

The Slogan of Brookhaven Country Day Camp reads "a summer of pleasure and enjoyment for every child." Our purpose is to attempt to fulfill this promise made to the parents of our campers. In order to do so we must make the activities enjoyable and meaningful for each of our campers, while at the same time keeping a watchful eye out for the safety and well being of every camper.

GENERAL RULES AND REGULATIONS

All counselors should arrive at camp by 8 a.m. unless driving a route. Cars must be parked up front in the designated areas.

All counselors will be assigned an a.m. and p.m. assignment for which they are responsible (before line-up). All sports equipment will be locked in the appropriate shed until 8:30 a.m. Before 8:30 a.m., campers will be kept in the Rock Playground. Campers will be able to participate in designated areas after 8:30 a.m.

All substitute drivers will be given an AM assignment at 7:15 a.m. Report to the Transportation Director.

When line-up is called (about 9:15), put equipment away and send all campers to their line-up areas. Counselors are to go to their groups' designated area, line the groups up, and take attendance. The group leaders will collect attendance cards. Keep the group seated. It will be up to the counselors to keep the campers quiet while any announcements are being made. Counselors will make sure campers are not playing with sticks, pine needles, hitting each other, pulling off group signs attached to the railings, etc.

Counselors must wear a watch, staff shirt and sneakers everyday without exception. Counselors and group leaders must also always have a bathing suit on during swim periods. When changing activities, the campers and counselors should move together. Do not allow the campers to run to the next activity by themselves. Campers should always be within eyesight. The staff of the group should be spread out while traveling (front-middle-back)

Counselors may not bring visitors to camp for any reason. Former staff should not be encouraged to visit during the camp day. They will not be permitted to stay on the property.

Cell phones are not to be used or carried during camp hours. No backpacks of any kind will be permitted to be worn by staff, with the exception of group leaders. The camp will NOT provide backpacks to the group leaders. Group leaders must not wear their backpacks while at areas. Staff may bring a lock to secure their bags, cell phones, keys, etc... in a locker either in the boy's or girl's locker rooms.

No one is permitted to leave the camp during the camp day without the permission of the Director (Matthew).

When arriving at camp, counselors are to sign in with the appropriate supervisor (To be discussed further at orientation). You will be given a daily bulletin of "What's Happening".

Camp is over at approximately 4:00 p.m. and counselors may not leave before their assigned time to leave. All non-drivers will be assigned to a p.m. duty. There will always be a brief meeting at the Bus Yard with Matthew at 4:30 p.m. before you leave camp.

There is no smoking in camp, on trips, or in the bus. No one is permitted to leave the grounds to smoke as well.

Camp boundaries should be enforced. Do not leave the campgrounds for any reason. Do not let the children out of the boats on any one else's property.

The schedule should be followed exactly!! Any changes you would like to make, either permanent or temporary, must be approved by one of the appropriate supervisors.

Extra group activities are encouraged, for example: dances, singing, skits, newspapers, etc.; but you should obtain permission first.

Specialty days (see camp calendar) can work out extremely well if there is general cooperation. Instructions will be given prior to these. The following are some examples.

- A. Picture taking days
- B. Swim games
- C. Pony Rides
- D. Carnival Day
- E. Apache Relay
- F. Junior Camp Olympics

If you need copies made by the front office, please allow some fair time between the time you hand them in to be run off and the time you expect them back. Give to your supervisor for approval before bringing to the office.

Keep an eye out for what might be a dangerous situation and be sure to stop it even if it involves a child in someone else's group. Some common examples are throwing rocks or climbing trees. Use common sense to help us prevent an accident.

If you are going to be absent, please try to let us know the day or the night before if possible. If not, call the camp as soon as possible. Leave a message. The summer is short. Try **NOT** to be absent! One 40th of your gross salary will be deducted for every day absent.

Equipment for the athletic activities and other activities can be found in the sheds. After completing activities, counselors must return all equipment to the appropriate shed neatly.

Check activity area before leaving for campers' belongings, such as: shirts, baseball gloves, hats, etc.

Help us keep a clean camp. If you see garbage around, have campers help clean it up.

Under no circumstances is anyone to hit a camper! We realize that discipline is not always easy and we will do everything in our power to aid the staff. Tender loving care seems to work best. Try to get at the root of the problem. Please do not hesitate to ask someone else for advice, including supervisor, group leaders, etc. If necessary, parent contact will be made by a supervisor or the director.

