



Camp Bauercrest 2010 Staff Handbook

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I. Mission Statement

Camp Bauercrest aims to build Jewish Identity and self-esteem in young boys through promoting and teaching the values of Sportsmanship, Teamwork, Achievement, and Responsibility – our STAR principles.

It is our mission to ensure that every Bauercrest camper:

- Has a healthy and enjoyable summer;
- Returns to his community more responsible and compassionate;
- Attains new skills and makes new friends;
- Leaves camp an emotionally and physically stronger person; and
- Establishes a stronger connection with Jewish culture, religion, or nationality

II. Role of a Bunk Counselor

A bunk counselor should be concerned with four major issues for each camper: health, well being, safety, and fun. The following are the responsibilities of every bunk counselor to their campers:

1. **Know all aspects of the Community Handbook. (You need to know all rules that apply to the camp).**
2. **SET A GOOD EXAMPLE!** The campers look up to you and observe everything that you do.
3. Know your campers: their strengths and weaknesses, physically and otherwise, building on their strengths and helping them to overcome their weakness.
4. Be like a big brother to your campers.
5. **Beware of favoring one camper over the others.** If you feel that you are spending too much time with a particular camper, you probably are.
6. Watch closely over the health of all your campers including proper hygiene and mental state (check for brushed teeth, dry sheets, laundry being done, keep track of clothing, showering.)
7. Help campers progress in their daily activities both on the ball fields and down the waterfront – take an interest in them.
8. Make sure that campers wear the proper clothing for the weather and activity.
9. Must see to it that your campers write letters or post cards home on letter writing days per camp schedule. Also watch to see that they are in turn receiving mail from home. (Younger campers may need help in writing their letters).
10. **Get up with your campers at reveille!**
11. If you are the counselor assigned to be with bunk after Taps, you must be there the entire night or until you are relieved.

12. Organize a cleanliness program for your campers to facilitate routine bunk cleanup. Daily bunk inspection will be taken seriously. No bunk may participate in activities unless the bunk is clean. Bunk cleaning is NOT a spectator sport – you are expected to participate in the cleaning process with your campers.
13. Make sure all lights, appliances, and fans are off when not in use.
14. Begin to form the habit of keeping your bunk in a state of order and cleanliness by holding campers accountable for their personal areas and possessions. **This policy includes the Waiters and CIs!**
15. Be patient in teaching table manners. When children admire you, they pattern their behavior on yours.
16. Watch for signs of illness such as irregularity, fever, listlessness, symptomatic complaints and skin conditions. Also monitor your campers' eating habits. Refer matters to the Infirmary or administration. Do not attempt to prescribe situations yourself.
17. Get your campers to meals, activities, etc. on time. Do not begin eating until hamotzi has been said before the meal or leave until the concluding prayer.
18. Be part of your bunk. **Sit with them** at Evening Programs and on the bus, walk with them, talk with them, **work with them at cleanup time** and organize their activities so they will have fun.
19. **Ask if your campers are happy at camp.** This may sound obvious, but do it!
20. Make sure that each camper is always accounted for.
21. Be yourself and rely on your good judgment... Do not be ashamed to ask for help from your Group Leader or the Head Counselor(s). We want people on our staff that know their strengths but likewise know when they need assistance.

III. Staff Categories

A. Counselor Interns (CIs)

The CI year is the oldest camper age group. The goal of the Bauercrest Counselor Intern Program is to ensure that Bauercrest always has as its resource, a strong and growing base of qualified counselors. Counselor Interns are not paid or contracted as staff members. Counselor Interns pay a reduced camper tuition rate. In order for this program to succeed, we need help from all of our counselors. Our approach is to convey to the CIs a true pride in camp – both aesthetically and operationally.

CIs are in a transitional year between being campers and becoming counselors. CIs are entering the eleventh grade in high school. The philosophy of the Counselor Intern Program is to stress counselor training. In addition to this mindset, the CIs will assist with maintenance for the camp. The CIs' duties range from setting up for activities to maintaining the campgrounds and supporting some maintenance tasks.

- In the Counselor Intern phase of their assignment, CIs will be working directly under the supervision of a cooperating general or specialty counselor. The CIs will assist in the bunk working a rotation of day-to-day experiences with the campers. Additionally, CIs will work in a specialty area to train for future employment on staff.
- The CIs will meet on a weekly basis with a staff member for counselor training.
- The designated administration and the CI counselors direct the CIs. In doing so, the CIs will share in some of the responsibilities of being a counselor.
- You can communicate often with the designated administration if you have any praises, complaints, or comments. If there are any problems with a CI, do not belittle them in front of any campers. See Administration with any pertinent issues.
- **A CI cannot cover a bunk alone!**
- CIs are not permitted to go anywhere out of camp without the permission of the designated administration, Assistant Director or Director.
- You should involve the CI with as many positive activities as you can think of. Remember that the CI year is a learning year.

If you have any input, you should express concerns to the administration. There should be no hazing or ill treatment of the CIs. We want the experience to be a positive one for all concerned.

B. Counselors In Training (CITs)

CITs (Counselors In Training) are first-year staff members who have completed the CI program or have acquired the equivalent training from a similar outside program. Most CITs are entering 12th grade. The goal of the CIT program is to develop strong leadership, bunk, and program management skills among these first-year staff members.

CITs are compensated and contractually staff members. At Bauercrest, CITs are considered co-counselors and are assigned an age group and bunk for the duration of the camp season. After an evaluation period, CITs will be able to independently supervise activities and bunks for day and overnight coverage. CITs work under the direction of the veteran bunk counselors with whom they live, as well as their group leader.

The CITs will meet on a weekly basis with a staff member and representation from administration for additional counselor training.

C. Counselors

General counselors are required to help out in specialty areas as per their assignments by their group leaders. They are also responsible for all of the duties of being a bunk counselor.

Specialty Counselors are assigned to a specific program area for all camp periods during the daily schedule. These areas include but are not limited to: A&C, photo, golf, tennis, boating, water-skiing, music, and video production. In addition, specialty staff members are responsible for all duties of being a bunk counselor when not at specialty area.

IV. Morning Schedule

A. Reveille

Your bunk should be quiet before reveille. Even in the younger bunks there will be campers who will want and need sleep. This need should be respected. As will be explained later, it is important to monitor the amount of sleep each camper has. A tired camper will eventually be an unhappy camper.

