

GOLDEN SLIPPER CAMP



Staff Manual
2017

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AN INTRODUCTION TO THE STAFF MANUAL

For a countless number of kids who've spent their summers with us, Golden Slipper Camp evokes happy memories. For over 68 years, thousands of children have experienced first hand the warmth, traditions, spirit, and fun that make Golden Slipper Camp...well, Golden Slipper Camp. And no wonder. Golden Slipper is a safe, nurturing environment where the milestones called "growing up" take place.

Nestled in the breath-taking Pocono Mountains, Golden Slipper Camp feels special the moment you walk in. With charming cabins clustered in villages and nestled in the woods, you get a sense that life-changing experiences take place here. And they do. But Golden Slipper is more than just woods and cabins. At the heart of this magical camp is a team of counselors, specialists, and staff dedicated to the enjoyment, fun, health and safety, and development of campers in their care.

But make no mistake; our campers contribute to the engaging spirit of Golden Slipper just by being themselves. Though the Camp is rooted in Jewish tradition, Golden Slipper campers are a diverse bunch, in culture and faith, living primarily in Eastern Pennsylvania and New Jersey - particularly Philadelphia and its suburbs.

We pride ourselves on the undivided attention we provide each and every camper. It's an atmosphere of fun, adventure, friendship, and inspiration that lets kids be kids. For some, it's their first experience being away from home. For others, it's a rare opportunity to experience nature and the great outdoors. Whatever their background or experience, each day at Golden Slipper is a new opportunity to learn, explore, and share. Fostering these experiences is how Golden Slipper Camp becomes a lasting part of kids' lives.

Golden Slipper Camp is accredited by the American Camping Association and adheres to its strict safety and operational guidelines. Golden Slipper Camp is an affiliate of Golden Slipper Club & Charities. It is also a constituent agency of the Jewish Federation of Philadelphia and the United Way. GSC became a member of the Foundation for Jewish Camp in 2009.

This manual is designed to give you a broad overview of our parent organization (Golden Slipper Club & Charities), a basic overview of our employment policies, and a general description of how camp operates and how you, as a staff member, are an integral part of the camp program. Please read the entire manual thoroughly and absorb the contents. You are responsible for the information contained in the manual.

The policies and information set forth in this manual should be regarded as guidelines only and is not meant to and does not establish a contract between Golden Slipper Camp ("GSC") and its employees. Because it is likely in an ongoing business that changes will be necessary from time to time, GSC retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to our employees and Golden Slipper Club and Charities. This Staff Manual supersedes and replaces any and all prior Handbooks, policies, procedures and practices of GSC. This Staff Manual also summarizes the current benefit plans maintained by GSC. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan description will control rather than the summaries contained in this Staff Manual. The Staff Manual (and other plan documents) are not contractual in nature and may be modified, changed, added to or deleted from, and do not guarantee any continuation of benefits.

Golden Slipper Club and Charities

In the early 1920s, a group of Jewish Masons gathered regularly to socialize and play cards. They would divide up their winnings and distribute them to families in need of money for food, coal, and other essentials. These selfless acts of kindness are the roots and the inspiration of Golden Slipper Club & Charities, now nearly 1,000 members strong.

Today the tradition continues. Golden Slipper Club & Charities continually finds ways to serve young and old. Operated almost exclusively by members and volunteers, Golden Slipper Club takes pride in being a "hands on" charity.

Our philanthropic efforts include:

- Supporting Golden Slipper Camp with two 4-week residential camp sessions or encampments for deserving children aged 7 – 15 (families who normally couldn't afford summer camp).
- The Golden Slipper Center for Seniors provides camaraderie, a hot meal, and activities for independent seniors.
- A Scholarship Fund for college students.
- The Human Needs and Services Committee (HUNAS) provides one-time grants of up to \$500 to families or individuals in need.
- Programs for the elderly to get out and enjoy various social, cultural, recreational and religious activities.

To learn more about Golden Slipper Club & Charities please visit their web site at www.goldenslipper.org.

The History of the Golden Slipper Club and Charities

1922

At the beginning of the decade of the "Roaring Twenties," a group of men who belonged to a fraternal group known as the Masons decided to meet regularly for social evenings and card games. The men began to "cut the pot" and use the proceeds to help provide needy families with coal, milk and other essentials. These acts of kindness led to the formation of a more structured group, subsequently chartered as the Golden Slipper Square Club, with a motto of "Charity, Loyalty and Good Fellowship."

1930s

As Golden Slipper grew, so did the need to develop additional areas of service and philanthropy. The agency initiated a Human Needs and Service program, providing emergency funds to those in dire need and awarding college scholarships to deserving students.

1940s

At the end of World War II, Slipper suggested an idea to the Jewish Federation of greater Philadelphia to develop a camp or an old age home. Following Federation's direction to serve the young, land was acquired in the Pocono Mountains to build the Golden Slipper Square Club Camp, which opened in 1948.

1950s

During the Forties and Fifties, as the level of philanthropy and good deeds expanded, Slipper became recognized as the premier leadership development organization of the Jewish community.

1960s

At the end of the Sixties, the organization decided to drop the Masonic requirement. The organization's name was changed to the Golden Slipper Club. Subsequently, '& Charities' was added to the name of the organization to better reflect its aims and objectives. General meetings became showcase events where local, national and international celebrities from all professions and walks of life were honored by Slipper. These events attracted huge attendance and participation.

1980s

As the organization entered the Eighties, it once again realized the need to expand with another major investment to serve the community. After looking at many new projects over several years, the organization took over the Uptown Home, which was suffering from an aging board, increasing deficits and governmental restrictions. The Golden Slipper Uptown Home has since been successfully resurrected into a first class facility providing short-term rehabilitation and long-term nursing care. (In September 2004, the Home changed its name to the Golden Slipper Health & Rehab Center to better reflect its services and facilities).

1990s

Entering the Nineties, Golden Slipper Club & Charities opened its membership to women so that all members of our community could share the tremendous satisfaction of performing "Acts of Loving Kindness", and enjoying the relationships developed by our motto; "Charity, Loyalty and Good Fellowship". Slipper's service to the elderly population took on additional responsibility in 1995 with the opening of the Golden Slipper Center for Seniors. This endeavor has been met with tremendous enthusiasm and support . . . typical of Slipper members.

21st Century and Beyond!

In the 21st century, Slipper now boasts a membership of nearly 600 men and women who are committed to continuing to serve the young, old and needy in our community.

Equal Employment Opportunity

Golden Slipper Camp ("GSC") has been and remains committed to the principles of equal employment opportunity and nondiscrimination for all persons without regard to age, race, color, creed, religion, sex, marital status, pregnancy, or other related conditions, sexual orientation or preference, genetic information, national origin, ancestry, Vietnam-Era or disabled veteran status, handicap or disability (consistent with business necessity and the safe performance of the job), and/or any other protected basis. In keeping with this policy, GSC seeks to recruit, hire, train, and promote into available jobs the most qualified persons and to administer personnel matters such as compensation, benefits, transfer, training, layoffs, terminations, and GSC-sponsored educational, social, and recreational programs in accordance with this policy. All employees are expected to conduct themselves in the workplace in a manner that is consistent with this policy.

Americans with Disabilities Act

GSC believes in hiring, assigning, and promoting individuals on the basis of qualifications and merit. It is the organization's policy that all employment practices, including the consideration of applications, hiring, promotions, layoff, recall from layoff, training, compensation, benefits and other terms, privileges, and conditions of employment, be free from discrimination of any kind, including discrimination on the basis of real or perceived disability.

A qualified individual with a disability who meets the skill, experience, or other requirements of a position that he or she holds or seeks and who can perform the "essential functions" of the position, with or without reasonable accommodation shall be considered equally with other candidates or employees with the same or similar qualifications.