NORMAL SUMMER DRESS/APPEARANCE

All counselors will be given 3 staff shirts prior to bundle day. Counselors must wear their staff shirt, shorts and sneakers each day. On special days that staff wears a costume, they must always bring their staff shirt as well as shorts to camp, so that they can change if necessary. Even on those days, sneakers are a must. **NO CAMPER** will be allowed to wear your SHIRT! Do not mark, deface, cut or alter your camp shirt during your employment at Brookhaven, with the exception of writing your name in the name box. Each counselor must wear an appropriate bathing suit at the pool area during swim. During cooler/rainy days, counselors can wear weather gear to keep dry, but cannot wear jeans. **Always bring an umbrella to camp.** The camp will not provide umbrellas to staff. You must wear your shorts, shirt and shoes when entering the Cafeteria. Counselor's appearance should be neat and clean. The counselor agrees not to wear excessive jewelry or clothing that is inappropriate for camp. This will be explained further at orientation.

THE NURSE'S OFFICE

What do you do if a child is injured or complains of being sick?

- A. If a child is injured with a superficial cut or some other minor injury, he should be walked to the Nurse's office to see the Nurse.
- B. If a child is injured in such a way that it appears they may have broken something or appears seriously injured, **DO NOT MOVE THEM!** Moving them may have more harmful effects than good. Immediately notify the Nurse. The Nurse keeps a record of all injuries no matter how slight. Local emergency agencies will be contacted if the Nurse and/or Director deem the accident or illness serious enough to warrant such contact. Parents/guardians will be contacted immediately to notify them of any serious accident/illness.
- C. If a child complains of being sick, do not leave it up to yourself to decide if the child is really sick. Bring this child to the Nurse.
- D. If you are at the pool and an injury occurs, one of the swim instructors should then be notified. They have been trained to handle first aid. The Nurse should be then notified. Follow same procedure as "B" above.
- E. Any injury/illness occurring during a trip should be called into the camp immediately at 924-4033.
- F. Any contact concerning the media (newspapers, T.V., radio, etc.) will be handled by Neil Pollack, Michael Pollack or their specifically designated representative.

FIRE DRILL PROCEDURES

Fire/disaster drills will be held at least once during each four-week session (the first and fifth weeks of camp). For any sounding of the bells, which may indicate some sort of fire/disaster, follow the following plan:

Fire drill instructions are posted on the walls in each building. In general, upon hearing the alarm, campers will immediately line up and evacuate to the Olympic Field. Our alarm system is linked directly into a central station that will be checked by the director. Group Leaders will take attendance of their groups and report any missing campers to any one of the supervisors. Keep the campers calm and quiet and wait for further instructions from one of the supervisors. Fire/disaster procedures will be discussed in greater detail during orientation.

LOST/MISSING CAMPER PROCEDURES

Any child who cannot be accounted for through routine camp procedures (searching immediate area; questioning all of the group's counselors and junior counselors, and other campers; checking bathrooms, etc.) should be immediately reported to the main office where the child's whereabouts may possibly be known, or where the camp's public address system will be used to page the camper. If indeed it appears that the camper may be lost or wandered off the camp grounds, camp vehicles will be utilized to drive through the local roads in a quick search for the camper, while the entire camp will be searched by the group leader and supervisors, as well as any other available staff, in a coordinated fashion, searching all buildings and grounds. If the local roads and camp grounds have been searched to no avail, the parents/guardians will be contacted and questioned for possible parental pick-up that may have eluded the camp's standard parental-early release procedures. If all the above procedures should prove unsuccessful, the local police will be notified, while the preceding search efforts will continue at and around the camp.

FIRST DAY OF CAMP "SMILE"

The first day of camp is probably the most hectic. Expect some of the buses to arrive late, which generally delay the start of the first day. The first period on the first day is devoted to introductions and an orientation for the campers. Here are some helpful tips for the first day:

- A. Each camper should be wearing a nametag with his group number and route number on it. You should guide the children to their line-up spot (signs will be posted). Counselors and junior counselors should greet each child as they arrive and introduce themselves to the campers and to each other. First year campers can be identified by a neon circle on their nametag. These campers should be shown extra attention.
- B. Make sure that each camper has a group number and his or her name on the camp bag. Any campers without a camp bag will be able to get his/her bag in their designated cubby.
- C. Be very friendly, calm and reassuring. Many children will cry on the first day and we would like to be as understanding as is possible.
- D. Cubby assignments and camp bag labeling will be accomplished prior to the start of camp.
- E. The group leader will assign a cubby for any new campers and any camper that does not have a cubby the first day.
- F. All campers transported by bus will have a route number on their nametag.

- G. All campers being dropped off by a Parent will have the #50 on his/her nametag.
- H. Route numbers are also noted on the attendance cards, which each group leader will have a copy of.

ACTIVITIES

We would like to believe that all campers would participate equally in all activities. There will be campers who are superior in certain activities, but counselors must not overlook the other campers. Each child should be taught how to do a certain activity and should learn the rules of each game. Enthusiasm and patience pay off!

