

The Summer Staff Guidelines apply to all paid, volunteer, and clerical staff.

Camp Philosophy

Beaver Cross is a ministry of the Episcopal Diocese of Albany that has been *Building Community in Christ* for more than 50 years. The overnight and day camps are open to youth from all denominations, non-denominational churches, and the unchurched. Beaver Cross is dedicated to providing a safe camping environment and a strong summer camp program that builds and maintains Christian community through faith, friendship, and fun.

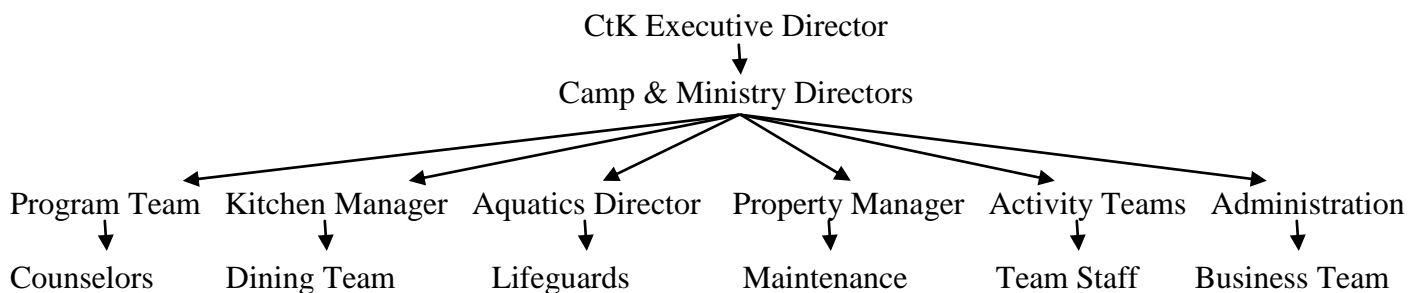
Staff Orientation

All staff are required to attend a staff orientation prior to the start of summer camp in accordance to the requirements of the NYS Department of Health. The staff orientation will cover the Camp Safety Plan and includes staff guidelines, camper and staff safety, medical procedures, child abuse prevention policies and procedures, fire safety plan, lost camper plans, lake safety and procedures, employment records, program activities, and other pertinent information. At the end of the training program, all staff must sign a contract verifying that he or she fully understands the Camp Safety Plan and Summer Guidelines and agrees to abide by them.

Camp Safety Plan

The Beaver Cross Camp Safety Plan is written in accordance with requirements set forth by the NYS Department of Health. The safety plan is discussed in detail during staff orientation. A copy is located in the main office.

Chain of Command



Safety

Camper and staff safety is the **number one priority** of all Beaver Cross staff members. No matter what your specific job is, everyone must be safety conscious at all times. Any action or behavior that may cause harm to you or another member of our community is not acceptable and may result in immediate dismissal.

Alcohol and Drugs

Alcohol and illicit drugs are NOT permitted on camp property. Persons under the influence of alcohol or drugs are not permitted on camp property. Smoking is also not permitted on camp property.

Moderate and responsible alcohol consumption by staff of legal drinking age is permitted off-site on weekends off. Drunkenness and underage drinking will **not be tolerated**. If anyone in your group is under age 21, no one in the group should be consuming alcohol. Be conscious of drinking around people who may be uncomfortable with alcohol consumption. We should be watching out for our brothers and sisters in Christ.

Over-the-counter drugs including aspirin and vitamins may NOT be kept in the camp cabins. These drugs must be kept in the infirmary. Under no circumstance may any staff member other than the Health Officer dispense medication to a camper.

Failure to abide by alcohol, drug, and tobacco policies will result in immediate termination.

Relationships

Staff relationships must be kept discrete at all times. Campers should not be aware of any relationship that may exist. Staff members may not discuss any part of their social or sexual lives with campers. Sexual intercourse is prohibited on camp property. Staff members 18 years and older may not date those under age 18.

Camper-Staff relationships will NOT be tolerated under any circumstance. Furthermore, as the campers get older, they may develop crushes on staff. These must be discouraged.

Off-Limit Areas

1. Garage - except maintenance personnel or with Property Manager permission
2. Kitchen - except kitchen personnel or with Kitchen Manager permission
3. Lake - may only enter with Aquatics Director permission
4. Cabins - boys not permitted in girls' cabins and visa versa. This includes weekends.

Camp Life

Counselors are responsible for their campers from the time they arrive AT CAMP until their departure. Counselors must maintain sight and sound contact with their campers at all times. During campwide activities, counselors will be assigned specific areas of responsibility. In the evening, one counselor must remain with the cabin at all times. Both counselors must be present by curfew.