Personnel Files

GSC maintains up-to-date personnel files on all employees. It is essential for each employee to furnish correct and if necessary updated information to the camp office promptly as well as to maintain the names of persons to contact in case of an emergency. GSC will utilize this information to implement benefits, if applicable, and to provide information, where necessary, to those who permissibly need to know. Such information would include:

- Home address
- Home telephone number, fax or e-mail
- Emergency contact
- Marital status and number of dependents
- Military status
- Medical insurance status

An employee can arrange to review his or her own personnel file once per year by contacting the Camp office.

Release of Information

Records and information that GSC is legally required to furnish will be provided only by the camp office, as necessary. With regard to "reference" checks, the only information that we will routinely provide to third parties is the employee's position, date of hire, and current or last position.

Discrimination, Harassment, Sexual Harassment and Offensive Conduct

All decisions affecting employment, promotion, compensation, assignment, and other aspects of GSC's work environment shall be made on the basis of qualifications, performance, and other pertinent work-related factors and without discrimination against any person on the basis of race, color, creed, sex, age, religion (except where it constitutes a bona fide occupational qualification), national origin, disability, marital or veteran status, sexual orientation, or any legally protected status.

GSC will not tolerate any harassment of or other offensive conduct toward any individual based upon race, color, creed, sex, age, religion, national origin, disability, marital or veteran status, sexual orientation, or any legally protected status. Discriminatory harassment and other offensive conduct includes any conduct, whether verbal, visual, or physical, which creates an abusive and hostile work environment and which has the purpose or effect of interfering with an individual's work performance or development.

This policy applies to all employees, contractors, vendors and to all volunteers working on behalf of GSC.

Prohibited Conduct: Preventing harassment and other offensive conduct requires increased awareness by everyone at GSC due to the impact that one's actions may have on others. In determining whether harassment or other offensive conduct has occurred, it is not a sufficient excuse that the alleged offender "meant no harm" or was "just kidding." Instead, the standard to be applied is the perspective of a reasonable recipient of the alleged harassing or offensive conduct.

Special attention is given to sexual harassment in this policy. Sexual harassment includes, among other things, unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, physical, or visual conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the person, whether or not such decisions have direct economic consequences.
3. Such conduct has the purpose or effect, intentionally or unintentionally, of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Behavior defined in the policy as sexual harassment may occur between people of the opposite or same gender.

Consensual personal relationships between individuals at GSC while not encouraged, is not prohibited by the policy. Those who engage in such relationships, however, should be aware that questions may later arise regarding the actual freedom of choice of one of the parties, particularly when a superior/subordinate relationship exists between them.

Harassment is not limited to regular business hours on the work site. Instances in which it can occur may include work-related meetings, social events, ceremonies, or other non-work-related occasions.

Education and Prevention: GSC firmly believes that prevention is the best tool for the elimination of harassment. Accordingly, GSC intends to take steps to prevent harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, and developing methods to sensitize all concerned. GSC will also take reasonable steps to inform volunteers of its opposition to harassment in all forms.

Procedures for Raising Concerns Regarding Harassment and Offensive Conduct:

Should there be an instance or complaint of discrimination and/or harassment, individuals should contact the Camp Director, the President of GSC, or any member of the Camp Executive Committee for prompt assistance. All actions taken in response to requests for review will be undertaken with the maximum possible confidentiality, subject to the requirements inherent in conducting a fair review. Retaliation against any individual for reporting violations of the policy or for participating in the process – whether by the recipient of the allegations or someone else – will not be tolerated and will be subject to strict discipline.

Drug-Free Workplace

GSC maintains a drug-free workplace in all of its offices or facilities and requires drug-free performance of its employees wherever they may be assigned. The implementation of this policy will, of course, be consistent with the Americans with Disabilities Act and other applicable laws. Drugs may not be brought to, used, offered, or sold at any GSC gathering or facility. Employees in violation of this aspect of the policy are subject to immediate termination for gross misconduct. The use of alcohol is likewise prohibited.

If an employee is at Camp in an apparently impaired condition, that employee will be sent home in such a way as to maximize safe arrival. If a staff member admits to a substance abuse problem prior to such conduct being “discovered” by the Camp, the Camp may suggest and/or permit that he or she seek appropriate treatment.

Internet Use

In accordance with the policy of GSC, and the policy set forth below, the use of telephones, computers and faxes should not interfere with employees’ responsibilities. Personal long-distance calls or other charges for communication services will be charged back to the employee.

The use of the Internet is available to all Camp employees on a limited basis. Along with this right comes the obligation to use the Camp’s resources reasonably, responsibly, and in a manner that promotes the goals of the Camp and in no way interferes with employees’ performance or functions at Camp.

Inappropriate use of the Camp’s equipment, programs or accounts may result in termination of the right to use these items and, depending on the circumstances, may also result in discipline, up to and including discharge.

The following are rules that are to be applied consistently and reasonably to any employee using the internet or equipment maintained by the Camp. When using any Camp-owned equipment or resources, an employee should adhere to the following guidelines:

1. Employees should not transmit, publish, display, retrieve, or store any information or material that is in violation of the Camp’s Harassment / Sexual Harassment Policy, which is discriminatory, or is in violation of state or federal law. This includes but is not limited to actions that would be in violation of federal copyright laws.
2. Employees should not transmit, publish, display, retrieve, or store any information or material that is obscene, profane, sexually abusive or sexually explicit.

3. Employees should not transmit, publish, display, retrieve, or store any information that reasonably could be construed to create a hostile or offensive environment for members of a particular sex, religion, race, age group, or ethnic background or for individuals with physical or mental disabilities.
4. Employees should not engage in conduct reasonably likely to disrupt use of the Internet or use of other camp computer equipment or resources.
5. Employees should not engage in conduct reasonably likely to compromise any system security device or security program.
6. Employees should not install, download, copy, or run any non-camp approved software, hardware, or programs on the camp's computer equipment that might possibly damage the camp's computer system.
7. Deletion of any files or data should not occur without the user's express consent. Employees should not engage in conduct likely to harm or destroy data or software maintained by another or harm or destroy computer equipment.
8. While legally the computer and records on the computer are the property of the camp, employees should respect the privacy of other employees and not access the files of other employees' or use other employees' computers unless:
 - Employees have the written permission of that other employee
 - Access to the other employee's computer or its records are necessary for the employee's performance or functions for the camp or involve a life safety issue
10. Employees should remember that unlike documents that are typewritten or written by hand, any document, e-mail, accessed Web sites, or other communications created with the camp's computer system remains in the camp's computer system.

If any employee has questions about whether a certain activity is prohibited by the above rules or if the employee believes that an exception to any of the above rules is warranted, the employee should seek advice concerning the issue or request an exception to a specific rule from the Camp Director or his or her designee. Such requests will be responded to in an expeditious and reasonable manner.

Solicitation and Distribution

Employees must not solicit other employees or distribute non-GSC literature during their employment at camp to the extent that such conduct would interfere with employees' performance or functions at GSC. This also includes solicitation and distribution through the use of the telephone, fax, and e-mail.

Non-employees of GSC are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on Camp property.

Conflict of Interest

No employee of Golden Slipper Camp shall, directly or indirectly, have any financial interest in or derive any income from; or be employed by any person, firm, corporation or any other entity doing business with the camp without full disclosure in writing to and approval from the Board of Directors of Golden Slipper Camp. Employees of GSC must disclose in full in writing to and

seek approval from the President of the Camp and from the President of the Golden Slipper Club and Charities.