When reveille sounds, all campers **and counselors** should get up, make their beds, clean up their areas and get ready for lineup. Cleanliness is very important to being a bunk leader. Parents and alumni who tour the camp notice the cleanliness of the cabins as one of the most important things.

It is every counselor's responsibility to be on time to every activity that he is assigned to. It is impossible to run line-up without all counselors being with their bunks. All campers are required to be on time to line-up as well. They will be late if you do not supervise them and make sure that they show up.

Behavior at line-up is expected to be appropriate and respectful.

B. Inspection and Bunk Cleanup

After breakfast, bunk members and staff perform cleanup and inspection. Supervision is most important at this time. The campers will not do the work unless you supervise them and work with them. This policy holds for the older campers as well as the younger ones.

DO NOT:

1. Sleep during cleanup.
2. Say "OK guys it is up to you! If we have a messy bunk it is your fault!" This action will not be acceptable.
3. Be anywhere but in your bunk during cleanup.

The following needs to be done:

1. Clean the bathrooms thoroughly, including toilets, urinals, sinks, mirrors, cubbies in the bathroom and the bathroom floor. **You** should make sure everything is in working order.
2. Make sure all the floors are swept.
3. Make sure all screens are clean.
4. Make sure all cubbies neat.
5. Check all campers' lockers. See if they are wearing their clothes. See if they are sending out their laundry. Your nose will tell.
6. Make sure if there is food in the bunk, that there are no bugs or insects. All containers should be shut tightly closed.
7. All beds should be made daily and changed weekly.
8. During laundry day – even in the older bunks, you should supervise the activity. You should be making sure that kids are getting their clothes back and that they are getting them cleaned. Please report any discrepancies to the Head Counselor.
9. Check the lines. Make sure that they do not get too crowded and the clothes are given a chance to dry.
10. Make sure that campers keep track of their clothing. One of the major complaints of parents is that their children lose too many clothes. So please do not throw clothes out. There will be Lost & Found collected at the Head Bunk.
11. Honor bunks – There will be a fair and honest inspection that will have to be sought for “Honor Bunk.” The campers must try to clean effectively. An honor flag will be outside the winning bunk per group and winning bunk members will have a special out-of-camp activity on bunk night.
12. The Waiters and CI bunks will be inspected by either the Senior GL or the Head Counselor. These bunks must be kept clean throughout the day as well.

V. Bunk Maintenance

A key component in the success of the camp season is the running of an orderly and well-managed bunk. The following guidelines are suggested:

1. Establish an equitable duty roster for your campers. The roster should include floor sweepers, kybos and sinks, lines and grounds, beds and cubbies, top shelves and locker etc.
2. Select a bunk captain or captains each week. The bunk captain(s) will assist the bunk counselor in supervising the bunk cleanup. Each camper in the bunk must have a chance

to be a bunk captain. The bunk captain(s) must ensure with the counselor that the entire bunk gets clean and work detail is done. The bunk captain must also help clean up. This position does not mean that they will get the day or week off.

3. Be sure to have all wet clothing placed on the lines (do not use rafters). If you keep your belongings orderly and your area clean, the camper will follow.
4. All clothing should be neatly folded in cubbies or on top shelves or hanging in lockers.
5. Wet clothing should go on the lines—dry clothing should be off the lines and put away.
6. Cubbies and top shelves should be uncluttered and orderly.
7. Toilet articles should be neatly arranged in the area above the sinks.
8. Front and back room floors should be swept clean every day.
9. The area outside your bunk should be free of all litter and clutter.
10. Campers' clothing should be appropriate and clean. Campers should have clean hands, face and teeth (check to see that toothpaste and soap are being used.)
11. Letter Writing – All counselors under supervision of Group Leaders are required to make sure campers write at least 2 times per week. All letters or post cards are to be given to the Group Leader by 6 pm those days.

VI. The Camp Program

A. Seasonal

The camp program will be divided into two four-week sessions. The first four-week session is divided into two two-week sessions for first time campers only. An additional two-week session is offered in the first two-weeks of the second four-week session.

Sometime during the final three weeks of the second session, a “Color War” will be conducted which places half of the campers and their counselor against the other. A one-day version of this competition, called Army/Navy Day will occur during the first session of camp.

Over the course of the season all camper groups participate in an All-Star schedule engaging in various sports with other camps. In addition, there will be trips to amusement parks, outdoor experiences and professional sporting events. We also try to bring in expert instructors from the sporting world to help conduct special training clinics from time to time.

B. Weekly

Dates and rates for the 2010 camping season are given below.

<input type="checkbox"/> Full-Season	\$6,300	Sunday, June 27 th – Sunday, August 22 nd
<input type="checkbox"/> First Session	\$3,650	Sunday, June 27 th – Sunday, July 25 th
<input type="checkbox"/> Second Session	\$3,650	Monday, July 26 th – Sunday, August 22 nd
<input type="checkbox"/> Waiters, Full-Season	\$5,900	Friday, June 25 th – Sunday, August 22 nd
<input type="checkbox"/> CI, Full-Season	\$5,700	Friday, June 25 th – Sunday, August 22 nd

Two-week Sessions – FOR 1ST TIME CAMPERS ONLY - \$2,450

- 1st Session: Sunday, June 27th – Sunday, July 11th
- 2nd Session: Sunday, July 11th – Sunday, July 25th
- 3rd Session: Monday, July 26th – Sunday, August 8th

Alumni Day is Sunday July 18th and Visiting Day is Sunday July 25th for all full season campers. Sunday is scheduled as a regular day with the exception of Visiting Day and Alumni Day. Additionally, **no counselors will have days off on Sunday** in order to better facilitate staff meetings, CI training, and CIT (1st year counselor) meetings. Bunk Night is also during the week on a scheduled evening. Our Honor Bunks will go on an evening trip. Friday night begins the celebration of the Sabbath with evening services in the Smoller Chapel, an extra special meal in the Mess Hall and by a camp songfest after the meal. On Saturday morning, we have services, two general swims, and less highly competitive activities (usually all-camp), which stress cooperation and fun.

Throughout the week, campers have the opportunity to compete in various sports including basketball, softball, soccer, floor hockey and volleyball within organized “league athletics.” Outside of the Group Leaders bunk will be a Group Leader board – league standings, batting averages, and scores, etc. should be posted.

