAMP**

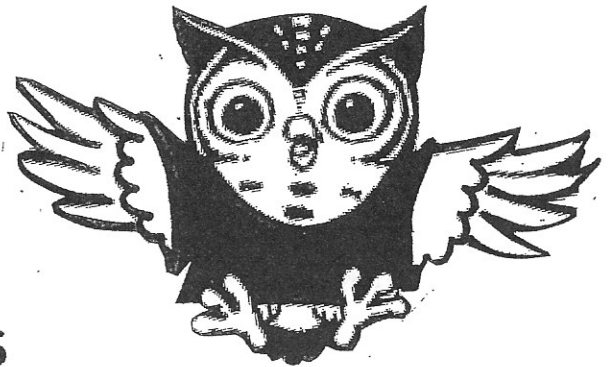
## **SUMMER GUIDE FOR ...**

**SENIOR COUNSELORS**

**ASSISTANT COUNSELORS**

**JUNIOR ASSISTANT COUNSELORS**

**JUNIOR COUNSELORS**



**SOUTHAMPTON SUMMER DAY CAMP  
1459 SECOND STREET PIKE  
SOUTHAMPTON, PA 18966**

**215 355 4567  
CAMP OFFICE PHONE HOURS 8AM-6PM  
Rick & Jacque Blum Home # 215 968 7673**

# SOUTHAMPTON SUMMER DAY CAMP

## OBJECTIVES AND GOALS

1. To develop positive attitudes towards safety for self and others.
2. To extend the recreational and educational skills of each camper.
3. To provide opportunities for friendships among campers and leaders.
4. To provide opportunities through day camp experiences for individual growth and development.
5. To exchange ideas, experiences and to relate to group interaction.
6. To use day camp experiences toward everyday living.
7. To develop leadership qualities through day camp experiences.
8. To learn and develop positive attitudes and self-concepts.
9. To develop good citizenship and sportsmanship.
10. To develop and encourage a feeling of togetherness and acceptance.

## **ADVICE FOR SENIOR COUNSELORS**

### **FIRST CAMP DAY**

**You will have approximately one hour to greet, bond and organize your bunk before your first activity period; plan something special.**

- a. Choose cubbies/lockers; recording location numbers on the list provided
- b. Jr. Camp/Younger Sr. Camp – assign bunk staff for managerial duties & record on bunk list – give to Field Supervisor. It will be posted.  
Please! Do not use tacks or tape to hang anything! Ask your supervisor if in doubt.
- c. Think ahead of time of a few guiding BUNK RULES for your group. Make them appropriate for your age level. Keep it simple!

**Give your staff and your campers opportunities to get to know each other.**

**You and your staff should know all names by the end of Day 1! Smile power and eye contact are powerful tools.**

**Be creative! Do something that will make your campers excited to go home and share their first day with Mom & Dad.**

### **PRE CAMP ALL STAFF MEETING**

**You will have the opportunity to talk with your staff at the Pre Camp All Staff Meeting. Use these few minutes to find out about your staff. Ask them questions. Tell them about yourself. Discuss your game plan for the first day. Include them in your planning.**

### **COMPLETING POST CARDS**

**You are asked to complete post cards that will be mailed to your campers. Camp will mail them.**

### **ANY QUESTIONS?**

## SPECIAL COUNSELOR – SPECIAL EVENTS

1. Weekly Awards – Athlete, Campers and Sportsmanship of the Week  
(More information will follow)
2. Bunk Plaque – Due at the end of the sixth week. Be original and creative.
3. Owls Eye Article – Due date and information will follow.
4. After Camp Special – You are required to stay late once during the summer.  
(Jr. Camp til 7:00pm – Sr. and Varsity camp til 8:00pm).
5. Bunk Talent Show – Fosters bunk enthusiasm and togetherness. Choose a bunk name, (to be placed on your bunk plaque as well), and develop a song, skit, dance, etc. to perform. Assistance from the Performing Arts Director and staff will be available.
6. Visiting Week – Parents visit their children at activities until lunch. Week to be announced.
7. Picture Day – You will receive information, dates and times.
8. Good News Grams – Telegrams sent to any and all campers during the summer through the office. Send them as an “extra pat on the back”. The office staff will help you organize yourself so that each of your campers receives at least one Good News Gram from you during the summer.
9. Way to Go Buttons - Another positive way to give recognition to a camper.
10. Carnival Day – Each bunk has a booth and participates in the carnival.
11. Olympic Week – Individual and team athletic activities within the bunk. More information will follow.
12. Color Games – Brown & Gold and Humpy Forever is the mantra for a week long event that always ends in friendship. It is probably the most competitive event at camp, but we all know “that it just doesn’t matter”.

To: ALL STAFF MEMBERS & CELL PHONE USERS

From: RICK & JACQUE BLUM

Before cell phones, when a staff member needed to make a phone call, the staff member waited until a Specialist Activity, and then asked a Specialist if it would be convenient if he/she made a quick phone call. If coverage/help was needed at that time, the staff member would choose a better time.

THE RULES HAVEN'T CHANGED ... JUST THE CONVENIENCE OF HAVING A PHONE IN YOUR POCKET!

Here's the guideline that we need you to follow for your safety and our sanity:

- 1 - Your attention needs to be with your bunk – not with your back to the bunk while talking/texting on the phone. You put yourself and your campers in jeopardy when you are engaged in a private phone conversation. If a camper has an accident – especially while you are on a cell phone, we all have a serious problem.
- 2 - Get permission from a Specialist if you absolutely need to make an important phone call, then come to the office area or an out of the way area! If you can be seen using a cell phone out in the field, it makes you look unprofessional! Come to the office area or an out of the way area! Please refrain from using cell phones for uses other than emergencies.
- 3 - Cell phones absolutely may not be used while your vehicle is in motion or while we are going through the dismissal process.

IT IS DANGEROUS AND JEOPARDIZES THE SAFETY OF US ALL – INCLUDING YOU!

PLEASE USE GOOD JUDGEMENT!

Thank you for your cooperation!