No employee of Golden Slipper Camp shall directly or indirectly accept money, gifts, gratuities or favors of any kind, unusual or excessive entertainment or hospitality, loans, guarantees, or preferential treatment from any person, firm, corporation or any other entity doing business or seeking to do business with the Camp under circumstances from which it can presumably be inferred that the purpose and/or effect of such was to influence.

No employee of Golden Slipper Camp shall knowingly divulge to any person not authorized by the Camp to receive the same confidential information received in the performance of his or her duties, nor use such information for personal profit, nor transmit any knowledge of any confidential decision or confidential information that might be prejudicial to the interest of the Camp to any unauthorized person except in connection with the discharge of his or her organizational responsibilities.

Golden Slipper Camp - Specifics

CAMP ORGANIZATION

This section of the manual will explain who does what in camp. While the organizational chart that you will receive during staff training is helpful in understanding the working of camp, you should note that the different areas in camp are not as insular as they may seem. This is not the military with a rigid vertical structure. For example, the Strauss Village Leader is responsible for overseeing all aspects of the Strauss Village program, whether it is arts and crafts, athletics, swimming, etc. In addition, the counselor in Vogelson Village is responsible for his or her campers having a safe time at each of the activity areas. An arts and crafts staff member may be responsible for campers not under his or her direct supervision in the Dining Hall. All supervisors are responsible for camp as a whole, making sure the over-all program is running properly.

The upper staff (Assistant Director, Head Counselors, Coordinators, and Village Leaders) meets regularly to discuss camp and make decisions that affect individual areas as well as camp as a whole. The Camp Director supervises them and oversees the general camp program. GSC functions as a complete community relying on everyone's cooperation and input. **The key to a successful summer at camp is positive interaction and communication.**

The support staff includes those staff members not directly involved in the camp program. However, they are integral to the successful operation of camp. These areas include the kitchen, Wellness Center, office and maintenance.

Despite what at first glance may appear to be a complex structure, remember that it all sounds a lot more complicated than it really is. There are two key things to remember:

- (1) You are part of a **TEAM** and **EVERYONE** at camp is responsible for the safety and well being of each and every camper.
- (2) There is always someone available to help. Every major concern that a camper or staff member might have has a member of the camp administration assigned to take care of it. As with many things in camp, **if you are not sure, please ask.**

JOB DESCRIPTIONS

BUNK COUNSELOR

AGE: A High School Senior Graduate (at a minimum)

EXPERIENCE: preferably at least one summer working in a summer camp environment or completion of the GSC Counselor-in-Training program. While camp experience (especially at GSC or other summer camps) is not mandatory it is preferred when recruiting new staff.

GENERAL COMMENTS: A bunk counselor must get along well with and like to be with children. He or she must be a positive role model that exemplifies maturity and good judgment. A counselor must have a well-developed sense of responsibility with good judgment and common sense. Counselors have a significant impact on each camper's summer experience.

RESPONSIBILITIES: Directly responsible for all campers living in the bunk. This means day-to-day involvement with each camper as an individual and with the entire group. A counselor must effectively impart to all campers the policies and rules of camp. He or she must see that every individual camper makes friends, becomes acclimated to life at camp, grows towards his or her potential, and becomes a part of the total camp community. It is the counselor's job to act as the "early warning system" for campers with problems that may have to be referred to other staff.

- Insure that all campers exercise good hygiene and health practices
- Notify immediate supervisor and the nurse of any suspected health problems
- Help campers keep track of their belongings
- Directly responsible for the building in which the bunk resides, its cleanliness and good repair
- Responsible for regular, enthusiastic participation in activities and programs
- Assigned to activity area as needed
- Teach or assist at each activity area
- Responsible for the programming of bunk activities
- Report all successes and issues to supervisor
- Helps plan and organize evening programs
- Partners with other counselors and specialists in bunk programming and camper supervision
- Attend pre-camp orientation and all staff meetings
- Aware of all emergency policies and procedures
- Responsible to his or her village leader

JUNIOR COUNSELOR

AGE: Entering High School Senior Year

EXPERIENCE: preferably at least one summer working in a summer camp environment or completion of the GSC Counselor-in-Training program. While camp experience (especially at GSC or other summer camps) is not mandatory it is preferred when recruiting new staff.

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- Aware of all emergency policies and procedures
- Responsible to his or her village leader

IMPORTANT JEWISH ELEMENTS OF CAMP

JEWISH VALUES

Jewish values play an important role in our decision making at GSC. We are obligated to **treat each individual's feelings, concerns, and life as both precious and sacred**. In creating activities for campers, it is easy to neglect the emotion of one particular individual if our only concern is for the group. This tension between the individual's need, and the group's need, is an ongoing struggle in camp.

We are also obligated to **treat each individual as unique**. While we frequently do group work at camp, it is essential that we convey, to each person, a sense of uniqueness, as well as a sense of community. Every bit of feedback that is given to an individual to show that we respect his/her individual identity and uniqueness is an application of this important value.

We are obligated to **treat people as equals**. No one possesses more value or more importance than another does. This sense of equality or fairness is of extreme importance to the individual camper who constantly has to struggle with status and inequality in everyday life. At camp we have the opportunity to nurture a sense of authenticity and equality in each and every child that they will never forget.

We are obligated to **nurture, create and develop the creative spirit** in others. We apply this value when we prepare opportunities for creativity in activities, bunk bonding activities and when we ask provocative questions that call for creative responses.

GSC has three religious services. Jewish, Christian and Non-Denominational services are held on Saturday in the late afternoon. All staff and campers are expected to attend a religious service. Campers and staff (when possible) should attend their practicing religion. These services should be treated with the same respect as if they were held in a Church or Synagogue.

VILLAGE STRUCTURE

Camp is divided into six same-sex villages (plus CIT's), according to the age and/or grade of each camper. The overall size of each village will depend on the number of children in camp. The division is generally as follows:

Vogelson	(6 Boys Bunks)	7 – 10 yr. olds
Kadden	(4 Boys Bunks)	11 – 13 yr. olds
Council Boys	(4 Boys Bunks; includes waiters)	14 – 15 yr. olds
Strauss	(6 Girls Bunks)	7 – 10 yr. olds
Friends	(6 Girls Bunks)	11 – 13 yr. olds
Council Girls	(4 Girls Bunks; includes waiters)	14 – 15 yr. olds

Each bunk is made up of approximately 10 campers, two or three counselors, a counselor in training. The Village Leader is responsible for the welfare of the village - campers, staff leagues, programming, supervision, time, etc.

Counselors In Training (CIT's) are invited into this program through an evaluation process. They pay to come to camp and are at camp to learn about being a staff member, a leader and most important of all, a positive role model. They have their own program, which includes educational, social and recreational components, in addition to living in the bunks and spending part of their time at the activity

areas. Counselors help the CIT program by conveying objectives and methods as well as insight into problems.

A TYPICAL DAY IN CAMP - AN OVERVIEW

Because of the size of our camp community, and the subsequent demand on our facilities and staff, GSC is a highly structured environment. **For the schedule to function properly, promptness (especially to meals) is essential for everyone, campers and staff.**

7:45 - Wake yourself up and wake up your campers. Lying in bed and yelling at the campers "Let's Go!" doesn't count. You must actively get up and get going if you expect the campers to do the same.

8:15 - The entire camp community gathers at the flagpole. We take attendance (by village) and raise the flag.

8:20 - Breakfast begins.

9:00 - After breakfast, everyone goes back to their bunk to clean up. Do a good job, because you will be inspected daily. It is essential for health and safety reasons that the living areas are kept clean.

The morning consists of THREE back-to-back program periods that run 45 minutes each before lunch. **Part of your responsibility is making sure the campers leave the activity on time and get to the next period on time.**

1:00 - Lunch begins. Be at the Dining Hall by 12:55.