When playing games, teams should be chosen evenly by the staff.

We expect that all counselors become involved in the games. This does not mean to actually play hard or show off, as this often leads to a camper being injured. What it does mean is to coach, instruct, umpire, pitch and play lightly. **Most importantly, cheer all campers with positive praise!**

Make sure all equipment is returned to its proper location.

SWIMMING

GOALS: Each camper will master at least three skills not previously performed by him/her. Each camper will work toward reaching the next level in the Red Cross Swim sequence.

Changing for swim can be very hectic. A responsible counselor can eliminate most, if not all, of the problems that may arise.

Take all campers to the locker room together. Locker room schedules will be worked out, as we do not want too many groups to change at once.

Counselors are encouraged not to bring valuables to camp.

Before leaving the cubby room, make sure that no clothing is on the floor; all articles should be in each child's cubby.

Counselors must be wearing bathing suits while their groups are at the pool. Sneakers may not be worn in pool area.

Counselors will be assisting the lifeguards in the pool during instructional swim.

During the free swim all staff will be instructed to stand around the pool on indicated spots painted on the pool deck. CIT's may swim, unless it interferes with the swim instruction. Counselors may take turns swimming in the pool during recreational swim at the discretion of the pool director. No staff may leave the swim areas to take a break during swim. The water safety instructors will provide more information later. At all times ratios at the pools must be maintained to meet the requirements of the Department of Health.

After swim, counselors and junior counselors will supervise changing. The camp provides towels. Junior Counselors will take all the towels and bathing suits in a basket to designated spots and hang all bathing suits on lines to dry. The morning swim clothes will be taken down when the afternoon clothes are hung up. The afternoon clothes will be taken down the following morning before first period. No bathing suits are to be left either in crates or on top of lockers. Bathing suits will be placed in appropriate cubbies.

POOL SAFETY IS FIRST AND FOREMOST! The pool can be a dangerous area. Please give your utmost cooperation to swim instructors. All must adhere to pool rules. **NO SWIMMING BY STAFF OR CAMPERS WITHOUT A LIFEGUARD!**

- A. Campers will report to the pool area and assemble outside of the pool five minutes before the period is about to start.
- B. No campers are allowed in the pool area without their counselors.
- C. Swim staff will signal when groups are to enter the pool.
- D. No running is allowed in the pool area.
- E. The pool director will instruct all counselors in proper pool positioning and responsibilities during the pre-camp pool orientation. Lifeguards are in charge.
- F. All counselors will assist lifeguards during instructional swim.

ATHLETIC DIRECTOR

The Athletic Director will coordinate the various athletic programs and will aid in instruction of these programs. Each camper should master additional skills in each sport area. Our athletic programs will provide each camper the opportunity to learn, practice, compete and have "fun" in each sport area.

KICKBALL

Games should be played on designated fields or on a softball field if not occupied. This game can be modified and played by all age groups.

SOCCER

Soccer can be played by children of all ages. Many campers play in soccer leagues. This is a great game for teaching teamwork and fair play.

SOFTBALL

Games and instruction are to be on the softball fields only. Catcher must wear mask and chest protection at all times when behind the plate, **staff included**. Keep other campers behind the backstop. Counselors are not to take a turn at bat unless it is to hit the ball easily during practice. Helmets must be worn while batting, on the bases and in the batting cages.

BASKETBALL

Try to teach the game. Referee the games and coach the campers in skills. Do not allow dunking on the part of the counselors or junior counselors as this breaks the rim.

GA-GA

Every group leader will be provided a copy of the rules for this game. It resembles dodge ball however; the balls are never to leave the ground. Balls are kept in front shed. **Supervision is key!**

HOCKEY

This can be a great game if properly supervised. Do not allow unnecessary roughness. No fighting is permitted. Children are not allowed inside rink unless they are playing. Proper equipment must be worn at all times (goalie mask, goggles, etc.). Everyone, including staff, must wear goggles over the eyes!

VOLLEYBALL

For some groups newcomb may be the better game to play whereas the ball is caught and thrown over the net. Volleyball can be played with 4-9 players on a team. Make sure it doesn't turn into dodge ball.

MINIATURE GOLF

Can be great fun if scores are kept. Cards will be given out and kept in the mailbox by mini-golf. Be extra careful with the clubs. Do not allow wild swinging. Don't allow campers to walk on supports of the course. Make sure no one stands behind the camper that is putting. Put golf clubs and golf balls back into shed after each period.

PING PONG

Instruct campers in the game and set up tournaments. See the Athletic Director for ping-pong balls.