Rick & Jacque Blum

## SENIOR COUNSELOR RESPONSIBILITIES

### A. MANAGING YOUR STAFF

1. Choose the right job for the right person.
2. Be fair
3. Be appreciative
4. Take the time to get to know your staff
5. CIT/LITs

### B. COMMUNICATION WITH PARENTS

1. First "Welcome To Camp" & informational phone call to campers, CIT/LITs & your Driving List
2. Newsletters
  - a. Do at least 2 newsletters for the summer; more if you are able (see examples)
  - b. If you use camper names in your newsletter, ALL names must be used. Listing all Staff names is suggested.
3. Notes Home/Newsletters
  - a. Any notes/correspondence/newsletters that you are thinking of sending home **MUST** be submitted to your Field Supervisor/Office first! The office will proof and duplicate all correspondence and return it to you.
  - b. Good News Grams
4. Positive Communication Goes a Long Way!
  - a. Parent Phone Calls During the Summer
    1. Pre Camp Post Cards
5. Discuss any & all issues/problems/concerns with your Field Supervisor/Rick or Jacque Blum

### C. CAMP ATTENDANCE

1. Your bunk mates depend on your being at camp. If you are ill, you need to notify camp as soon as possible. The camp office hours are 8am-6pm. Otherwise, call Rick & Jacque Blum at home. Leave a message if necessary. If you have other issues or emergency doctor visits, you will need to complete an Emergency Leave Form prior to your absence. Stop in at the camp office.
2. Emergency Appointments & Scheduling

## SENIOR COUNSELOR RESPONSIBILITIES

In order to achieve the efficiency that best reflects the program at SSDC, your responsibilities in the indicated areas include:

- A. Line-up coverages at the beginning and end of the day are essential.  
You are to go immediately to your bunk's line-up area where campers are to be seated in a line. The JC is to be seated at the end of the line while the CIT/LITs should be at the front of the line with you. The Head Counselor will make announcements and may conduct brief staff meetings.
- B. Bunk and Specialists Activities. Your plan for each sports activity is to include warm-up exercises, skill development, and a game utilizing the skills. For each specialist activity, you will assist in skill development, use of tools, work on projects, and the like as specified by the specialist counselor.
- C. Bunk Coverage and Cleanliness. Show and tell the campers how to keep the bunk clean, orderly and neat. Use the JC and CIT/LITs to help with this. Assign them specific jobs and areas.
- D. The Swimming Pool.
  - 1. Instructional Swim – The Aquatics Directors will assign you and your staff to specific groups to help assist and teach as instructed by the Aquatic Staff.
  - 2. Recreational Swim – The Aquatic Directors will assign you to an area to guard as a "Lookout". There will also be a time for you to take a short break and either swim or relax under the Swim Tent.
  - 3. All Staff are expected to be prepared everyday to swim with the proper attire.
  - 4. Please remember that the pool deck is not the place for chit-chat or socializing. Your job as a Lookout is to focus on your area of the pool to assist in keeping the campers safe.
- E. The Lunchroom. You are to report to the lunchroom entrance door at the assigned time. You should send a JC with a camper to set up 5-10 minutes before your lunch time. When seated, your JC will coordinate bringing the food. All campers are to clean their areas. After lunch, escort the whole bunk out the exit door. The JC will wipe down the tables.
- F. Leagues. The athletic directors will inform you of your responsibilities for equipment and umpiring/score keeping.
- G. Sports Activities.
  - 1. Always be well prepared and organized.
  - 2. SAFETY is the most important factor of any sports activity. Stress SAFETY at all times in all situations. "SAFETY ALL WAYS – ALWAYS!"
  - 3. Exercise or warm up before an activity.
  - 4. Stress basic skills.
  - 5. Counselors should have complete control of every activity.
  - 6. Counselors, ACs, JCs and CIT/LITs should show interest, enthusiasm and participate appropriately in sports activities.
  - 7. SPORTS ACTIVITIES SHOULD BE FUN! THEREFORE, STRESS SPORTSMANSHIP AT ALL TIMES!
  - 8. Organize a bunk league – assistance will be provided.

## SENIOR COUNSELOR RESPONSIBILITIES (continued)

### H. Other Essentials.

1. Use a JC or CIT to notify a Specialist if you are going to be late.
2. FIRST DAY. Preparation and organization are required on the first day and every day that follows. Specify what you want your AC, JC, and CIT to do regarding assisting you with the bunk. They need leadership from you. Make them responsible for specific tasks.

### I. Other Activities. – Games and Races (Jr. Camp)

1. A large variety of activities can be done during the Games and Races period. Equipment is available at the equipment room.
2. Activities may include: hoops, rope games, parachute, relays, ball skills and more.
3. See the athletic directors for assistance.

## BUNK LIST

All senior bunk counselors must call each camper's parent(s) before camp begins. The following list will guide you through your conversation with the parent.

1. When calling, ask to speak "to the parents of camper's name". Unless there is a notation on your list, it is possible that the parent's name is different than the child's name.
2. Introduce yourself as the child's counselor and ask if there are any special concerns or information that you need to know about their child.
3. Ask if the child is available so that you may say Hello and briefly introduce yourself.
4. Remind the parent to send along EACH DAY two bathing suits and two towels. Pool shoes and a pair of long pants should be brought on the first day in a LABELED BAG to stay in camp. Rain gear may also be sent to stay in camp.
5. Remind the parent to have EVERYTHING LABELED. It will make your day a lot easier.
6. Before ending the conversation, give the parent your phone number.
7. Counselors are to call their CIT's before camp as well.

### DRIVER'S LIST

Counselors who have been cleared to be "Camp Drivers" are asked to speak to the parent of each camper that they will be driving to and from camp. Use the list below to guide you through your conversation with the parent.

1. Make a trial run before calling in order to have a better idea of pick-up and drop-off times. Be sure to understand what your arrival time at camp is each morning.
2. Call each parent and introduce yourself as the driver.
3. Give a brief description of your car.
4. Inform the parent of the approximate times for pick-up and drop-off.
5. Give the parent your phone number. They are to call you if the child is to be absent on a particular day.
6. When you pick up the child on the first day, you will give the child a tag that identifies the camper and lists his / her counselor, driver and bunk number.
7. Tell the parent that first week times will be approximate. Times will be set after traffic patterns are better known. Camp starts dismissal at 3:45pm; the lot is empty by 4:00pm barring any unusual circumstances.