Counselors are expected to participate in every aspect of the camp program. All other staff members are encouraged to participate when their duties permit. Remember, we are here for the kids. Although the staff needs to work together, 'clumping', staff paying more attention to each other than the kids, is not appropriate or tolerated. It is important that our worship, behavior and leadership reflect a desire to put the kids first, keep each week of camp age appropriate, and not let our own needs supersede those of our campers.

Telephone

Staff are not permitted to use cell phones or electronic devices during work hours, around the campers, or while responsible for campers. **This includes** after lights out in the cabins. Staff may use their phones on their evening off. If needed, staff members may use the phone located in the camp

offices at the discretion of the Camp Directors during their time off and as long as it does not interfere with their responsibilities.

Campers may NOT bring cell phones and other electronic devices to camp. Campers must receive permission from the Director to call home. **DO NOT** tell a camper who may be homesick that he or she may call home.

Computer/Email Access

Staff may use their personal computers and cell phones during their scheduled time off. Viewing pornography, violent and anti-Christian websites is **NOT** appropriate. CtK monitors all website usage including sites accessed on personal devices using CtK Wi-fi. Although the content of your personal email is secure, the sites you visit are public and monitored by CtK. Also, staff may not use CtK Wi-fi to download games and movies.

Time Off for Overnight Staff

Evenings: Both counselors must remain in their cabin areas on Opening and Closing nights. On other nights, counselors will alternate time off. Time off is from 10-11PM when the counselor who is off is permitted to leave the cabin and go to the staff cabin or other camp area to relax. Counselors must be back in their cabin by 11PM curfew. **Two** counselors must be present in a lodge at all times. **NO** cabin may be left unattended at any time while occupied by campers. Staff members may **NOT** leave camp property during this time off.

Nights Off: In addition to the 10-11PM evening off slot mentioned above, staff members may be scheduled for an evening off based on particular camp weeks. The start time will be determined based on the needs of the camp, and will usually be at dinner time. Staff must sign out and in, and be back in their cabins with their campers by 11:00pm. These nights off will be highly dependent on staffing needs and other circumstances.

Weekends: Weekends are a part of camp life. Staff will be assigned as needed. Those not working may leave camp property with the Directors' permission. The 11:00pm curfew applies.

Staff Under age 18: Staff under the age of 18 may not leave camp property without written consent from his/her parent or guardian and the Director's approval.

Time Off for Day Camp Staff

Evenings: Day Camp evenings begin after the end-of-the-day meeting. Unless scheduled for a Day Camp evening event, counselors are free to relax in the staff cabin or join the overnight campers for evening worship and activities. Staff may also be required occasionally to help Overnight Camp with game setup or activities.

Day Camp counselors living on-site may not go off-site during the camp week, except when they are scheduled for their weekly "night off" (see description under overnight staff "nights off" above.)

Weekends: Day Camp Staff is off on weekends after the full staff camp meeting Friday evening till 11 PM curfew Sunday. Saturday curfew is 12AM. Day Camp counselors may stay off-site Saturday and/or Sunday night **WITH** prior **Day Camp Director's approval**.

All Staff must sign in and out at the main office when leaving camp property!

Curfew

Curfew is 11:00 pm during the camp week, unless otherwise specified. The Director will set camper bedtime.

Cabins

The following apply to the Staff Cabin and Camper Cabins, and will help insure a comfortable and safe environment for all:

- **RA**
 - The Residential Advisor is responsible for life in the staff cabin.
- **Girl/Guy Cabins**
 - Girl staff members are not to enter the guys' side of the staff lodge and guy staff members are not to enter the girls' side. The common room of the staff lodge is appropriate for co-ed activities.
 - Guy campers and counselors may not enter the girls' cabins and girl campers and counselors may not enter the guys' cabins. This applies to the common room of camper cabins as well except during weeks when guys and girls occupy the same building.
- **Cabin Care**
 - Your cabin (or room) and bathroom must be cleaned daily.
- **Cabin Safety**
 - Each building is equipped with emergency exit signs, a fire extinguisher, smoke alarm, and first aid kit. Do not block any door, hang anything on the extinguisher, or allow campers to play with the safety equipment.
 - **Food** must be stored properly. Do not leave food or beverages where they may attract animals. Keep doors shut to help keep animals out. If doors or screens are damaged, inform the Director.
- **Animals**
 - If an animal or bat does get into the cabin, evacuate the room at once. If someone comes in contact with the animal or bat, attempt to **shut the animal or bat in the cabin**. Then, contact the Director.
 - No pets allowed in cabins
- **Music**
 - Keep the volume down on radios. Make certain music selections are appropriate for our Christian community. If in doubt, don't play it. The Residential Advisor has the authority to prohibit certain music or selections.
- **Movies**
 - Movies can be great way to relax and for a group to share in fellowship. Therefore, movies will be permitted in the common room of the staff lodge so long as they are appropriate and not detracting from the social aspect of the common room. This judgment will be up to the RA. Any movie of a PG-13 rating or above must be approved by the RA.
- **Video Games**
 - Video games are not allowed in the common room, but may be played in bedrooms so long as they are not too loud or otherwise affecting community life.