GYMNASTICS

The gymnastics instructor will need the help of the counselors in both instruction of the sport and in spotting for the campers. Safety is a top priority in this area.

TENNIS

Counselors should aid in supervision and instruction. The tennis instructor will ask you to help wherever possible.

ARTS & CRAFTS

Bring entire group to your assigned area. The specialist will instruct the children. Help the specialist out by keeping order and keeping the room clean. Do not allow the campers to take materials from the room unless told to do so by the specialist. Each camper will learn to use many different materials to create projects that will both challenge and stimulate them. Counselors should not get involved in making their own projects, but rather circulate and help any campers having difficulty. Care should be exercised when tools are being used. Counselors should assist wherever possible. Counselors should assist in storing unfinished projects and pick-up projects every Friday.

DRAMA AND DANCE

Help specialist in any way necessary. Each camper is given the opportunity to perform in some capacity (sing, dance, speak, etc.) before groups of small and large sizes.

WIFFLE BALL

This can be fun for all ages. Equipment is kept in the front shed. Please put away when finished.

DISC GOLF

This game is similar to traditional ball golf. Players use special Frisbees® (golf discs) instead of balls and clubs, and throw them at an aboveground target instead of a hole in the ground. There are different types of golf discs used for different purposes, much like ball golfers use different clubs. The object of the game is to throw a golf disc into the target for 'par' or better, i.e., in the fewest number of throws. The player begins by 'driving' from a designated tee area and continues toward the target, throwing each consecutive shot from the spot where the previous throw has landed. Finally, a successful putt sends the disc into the target, and the hole is completed. The combination of challenges to players, including distance, accuracy, wind, trees, shrubbery, water and terrain changes, offer plenty of action and excitement during the course of a game.

BOATING

Strict supervision is absolutely necessary. Follow all the rules, as you will be on the water. It is extremely important to follow all the safety rules since some of our campers cannot swim. There are no breaks at boating.

NO STAFF OR CAMPERS BOATING WITHOUT THE BOATING SPECIALIST.

- A. All CAMPERS AND **COUNSELORS** must wear life preservers.
- B. No fooling around in boats.
- C. Boats must stay together.
- D. Return the boats in time for the next group to use.
- E. All staff must go out on the lake with the group.
- F. No more than four campers to a rowboat.
- G. Stay away from other property and swans. Do not destroy wild life. Do not touch Water Lilies, etc.
- H. One counselor per boat with campers.
- I. Life Jackets are in trailer and must be kept locked.
- J. Staff may not take boats out into the lake without campers.
- K. First period boating takes equipment down and last period brings it up.
- L. Riverboats must be used in enclosed area.
- M. Only campers who have passed their Level 3.5 sequence may go on fun yaks.
- N. Paddleboats may be used anywhere on the lake but the counselor must be aware of the time and make sure they return before the end of the period.
- O. **NO SWIMMING** allowed in the Lake.

GO-PEDS

These are peddled carts that drive like traditional go-carts. Helmets must always be worn.

ICE CREAM

Ice Cream will be distributed at the end of the day at 3:15 p.m. at the designated area. Campers should be seated and all garbage must be placed in the pails. Do not leave the area dirty. Have campers police the area.

LUNCH

No camper will be permitted in the lunchroom without counselors, shirt, shorts and shoes. Groups are to be seated. Lunches and beverages are to be distributed by the counselors. The nurse will identify from the medical reports any special dietary needs and will forward them to the supervisors who in turn will notify the counselors of any special dietary instructions. Return all milk, juice, pitchers and serving dishes. Good table manners should be exercised. Group staff will remove the garbage and wipe the tables clean before leaving. All counselors will eat and stay with their groups during lunch. Most groups finish lunch early. It is suggested that you take the group to a comfortable spot as long as you do not interfere with another group's activities.

PLAYGROUND USE AND SUPERVISION

At orientation complete safety rules will be explained to all staff. Our playgrounds have all been designed to allow the camper to have fun while maintaining a safe atmosphere. It is extremely important that all campers in the playground at any time are properly supervised and all safety rules set up for the playground are strictly followed. **This is not a place to hang out and socialize.**

NATURE

Educating today's youth about the animals and plants around us is a responsibility we take seriously. To that end, our nature program will provide our campers with hands-on experiences in the care and feeding of many different types of animals. Our abundant hiking trails and lake also provide an excellent area to study and preserve nature. Lastly, in nature, and throughout the camp all staff will constantly remind the campers about the dangers of littering. Groups are to be taken to the nature area only during scheduled times. The nature specialist will have an appropriate activity planned for the day and may ask staff to help. Campers must wash their hands after feeding the animals.