### FIRST DAY - EACH DAY

1. Begins with pick-up of each camper at home.
2. Your parking lot arrival each and every day is by 8:45 am.
3. On the first day line-up will be in the gymnasium.
4. Special schedule on the first day - use the beginning of the day to become acquainted, set up cubby space, discuss camp and bunk rules, etc. Also, use this time to record information like medications and ear molds.

### AM LINE-UP DAILY

1. Begins promptly at 9:05 am.
2. The Head Counselor's whistle and raised arm means absolute silence & attention.
3. Each bunk is to be seated in a line with the CIT in the front and the JC in the rear.
4. Brief meetings with the Head Counselor and staff may occur at this time.
5. Head Counselor makes announcements and then dismisses to first period by 9:15 am.
6. Dismissal is one bunk at a time.
7. All notes from home should get to the office via camper's transportation. However, counselors should routinely check for notes and give them to the head counselors.
8. Counselors must take attendance of campers and staff each morning and give to head counselors. In addition they must alert head counselors about staff absences.

## PARKING LOT DEPARTURE

1. As you are dismissed, take your bunk to the parking lot.
2. All campers must be in seat belts.
3. Be patient with departure procedure – wait for a signal to move.
4. Order of exit – all Buses then cars
5. Drive straight home and drop off each camper – make sure child enters home – do not leave without child going into home or with a parent.
6. You must comply with insurance policy regulations - under no circumstances are you to stop with campers before or after camp.

## CLEANLINESS

1. Keep all areas clean – The bunk, lunchroom, bathrooms, snack area, all fields and grounds.
2. Senior Counselors, AC's, JC's, and CIT's must take responsibility for keeping the water coolers areas clean.

## BUNK CLEANLINESS

1. A bunk list will be posted in the cabin.
2. Senior Counselor will write each camper's cubby or locker number on this list.
3. Senior Counselor will supervise and designate the JC and CIT to monitor cubby/locker areas throughout the day (especially when campers are changing). This procedure will insure that campers take responsibility for their belongings.
4. Senior Counselor, AC, JC, and CIT should monitor outside their cabin areas.

## BATHROOM

2. Unless you go to the bathroom as a group, a camper is to be escorted by a AC, JC or CIT, but not all, and never by the Senior Counselor.
3. AC, JC or CIT must check the bathroom areas before campers leave, and return directly to their bunk activity.

## NURSE

1. Nurse's office is located on the side of the house, across from mini-golf.
2. A camper must be escorted to the nurse by a AC, JC, or CIT, but not all.
3. The nurse will determine whether the AC, JC or CIT should wait for the camper or return to the bunk.
4. The nurse is the only person permitted to dispense any medication, prescription or non-prescription. This includes ear molds, (not to be confused with ear plugs).
5. **ALL MEDICATIONS AND EAR MOLDS ARE TO BE KEPT IN THE NURSE'S OFFICE – THERE ARE NO EXCEPTIONS!** Ear molds are expensive, and easily lost. Any counselor keeping ear molds in the bunk and placing them in camper's ear, will be responsible if the molds are damaged or lost.
6. Any camper sustaining any head injury must be taken to the nurse!
7. In case of any severe injury, the senior counselor is to stay with the camper and send the JC to get the nurse.
8. A medical alert sheet will be distributed To ALL staff members regarding campers or staff who have serious ailments or allergies that need attention. Please be familiar with their names.
9. Keep a watchful eye for sunburn, sunstroke and poison ivy.

## ***YOU ONLY GET ONE CHANCE AT MAKING A POSITIVE 1<sup>ST</sup> IMPRESSION!***

Senior Counselors are asked to use this handy guide when calling their camp families for the first pre-camp call. Having a pencil handy to jot down any notes will help you!

**PLEASE MAKE ALL YOUR CALLS BY THE DUE DATE. CALL CAMP TO CONFIRM THAT YOU HAVE SPOKEN TO EVERY FAMILY, TRANS FAMILY, & CIT/LIT ON YOUR LIST!**

### **HERE IS HOW & WHY...**

**Don't assume that the person who answers the phone is the Mom, Dad, a Mrs. or a Mr. Start by saying...**

**"Hello, this is (your name) from Southampton Summer Day Camp, is this (camper's first name) Mom/Dad?"**

\*If they are not home, leave a message & call back at a different time. You will have more success if you call in the evening; don't call after 9PM. Always call back to speak *personally* to the family.

**The purpose of your call is:**

**1 ... to introduce yourself as their child's Senior Counselor**

**2 ... to ask if there is anything special that you need to know about their child**

Are there any health issues, family upsets, etc. If the camp has received a confidential comment from a parent, and we feel that you need to know, you will be given a note regarding the issue.

If a parent relates any unusual circumstance or has a request that you are not sure of, please call camp to talk to us about it!

**\*Don't suggest the examples listed below unless you have been given prior knowledge to a health issue by the camp nurse; let the parent tell you.**

**i.e. allergies, extraordinary medical issues, fears, etc.**

**FYI -** Camp Medical Forms were due by May 1<sup>st</sup>; medical forms will continue to arrive. The Camp Nurse now has all the forms that have arrived at camp. The Camp Nursing Staff will make calls to more critical campers, i.e. diabetics, or if she needs to clarify information. If one of your campers will need meds during the day, you will be notified by the nurse via your Field Supervisor.

**3 ... You want to make a positive "first impression" -**

**\* project friendliness**

**\* sound confident in your abilities to be the SC**

**\* assure Mom & Dad that you will keep their child safe**

**\* assure parents (especially 1<sup>st</sup> time campers) that you will make a special effort to help their child feel comfortable, safe & welcome!**

**4 ... Ask if your camper is available to say hello & chat briefly.**

## SCHEDULE

1. Following the schedule is a MUST at all times.
2. Do not miss or change an activity.
3. Confusion or conflict about an activity is to be discussed with the administrative staff.
4. LEAGUES – note the day and times on your schedule.
5. SPECIALS– look for time changes in your schedule when camp has a “special event”.
6. RAINY DAY SCHEDULE – a special schedule with indoor activities.
7. Bunk sports activities are designed to develop and practice skills.