Rest period follows lunch. Sometimes it is necessary for this period to be used for team practices, play rehearsals, etc. Any special programming during lunch must be approved by the village leader. Aside from approved activities, everyone is expected to stay in their bunk. Rest period is not "time-off" for the counselor. It is a quiet time for the campers, which must still be supervised.

2:50 - After Rest period, there are 2/3 more back-to-back program periods.

6:20 - The entire camp community once again gathers at the flagpole. We take attendance (by village) and lower the flag.

6:25 - Dinner begins. Following dinner is the evening activity. Some nights, we may have camp wide activities. Other nights may be village activities. Staff members maybe involved in the planning and implementation of all evening activities.

After the evening activity, campers go back to their bunk as a group to get ready for bed. **YOU SHOULD DO A LIGHTS OUT ACTIVITY EACH NIGHT.** This should be a calm time with only sedate activities such as: telling a story, playing guitar, etc. **DO NOT LEAVE THE CAMPERS UNTIL THEY ARE SETTLED DOWN AND IN BED.** The Village Leader will dismiss staff at 10:30 p.m. if campers are calm and quiet. You will have the Night Patrol schedule and explanation before hand.

ALL OF THIS WILL BE EXPLAINED IN DETAIL DURING STAFF ORIENTATION.

AN OVERVIEW - BEING A STAFF MEMBER AT CAMP

STAFF MEMBERS ARE RESPONSIBLE FOR...

1. ...all members of your bunk or other groups in your care all of the time. Parents entrust us with their children – their most prized possessions. Your attitudes, ideals and values will be a model to them. If you are enthusiastic about activities and programs, your campers will follow suit. Golden Slipper Camp offers wonderful opportunities for community living, learning and living, and with your active participation it can be a tremendously meaningful summer for your campers and for you.
2. ...acquainting themselves and the campers with rules concerning pools, meals, cleanup, care of camp property, etc. Your example is the best way of insuring that campers follow the rules. It does not matter what your position is in camp, you should remind campers of these rules whenever necessary. While certain children are your direct responsibility, all children are under your care.
3. ...having campers ready for activities on time. It is important to stay on schedule with all activities.
4. ...supervising and assisting at meals. Preparing and serving three meals a day is quite a task and it takes the cooperation of everyone. Whether you sit at a camper table or a staff table, your cooperation and example are both expected and needed. Give your undivided attention to the person making announcements or leading song session, and assist the waiters as needed.
5. ...involving campers in all activities, and making sure that they are safe while learning and enjoying the experience. It is your number one responsibility to see that the campers are having a good time in a healthy and safe manner.

THE STAFF MEMBER: WHAT WE DO AND HOW WE GUIDE

The staff member is in many ways, the outsider of the group. You differ in age, intellect, interest and experience from the campers. **Your role is to be a positive role model** for everyone who comes in contact with you, regardless of your job at camp. Campers will look up to you as an adult, as a leader and as a role model.

In brief, the staff member's roles may be described as follows:

Analyzing	Limiting	Observing	Stimulating
Counseling	Listening	Participating	Supporting
Leading	Loving	Planning	Teaching

COVERAGE

Staff members have to remember they are responsible for the lives and safety of the children in their care; 7 days a week; 24 hours a day.

Coverage means you are responsibly in charge of a child, or a group of children. Sending a camper down to the Pavilion while you hang out in the bunk, even though you know he or she is there, is not coverage. It is negligence; if the child gets hurt, you are both responsible and liable.

Simply put, the standard of care is what an ordinary, reasonably prudent parent would expect when he or she is leaving their child in the care of someone else. The expectations and actions must be REASONABLE, ORDINARY AND PRUDENT.

One of the keys to coverage and abiding by these standards is that at almost no time CAN A CAMPER BE ALONE. Whether, in the bunk or on the fields or walking to an activity, you must be with your campers. Obviously there are certain times that demand privacy, such as going to the bathroom or taking a shower. These are exceptions. It is not just a matter of knowing the location of your campers; it is being with them, supervising them and communicating with them. This applies to specialists as well as counselors. Don't ever assume that your group is covered.

Additional issues of appropriate supervision will be covered during orientation - such as the proper way to discipline a camper, your interactions with campers, not being alone with a camper, etc. It is a complex world that we live in and you must be aware of the complexities as they relate to a camp setting. Be aware of the implications of any action you take or do not take. It is incumbent on each and every one of us to be overly conscious of what we do and how we do it.

BEING A STAFF MEMBER AT GOLDEN SLIPPER CAMP IS
A POSITION OF GRAVE RESPONSIBILITY

CHILDREN'S LIVES ARE IN YOUR HANDS

GENERAL POLICIES AND PROCEDURES FOR STAFF

Camp rules are based upon experience and are guidelines for everyone. We realize that we might present you with more rules than you are accustomed to, but because we are a large community these rules must be observed. **All camp policies have a purpose and a reason, which, most often, relates to the health, safety and welfare of our campers and staff.** If you have any suggestions for policy revisions or changes, please bring them to a supervisor for discussion and review.

THE USE OF DRUGS OR ALCOHOL IN CAMP IS FORBIDDEN

Any drugs prescribed for you must be kept in the Wellness Center.
Drinking or having alcohol in camp is forbidden.

If you are caught with any illegal drugs or alcohol, or under the influence of any illegal drugs or alcohol, you will be dismissed.

You must be able to respond to the needs of your campers at any time, and you cannot do that if you are drunk or hung over. You do not want to be responsible for the injury to or death of a child due to your inability to act at 100% of your abilities, in the event of an emergency.

Female living quarters (campers and staff) are strictly off limits to male campers and staff. Male living quarters (campers and staff) are strictly off limits to female campers and staff.

Address: The camp address (for receiving mail) is as follows:

Golden Slipper Camp
164 Reeders Run Rd
Stroudsburg, PA 18360.

Our summer phone number is (570) 629-1654.

Announcements: Announcements are made on a daily basis after meals. It is important for you to assist in making sure that campers are quiet and attentive during announcements. Announcements that are aimed at specific villages will be shared with the village leaders, who will make them during the day.

Bedtime: Campers are expected to make their way to their bunks and get ready for bed directly after evening program. After getting washed up and ready for bed, campers should be in their own beds, reading, talking quietly and (hopefully) falling asleep. Bunk staff is expected to spend time with their group reading, talking etc. until the group settles down. Staff are not to leave their bunk group until their group has completely settled and they are dismissed by the Village Leader.

Bunk staff is strongly urged to do regular "lights out" programs, or to make arrangements for other staff to do "lights out" programs with their bunk groups (playing guitar, reading stories, etc). All staff is expected to stay in the bunk for the duration of the lights out program. When planning this type of program, please remember that lights out programs are intended to settle the campers down.

Curfew: Our number one concern at camp is the health and safety of our campers and staff. Just as our campers need to be well rested to have a successful summer, so too must our staff. Still, we recognize the need for staff to have “down” time. Curfew for all staff is **12:30 am**. We ask that you abide by this policy for the sake of your own health and that of the campers. OD staff will ensure that all staff is in their living areas at 12:30 am.

Daily Time Off: We will try to make sure that all staff members get one period off during the day. At night, after all the campers are in bed and quieted down, staff members have free time, unless they are on duty or are attending meetings. There are opportunities to leave camp in the evening for a short time.

Early Nights: During orientation you will discuss with your co-counselor your Early Night options. One half of the staff will be off on Mondays and Fridays. The second half will be off on Tuesdays and Saturdays. Early Nights begin at 6:30 p.m. and are over at 12:30 a.m. The Director will have final say on the Early Night schedule. Old and new staff will have to be divided equally. CIT's will have their Early Night on Wednesday.