OBSTACLE COURSE

- A. All counselors will be given a full orientation in the proper use of the obstacle course during the pre-camp orientation.
- B. No campers are allowed to use the obstacle course without counselor supervision.
- C. Counselors will "spot" all campers on the course.
- D. All campers will be reminded to walk down the hill upon leaving the course area. **DO NOT RUN.**

SUPER SLIDE

The slide is an exciting piece of equipment at Brookhaven. To make sure it is used properly and safely the following procedures will be adhered to:

- A. Counselors will be taught proper use of the slide during pre-camp orientation.
- B. One counselor will be stationed at the top of the slide on the platform and one counselor stationed at the bottom of the slide.
- C. The counselor will send the next camper down the slide only after getting a signal from the counselor stationed at the bottom of the slide.
- D. The counselor on the platform will assist the camper in starting the decline.
- E. The counselor at the end of the slide will assist the camper when ride is finished, then signal to the counselor at the top to send the next camper.

- F. No campers are to use the slide at any time without counselor supervision.
- G. No counselor should go down the slide with a camper.
- H. A potato sack should be used to go down the slide.
- I. Do not use silicone spray. See the athletic director.
- J. Do not run up and down the hill.

LATE NIGHT

All Senior Camp groups (4's, 5's, 6's, Pre-Teens, and Jr. Teens) will have one late night planned for them. This program will begin at 4 P.M., as soon as all the buses have departed and will last until 7:30 P.M. Parents will pick up their children at camp at 7:30. Any camper wishing to stay for one late night must return permission slips. Food will be provided for staff and campers and a full evening program will be set up.

RAINY DAYS

Camp goes on rain or shine. Our rainy day program is designed to make full use of all our indoor facilities, but the key ingredient in making a rainy day a fun day is you-the staff! Please follow the rainy day schedule you have received and stay on it until told otherwise by one of the supervisors. During rainy day, teach campers how to play various games. Set up tournaments (knock hockey, checkers, chess and cards).

CLUB (Senior Camp)

The Senior Camp Supervisor will explain this in detail. Beginning each Monday, children in the Senior Camp will choose the club that they would like to join. Each Monday thereafter, children will be allowed to change into another club if they want to. Music, dramatics, dance and gymnastics are for four weeks only. Counselors who are in charge of clubs must do the following:

- A. Write down the names of each camper, and his or her group number on the club attendance sheet.
- B. Decide what you would like to do in that club, taking into consideration the ages of the campers. In some instances we may want to divide the club into older and younger groups.
- C. If there are too many campers for your club we will work with you in attempting to assign campers to other clubs. Names of those campers will be written down by the person in charge of the club so that these campers will have the first opportunity to join that particular club if an opening occurs the following Monday.

IN-LINE SKATING

Our in-line skating program, located at the front equipment shed, is for Senior Camp only. Each camper will be provided with in-line skates and full protective gear including helmets, knee, elbow and wrist pads. No jump ramps are to be used unless demonstrated by our specialist and/or athletic director.

JOB DESCRIPTIONS

Junior Counselor

1. Upon arrival to camp (8 a.m. if not on a bus), you must report to the Jr. Camp Supervisor (Jessica) and go to your a.m. assignment.

2. At 9:15 a.m. report to your line-up area and assist the counselors. (Except those assigned to a duty)
3. At 9:30 a.m. travel with group and assist counselors when needed.
4. During both swim periods you will stay with your group at the pool area. You will also help out in the cubby room or lockers. All bathing suits are to be hung up neatly on clothesline in designated group area.
5. Junior Counselors are to report to the cafeteria five minutes prior to their lunchtime to set up their group's tables and set the food out.
6. All Junior Counselors eat with their groups.
7. Any junior counselor riding on a camp bus to and from camp, are expected to assist in controlling the campers if it becomes necessary.
8. You will be assigned a duty at the road, gazebo and/or bus yard.
9. Help keep your area clean throughout the day and give assistance to campers as needed.
10. Before dismissal you must do your p.m. assignment if you are assigned one.

General Counselor

1. Arrive by 8:00 a.m. and sign in with the appropriate supervisor.
2. Report to your morning assignment and supervise your area keeping it safe and enjoyable for the campers. This is not a time to socialize.
3. At 9:15 a.m. report to your line-up area after closing down your morning assignment area.
4. Take attendance and welcome campers-hand attendance card to your group leader.
5. At 9:30 a.m. your group should be ready to move to first period.
6. Stay with your group throughout the day. If you must leave for any reason, tell your group leader. He or she will cover until you return.
7. All counselors must wear an appropriate bathing suit while their group is at the pool. They will assist the pool staff as directed. (This is not a time to socialize).
8. Be aware of those youngsters who don't seem to be adjusting to camp too well. Get them involved; find out what their interests are, etc. It's your main job to COUNSEL! Be there for your group. Get to know them and let them get to know you. This is what will make your summer a meaningful experience.
9. Use your group leaders' experience and advice.
10. The supervisors are always available to talk. The Directors' office is always open if you wish to discuss a problem of any nature with one of the supervisors or Matthew.
11. Campers should know your name by the after the 1st day of the camper is at camp.