Neither video games nor movies may be played after 11PM on work nights and 12AM on nights off.

Visitors

Visitors must sign it at the Camp Office. Overnight visitors must be pre-approved by the Director and must sign in with the Camp office. They will receive a guest nametag. If you notice someone unfamiliar at camp without a visitor tag, please direct them to the Camp office.

Medical Safety

Camper and staff safety is our first priority. The medical plan will be discussed in detail during staff orientation. At the beginning of each camp week, staff will be provided a list of special needs campers. Cabin counselors are responsible for making sure their campers who need medication get to the infirmary at the appropriate times.

Make Certain

- your campers have enough bedding for cool nights
- your campers have dry clothes during rainy days
- your campers bring an extra jacket to evening program
- your campers wear appropriate footwear to specific activities
- your campers bathe and wash hands before meals
- your campers drink extra fluids during hot days
- your campers use sunscreen & bug repellent when necessary
- your campers are eating well
- your campers are well rested
- YOU do the above to set the example for all

Waterfront Responsibilities

The Waterfront Safety Plan and Procedures will be discussed during orientation. Every staff member, camper, and visitor is expected to abide by the following:

- enter the beach area only with permission from a Lifeguard
- obey the Waterfront Staff at all times
- follow all posted waterfront rules
- do not distract lifeguards on duty
- be in the water with the campers
- those staff with medical permission not to swim must mingle with the campers on shore
- staff members may be assigned to help with the Buddy Board, boats, and water trampoline
- Day Camp staff will supervise their campers including the changing room

Inclimate Weather

Dangerous weather will be signaled with several long AIR HORN BLASTS. **Think safety first!**

Thunder Storms

- Seek shelter immediately.
- Take a role call.
- If you are in your cabin or another building, stay put until the danger passes.

Tornadoes

- Seek shelter in the basement of the Library or King's Inn.

Fire Safety

Fire safety is everyone's responsibility. This will be discussed in detail during staff orientation. Some things to keep in mind include:

- no smoking on camp property
- know the location of fire extinguishers in your cabin and other building
- no matches, lighters, or other flammables in the cabins
- inform the Director if someone tampers with a fire extinguisher or smoke alarm
- inform the Director of any situation that may be dangerous
- keep your campers within sight and sound at all times
- take fire drills seriously
- **think safety first!**

If a fire alarm sounds, take your campers to the cabin area center away from danger and roads. Assemble your campers and take a role call. Report missing campers to the Director.

Lost Camper

If a camper is unaccounted for at any time, the Director will call for a **Lost Camper Search** over the two-way radio. Every staff member will have a responsibility. This will be discussed and documented during orientation.

Child Abuse

Child abuse will be discussed in detail during staff orientation. Topics will include discipline, contact, precautions, and appropriate procedures. All staff must complete the Godly Boundaries seminar required by diocesan requirements for contact with children. **REMEMBER:**

- never be alone with a camper
- the only appropriate place to touch someone is on the shoulder or upper back
- abuse may be physical, emotional, or sexual
- do not put a camper in a situation where he or she does not feel in control of their body
- the Director must handle camper and staff discipline

Opening and Closing Camp Days

- These are very important! There are lots of parents around. Smile, smile, smile!
- Be extremely hospitable!!
- Wear staff shirts and name tags.
- Arrival
 - Get out of bunk, greet and welcome!
 - Help make your campers comfortable and their parents confident.
 - Focus on making friends...it's about a community that starts with you!
- Departure
 - Help campers going home make certain they have everything they came with.
 - Use large plastic bags if necessary. Make sure campers are clean.
 - Parents must sign out their campers.
 - Those working the weekend must take charge of the weekend stayovers at departure time and work with the Program Team concerning activities, meals, laundry, etc.
 - Lots of work to do after the full staff meeting. All must be ready for the next camp.
 - Those not working the weekend must have the Directors' permission to leave camp.

Remember to sign out!