Days Off: There will be one day off each encampment. These days will coincide with an Early Night. Unfortunately right now the date is not set in stone so I do not want to give the date itself. The time frame will run approximately from 12:35 p.m. until 9:30 a.m. the following morning.

Dress: We believe that campers and staff should dress with a certain level of modesty. We ask that clothing that represents any type of profanity, illegal substances (cigarettes, alcohol, drugs), or sexually explicit messages not be brought to camp. When you are packing for camp we ask you to think about whether the clothes you are packing represent the environment of community living where you will be working. If the answer is no, please do not pack it. As a role model you are expected to dress as we ask the campers to dress. Hats should also be worn outside only and bathing suits must be worn at all waterfront areas. Proper footwear is also required, particularly at sports and adventure areas.

Dining Hall: Mealtime should be both an enjoyable and relaxing time. It also can be a very trying time if the counselor loses control over his or her campers. By example, and by word, the counselor should demand that each camper behave in a manner which makes it possible for everyone at the table to enjoy his or her meal. Bunks should walk into the Dining Hall as a group and walk to their assigned tables. All should be waiting quietly at their tables for grace. Although the service at the table is “family style” the counselor should observe how much the child eats and puts on his or her plate. If a camper were to take more than a reasonable share of the first service, the counselor should remind the child that there are others at the table that has to be served. If the camper passes up a dish, the counselors should encourage the child to try some. A counselor should never force or cajole a child to eat something against his or her will. A camper who refuses a large number of dishes should be discussed with their Head Counselor who may elect to contact and consult the child's parents. Counselors should always serve themselves last.

The counselor should insist on decent and polite manners and dining behavior. Staff is expected to put an immediate stop to behavior which gives evidence of destroying the enjoyment of the meal. Counselors should eat slowly and engage the children in conversation. Since most counselors may not be assigned with their bunk during activity periods, they might inquire to what they have done in the day's activities. Campers are never allowed to stand on tables or chairs.

The counselor should never discourage a camper from eating all he or she desires or from requesting second helpings unless otherwise noted on the camper's application or medical records. On the other hand however, a child should be discouraged from taking more than he or she can eat. **It is important to know of any food allergies your campers may have and share that information with the kitchen staff.**

It will be expected that both campers and camp personnel always conduct themselves properly and politely when interacting with their waiter and waitress. Campers should also be encouraged to use bathroom facilities in their bunks prior to meals.

When the meal has concluded, the counselor should have their campers quiet and orderly. Both campers and staff listen attentively for announcements. Once announcements have been concluded, your waiter or waitress counselor will dismiss each bunk group from the Dining Hall. At no time should campers leave the area individually. Bunks should exit as a group in an orderly manner under the supervision of their counselor. All tables and floor areas should be left clean prior to being dismissed from the Dining Hall.

At no time is outside food allowed into the Dining Hall!!

Animals: Counselors are not permitted to bring personal pets or animals to camp or purchase an animal of any variety while at camp.

Weapons: Counselors are not permitted to possess weapons on camp property. A weapon may be considered anything the camp Director feels is unsafe around campers but definitively includes firearms of any type and knives of any type.

Emergency Procedures: There may be several emergencies at camp that would necessitate the initiation of a formal Emergency Procedure. In each case, the decision to initiate a procedure rests with one of three individuals: the Camp Director, the Head Counselors, and the Head Nurse. No other individual(s) are allowed to call or initiate a procedure. The goals of an Emergency Procedure (EP) are multi fold.

1. To account for every camper and staff member in camp.
2. To gather the entire camp in one central location.
3. To clear all of the facilities and buildings of campers and staff.
4. To move campers and staff away from any dangerous areas / conditions.
5. To allow emergency rescue staff to move freely about the facility.
6. To centralize emergency equipment at one location, so that it can be quickly and effectively moved to the emergency area.

Your role in any EP is to remain calm, and to take an active role in moving your campers to the designated gathering place. If you stay calm, your campers will stay calm.

FIRE DRILL REGULATIONS AND PROCEDURES

A. GENERAL RULES

1. Signal: Fire Siren, other alarm.
2. Absolute silence: Listen to instructions and buddy-up.
3. Groups move quickly in two straight lines: One counselor in front of line and one at rear.
4. Counselors are to count their campers and control groups.
5. Go to designated places. Move quickly but do not run.
6. Village Leaders are to supervise villages. They are to provide a calm and safe atmosphere.
7. Night Alarm-
 - a. Counselors arise quickly and calmly.
 - b. Counselors are to turn on lights and awaken campers.
 - c. Campers are to slip on footwear; however do not lace.
 - d. Campers are to wrap themselves with blanket. Do not take time to dress.
 - e. Get campers out of bunk and lined up quickly as possible. Bring flashlights.
 - f. Absolute silence: Listen to instructiond and buddy-up.
 - g. Groups move quickly in striaght lines: One counselor in front and one in the rear.
 - h. Counselors are to take a camper count and control groups.
 - i. Go to designated places. Move quickly but do not run.

B. SITES

1. FROM THE BUNKS AND VILLAGE AREAS:
 - a. STRAUSS VILLAGE:
starting with first bunk ready and then from A-F, walk down pass the office and onto the center of the lower ballfield.
 - b. FRIENDS VILLAGE:
starting with first bunk ready and then from G-H, walk pass the office and onto the center of the lower ballfield.
 - c. COUNSELORS GIRLS' VILLAGE:
starting with first bunk ready and then M-P, walk on paved road pass the office and onto the center of the lower ballfield.
 - d. VOGELSON VILLAGE:
starting with first bunk ready and then from 1-6, walk to center of the lower ballfield.
 - e. KADDEN VILLAGE:
starting with first bunk ready and then from 7 – 10, walk over to the center of the lower ballfield.
 - f. COUNCIL BOYS VILLAGE:
take road past Rosen Building to pool hill. Left down pool to the center of the lower ballfield.

- g. Counselors seat in single file. Counselors should take camper population count and report any missing campers to Village Leader. Counselors should provide and maintain a quiet and controlled atmosphere. There should be no talking.
- h. Counselors are to remove and bring fire extinguishers from their cabin with them. They are not to be used unless directed by Director or Head Counselor.

2. FROM THE DINING HALL AREA

- a. All villages proceed to center of lower ballfield. Follow counselor instructions carefully.
- b. Counselors are to take camper population count and report any missing campers to Village Leader.
- c. Counselors should provide and maintain a quiet and controlled atmosphere. There should be no talking.

3. FROM ACTIVITY AREAS

- a. Do not attempt to find your own bunk. If you know another counselor is in charge of them.
- b. All of the campers should remain with the group.
- c. All groups should head to the center of the lower ball field.
- d. Campers should walk in quiet and orderly lines. Silence is extremely important. Counselors are to be alert for further instructions.

4. FROM POOL AREA

- a. Line up at once.
- b. Girls go down steps, down pool hill to center of lower ballfield.
- c. Boys go out main entrance and down pool hill to the center of the lower ballfield.

C. COUNSELOR INSTRUCTIONS

- 1. Counselors are to remain with their assigned groups unless instructed by Director or Head Counselor to do otherwise.
- 2. Some counselors might be requested to report to the fire. These counselors should have their fire extinguisher and be prepared to fight the fire.
- 3. The Fire Department will be contacted by the Director or his designee.
- 4. Counselors are to provide calm and controlled atmosphere throughout the disaster.
- 5. Counselors who are not with their bunk because of “off period”, special assignments, or because they have been dismissed for the night, are to get to their bunks immediately and provide assistance.
- 6. If on a hike, counselors are to take campers to nearest road and remain
- 7. Except in extreme emergencies, no counselor sends a camper with a message during a disaster.
- 8. Counselors are to remain with their group at all times. Campers are to remain seated and quiet.