Camp Bauercrest staff is granted designated periods off throughout the day. The daily schedule accounts for 6 periods per day – each about one hour in duration. General, specialty, and waterfront staff is required to work 4 periods per day. Maintenance and full-time kitchen staff are granted two 15-minute break periods and a 1 hour lunch break each day. Kitchen shift staff is granted a 15 minute per every 4 hours of shift work. Health care staff work in shifts so that staff is able to split time across morning, afternoon, and evening coverage.

All staff is granted at least one day off per week beginning in the 2nd week of camp and ending in the 7th week of camp - for a total of six days off for the summer. Days off begin after evening activity on the departure day – with a full day-off to follow. Staff must return to camp the morning after their day off by 9:00am. A day off must be coordinated with the GL’s, specialty heads, and administration. **Sunday will NOT be**

available as a day off. If you leave before dinner without the express permission of the Camp Administration, you will lose your next day off. If it is your last day off, you will be docked pay.

In addition, staff is granted a long night off at least once per month, where they can leave camp at 4:00pm and return to camp by 9:00am the next day.

C. Daily

The typical daily schedule varies from group to group but it follows this standard progression:

1. Reveille
2. Breakfast
3. Bunk Camp Cleanup and Inspection
4. Morning Periods
5. Lunch
6. Rest Periods
7. Afternoon Periods
8. General Swim
9. Dinner
10. Free Play
11. Evening Activity
12. Taps

VII. Program Procedure for Counselor

A. Camper Supervision Policy and Ratio Guidelines

Bunk and program supervision ratios must adhere to the guidelines below to ensure efficient and proper oversight of campers at all times. Age group and bunk assignment of staff will adhere to these guidelines, as will assignment of staff to lead and support (i.e. be present with campers) during elective periods. User groups staying at Bauercrest and/or running programs on our campus must also adhere to these guidelines. Out of camp trips must conform to the Bunk Supervision ratios specified below.

Bunk Supervision

Group	Age Range	Entering Grade	Camper Capacity Per Bunk	Staff Per Bunk
Freshman	7yrs - 8yrs	2, 3, 4	12	3
Soph B	8yrs - 9yrs	5	12	3
Soph A	10yrs - 11yrs	6	12	3
Junior B	12yrs - 13yrs	7	12	2
Junior A	13yrs - 14yrs	8	12	2
Senior	14yrs - 15yrs	9	25	3
Waiter	15yrs - 16yrs	10	25	3
CI	16yrs - 17yrs	11	25	3

Activity Supervision

Program	Enrollment Capacity	Staff Leading	Additional Staff Assigned
Model Rocketry	15	1	1
TV/Radio	8 (6 for Fr and Soph B)	1	
Music Room	8 (6 for Fr and Soph B)	1	
Tennis	12	2	
Golf	8 (6 for Fr and Soph B)	1	
Athletic Instruction	15	2	
League – Per Game	20	2	2
Project Adventure	6	1	
Photography	8 (6 for Fr and Soph B)	1	
Video	8 (6 for Fr and Soph B)	1	
A&C	8 (6 for Fr and Soph B)	1	
Boating	6	1	1
Skiing/Tubing	6	2	1
Swim Instruction	50	7	2

Activities, Locations, Situations Warranting Additional Coverage/Visibility

The following activities require that there be additional supervision or staff presence in order to prevent risk of child abuse and ensure appropriate witness to discussion, interaction, or activity. A brief explanation for each of these circumstances and supervision/presence requirements is below.

- Disciplinary Action With Camper – When disciplining a camper in circumstances where the camper must be taken aside or removed from the activity, ensure that discussion occurs in an open setting where other staff (and possibly campers) will have view to the interaction. If such activity is taking place in an office, be sure to let another staff member that you will be meeting with the camper in such an area and leave the door open. If disciplinary action will be taking place in a closed room, bunk,

or building where no others are present at the time, seek the accompaniment of another staff person.

- Tutoring or Private Lessons – Private tutoring sessions lessons should be conducted in an open area, with sessions to be outdoors as weather and support materials will allow. If such activity is taking place in an office, be sure to let another staff member that you will be meeting with the camper in such an area and leave the door open. If the session will be taking place in a closed room, bunk, or building where no others are present at the time, seek the accompaniment of another staff person.
- Bathroom/Shower Support – If escorting a camper needing help to a bathroom or shower, be sure to let another staff member know that you will be bringing the camper. As circumstances allow, bring an additional staff member or camper with you. Allow the camper as much privacy as possible while still maintaining a level of vigilance. For example, hold the door partially open or stand at an audible distance.

B. Sports Elective

Sports Elective is one of the most important periods of the day. The following lists the expectations during this period:

1. An organized scheduled activity that emphasizes instruction of particular sports.
2. As with all activities, please make sure that you start on time.
3. Make sure that you are with your bunk and assisting the Elective Head as is determined by him.
4. The Athletic Director and Elective Head must make sure that all of the necessary equipment is ready for the instructional period.

C. Elective/Specialty Periods

1. Counselors will be given attendance sheets for the specialty periods to which they are assigned and must take attendance every period to make sure all campers are accounted for at all times.
2. Make sure your specialty equipment is in working order or immediately report any problems to the head of maintenance or administration.
3. Make sure all safety standards are being followed.

4. As with all activities, please make sure that you start on time.
5. Make sure that the campers are participating in the activities.
6. Try to plan out your activities in advance so that campers will remain interested and motivated in their respective specialties.

D. League Competition

The following rules apply for league competition:

1. All campers must get approximately equal playing time in league.
2. All counselors must check their groups' schedule every day to see where they are assigned.
3. Any counselor berating or belittling any camper will face disciplinary action.
4. In your role as a referee for a game, you are encouraged to give advice and assistance as part of your counselor duties.
5. Please remember that you are an example to your campers. They will "do as you do" rather than "do as you say".
6. As with all activities, please make sure that you start on time.

E. Waterfront

WITH THE DIRECT AUTHORIZATION OF THE CAMP DIRECTOR, THE WATERFRONT DIRECTOR (STAFF) ARE INSTRUCTED TO ENFORCE THESE REGULATIONS STRICTLY FOR THE HEALTH, WELFARE AND THE FUNDAMENTAL SAFETY OF ALL.

1. The waterfront poses the greatest risk to camper safety. Please refer to ACA standards and Red Cross safety recommendations as our safety guidelines.
2. First and foremost, the Waterfront Director and his assistants must be at the waterfront at all times during use by anybody!
3. All waterfront classes are Red Cross certified. The Waterfront Director will establish each camper's skill level.
4. Each waterfront counselor must concentrate on improving skills of the campers that they teach.