## EQUIPMENT ROOM – JC OR AC ONLY

1. Located in the picnic area
2. Opens 10 minutes before the period ends and closes 10 minutes before the period begins.
3. Allow JC to use a camper to help, camper must wait outside the shed.
4. Do not throw the equipment – Carry it.
5. Always return the equipment after the completed activity.
6. Notify the athletic director of any broken or lost equipment.

## LUNCHROOM

1. Send the JC to set up 5 minutes before your lunch period begins
2. Bring your bunk to the entrance door and await signal to proceed to your assigned tables.
3. The JC picks up the food.
4. Everyone is to sit and eat during lunch.
5. Everyone cleans up.
6. The senior counselor with the bunk leaves through the exit doors.
7. The JC wipes down the tables.
8. Some campers may require special lunches.
9. Appropriate dress is required – shirts and shoes.
- 10.

## SNACK

1. Occurs daily between 8<sup>th</sup> and 9<sup>th</sup> period & between 2<sup>nd</sup> & 3<sup>rd</sup> for those who have 6<sup>th</sup> lunch.
2. Select and maintain a permanent area to have snack daily.
3. The JC or AC picks up snack in the Dining Hall.
4. The JC or AC returns unused snack, tray and jugs to the Dining Hall.

## PM LINE-UP

1. Occurs at 3:20 daily – be prompt and seated in line.
2. Same procedure as AM line-up, dismissal is one bunk at a time.

Southampton Summer Day Camp  
1459 Second Street Pike  
Southampton, PA 18966  
215-355-4567

**SC/AC/JAC/JC**

**EXPECTATIONS FOR ALL STAFF**

Be a positive and enthusiastic role model! Smile! Remember to keep your sense of humor!

**Make safety and the well-being of each camper a top priority. Help your campers to fit in. FIND WAYS TO PRAISE EACH PERSON IN YOUR GROUP.**

The Senior Counselor sets the tone in the bunk. Before camp starts, before that first "welcome to camp" phone call or face to face meeting, each SC needs to reflect on what they can bring to their campers and their staff. If the SC was the parent of a child in the bunk, what impression would you expect from that first introductory phone call? How do you want each camper in your bunk feeling on the ride home each day? Will the after camp conversations be filled with how much they like their counselors and all the fun activities that they shared with their bunk?

Use Field Supervisors as your "Go-To" people. Consult with them when you have concerns regarding anything, most especially with issues with campers, staff or parents. They will be out in the field stopping by to see how things are going, giving suggestions, solving glitches, etc. You also have the opportunity each morning to briefly chat with your Field Supervisor about any needs or issues concerning your day at camp.

You should mention that a post card will be mailed with your name as the counselor, their camper's bunk number & transportation information. Bus Counselors, van drivers and Counselors who drive will call families before camp once travel routes have been confirmed. If a parent needs to speak with you, the parent is asked to call the camp office and the office will give you the message to call in the evening. Camp office is open from 8am-6pm, M-F, 215 355 4567.

Request that the parent you have spoken with mentions to the other parent that you called to introduce yourself. (This is especially important if you talk to a Dad. It is not uncommon for Mom to call camp telling us they haven't heard from you!) Caution! Some campers have two Mommies or two Dads. Some spouses are deceased. We will try to discover this info and give it to you prior to calling. If they have any further questions, they should call camp. If they wish to speak to you, they should still call camp and camp will get the message to you to call them in the evening. This is the policy before and during camp.

If you do not know the answer to a question, don't guess! You can call camp and get back to them or suggest they call camp. Use your judgment.

Call camp if you think that you have an incorrect phone number, a fax number or if a phone has been disconnected, etc.

PLEASE! PLEASE! Make your calls and be done. Word spreads quickly once other Senior Counselors start to call their families. Families get anxious if too much time passes and they don't hear from you. If you do not get a family, leave a detailed first message and try again at another time. Everyone is busy! Try calling in the evening when you think people will be home from kid's activities.

## **FINAL CALL TO CAMP FOR ALL FAMILIES CALLED IS**

Please call camp to check in when all your calls have been made. We have a check off list. We need to know:

- 1 - Your Name
- 2 - Tell us that all calls have been made. If you still have to reach a family, tell us who they are.
- 3 - Tell us that you have spoken to your CIT/LITs.

Calling us along the way to let us know that you are still trying to reach a family and have left messages is good to do. If the family calls us, we will be able to tell them that you have been calling. Also, some families go on vacation before camp starts. Bottom line is if we communicate it helps us all get the task completed. Camp has a 24 hour voice mail. Dial Jacque's extension for messages. 215 355 4561 extension 111

Getting your thoughts together before camp, being prepared for the first day and being well rested are ingredients for success and smiles.

Please communicate with your Field Supervisor and Jacque and Rick Blum. We are all here for you! Thank you for being a part of the tradition of SSDC.

If you are assigned any **CIT'S or LIT'S** to assist with your group, please make them feel welcome from Day 1. They definitely need your help in making them feel a part of the bunk. When they are with your bunk they need to be given specific tasks. If you make them feel like they are appreciated and useful, they will respond and help you in return. You should consider "buddying" them up with one or two campers that may need some extra help or support. **Again, look for ways to praise!**

Each staff member has committed to the entire summer season. We work as a team. We all expect that everyone will do their best and be at camp on time and well rested to bring on the day. There will be instances that cannot be avoided where a staff member must be absent from camp. We ask that you follow the correct procedures to inform us of the situation. Do you know what the procedure is for being absent at camp?

Your fellow staff members do rely on your participation and attendance at camp each day.