ELECTRICAL STORM PROCEDURES

During the course of an electrical storm, campers and counselors are to remain inside their cabins. Televisions, radios, stereos, or other electrical appliances must be turned off and plugs removed from electrical outlets. Cabin doors and windows should be securely closed. Showers should not be taken.

Counselors are to provide a calm and relaxed atmosphere for campers at all times. In the event of an emergency within the cabin, the Director or Head Counselor must be notified immediately.

In the event of an apparent danger to the health, safety, and welfare of any camper or staff member, the Director and/or his designee will communicate further instructions as they arise. Under emergency conditions all off duty staff will be requested to return to their bunk assignment and remain there until further notification. The assistance of local police, hospital, and fire companies will be called upon at the discretion of the Director.

AQUATIC REGULATIONS AND EMERGENCY PROCEDURES

All staff members assigned to both instructional and general swim activity periods must come in proper bathing attire and be ready to enter the water in the event of an emergency situation. If an emergency situation should arise the following procedures should be implemented:

1. Never panic. Stay calm and composed.
2. Sound the “buddy whistle” and get all swimmers to the side of the pool immediately.
3. Campers will be directed to exit the pool in a calm and organized manner.
4. The Pool Coordinator will request someone to call or notify the medical staff and request their immediate assistance.
5. Ambulance, police, hospital and or parents will be contacted if necessary by the Director or his designee.
6. CPR or other life supports will be administered as deemed necessary and appropriate by the Pool Coordinator or other certified personnel until appropriate rescue and medical assistance arrive.
7. Emergency and life saving procedures will be thoroughly discussed with all camp personnel during orientation.
8. Appropriate emergency equipment will be maintained and readily available at all aquatic areas. Replacement or repairs will be made as deemed necessary.
9. Assigned guards will be assigned to all aquatic areas in accordance with certification requirements, ACA guidelines, group size, age and ability.
10. Both staff and campers will be swim tested for proficiency upon their arrival to camp and prior to an activity schedule
11. Our swimming facility will be locked whenever a certified lifeguard is not on duty. All aquatic areas are **off limits** to all camp personnel whenever appropriate and authorized specialists are on duty.
12. All pool rules are to be adhered to by all campers and camp personnel.

BOATING REGULATIONS AND EMERGENCY PROCEDURES

1. Types of boats and their utilization are assigned to campers based on their swimming proficiency, prior experience, maturation and activity instruction.
2. Counselors will be assigned on boats with campers as deemed necessary by our Lakefront Coordinator.
3. There will be at least one counselor assigned as “lookout”.
4. A motorized rowboat and/or jetski will be operational at the lake to provide surveillance and rescue when necessary.
5. Both campers and camp personnel will be taught self-rescue techniques in case of capsize or swamping.
6. All aquatic activities will be supervised by our Lakefront Coordinator who possesses current certification and complies with ACA requirements.
7. In the event of an emergency, our Lakefront Coordinator will request someone to call for appropriate medical assistance.
8. Outside emergency agencies including parents will be the responsibility of the Director or his designee.
 - a. Appropriate emergency and life support procedures will be discussed with camp personnel during orientation.
9. Staff to camper ratios will be assigned according to group size, age, ability and swim proficiency.
10. All lakefront activities are **off limits** to both campers and staff whenever appropriate lakefront staff are not on duty.
11. Both campers and staff must wear a personal flotation device whenever entering any boat, doc or lake craft.
12. All rules and regulations are to be adhered to by both campers and staff.

MISCELLANEOUS

Wellness Center: We try to have at least three nurses on site at all times. Sick Call is after breakfast each day. Medications (for those who take regular meds) are dispensed before each meal and before bedtime. All medications (prescription and over-the-counter) must be stored in the Wellness Center. Under no circumstances may a staff member hold on to campers' medications.

The noise level outside the Wellness Center must be kept to a minimum at all times. Staff members are encouraged to visit campers who are ill and have been confined to the infirmary. This is done in order to help the campers maintain a sense of contact with their group. Counselors should bring them their mail and any other support correspondence from other campers in the bunk or village. In order to avoid the spread of illness, campers may not be visited by other campers. Campers and staff should drink several glasses of water each day to avoid dehydration and should wash their hands on a regular basis. They should also wear a hat and sunscreen whenever they are outside. The most common illnesses to befall staff members grow out of fatigue. Please take care of yourself by getting the rest you need.

Every camper will have a mandatory head check for lice prior to boarding the buses in Philadelphia. Campers being driven to camp must report to the Wellness Center for a head check. Parents must remain with the camper until the head check is done.

48 hours after the start of camp, there will be a second mandatory head check of all campers and staff. Village leaders will organize a system to have lice checks done in the village during rest period. Any questionable campers will be sent to the Wellness Center for confirmation.

If a camper is found to have lice/nits at this check, s/he will be:

- ✓ Treated with a prescription shampoo at the Wellness Center.
- ✓ Parents or staff will be billed for this treatment if it is not covered by insurance.

Intruders on Camp: In the event that a staff member sees a stranger in camp who is not identified as a visitor, the staff member should find another staff member and together approach the individual(s). If there is no other staff in the vicinity, the staff member should find a phone and notify the office. The staff members are to ask the individual(s) to follow them immediately to the camp office. If the stranger(s) refuses to proceed to the camp office, no matter who they say they are, the staff member must ask them again, stating clearly that it is the camp's policy that all visitors to camp report to the camp office upon arrival. If the individual(s) continues to refuse to proceed to the office, the staff member(s) are to run directly to the camp office to report the incident. No staff member should be left unattended with the stranger. Staff must remain in open areas at all times while traveling to the office.

Language: Campers should not go home with a vocabulary of "choice" words. One of the biggest complaints we hear from parents is that their children come home swearing. Please learn to watch your language and the campers' language! Also, please be tasteful in your choice of jokes, skits, music, etc. Certain things that are appropriate among you and your friends are inappropriate in camp. Be especially careful about sexual overtones that can be easily misunderstood. Use common sense. When in doubt, err on the side of caution. In recent years, the language of contemporary music has changed significantly. We ask that you use good judgment in choosing the music you listen to while you are at camp and the music your campers play at camp.

Laundry: Camper laundry is picked up in camp on a weekly basis by the camp's laundry service. It is returned in about 2 days. You may send your clothes to the laundry with the campers. Please be certain to clearly label all of your clothing and all of your personal belongings.

Lost and Found: Lost and Found should be collected regularly from program areas and brought to the lost and found box in the Dining Hall. Be sure to check for nametags on lost clothing so that it can be returned to its rightful owner.

Mail/Packages: Mail is distributed each day (Monday – Saturday). There is no mail on Sunday. Each bunk has a mail box in the main office. After lunch, two campers from each village will pick up the mail and deliver it to the villages. The village leaders will designate these two. You should encourage your campers to write letters home, and must ensure that each camper is sending mail home at least two days a week.

Medication: All staff (and camper) medication must be kept in the Wellness Center. It is important that we keep medication out of the reach of our campers. Keeping medication in the bunks poses a serious health risk. Under no circumstances may a staff member distribute medication to campers.

Clean Up and Inspection: Every day, each bunk group is responsible for straightening up their bunk areas (inside and outside). Clean up takes place directly after breakfast each day. Each bunk should have a “work wheel” that assigns different campers to different tasks each day, including sweeping, dustpan, garbage collection, etc. Each day, the village inspector will inspect the bunks and give a score to each bunk.