Group Leader

1. Total responsibility for his/her group.
 - A. Counselors doing their job.
 - B. Junior Counselors doing their job.
 - C. Campers where they belong each period, everyone accounted for.
2. Camper attendance cards collected from counselors each morning at line-up.
4. Set up group to run smoothly at each area throughout the day (Plan ahead).
5. Coordinate with each specialist to make each period meaningful.
6. Any direct communication with a parent should always be checked out first with your supervisor.
7. Accountability-campers should be progressing in specialty areas-if not-try to assist.
8. Help plan all special days with supervisors.

9. Throughout the day, be aware of any potentially dangerous situations and correct them when possible. If not possible, report them to a supervisor.
10. Critical Supervisory Areas: Cubbies, pool, lunchroom, going from area to area, and the lake.
11. Complete the group leader's daily report and give to Junior and Senior Camp supervisors each day at p.m. line-up.

Specialists

1. Sign-in with the Athletic Director. Van drivers' should sign-in upon your arrival at camp.
2. Meet with the Athletic Director to discuss each week's events. Other meetings will be planned as needed.
3. Pre-camp ordering, planning, etc. should all be checked out with the Athletic Director.
4. Specialists should communicate with group leaders to make their area as meaningful to each group as possible.
5. The cleanliness of each area is the responsibility of each specialist.
6. Use the counselors from each group to assist you in the running of your activity.
7. You are in charge of your area!!
8. Complete a specialist daily report each day and give it to the Athletic Director.
9. Each sports area will have 5-10 minutes of age appropriate drills prior to playing.
10. Put all equipment away after the last scheduled period.

HOME-CAMP COMMUNICATIONS-NOTES FROM HOME

All communications between Brookhaven and parents at home are the responsibility of the supervisors and director. Any communications received by general counselors are to be turned over immediately to the group leader. The group leader, in turn, will turn over the communication to the Main Office for final action. You will never be criticized about supplying the supervisors with too much information. You might receive criticism for withholding information that the supervisors should see. There will obviously be communications that the Main Office need not see. For example, a note requesting juice instead of milk, a note asking for no swim due to a cold, a note indicating that one camper is having socialization problems with another camper, etc. need not be brought to the Main Office's attention. However, a note involving early pick up of a camper, information of a medical nature, a camper going home with another camper, etc. must be given to the supervisors. Again the policy is, when in doubt; turn it in to the office.

The way we look at "control centers" throughout the camp is as follows: The "control center" for a given group is the group leader. The "control center" for an entire age group is the supervisors. The "control center" for the entire camp is the Main Office/Director.

COMMUNICATION SUMMARY

- Communication between camp and the home is only to be handled by the supervisors or director.
- All communications received by general counselors are to be turned over to the group leader immediately, who in turn relays information to the supervisors or director.
- Group leaders must inform the Main Office of all communications where actions by the Main Office are necessary.

DISCIPLINE

A summer camping season will not occur where your group or individuals in your group won't require some disciplining. At Brookhaven two all-important basic policies exist concerning discipline!

1. No staff member ever touches, shakes, pokes, slaps, or hits a camper. Verbal discipline is the only form allowed at Brookhaven.
2. When discipline of a group or individual camper is necessary, the disciplinarian is the group leader only.

When a general counselor has asked a camper or group of campers to refrain from acting in a certain unacceptable manner and the counselor's request is not followed, the general counselor turns to the group leader for disciplinary assistance. The general rule that we follow at Brookhaven is that we want campers going home each day loving their immediate general counselor. If there has to be a "bad guy" because of a disciplinary situation, it is to be the group leader. Group leaders should be aware that our parents are aware of this policy. If a camper goes home reporting, "my head counselor is mean," the parent knows that discipline was necessary to maintain safety supervision.

If a group leader has disciplined a group of campers or an individual camper with unsatisfactory results, the group leader is to turn to his/her supervisor for assistance. When a group leader decides that parents must be involved in a disciplinary situation, the supervisor should be notified if the situation requires a phone call home to the parent. All incidents must be documented on the group leaders' daily report.

With respect to disciplinary technique, we at Brookhaven are strong advocates of voice control. Sternness of voice and facial expression is much more effective than when the camper experiences loud, wild, uncontrolled screaming. Vocal intensity rather than volume is the key to effective disciplinary communication. Try to remove the camper(s) away from the group and talk to them. Calm the situation down.