*The attitude at 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.*

**YOU ARE A LARGE PART OF HELPING TO CARRY ON THE TRADITIONS AND MEMORIES OF SOUTHAMPTON IN EACH CAMPER'S HEART. Together, the goal is to make this the best summer of their lives.**

**They will remember us; let's make it a memory with a happy warm smile.**

*You are always encouraged to discuss any concerns, problems, issues or good things with Jacque and /or Rick Blum. Please do not wait to tell us about negative behaviors or concerns with staff or campers until you write evaluations or it is the last day of camp- or worse, be silent. We are here to make this the best summer for everyone, including you!.*

Fulfill your responsibilities and be an asset to your team. Everyone needs to pitch in and share chores. **The Senior Counselor is the only one who should be directing and assigning tasks to other staff members.** The only exception would be if the Senior Counselor had to be away from the bunk and the SC had confidence to put the AC in charge. Senior Counselors are to always be with their bunks. If you need to come to the office or meet with Rick or Jacque or the Field Supervisor, it will always be scheduled during a Specialists period via the Field Supervisor.

**Assistant Counselors** need to be confidently familiar with the standard operating procedures of the bunk, be aware of their campers' health, allergies and emotional issues. The AC should be capable of substituting for the SC in an emergency.

There may be instances where an **AC, JAC or JC** is asked to help out temporarily with another bunk. We hope that counselors will look upon this as a sign of trust on our part and as a valuable learning experience.

Help your **Junior Counselors** understand what you need from them by giving them clear specific responsibilities. Do not assume that they know what you are thinking. First year JC'S will need more guidance. **Look for ways to praise!**

can be taught to help each other to apply sunscreen if you teach them and have a system. This is important!

8. ALL notes, letters, newspapers, etc. that are sent home, **MUST** be given to your Field Supervisor first, who will submit it to the office. The camp office will proof it for you and make copies. It will be sent back to you through your Field Supervisor.

9. SCs are welcome to call home throughout the summer to communicate with parents. All parents love to hear good things! If, however, you feel that a **NEGATIVE** phone call needs to be made, **PLEASE DISCUSS THE PROBLEM WITH YOUR FIELD SUPERVISOR FIRST!!** If you are having a problem with a camper or staff person, please communicate with us; we are eager to help you.

10. Please help your Field Supervisors @ am/pm line-ups by not socializing while they are trying to do announcements. Scs and staff should lead by example. This is always appreciated.

11. The camp office must be notified in case of emergency sickness or absence by calling the office. Phone hours are 8 AM - 6 PM. The voice mail will not function during the camp season. *You can not leave any messages starting on the first day of camp.* Employees are responsible for contacting their transportation. In cases of absences due to unavoidable circumstances such as college freshman orientations, funerals, teacher interviews, etc., an **EMERGENCY LEAVE FORM** must be completed in advance at the office. We operate on the honor system at camp and remind you of our effort to clearly explain the commitment to be a part of the SSDC staff before you committed to working. Please honor your commitment to your camp, staff mates and campers.

12.

*You will make a difference.*

*You will be remembered.*

*How you make a difference*

*And how you will be remembered is up to you!*

Success and good days ahead !

### IMPORTANT THINGS TO REMEMBER

1. Your responsibility to the camp begins when you pick up the first child in the morning and ends when you have dropped off the last child at the end of the day. When you enter camp, your day has already started. Consequently, you are considered as being on duty before morning assembly.
2. If you notice a stranger not wearing a visitor's pass walking on campgrounds, please ask him/her to report to the main office. Similarly, friends of staff are not permitted on the grounds to visit. Emergency phone messages will be taken in the office and delivered to you.
3. Needless to say, safety is our #1 priority. Proceed only if you are sure it is entirely safe. Rules that are set down by each instructor must be followed. Do not horseplay with campers. This is usually contagious and often leads to needless accidents. Guard against profane language and stories.
4. Senior Counselors are the staff entirely responsible for the safety and well being of the group. In case of an emergency, any supervisor should be alerted immediately!
5. At no time should you convey to the children your problems or discontents. The office door is always open for you to air your problems.
6. Corporal punishment or abusive language as an answer to a child's misbehavior is strictly prohibited. This is an inviolable rule. Child abuse is on everyone's mind.
7. Every accident or injury must be reported to the nurse immediately! Do not wait to see what develops. If a child appears to be ill or is acting in an unusual fashion – don't hesitate play it safe! Don't play doctor!
8. In all your contacts with parents, campers, staff, etc., we urge you to always adopt a positive attitude. Stress the positive aspects of camping. Playing down or deriding any facet of camp life will only tend to identify you as a malcontent. Use your mature good judgement at all times.
9. Southampton Summer Day Camp is a "smoke-free," tobacco-free environment. No smoking or chewing tobacco is permitted.
10. Staff meetings are held periodically for the purpose of discussing camp situations, policies, activities and procedures. Your comments are welcome. Subjects discussed at staff meetings are for professional purposes only and should not be discussed with campers.
11. You must report to the pool area in a **swimsuit**. Keep a swimsuit available in camp. Though it may rain in the morning, it may clear in the afternoon. Don't be unprepared. Swimming is best taught in the water.
12. We heartily encourage any contributions that you may wish to make to the betterment of the camp and program. Feel free to discuss your suggestions with the administration. All counselors may consider themselves as being "on-call" to lead an activity or contribute to a rainy day program.
13. Report promptly to scheduled activities. While delays may occur, especially with younger campers, please make a concerted effort to be on time.
14. Take every opportunity to teach songs to your campers and sing with them. A happy camp is a singing camp.
15. All photocopying and distribution of written material must be brought to the main office for the director's approval.
16. Always speak and listen to campers in a manner that reflects individual respect.