The following will assist in providing you with specific guidelines for keeping your cabin and surrounding areas neat and clean

- a. Porch floor swept.
- b. Patrol around outside grounds and surrounding cabin area and pick up debris.
- c. All dry clothing should be removed from clothesline. All wet clothing should be neatly hanging on line.
- d. All beds properly made on a daily basis. Beds should be free of possessions and clutter.
- e. Shoes uniformly arranged and away from the danger of tripping.
- f. Waste basket emptied and cleaned.
- g. Cubbies should be tidy with clothing folded and neatly arranged.
- h. Personal articles, including athletic gear, should be put away in proper places.
- i. Floors should be swept and mopped.
- j. Window sills should be cleaned and free of objects.
- k. Bathroom sinks should be scoured and wiped. Bathroom floors swept and clean. Toilets and showers should be disinfected daily.
- l. Soap and other cabin supplies should be available in sufficient quantity and usable condition.

Gratuities (tips): Golden Slipper Camp and The American Camp Association have a policy prohibiting staff from receiving or requesting gratuities or tips from campers or their parents / guardians.

Office: The Office is a very busy place that serves many people and many functions. In order to run smoothly, certain rules apply regarding the office. While in the office, staff must stay out of the area behind the front counter.

In the office, you will find requisition forms for maintenance requests. Maintenance requests should be made if there are small items that need to be fixed in your bunk / activity area / living space. If there are maintenance issues that require immediate attention, please bring them to the attention of the Administration right away. Staff is not allowed to use the photocopier, but can ask the office staff for assistance.

A safe is available in the main office. It can be used to store valuables such as cash, plane tickets, etc. Campers’ valuables will also be stored in the safe. **GSC is not responsible for cash or any personal items that are not kept in the safe.**

Phone Calls: The main camp phone number is 570-629-1654. The office is not open to staff members after hours. Staff may not use the office telephones for personal calls. Family and friends may call you on the camp office phone and the office staff will take a brief message for you and will distribute messages at the next meal. No staff member will be called to the phone unless it is an emergency. There is a phone available in the Staff Computer Lab. You will need to either call collect or use a calling card.

Cell Phones: Campers are not allowed to use the telephones, nor are they allowed to make or receive phone calls without the express consent of the Director. If you have a cell phone, it may be used only during your time off and in designated areas. Campers, who are not allowed to have their own cell phones, should not see you carrying or using your cell phone around camp.

Reimbursements: Only pre-approved expenses will be reimbursed to staff members. Receipts must be submitted within two weeks of purchase in order to be processed. Receipts submitted late will not be processed. Only the director can authorize out of camp purchases.

Night Patrol: Night Patrol is assigned by the session. Night Patrol is organized by the Village Leaders. It is up to every staff member to inform the Village Leader of scheduling conflicts (i.e. days off, etc.). No switches can be made to the schedule without going through the Head Counselor - you cannot switch yourself with another person! Night Patrol begins at 10:30 pm sharp. While on Night Patrol, it is your responsibility stay awake and observe campers within the double bunk until 12:30 am. That is assuming that all staff has returned from their off time. Between 10:30 and 12:30 you will be visited by a team of administrative staff to see if there have been any problems. Village Leaders will walk thru the bunks of their villages at 12:30 to make sure all is well. Again this will be covered more thoroughly during orientation.

Smoking: Although we prefer that our staff not smoke at any time, we are realistic enough to know that some do smoke. For those staff members who smoke, they may do so only in the parking lot during the day and beside the Counselor's Retreat at night. Staff can smoke only after lunch (for 5 minutes), after dinner (for 5 minutes), during their designated periods off, and at night after their bunk / activity area responsibilities are over. Failure to keep either of these areas clean of cigarette butts may result in the termination of smoking privileges for the entire staff. These are the ONLY SMOKING AREAS in camp. Smoking in bunks, activity areas or living areas, or anywhere else in camp, is strictly forbidden.

Staff Meetings: Regular camp staff meetings maybe held on Sunday or Wednesday nights at the Directors discretion. Night Patrol is still scheduled.

Termination of Employment: Unfortunately, experience has taught us that not everyone who begins the summer on staff is employed at the end of the season. Family emergencies, serious illness or incompatibility with camp life are all valid reasons for a staff member to be released from their contract. However, staff members are strongly advised to take seriously their obligation to their jobs and not treat this kind of decision lightly. In some cases, the Camp administration may feel that a staff member is unsuitable for his/her job. In these instances, the staff person will be brought to the main office, and will discuss his / her future at camp with the Camp Director.

Dismissal of staff based on inadequacy, incompetence, poor relationships, or conduct detrimental to the objectives of GSC during the course of the season shall be preceded by a formal conference with the staff member.

The Camp Director shall make final judgment as to the dismissal action based upon advice and consultation with the employee's immediate supervisor.

Valuables: We strongly urge everyone to leave valuables at home. For example, good jewelry can be lost or damaged in a camp setting and the risk is not worth it. An inexpensive radio is great to have in camp. However, tape decks, iPod's, stereos and other expensive equipment do not belong in camp.

Large sums of cash should be kept in the safe in the office. We strongly recommend that all International Staff use Traveler's Checks instead of cash. The office staff will be happy to arrange for money and documents (passports, etc.) to be stored there for you and they will be available for you to retrieve during designated times.

Vehicles: Staff members may bring their personal vehicles to Camp. Personal vehicles are not to be used to drive campers or staff members on any official business unless expressly requested by the Camp Director. Personal vehicles may never be driven through the campgrounds and are to be parked in the parking lot only. CIT's are not permitted in staff cars without permission from the Camp Director.

Visitors on Camp: Please follow these guidelines:

- a. Only visitors 10 years of age or older.
- b. Advise any visitors to arrive after 6:45 p.m. on your Early Night only. Visitors will not be permitted on camp grounds if you are on duty.
- c. Visitors should be directed to park in our camp parking lot. No cars will be permitted to drive into camp.
- d. Visitors are authorized to visit your cabin area when escorted by the staff member whom they are visiting.
- e. Visitors may observe campers at any activity with the exception of such events as Carnival, Campfires and those that will be noted at a later date.
- f. Visitors are not permitted inside cabins while campers or staff are changing or preparing for bed.
- g. Use your "common sense" with regard to respecting the privacy of staff and campers alike.
- h. Please inform visitors that they should wait at camp entrance until you are free to meet them and escort them into camp.

Intercom Telephone System: The use of the intercom phones within camp facilities should be limited to urgent and necessary calls. It is extremely important to keep intercom lines open for office use and emergency situations. Campers should not be on intercom phones. Appropriate language should be used at all times.

Counselor Retreat: Our Counselor Retreat is a facility for camp staff personnel to relax, socialize and get away from the rigors of camp life. Please help keep your facility neat and clean. Proper conduct, language and behavior will be expected by those utilizing this camp facility. Please report any damaged equipment or broken furniture to our Head Counselors when noticed. Smoking is confined to porch area only. Please use ash trays to extinguish all cigarettes. Noise levels should be kept to a minimum during evening hours. Staff vehicles are not permitted to park at or around this area. Alcohol or drugs are not permitted to be brought inside this facility or anywhere on camp property.

Camp Roads: Please do not hitch hike. We are monitored by the State Police so I would not speed or drink and drive. When gathering in the parking lot either to leave camp or returning, please keep the noise level down. Do not enter property of surrounding neighbors at any time.

Caretaker's Residence: Off Limits.

Discipline Procedures: The camp does not permit any staff member to punish any child. The use of corporal punishment either physical or emotional is expressly prohibited and could result in the employee's immediate dismissal and criminal charges being filed.