The Waterfront Director is in complete charge of the waterfront at all times. When he is not present, his designated assistant(s) is (are) in charge. When you are assigned to the waterfront with your bunk or for General Swim, **BE PROMPT** and follow your assignment. Cooperate fully with the waterfront staff, as the safety of campers and counselors alike are their responsibility. The rules and regulations that are listed herein are for everyone's benefit. It is important that you know the water safety regulations. Help your campers to know and understand them, and explain the reasons behind each one.

Water Safety Regulations

The following is a list of waterfront regulations. Every counselor and camper should familiarize himself with them. Counselors will, by their understanding of safety and proper conduct, set a good example for their campers regarding behavior at the waterfront. These regulations were designed with safety of everyone in mind, so that everyone can have fun while learning new skills in a safe environment.

THESE RULES APPLY TO EVERYONE WITHOUT EXCEPTION!

1. **NO CAMPER OR COUNSELOR** should be down at the waterfront unless waterfront staff is on duty.
2. Shoes are not worn on the swimming or boating docks, in boats or canoes.
3. Enter or leave the waterfront only with the permission of the Waterfront Director or the Waterfront staff.
4. Always swim with a buddy.
5. When a "buddy whistle" is sounded, swimmers must promptly and quietly proceed to the nearest dock. One buddy will climb out of the water and sit at his buddy's side. **NO ONE** is allowed to leave after a buddy check until the Waterfront Director (or designee) gives the OK.
6. While swimming, buddies should remain within close proximity of one another.
7. Campers and staff are only allowed to swim in areas according to their assigned classifications and swim abilities.
8. If you get tired or cold when swimming, you should check out with your buddy at the earliest possible time.

9. Stay within the boundaries of your designated swim area while swimming.
10. No rough housing or horseplay on the docks or in the water.
11. Call for “HELP” only when you really need it.
12. **WALK! Do not run on the docks.**
13. Enter the water only on the signal of the person in charge.
14. Dress properly for the waterfront: towel, thongs, robe, sweatshirt, t-shirt and bathing suits.
15. **The boathouse is off limits to everyone except for those living in there for the summer!**
16. Make sure that all campers are accounted for at all times!
17. Make sure that all safety plans in the event of an accident are known!
18. Alert the Waterfront Director to any problems such as safety risks or concerns regarding campers’ swimming abilities during the course of the summer.
19. All campers and staff in any watercraft and involved in any watercraft activity must wear a Personal Flotation Device (PFD).
20. Fooling around, capsizing, etc. is not tolerated unless carefully supervised by a small craft safety instructor.
21. Any camper or staff member will be expelled from the small craft area if rules are not followed. The Waterfront Director as well as Administration shall be notified.

There are many more regulations and procedures that the Waterfront Director will explain as the season goes on. It is important to pay attention to him or his assistants.

Off-Site Aquatics Programs

There will be trips during the camp season to water parks, beaches, or other recreational aquatic facilities such as boating/canoe excursions or fishing. It is the strict policy of Camp Bauercrest that Bauercrest campers and staff only participate in and/or attend facilities that are professionally staffed by personnel certified in the relevant instruction, rescue, and management of these programs.

Off-site providers must show/present/verify the required certification and that their facility is appropriately equipped with the necessary rescue equipment BEFORE Bauercrest will procure or participate in any program.

For any trip to an off-site aquatics or boating facility/program, at least one member of the nursing staff and all assigned waterfront staff – minimally LGT (or the equivalent) certified must also attend.

As with on-campus waterfront programming campers and staff are required to wear a U.S. Coast Guard-Approved personal flotation device (PFD) for any off-site boating or fishing program.

Campers who do not participate in Bauercrest on-site swim instruction programming, or who do not demonstrate swimming proficiency in line with our Red Cross Learn to Swim Program, may not participate in off-site aquatic programs.

Counselor and other participating program staff will follow the training and direction of facility staff and abide by the rules of the hosting facility. Bauercrest requires that hosting staff instruct Bauercrest campers and attending staff on the use of their watercraft.

Counselor and other participating program staff will follow the direction and recommendation of the Camp Bauercrest director, assistant director, waterfront director, or designated Bauercrest staff on their assessment of water and weather conditions that may impact the decision to travel to or proceed with the program.

F. Rest Period

Rest period begins immediately following the lunch meal. Camp life can be physically exerting so this time for resting is essential. Campers and counselors alike need to replenish their energy. Quiet should prevail but a variety of restful activities can be organized for the campers such as rafter ball and card games.

Younger campers should be especially encouraged to rest. Letter writing, quiet conversations, reading, quiet games, or just relaxation is appropriate for this time. At least one counselor is to remain in the bunk with the campers. It is the bunk counselor's responsibility to see to it that this time is not misused.

1. All campers should be in their bunks. This policy includes campers from the older bunks. The only exception to this policy is an announced sanctioned activity.

2. Campers should be on their beds and quiet, with the counselor setting the tone of the bunk behavior.
3. The counselor can use this time to check on his campers and ask question such as:
 - How is your day going?
 - What did you do today?
 - Are there any problems?
 - Are you getting along with everyone?
 - What can be done to make your summer better?
4. Camp Administration and the Board of Directors mandate that at least 2 letters or post cards, including to parents, get mailed every week during the designated days. These designated days are camp wide. Campers should be encouraged to write home more than the prescribed number of days, as parents can never hear too many times from their children.
5. Canteen is given out throughout the week, generally during rest period.

Sunday Rest Period will often be a time for scheduled CIT meetings or staff meetings.

G. End of Day Events

Towards the end of day, there are activities such as General Swim, team practices, and free time. After dinner there are club periods, free time, and evening activities which can be either all-camp activities or by group or bunk. These activities are on the daily schedule for each group.

H. Bunk Coverage at Night

Every bunk is to have at least one counselor in it every night. Each counselor should be covering the bunk an equal number of nights. If a counselor is to cover a bunk other than his own, **the permission of the GL (Group Leader) must be received**. If the GL is on his day off, the counselor **MUST** clear this permission with the Assistant Director.

After evening activity counselors will have designated campers go to the mess hall to get milk and snack for their respective bunks.