Group Leaders should be aware that all administrators of Brookhaven are ready and willing to assist in a disciplinary situation. If a visit to the Junior Camp Supervisor, Senior Camp supervisor or even Matthew appears necessary, seek them out.

DISCIPLINE SUMMARY

Never hit or touch a camper as a form of discipline.

Group Leaders only are the disciplinarians.

Never use withholding food, dessert, ice cream, snacks, beverages or swimming at pool as a form of discipline.

All supervisors as well as the director can be counted on to help in a disciplinary situation.

FOR CAMP COUNSELORS - Some Concerns for Our Times

Guidelines on Child Sexual Abuse and Exploitation

Summer camp is an experience that millions of our children enjoy every year. It is also a time in which care-taking responsibilities may be transferred from the child's family to others, the camp staff, including the camp counselor. In meeting your care-taking responsibilities you may encounter obstacles. The children placed in your care come from an unknown background. They have had experiences you may not know about, and some will bring problems that you do not have the experience or training to address properly. In spite of these disadvantages, you are in a position to be a source of strength and to help children placed in your care.

Reporting Child Abuse and Sexual Exploitation

Child abuse is a subject that we all hear and read about frequently. It is a term that encompasses mental, physical, and sexual victimization of children. If you suspect that a child assigned to you is a victim of child abuse, you should report it to your camp director immediately.

Precautions Against Accusations of Sexual Exploitation

Child abuse is a serious criminal offense. As a camp counselor with the responsibility of caring for children, you may be placed in sensitive situations, making you vulnerable to charges of child molestation. If you take these simple precautions, however, you need not be afraid of groundless accusations:

- Have other staff members present when supervising the campers changing into swimming suits, or other circumstances in which the child may be dressing or undressing.
- Respect the privacy of the child. Do not become intrusive or curious more than is necessary to monitor the health and safety of the child.
- The child has the right to reject displays of affection if he or she feels uncomfortable about them. Not every child comes from a background in which affection is openly displayed.
- Protect your own privacy. There will be a natural curiosity about boyfriends or girlfriends, personal relationships and with some of the older campers, sexual activity. You should use common sense in discussing sensitive subjects with your campers, and you should not go into the details of your private life.

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

Brookhaven Country Day Camp Medical Program

The Camp Nurse acts as the camp medical director in conjunction with the approval and advice of the Owner/Directors, Neil and Michael Pollack. Each and every camper who is enrolled at the camp for the summer must have a physical completed and on file with the nurse. Those physicals are mailed home to enrolled campers by May 1st or given directly to parents upon enrolling their child.

Reminders are mailed home to those families who have not returned their medicals. When returned, the Camp Nurse screens these medicals. All the medicals are kept in the nurse's quarters throughout the summer. Any pertinent information that might medically affect the child's activity at camp is noted and written down. This information is also discussed with the Camp Supervisors, the campers' perspective counselors and group leaders. The Nurse gets in touch with any parents of campers where more medically specific information is needed.

Over the first few days of camp, the Camp Nurse makes a point of seeing each group to introduce herself, especially those with medical problems, which may or may not affect his or her participation in the activities that are carried out at the camp. If there are any other problems, these are referred to the supervisors for final discussion and assessment.

The Nurse makes periodic rounds of the camp facilities to assure that conditions at the camp are both safe and sanitary. If counselors or other employees discover any improper conditions, they are to report them to the supervisors.

Any medical form should indicate if campers have had up-to-date immunizations. If any symptoms of a contagious disease are observed during the summer they are to be reported to the nurse. The nurse will observe the child and assess the conditions. If further medical attention becomes necessary, the nurse notifies both the supervisors and the campers' parents. Anyone found to have a contagious disease is isolated and sent home until the symptoms dissipate.

The nurse gives any first aid treatment necessary to the child. If more treatment becomes necessary, than it is within the capacity of the camp Nurse to give the child, the child is then referred to his doctor, the designated camp physician or taken to the emergency room at Brookhaven Memorial Hospital Center.

There are always camp vehicles available to transport any children that need immediate treatment or emergency care. If special transportation is needed for more severe emergencies, ambulance services are available with the Yaphank Fire Department. Emergency kits are provided camp outings. There is always a first aid kit on the bus.

The camp medical log is always kept in the nurse's quarters and locked up each evening. Any need to call the Suffolk County Department of Health will first be brought to the attention of the camp Director and then called in by our health director/nurse.

Medications will be kept in a secure area in the nurse's room at all times (in a locked cabinet accessible only to the camp Health Director or her designee and the director).