## SOUTHAMPTON SUMMER DAY CAMP

### AC/JAC/JC'S AND THEIR RESPONSIBILITIES

#### A. Working as Part of a Team

##### **1. Your Role in the Bunk**

- a. A well run bunk shares responsibilities. The SC is the person in charge and will be the only one to delegate jobs. AC'S, JAC'S & JC'S should share duties as asked by their SC. **AC's should lead and be the SC's major helping hand.** A SC will appreciate younger staff that are motivated and happy to be at camp. Every person in your bunk brings something special to the bunk. This is your opportunity to do your best, learn the job and make a difference.
- b. There should always be a place for your input. If you have a concern, speak with your SC, Field Supervisor or Rick or Jacque.
- c. **CIT/LIT'S** should be taken "under the wings" of the bunk staff. Help them to feel a part of the bunk. Remember when you were 13 & 14? They need to be encouraged. Find ways to praise. If it is enjoyable to be with your bunk, they will want to learn to lead. The SC is the only one to delegate jobs to the CIT/LIT'S.
- d. **There are certain jobs that we DO NOT want Senior Counselors to do, such as taking campers to the bathroom, getting equipment, setting up for lunch or getting snack. The SC should remain with the bunk in all cases, except in an emergency.**
- e. The AC, JAC, JC and CIT/LIT may share some responsibilities together throughout the day. It is important to treat each other with respect & courtesy.
- f. It is important to understand that you are the Senior Counselor's assistant and are a valued member of the bunk team.
- g. JAC'S or JC's may be needed to help in another bunk if coverage is needed on a temporary basis.
- h. **Look for ways to praise! Be well rested! Come to camp with your smile.**

## **B. Duties**

### **1. To and From Camp**

- a. If you are traveling to camp in a bus or van, you are expected to help the bus counselor if needed by helping to keep campers orderly and safe or in case of an emergency.
- b. If traveling by car, you should assist with keeping campers orderly and safe if needed.
- c. You may be asked to help campers in and out of the vehicle and to escort campers to their line-up areas, especially during the first few days of camp. Watch out for hands and closing doors!

### **2. AM & PM Line-Up**

- a. **The beginning and end of each day is essential.** Your Field Supervisor will give
- b. you directions on how your am & pm line up will run. Please help out your Field Supervisor & SC with bunk control, especially when directions or messages are being delivered to the whole group. You may be asked to help out with toting crates
- c. back and forth from the camp office or doing minor things to help out. Your help will always be appreciated.
- b. Although camp is a social environment, you must pick and choose your times wisely. Line-up is NOT a good time to be distracted from your responsibilities.

### **3. Bunk and Specialist Activities**

- d. For each sport activity, JC's or possibly JAC's will be asked to secure and return the sports equipment.  
**DO NOT leave the equipment for the next bunk at a field site. You are to SIGN OUT the equipment and RETURN the equipment to the shed.**
- e. Please support the Senior Counselor's plan for the bunk activities. You are needed to be an active participant and encourage .
- c. **When the bunk goes to a Specialist activity, the Specialist is in charge with your SC as back up.** The Specialist will ask for assistance as needed. **Different Specialists need different kinds of assistance.**

### **4. Bunk Coverage and Cleanliness**

- a. Show and tell the campers how a clean, orderly & neat bunk is kept. It will actually make your job easier.
- b. The SC will designate a person to exit last from the bunk at the end of the day for line- up to make sure all campers & belongings are taken care of and not forgotten.
- c. **Never let yourself be alone with a camper, especially in a cabin. Be around other people at all times.**
- d. In an emergency, the AC will assume control of the bunk. AC'S, JAC'S or JC'S may also be asked to cover other bunks on occasion if needed. This is an opportunity for you to demonstrate flexibility and your ability to adapt.

5. **Aquatics – Instructional & Recreational**

- a. Yes! You are to be prepared to enter the pool and help as needed. Proper swim attire is needed; no cutoffs or jeans, please.
- b. You will be directed by the Aquatic Staff to assist during Instructional Swim as well as during Recreational Swim. Our Aquatic Staff will make everything clear to you prior to camp. **YOU NEED TO BE FOCUSED!**
- c. If you are unable to get into the water, you must have a medical reason; you must report to the designated Aquatics Director at the beginning of the period.

6. **Lunchtime USE THE HAND SANITIZER THAT YOU CAN FIND ON TABLES!**

- a. JCs will take 1 or 2 campers 5 minutes before lunch each day to set up for lunch. This is usually a fun thing for your campers. Everyone who wants a turn needs to get a turn. Your campers like having your attention.
- b. The AC/JAC/JCs are to assist the Counselor by securing and serving the food as requested by the SC. Everyone needs to eat; including you! Everyone needs the opportunity to eat before counselors start jumping up to get seconds. Your SC should make this happen.  
Little campers will need more help at the salad bars and special food bars. After the bunk exits the dining hall, the bunk staff will need to wipe down the tables with antibacterial cloths. Take turns doing it.

**The Dining Room staff are also important and very nice people! Be nice & polite to the people who feed you, please!**

7. **Restroom**

- a. AC/JAC/JC'S or CIT/LIT'S will be asked to escort a camper to the Nurse or Restroom.
- b. Please stay **within earshot** of the restroom if you do not enter.  
Check the restroom before leaving; report any problems to the office, especially if items need to be re-stocked. Please leave the restroom clean. This will be very much appreciated.

8. **Snack**

- a. Snack will either be in the morning (between 2<sup>nd</sup> and 3<sup>rd</sup> periods), if your bunk has lunch 6<sup>th</sup> period. Otherwise, your bunk will have an afternoon snack.
- b. AC/JAC/JC'S are to secure snack from the front of the dining hall daily. Take a CIT/LIT if possible. Return the unused snack and the juice/water jugs to the Dining Room. **Do not leave the extra ice cream melt! Someone needs to return extras immediately.**
- c. Please help your campers to be responsible when cleaning up. Make it a game! Camp is a beautiful place. Ask campers to pick up after themselves. It will make your job easier. Lead by example, please. Be inventive; make it a race or a game.

9. **Leagues**

- a. You will act as Coach or Assistant Coach if your area of camp has leagues. You need to be fair and responsible. The goal is to teach children how to play and the mechanics of playing the sport. Always keep **SAFETY as The MOST IMPORTANT FACTOR**. Lead by good example. The Athletic Dept. will supervise leagues.
- b. If you go out of camp for Travel Sports with your campers, please remember that you represent all of us at SSDC. Wear your camp shirt!

10. **Clubs**

- a. You will be assigned to assist with a club. The Club Leaders need to place staff where they need help. If campers want to change a club after camp gets started, the Club Leaders will hold court at the red table outside the office on designated days/times. **AC'S** may be considered to lead a club if there is a need or an interest. If you have something in mind, let's discuss it.