After evening snack, make sure that your bunk goes to bed at a decent hour. If there is a problem and you need assistance, let the counselor next door know what is going on so that one of you can contact the Head Counselor while the other can cover two bunks.

Children of different ages require differing amounts of rest, but all need plenty of quality, undisturbed sleep. The period at the end of the evening program should be devoted to washing, brushing teeth, toilet needs and otherwise preparing for bed. Counselors should be calm but firm about the call for “all overhead lights out” when taps sounds.

VIII. Other Areas of Camp

A. Mess Hall

Below are the responsibilities for a counselor while in the mess hall during meals:

1. Proper decorum must be maintained at all times.
2. **NO COUNSELOR** is allowed into the kitchen at any time.
3. Counselors must be aware if campers at their tables require special diets or medication during meals. Medications will be given out during every meal. There will be a nurses’ table in the back of the Mess Hall at which campers may receive them.
4. Campers are always served first at every meal.
5. Make sure that all campers are eating properly. If there is a problem, please inform the Head Counselor or nurse.
6. It is your responsibility to make sure that your table is reasonably quiet during meals.
7. Counselors will be seated at the far ends of tables. At least one counselor is required to be at their bunk's table at all times during every meal.
8. Please assist the waiters by making sure that the food does not end up on the floors and make sure that the tables are left cleared for waiters.
9. **Food is not to be wasted. Any unserved food that remains on the serving plate, dish, or bowl, should be left on the serving tray stand to be returned to the kitchen.**
10. Please make sure during Lazy Morning that campers clean up after themselves. Waiters still clean their tables, but need help in doing so.

11. Be sure that every camper is offered every food item at every meal.
12. Feed yourself last. The Head Table gets served last at every meal. This procedure sets the tone for campers being taken care of as our top priority.
13. Any complaints in the Mess Hall must be directed to the Head Counselor. **No one should go into the kitchen without permission from the Director or camp chef.**

B. Head Bunk

All camper and staff schedules are located in the Head Bunk. There is to be no one in the Head Bunk after midnight on any evening. There are also no telephone calls to be made at the Head Bunk after midnight on any evening. Group leaders and program directors are responsible for the cleanliness of the Head Bunk. Camp announcements and GL meetings occur in the Head Bunk.

Group Leaders and administration are the only ones to be making announcements from the Head Bunk. All lost and found items should be brought to the Head Bunk.

All Bunk Account money is to be given to the Assistant Director. It is not to be kept in the bunks. A system for receiving it will be explained at our orientation meetings.

C. Big House

The Big House is our administrative building that contains the camp office, living quarters and supplies. Policies regarding the Big House are given below:

1. No counselors, campers, or group leaders should be in the Big House unless there is a problem that has to be dealt with there.
2. Phone calls are not allowed in the Big House unless approved by the Camp Director or Office Manager.
3. Office staff should not be bothered about camp issues. All issues must go through your Group Leader who will bring them to the Assistant Director, Head Counselor or Director. Camp administrators are the only people who should be dealing with the office manager and his/her staff.
4. Upon returning from nights out, staff must be quiet upon entering the camp. After 11:00 pm, the Big House porch is off limits.

D. Infirmary

In order to ensure that both campers and counselors have a safe and healthy camp experience, there are some guidelines to follow for proper hygiene and in dealing with the infirmary:

1. The hours of the infirmary need to be respected.
2. The camp doctor will visit the infirmary at designated times during the week. Counselors must inform the nurse of any campers or staff who need to be seen by the doctor.
3. All staff and campers need their health records on file with the head nurse.
4. All medications for campers are the responsibility of the bunk counselors. Counselors need to make sure that the campers receive their medications from the camp nurse at the prescribed and appropriate times.
5. No one is to confront the camp nurses or doctors on any medical issue. If there is a problem, please consult an administrator at camp.
6. Check for signs of headache, sore throats, colds, coughs, irregularity, fatigue, listlessness, irritability, cuts or bruises, skin rashes or sores, swelling, infections, blister and sunburn, etc.
7. ALL MEDICATIONS are to be turned over to the nurse to be kept in the Infirmary (including aspirin!)
8. The camp nurse is the only person authorized to dispense medication and administer medical treatment (except in the case of emergency first aid or CPR)
9. Accident report forms are to be completed at the Infirmary immediately following an incident.
10. The Infirmary is open for visits after breakfast and supper. The nursing staff is not to be disturbed during the day except for an emergency.
11. Don't be afraid to see the nurse if you have a medical problem. You are of no help to your campers or the camp if you are sick.

IX. Special Camp Events

A. Army/Navy Day and Color War

The general rationale for color war is to provide a highly competitive environment for campers where teamwork is emphasized and sportsmanship is maintained at all levels.

Bad-mouthing, swearing and poor sportsmanship will not be tolerated during color war at any time, just as during the regular camping season.

Color war responsibilities are assigned, not selected based on counselor choice. It should be noted that regarding team placement, secrecy is important. You can be active as a judge as there are many events to be judged. You must maintain a positive attitude at all times. Remember that color war is a camp activity and it is intended to be a great experience for the campers. Among your primary responsibilities is to keep the spirit of your campers high.

Chief Judges should know who can and cannot referee. In the event an error in judgment occurs, remain sportsmanlike and patient - stay in the game!

At no time should color war be brought back to the bunk. Counselors are to make sure that arguing or cheering from won/lost events does not happen under any circumstances. **Remember why you are there! The bottom line is for the campers to have FUN!**

B. Inter-Camp Games and Travel Teams

These games foster good relations with other camps and provide a sense of competitiveness within campers. The nature of inter-camp competition does allow for a less even distribution of playing across team members.

The rules below govern inter-camp competition:

1. Counselor (coach) behavior should be sportsmanlike and diplomatic. There should be no encouraging of poor sportsmanship on the part of camper or counselor. **Severe disciplinary action can be taken against counselors who violate this rule, as the repercussions for poor conduct could last for many years.**
2. If there is a bad call by an official, proper decorum must be maintained. Remember you represent Bauercrest.
3. All tryouts for inter-camp teams must be done fairly. Every camper has the right to tryout for any team as long as he is medically eligible. However, only members of the group will be able to try out for the group's teams, regardless of age.
4. If there is the slightest medical question about a camper's health, it should be referred to the camp medical staff. All practices must be well organized and planned. Times and locations must be coordinated with the GLs. **No practices will be held after taps, without the express permission of the administration.**

C. Socials

During socials the following rules are to be followed:

1. Make sure that all campers are where they are supposed to be.
2. Make sure all behavior is appropriate. All in-camp disciplinary policies still apply.
3. We should assist or lead our boys so that they feel comfortable enough to socialize with the girls.
4. Socials are for the Junior and Senior groups only.