1. The counselor may not deprive a child of an activity, possession, or meal.
2. The counselor may not strike a child for any reason or threaten with corporal punishment.
3. The counselor may not demand that a child perform arduous physical exercise as a form of discipline nor shall the counselor force a child to do anything which might be painful, embarrassing or frightening.
4. The counselor may not threaten a child in any manner which could cause the child to feel insecure or worry that their physical integrity is endangered.
5. The counselor will never turn a child's bunkmates against them in order to enforce discipline. The counselor will never publicly deride a child in such a fashion as to make them a scapegoat within the cabin.
6. The counselor may at no time provide any camper with cigarettes, alcohol, drugs or any other illegal substance.
7. The counselor may at no time engage in any sexual or illicit activity with any camper.
8. The counselor may at no time use any profanity or inappropriate language around any camper.
9. The counselor may at no time use gestures, remarks, comments, letters or any other means to embarrass or hurt any camper.

If you have a camper whose behavior, language or actions are inappropriate and offensive to you or another camper, it will be expected that you discuss this situation individually and privately with the child. If the problem still continues, please inform your Village Leader and request their assistance and support in helping to resolve the conflict.

Pool Procedures: Bunk groups, campers and counselors assigned should report to swim promptly. All campers are required to wear appropriate swimming attire, footwear, shirts to the pool area. Campers should also bring a towel with them. All counselors assist campers to the section of the pool area to which they have been assigned. All campers and personnel have been swim tested by our Pool Coordinator prior to any scheduled swim activity. A comprehensive record will be maintained by the Pool Coordinator, pool staff, cabin counselors and the Director. This information will consist of individual's swimming ability, pool section assigned, general needs and instructional program progress.

Counselors will be assigned pool responsibilities according to the activity schedule. Counselors assigned should take guard positions quickly and without comment. Guards will be responsible for pole duty, guarding their assigned section maintaining a safe, calm and orderly swim activity. Some counselors might also be assigned to be in water providing 1 to 1 supervision with those campers that require such.

Prior to the start of any swim activity period, the Pool Coordinator or his designee will review all pool procedures and expectations. Diving is not permitted. All assigned pool personnel should make sure that there are no splashing, changing sections, grabbing onto others or horseplay tolerated. Running on the pool deck is also not permitted. Campers will be instructed not to bring bottles or candy to the pool area. Campers must have a "buddy" before entering the pool. When the lifeguard sounds the whistle, campers are to stop swimming, come to the nearest side of pool, stand quietly holding a buddy's arm high and point to the lifeguard sounding the whistle.

Counselors who are assigned to swim activity period and feel ill must immediately request that our medical staff inform our Activity Coordinator so staff substitution can be made prior to the start of the activity period. In the event of an emergency, the Pool Coordinator will designate a staff member to call for medical assistance if deemed necessary.

At no time is camp personnel permitted to be inside pool area without an authorized and approved lifeguard on duty. Smoking or eating is not permitted in the pool area at anytime.

Care of Camp Property and Equipment: Proper respect for the property of others is a sign of responsibility and contributes to a happy and relaxed summer for all members of the camp community. This is true whether the property belongs to the camp, a counselor, or a camper. Things which are borrowed from fellow counselors or campers should be returned without the necessity of a reminder from the owner. Needless to say, proper care should be taken in the use of the people's property. It should be explained to campers that failure to promptly return property or equipment to its proper place or rightful owner deprives someone else of the pleasure of its use. Counselors need not bring their personal sports equipment.

Counselors who borrow athletic equipment, supplies, props, games and arts and crafts supplies should return those items to their proper place immediately after use. These supplies should not be kept inside bunks or left around camp throughout the summer.

Another aspect of respect for property demands that the counselor discuss with all campers that defacing or marking any camp equipment, buildings or property will result in their exclusion from camp. Their parents will also assume financial liability for all replacement costs.

WHAT TO BRING

A copy of the packing list that our campers use is on our website under INFO. It is based upon the quantity of clothing necessary to get you through the summer, and the amount of clothing in relationship to the available storage space. Obviously, adjust the list to your own personal needs and likes.

⇒**JEANS, T-SHIRTS, SWIMWEAR AND THE LIKE** – An extensive wardrobe is not needed in camp. Storage space is minimal. You will have a chance to do laundry during the summer so it is not necessary to bring a different set of clothes for every day of the summer. Please make sure that all of your possessions (clothing, personal items) are clearly labeled. **Remember that you will have no more space than the campers for your belongings, so pack accordingly.** Be sure to bring a warm jacket (it gets cool in the evening), sturdy walking shoes, some waterproof type of shoe and sneakers. We also recommend a pair of shoes that you do not mind getting ruined (like an old pair of sneakers). If your campers are to dress appropriately, it is important to set an example.

⇒**COSTUMES** – Opportunities arise to “dress up” at camp. Pack those crazy items. Silly hats? Old uniforms? Costumes? Bowling shirts? Hawaiian Shirts? Perfect!

⇒**BOOKS** – Both for bunk time, rest hour and lights out. Storybooks, games, stories, etc., are all assets at camp.

⇒**ALARM CLOCK** – You will feel lost without one. There are times you will need to get up earlier, or during an off period, if you take a nap, you will need one to get up.

⇒ **MUSICAL INSTRUMENTS** – Any instrument you play is a welcome addition, especially guitars. Realize that our buildings are neither air conditioned or heated, so any instrument you bring should be able to deal with temperature changes and humid weather.

⇒ **BEDDING** – This means sheets, blankets, etc. (the camp will supply you with sheets, blankets and pillow cases). We do not allow campers to spend the summer sleeping in their sleeping bag (it is not healthy) and you should not either (a bad example). However, you will go on at least one overnight, so bring a sleeping bag if you have one.

REMEMBER - DO NOT BRING ANYTHING VALUABLE TO CAMP!

PLEASE MARK EVERYTHING CLEARLY WITH YOUR NAME

INTERNATIONAL STAFF

GSC has a long-standing tradition of hiring from different parts of the world. The International Staff members are from different cultures and settings. At times, they may find themselves in a situation where they are unfamiliar with American Culture, slang or customs. At the same time, they have a tremendous amount to contribute from their own experiences and culture. This is the essence of the cultural exchange program. **Make an extra special effort to make them comfortable in America and at GSC.**

American Staff should be sensitive to the difficulties facing International Staff and try to help them adjust by explaining and guiding. While learning from them, American staff should remember that the International Staff are guests in our country. We should treat them as such. It is a unique opportunity to learn about other cultures, teach others about life in America (and change many of their misconceptions and ours) and, of course, form lasting friendships with people from all over the world. The International Staff are a vital component of the camp family and by working together and reaching out to them we can all benefit and learn from the experience.

TO DO BEFORE CAMP

- Brainstorm ideas for creative and innovative programs for your village or your activity area
- Collect and organize your summer clothes. Please visit the camp website. Do not borrow clothing from campers, and do not lend them your clothes
- Collect a number of books with appropriate stories, which may be read to campers
- Prepare yourself with songs, dances and cheers to teach to campers and staff
- Come prepared with ideas for quiet games for indoors and outdoors. Being prepared really helps on a rainy day or when an activity ends early and you have ten or fifteen minutes of free time
- Come prepared to sleep out. Bring a sleeping bag!

TASKS THAT MUST BE COMPLETED BEFORE CAMP

- **MEDICAL FORMS:** Everyone in camp must have a current medical form on file in the Health Center. THERE ARE NO EXCEPTIONS. Take care of your medical and dental check-ups before coming to camp. Medical forms are enclosed. They must be completed by a doctor and sent to the camp office before the summer begins.
- **SPECIAL REQUESTS FOR DAYS-OFF:** If you know in advance of a specific day off that you need this summer, please contact the Camp Director at the camp office as soon as possible.

FINAL NOTE

Do not feel overwhelmed by the information in this packet. Each of the areas discussed in this manual will be further explained and clarified during Staff Orientation.

If you have any questions between now and then, do not hesitate to call the Bala Cynwyd Office at 610-660-0520 or e-mail us at toneill@goldenslipper.org.