**C. Responsibilities As An Employee/Intern**

1. **JC'S** must have **Working Papers** on file in the camp office by the start of camp. Once we have your papers, you do not need to file again. The office will keep them.
2. **Anyone 18 years or older by the start of camp**, must provide a Criminal Background Check & a Child Abuse form. The state requires these forms for anyone working with children. Forms will be available at meetings and in the camp office. The background checks are your property; you are The Requester the Requester. Camp will only require a copy. These forms can be used as references for other jobs as well.
3. **YOU HAVE MADE A COMMITMENT FOR 39 DAYS.**

Your bunk mates depend on you being at camp. If you are ill, you need to notify camp as soon as possible. The official camp office hours are 8am-6pm. If calling after hours, call Rick & Jacque Blum and leave a message at our home #. You must notify your transportation. Make sure you have your Trans person's phone # written on the **CAMP PHONE CARD** that will be given to you at the All Staff Meeting.

All absences, emergency doctor visits, etc, require the completion of a **CAMP Emergency Leave Form** prior to your absence or upon returning. Stop in the camp office. The ladies will be happy to help you.

5. All staff/interns must sign out/sign in at the camp office if arriving or departing from the camp grounds outside of the normal routine.

6. **Emergency Appointments**

- a. If a doctor appointment must be during camp time, please try to make it first thing in the morning. We know that you are dealing with the doctor's schedule, but if available, try to arrange it.

Please call and let us know asap so we can alert your staff.  
Camp office hrs. are 8am-6pm. If calling before or after camp office hours, please call **Rick & Jacque's home #, leave a message. 215 968 7673**

**\*\* Leaving camp at 3pm is not helpful to your bunk staff.** Please try to avoid having to leave at this time if you have an unavoidable circumstance.

7. Be on time every morning. Please don't make your transportation wait for you. There may be situations where camp trans cannot pick you up directly at your door. Transportation will advise you if this is necessary. They try their best.
8. Please treat everyone at camp with respect and with a positive manner.  
A smile goes a long way :)
9. We expect you to act responsibly! Safety for yourself, your campers and other staff should be at the forefront of everything you do at camp.

#### **D.Evaluations**

1. End of the summer evaluations will be completed by Supervisors/Directors, Senior Counselors and Specialists for all staff and Interns. These are useful tools that help us consider staff for the future and for writing requested recommendations

Thank you for being a part of our summer at SSDC!

## 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.

Emphasize sportsmanship and enjoyment!

Evaluation of \_\_\_\_\_  
Position at Camp: \_\_\_\_\_

Evaluator \_\_\_\_\_  
Year \_\_\_\_\_

1. Relationship Towards:	A	B	C	D	O
a) Campers					
b) Peers					
c) Staff					
<b>2. Cooperation With:</b>					
a) Campers					
b) Peers					
c) Staff					
<b>3. Responsibility:</b>					
a) Consistently on time					
b) Completes daily assignments as requested					
c) Shares duties as a member of a team					
<b>4. Friendliness:</b>					
a) Towards campers					
b) Towards other staff					
<b>5. Enthusiasm for their job</b>					
<b>6. Participation in your specialty area:</b>					
a) As an individual					
b) As part of a team					
<b>7. Accepting Constructive Criticism</b>					
<b>8. Maturity</b>					
<b>9. Assignment Flexibility</b>					

10. Your additional comments about this staff member are valuable to us. All comments and ratings are confidential. Comments:

## Southampton Summer Day Camp

### GUIDELINES FOR SUPERVISOR TRAINING

**Pre-requisites:** Experienced teacher, experienced camp experience as an adult.

1. Supervisors are extensions of Owners/Executive Directors, Rick & Jacque Blum. We must be informed immediately of any abuse, physical or mental, by any camper or staff member. All incidents involving campers or staff need to be reported.
2. Supervisors are to keep a log of incidences for review and discussion.
3. Supervisors will make phone calls to parents as needed.
4. Supervisors will evaluate staff periodically and in written form at the end of each summer.
5. Supervisors attend to all areas of camp, and are assigned specific areas as well.
6. Supervisors may need to be called upon to supervise or lead a group.
7. Supervisors understand that the philosophy and goals of SSDC are that:
  - SSDC provides a safe, nurturing environment for each camper.
  - Each camper should have appropriate opportunity to grow socially, emotionally, and intellectually.
  - Each camper needs to be treated with respect, compassion and kindness.
  - Each camper should have fun and look forward to sharing each camp day with their counselors and bunk mates.
8. Supervisors need to be outstanding role models, be present each camp day and love camp!!

See Objectives & Goals Sheet

## SUPERVISOR TRAINING

by choosing a seasoned teacher and camp staff person. See  
s that are discussed.

ms between Owners/Directors and Field Supervisors

ervations/reminders. Parent phone calls take place as needed.  
ACA's Bob Ditter Series, "Who Will Care When I'm Not  
Me", "Somebody Told" (Sexual Abuse). Supervisors also  
tion, so they teach the material as well.

## STAFF/CAMPER INTERACTIONS

## TRAINING SESSION

Morris Gold, our Sobel Insurance Representative begins our all-camp staff meeting with a talk about safety and staff/camper interactions.

16.1

The following is discussed with staff:

1. Showing respect for campers
2. Using language that is easily understood by campers
3. Provides explanations for actions taken
4. Speaking with campers at eye level
5. Using techniques that do not embarrass campers
6. Discouraging and correcting behaviors that include teasing, disrespectful behavior or bullying.

As well as being discussed, techniques that promote a safe physical, emotional environment and positive staff/camper interactions can be found in our staff materials handed out pre-camp.

**BEHAVIOR MANAGEMENT AND DISCIPLINARY TECHNIQUES FOR ALL STAFF**

When a behavior problem is identified, the Senior Counselor should initially speak to the camper off to the side of the group. Should the problem persist, the Senior Counselor should consult with their Field Supervisor for further direction. A phone call to the Parent may be indicated.