D. Trip Days and Bunk Night

The general rules for Trip Days and Bunk Nights:

1. Wear a Camp Bauercrest staff shirt.
2. Your campers must wear Bauercrest shirts.
3. Wear a watch.
4. Stay with your campers during the entire trip.
5. Do not drive yourself to a location in your own vehicle without express permission of administration.
6. Do not let your boys walk around unsupervised.
7. Report any health problems to the person in charge of the trip.
8. Do not encourage any unsafe behavior.
9. Follow any "Emergency Meeting Point" schedules established by your Group Leader, Head Counselor or Program Director.
10. Only a driver who is authorized by the office may drive vans for any trips.
11. A first-aid kit must accompany all trips. If at all possible, a nurse should be in attendance as well.
12. Health records must all be checked and any medications needed should accompany all trips.
13. Attendance should be taken at the beginning and every time the buses are loaded and unloaded on every trip.
14. For emergency procedures, refer to the "Emergency Camp Procedures" section of this manual.

X. RELIGION AT CAMP

One of the biggest aspects of our camp is our religious belief. The camp is one rooted in the tradition of Judaism. As this tradition dictates, there are prayers said before and after

every meal, plus Friday evening and Saturday morning services to observe the Jewish Sabbath. Friday night activities will often include discussions for the addition of moral and spiritual enhancement of the Sabbath as a special time during the week where time is set aside and something unique is experienced. Additionally, we will have programs concentrating on Israel and the connection with us in America. Most of these activities will be lead by our Israeli Shlichim and Assistant Director.

The following guidelines will set the proper tone of respect of our religious traditions at Camp Bauercrest:

1. During all meals a head covering must be worn. (Hats are usually commonplace). During Friday nights it is customary to wear a skullcap commonly referred to as a yarmulke.
2. Sit with your campers during services and be on time.
3. Volunteer to participate in services. When the campers see you doing it, they will usually want to follow your lead.
4. Be respectful of the traditions regardless of your personal beliefs.
5. Usually during the Friday evening meal, there are songs and cheers that are said at the conclusion of the meal to foster a sense of camp spirit.
6. Be especially diligent of table conduct as Friday night is a time when we often have visitors from the Board of Directors with us.
7. Dress during service is usually collared shirts or nicer clothing.

Tisha B'Av is a day of mourning in the Jewish calendar. There is a memorial service in the evening. Many staff and campers will choose to spend the day fasting as part of the observance. This program is coordinated by the Camp Rabbi.

XI. Discipline at Camp

It is always easier to start off a bit strict and slowly ease up as the summer progresses.

Being strict with respect is different than being strict without it. Try using reason with your campers. Always “ask” first. In order to get respect, it has to be earned. A counselor should employ the following methods for discipline:

1. Reasoning
2. Time-outs
3. Benching during a sporting event
4. Use of our Head Counselor and Assistant Director

Remember that children are not perfect. All punishments must be positive in nature. The following are examples of punishments that are not considered acceptable here at camp:

1. Lights out
2. Canteen revoked
3. Any form of physical punishment
4. Trips revoked

Do not give any form of punishment that cannot be followed through. If you feel that you cannot handle a discipline situation, consult your Group Leader or administration; they are here to support you. Being uncertain of any course of action is normal.

Understanding this point underscores the need for you to feel comfortable in seeking higher direction at any time. It is OK to explain to a camper that you have to think about a punishment rather than acting in a rash manner. Do not give a punishment for which your Group Leader or an administrator cannot support you.

You must remember to not play favorites and to **NEVER STRIKE, HUMILIATE, OR ENCOURAGE ABUSIVE BEHAVIOR** among your campers. Any such action will result in your **immediate dismissal** as outlined in your contract. You should never put your hands on a camper unless you are removing them from a potentially dangerous situation. If a child runs from you or the bunk, **CALMLY** go after him. **NEVER RUN AT A CAMPER**. If he continues to run and not respond to you, go get help.

Behavior should be modeled as having consequences both good and bad. When a camper exhibits good behaviors, reward systems should be encouraged. Learn to take charge, do so often, and build leadership within your camper community. Give the campers an opportunity to take pride in their bunk and for them to set examples to each other based on your lead. Being consistent in your communication and exercising disciplinary action will help your campers to more clearly understand what acceptable and not acceptable behavior is. Further it will help them to more clearly understand your role and style as a bunk leader.

XII. Behavioral Expectation

We affirm the importance of presenting our children with role models that are exemplary with the Bauercrest philosophy and in keeping with the expectations of the parents who entrust their children to us. This value places a great responsibility upon each member of the staff. Below are the standards of behavior that are expected at Camp Bauercrest, listed in no particular order of importance. Violation of these policies can put campers at risk, Bauercrest at risk, and could lead to disciplinary action up to and including termination.

1. Never offer a camper a ride in a private vehicle, unless you have the permission of the Camp Director.
2. No alcoholic beverages, illegal drugs, drug paraphernalia, or related substances are permitted in camp. This policy also includes the bringing of pornography into camp, including magazines such as Playboy and Penthouse.
This infraction will be grounds for dismissal.
3. Never strike a camper! Never inflict cruel punishment upon a camper, whether physical, verbal or psychological.
This infraction will be grounds for dismissal.
4. Camp Bauercrest is a smoke free environment. This label means **NO SMOKING ALLOWED**. Cigarette/Cigar smoking is not permitted among campers. Never allow a camper access to your cigarettes and/or matches if you smoke and please confine any smoking to designated areas only.
5. **We request that you avoid vulgarity in speech, especially in vicinity of campers. When you hear it from the campers, do not condone it. Rather, ask them not to use such words.**
6. Counselors must not leave early for days off or return late from them. Any counselor who leaves early will not be able to leave on their next day off until reveille. If the infraction occurs on your 6th day off, you will be docked one day's pay.
7. Counselors will be allowed 1 "long night" each month. Long nights **MUST** be coordinated with the GL and Assistant Director. On a "long night", counselors may leave camp after dinner and return by reveille. "Long nights" may **NOT** be piggybacked with days off.
8. Set an example for the campers in regard to personal appearance, dress, grooming, hygiene and demeanor. Make sure that your campers shower regularly and that they respect all natural hazards such as flora and fauna of the camp.
9. Make sure that campers do not litter at camp.
10. There will be no firearms or weapons allowed at camp.
This infraction will be grounds for dismissal.
11. There will be no tolerance for any form of hazing of both campers and staff at camp. **This infraction will be grounds for dismissal.**
12. Any suspicion of stealing must be reported to the Camp Director.
13. No camper should be in a bunk other than his own without permission.