Required medications (prescriptions) shall be self-administered. The Camp Health Director should supervise the camper when self-administering prescription medicines in the manner prescribed by the Department of Health.

A notation shall be made on the individual medical record for each camper who is on a program of medication. This should include: the name and age of the camper; known medication and/or food allergies; the name, address and telephone number of the camper's personal physician; the date,

time dosage and name of the medication; and the name of the person supervising the dispensing of the medication. All visits to the infirmary of sick area by all campers and staff must be recorded in the bound medical log. The bound medical log is to be used only for its intended purpose and is to be used only by the camp Director and his staff. The camp health record will list in chronological order all treatments provided by the camp Health Director and treatments received at off-site medical facilities during the individual's stay at camp.

STAFF EVALUATION FORMS

Staff performance evaluations will be conducted throughout the summer. Each staff member will be evaluated the 2nd and 5th week. These evaluations are intended to be a constructive tool in an ongoing learning process. Our central goal is to provide the children at Brookhaven with the highest quality summer experience available in camping.

STAFF SOREEE

A letter will be sent home to all staff members regarding the rules and procedures at our end of the summer Soiree.

Please read and re-read these pages, especially during the first few days of camp. This booklet will aid you in your work and help make the summer enjoyable, exciting and rewarding, while giving the campers a safe, healthy and happy summer experience.

ETHICS

Code of Ethics for Camp Counselors and Staff

The American Camping Association recognizes the camp counselor and camp staff person as the primary instrument through which the objectives, goals and philosophy of the camp director/owner are transmitted to the child/camper. As such, the counselor/staff person should be aware of the following recommended ethical practices.

- I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and staff.
- I shall conduct myself in an exemplary manner recognizing that I am an adult role model for my campers. By my behavior I will always try to demonstrate high moral values. I recognize that my conduct when I am away from the camp premises also reflects on the camp.

- I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff, including supervisors and the director.
- I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain in self-confidence and self-concept, and of teaching them new skills.
- I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.
- I shall be accepting of the diverse racial, national, religious and cultural background of my campers and not seek to impose my own particular views. (It is recognized and accepted that a camp operated either by or in behalf of an established church for bona fide religious purpose may include religious teachings as part of its program).

BROOKHAVEN COUNTRY DAY CAMP SUBSTANCE ABUSE POLICY

A. Prohibited Conduct Concerning Alcohol and Illegal Drugs

1. Employees are prohibited from reporting to work or remaining at work with an alcohol concentration of 0.08 or greater.
2. Employees are prohibited from using alcohol while at work.
3. Employees may not refuse to submit to any drug and/or alcohol test required under the Company's substance abuse policy.
4. Employees are prohibited from engaging in the unlawful or unauthorized use, manufacture, distribution, dispensation, sale or possession of drugs and/or alcohol in the workplace including: on Camp premises, in Camp vehicles, while engaged in Camp activities, or while working for the Camp at the premises of another camp.
5. Employees are prohibited from reporting to work, or remaining at work when the employee uses, or is under the influence of any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.
6. Employees are prohibited from working if they have tested positive for drugs and/or alcohol.

B. Prohibition On Director or Supervisor Permitting An Employee to Work

No director or supervisor who has actual knowledge that an employee has or is engaging in the use of alcohol or any controlled substances in any manner that violates any provision of this Substance Abuse Policy shall permit the employee to work.

I HAVE READ AND AGREE TO ABIDE BY THIS SUBSTANCE ABUSE POLICY IN EVERY RESPECT.

Counselor's Name (Print)

Date

Counselor's Signature

ORIENTATION COMPLETION, RECEIPT OF HANDBOOK AND EMPLOYMENT AT WILL

I have completed the BCDC staff orientation and I have read and understand this handbook and its rules, policies and regulations and agree to abide by them during my employment with Brookhaven Country Day Camp.

I understand that during the period of my employment, I may have access to or be given information concerning Brookhaven Country Day Camp and its business that is confidential or proprietary in nature. I agree that I will not disclose or appropriate or otherwise use for my benefit or the benefit of any third party any information obtained during my employment with Brookhaven Country Day Camp, and will keep any such information strictly confidential. I also agree not to remove, copy and distribute any documents or materials from my place of employment without the express written permission from the Directors.

I understand that the policies, rules, regulations and benefits contained within this booklet may be changed, modified or deleted at any time by the Directors.

I also understand that neither this handbook nor any other written or verbal communication by a representative of Brookhaven Country Day Camp is intended to create a contract of employment. I understand that no person other than the Director of Brookhaven Country Day Camp has the authority to agree to modify or change the at-will nature of my employment and that any such modification or change must be in writing and signed by the Director.

Print Name

Date

Signature