At no time, shall a staff member subject any camper or other staff member to any form of physical, verbal or mental abuse of any kind.

Behavior problems which are ongoing shall be documented by the Counselor and the Supervisor who will then contact the Parent.

Staff members should always take a positive approach when dealing with behavioral problems. When campers interfere with the safety and well-being of others, the Directors may choose suspension or ultimately, expulsion from the program.

\* 12.2 Handle a policy  
on bullying

## **Anti-Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

**At Southampton Summer Day Camp bullying is inexcusable, and we have a firm policy against all types of bullying.** Our Camp philosophy is based on our mission statement which ensures that every camper has the opportunity to acquire skills, knowledge, friendships, and life experiences. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Southampton Summer Day Camp

## HR-11 Diversity

SSDC maintains a high rate of employee return from year to year, but if necessary, we will advertise in local papers and will list qualifications as allowed by law. We also advertise at area colleges for specific positions. We also have a large pool of professionals working at camp who have access to potential employees in the teaching profession.

We provide on site pre-camp training for all positions, including, but not exclusively, a workshop speaker from our insurance agency. This workshop focuses on many issues including sexual harassment, personal safety, camper safety and sensitivity to racial and ethnic issues.

HR-18

**Sensitive Issue Policy**

Has the camp established policies and trained staff to respond appropriately to socially sensitive issues?

Yes      No

*Interpretation:* The intent of the standard is for the camp to establish and communicate to staff specific guidelines and expectations for dealing with socially sensitive issues that may come up when supervising campers. Staff should be able to recognize appropriate and inappropriate conversation and behavior and know how to respond. Guidelines should establish points at which issues or behavior should be referred to supervisors, or when parental consent should be obtained. "Socially sensitive issues" may include such things as smoking, drugs, tattoos, body piercing, sexuality, dating, cults, religion, ghost or horror stories, divorce, and personal lives of staff.

*Compliance Demonstration:* Director/staff explanation of policies and training.

This topic is discussed during pre-camp workshops. Our insurance company speaker includes this topic as well.

See  
Agenda

Morris Gold

# Being Smart / Playing Safe: New Guidelines for Counselor Behavior

Affidavit of Program Participation  
for Employees and Volunteers

Name \_\_\_\_\_  
Southampton Summer Day Camp \_\_\_\_\_  
Camp \_\_\_\_\_ Year \_\_\_\_\_

## GENERAL CARE AND SUPERVISION OF CAMPERS

- ☐ I understand and accept that being a camp counselor is a craft that requires skill and practice.
- ☐ I understand that one of the most important things I do here at camp is supervise my campers.
- ☐ I also understand that I am the adult. As such, I know and accept the following:
  1. I am the person campers and their parents/guardians are counting on to keep things safe.
  2. While it is fine to play with campers, I can never stop keeping an eye on the big picture; I can never become so involved in the game or activity that I miss seeing situations that could lead to emotional or physical harm.
- ☐ With few exceptions, I should keep campers within eyesight at all times.
- ☐ When campers require privacy (showering/ changing, etc.) I must keep campers within earshot.

## GENERAL CARE AND SUPERVISION OF CAMPERS

- ☐ I understand and accept that younger campers usually need more care than older campers.
- ☐ I understand that showers and changing times may be very stimulating to campers, and therefore, they need to be monitored especially carefully.
- ☐ I understand that if I cannot hear what is going on I am too far away from my campers.
- ☐ I must be able to hear what is happening so if a problem arises, I am able to intervene quickly.

## GENERAL KNOWLEDGE OF CHILDREN

I understand and accept the following:

- ☐ Children do not always know what is in their best interest. As such, I am prepared to make judgment calls that may be unpopular but necessary to maintain emotional and/or physical safety.
- ☐ Children may become over-stimulated (too silly, too aggressive, too frightened, too curious) and then have difficulty exercising self-control. I am prepared to watch for signs of this and maintain order as needed.
- ☐ Working with children often creates "regressive pull" in care-takers. I will be aware of how stimulated I am becoming in the presence of children so I don't contribute to behavior problems.

## GUIDELINES FOR THE DISCIPLINE OF CHILDREN

I understand and accept the following:

1. There is a double standard working with children. What some children may do or say to me I may not do or say back to them. I am the adult and, as such, maintain model behavior.
2. I have two voices—one inside my head only I hear; and my "public" voice which I "edit."
3. I may, under no circumstances, hit a camper.
4. I may, under no circumstances, use abusive or derogatory language with campers
5. I will utilize the technique of "redirecting" energy away from activities where someone may get hurt to activities that are safer.
6. If I have a camper that is particularly challenging, I will ask for help from a supervisor or director.
7. In all dealings with campers, I will strive to respond to them rather than react.

## GUIDELINES FOR CAMPER-COUNSELOR CONTACT:

I understand and accept that when touching campers, the following guidelines should be followed:

- on the hand, shoulder or upper back;
- never against a child's will [unless in the case of clear and present danger to the child];

[continued on reverse]

# Being Smart / Playing Safe: New Guidelines for Counselor Behavior

Affidavit of Program Participation  
for Employees and Volunteers

Name \_\_\_\_\_  
Southampton Summer Day Camp \_\_\_\_\_  
Camp \_\_\_\_\_ Year \_\_\_\_\_

## GENERAL CARE AND SUPERVISION OF CAMPERS

- ☐ I understand and accept that being a camp counselor is a craft that requires skill and practice.
- ☐ I understand that one of the most important things I do here at camp is supervise my campers.
- ☐ I also understand that I am the adult. As such, I know and accept the following:

Regardless of what campers may do, I must use good judgment at all times

1. I am the person campers and their parents/guardians are counting on to keep things safe.

2. While it is fine to play with campers, I can never stop keeping an eye on the big picture; I can never become so involved in the game or activity that I miss seeing situations that could lead to emotional or physical harm.

☐ With few exceptions, I should keep campers **within eyesight** at all times.

☐ When campers require privacy (showering/ changing, etc.) I must keep campers **within earshot**.

## GENERAL CARE AND SUPERVISION OF CAMPERS

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[continued on reverse]