What you do outside of camp is also of concern as it might affect your ability to carry out your responsibilities in camp. Further, such behavior could reflect badly upon Bauercrest's reputation in the community by implying our consent of such behavior.

With this guideline in mind, any staff member who is arrested, taken into protective custody, caught with illegal/under-age restricted substances, reprimanded, or driven back to camp by a public safety officer will be subject to severe disciplinary action including termination.

XIII. Sexual Harassment Policy

In order to provide a productive and pleasant working environment, it is important that we at Camp Bauercrest endeavor to maintain a workplace characterized by mutual respect. Accordingly, sexual harassment in our workplace will not be tolerated.

A. Prohibited Activities

Sexual harassment has been defined as a form of sex discrimination, consisting of unwanted sexual advances. Examples of prohibited sexual harassment include:

- Administrators explicitly or implicitly suggesting sex in return for a hiring, compensation, promotion or retention decision
- Verbal or written sexually suggestive or obscene comments, jokes, or propositions
- Unwanted physical contact, such as touching, grabbing, or pinching
- Displaying sexually suggestive objects, pictures, or magazines
- Continual expression of sexual or social interest after an indication that such interest is not desired
- Conduct with sexual implications when such conduct interferes with the employee's work performance or creates an intimidating work environment
- Suggesting or implying that failure to accept a request for a date or sex would adversely affect the employee in respect to a performance evaluation or promotion

B. Harassment by Non-employees

We will endeavor to protect employees, to the extent possible, from reported harassment by non-employees such as from visitors, vendors and other parties who have workplace contact with our employees.

C. Complaint Procedure

An employee who feels that he or she has been harassed is strongly urged to immediately bring the subject to the attention of the Director or Assistant Director. Inquiries and/or

complaints will be investigated as quickly as possible. Any investigation will be conducted in as confidential manner as is compatible with a thorough investigation of the complaint.

D. Discipline

Any Bauercrest employee found to have harassed another employee or applicant for employment will be subject to appropriate disciplinary procedure action, including reprimands, suspension or termination of employment.

A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.

XIV. Additional Counselor Responsibilities

1. All counselors **MUST** be in their bunks during the following times:
 - Pre-reveille
 - Inspection
 - Rest period
 - Pre-taps
2. All counselors must cover their bunks after taps regularly throughout the week and are expected to cover as needed by the administration.
3. All counselors must be on time for all assigned activities.
4. No camper or counselor should go into a bunk without that bunk counselor's permission.
5. No one should go in the Head Counselor's, Director's, or Assistant Director's bunk without explicit permission.
6. All counselors must be on time for lineup.
7. All counselors are assigned six out of seven periods a day. The off period is yours. You must stay in camp unless given permission by administration.
8. All counselor's schedules must be given to the following:
 - CI-Head Counselor
 - General Counselor- Head Counselor and Group Leaders
 - Waterfront Counselor- Waterfront Director
 - Specialty Counselor- Head Counselor and Specialty Director
9. Counselors may have a personal vehicle at camp. To have a personal vehicle at camp and to use the vehicle for any camp-related activity or trip – for staff transport only –

each counselor must sign a Personal Vehicle Authorization Form.

10. Designated parking areas are located at the top of hill at all times. Staff may only park their cars in this area.
11. There should be no inappropriate counseling of campers in camp. Leave this work to experts. If there is an emotional issue that needs to be dealt with, please notify the Head Counselor. Remember, you are not a social worker.
12. All returning staff should try as much as possible to help welcome new staff and help orient them to camp procedure.
13. Be careful as to your own safety.
14. No one should be allowed in the computer/media room or weight room at camp without counselor supervision.
15. Sun block and bug repellent should be administered to each camper every morning as needed.
16. All campers who have behavior medication must have it administered. Seek guidance from camp administrators if there are any questions regarding this procedure.
17. There are no pets allowed in camp.
18. Telephone calls to or from a staff member should take place between 9:30-11:00pm. Calls should not take place during mealtime.
19. Staff members are entitled to 6 days off during the camp season, excluding the first and last weeks of camp. A day off will begin at taps the evening before and will end at 8:30 am the next morning.
20. Nights out begin after taps. We ask that you make every effort to return to camp prior to 1:00 am for safety and security reasons. Counselors are due back prior to reveille the next morning.
21. ODs will be required up and down the hill during free play and General Swim. OD staff is responsible for the area to which they are assigned and should take the assignment seriously. If you need to be relieved during your OD assignment, you should send for your Group Leader, the Assistant Director, or the Head Counselor.
22. "Long Nights" are given as a courtesy. They begin after dinner and end by reveille the next morning. A Group Leader who has consulted with the Assistant Director will be allowed to approve a "long night".
23. There will be a formal written staff evaluation at the end of each camp session.
24. The Bunk counselors will send regular camp reports home once each session.
25. An update email to parents will be sent bi-weekly from the counselors

26. During nights out, drunkenness will not be tolerated.
27. Unless approved by the Camp Director, there are no females allowed on campgrounds in the evening unless they are employees of the camp.
28. In the off-season, when dealing with camp families, remember that you represent the camp. Use discretion in your contacts. You are asked to keep in touch by e-mail or phone and to attend the annual camp reunion in November.
29. Refer to the community handbook for additional counselor procedure.

XV. Visitors at Camp

Upon arrival at camp, all visitors must stop at the Big House and announce their presence to the Camp Director.

Visitors are only allowed in camp when proper arrangements have been made with the Camp Director.

Visitors to camp are not permitted inside bunks except in situations arranged by the Camp Director.

XVI. Homesickness

A recommended approach to alleviating homesickness is to involve the child with as many activities as possible. The busier the child is, the less time he has to think. Any major issue should be shared with your Group Leader.

XVII. Emergency Procedure

If a child is missing either at camp or away on a trip, the counselor must report this occurrence to his Group Leader or to the Head Counselor or Assistant Director. If a disappearance occurs on the campgrounds, an announcement will be made for all available counselors to report to the Head Bunk. At that time, staff will be instructed on what to do. If a child is missing off the campgrounds, the Group Leader, once notified, will contact a member of local security or police to assist in a search for the missing camper.

Proper procedure for emergencies resulting from natural disaster or fire will be provided separately during the orientation period to all staff.

Communication Protocol

Trip leaders, nursing and administrative personnel all have cell phones.

If an incident happens away from camp, then the person in charge will make sure the camper(s) are taken care of first and then will contact the Camp Director and Health Center, if necessary. In case of a minor emergency, the camp will open the following lines of communication: The Registered Nurse on duty will be alerted of the problem as well as the Director of the Camp. At his/her discretion, either a doctor or emergency help will be called in. After the emergency, procedures will be reviewed and staff will be debriefed. In the event of a major emergency, Bauercrest staff will implement the Emergency Response System, including fire and violent storm procedures. In case of serious damage, the President of the Board of Directors or his designee, along with the Board of Directors will make the decision as to whether or not the camp will remain open.

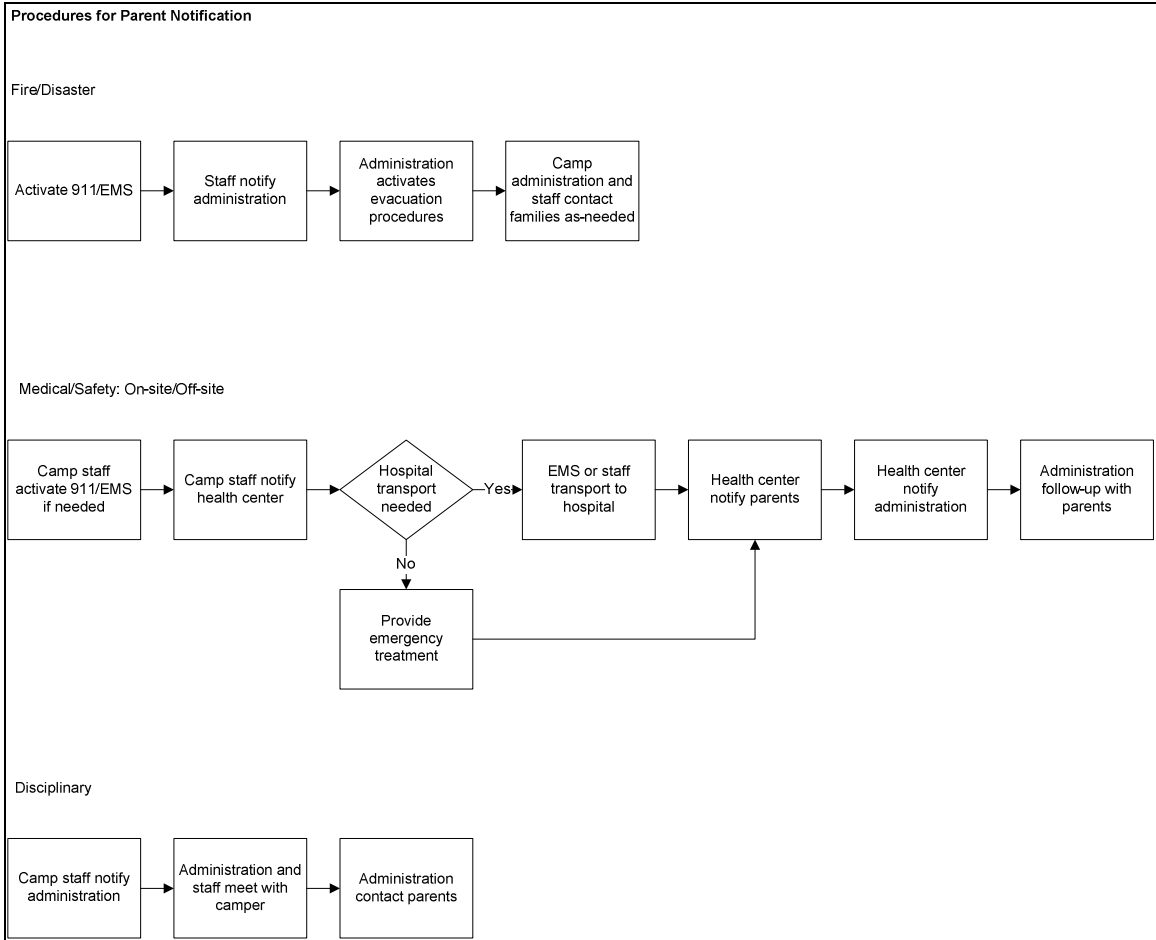
Parent Contact

In the case of a major emergency, such as a major fire, there is a telephone tree that will direct staff members to call all parents. The camp maintains a number of telephone lines, as well as Internet and facsimile capabilities. A copy of our Camp Telephone Tree is contained in the Camp Bauercrest Operations Manual.

In the event of a minor emergency, the Director writes a letter to the parents of the individuals involved, detailing what happened, and the resolution. These letters are then followed up by a phone call, if deemed appropriate by the Director, or his designee.

Health issues are handled per the nurse's instructions and policies, which are contained in the Camp Bauercrest Operations Manual.

The diagrams below display the processes in place for any event requiring parent notification.



Communication With The Media

It is the policy of Camp Bauercrest that only the Administrative staff or members of the Board of Directors are allowed to deal with the media. Camp Bauercrest will shield all our staff and campers from any media contact. A specific outline of the Camp's Media Policy is in the Camp Bauercrest Operations Manual.

XVIII. First Day, Visiting, Changeover and Last Day

For first and changeover days:

1. Turn on your best personality.
2. Try to quickly learn the first names of your campers and call them by name, introducing yourself to the arriving campers and to one another.
3. Help your arriving campers to get their clothing put away in assigned and proper areas. Also assist them in properly making up their beds.
4. Watch your campers carefully the first few days for homesickness. It can occur with older campers as well as younger ones.
5. Stay with your campers until all of them are asleep. (The first night will be the time to explain the Bunk procedures).
6. The first morning after the arrival is of great importance. Help your campers with details of using bunk facilities, organizing their areas and if necessary with making their beds. Show them you care!
7. Try to patiently respond to all questions that you can possibly answer. This approach will reassure your campers as they orient themselves to their new surroundings.
8. Have your campers (or their parents) leave personal money with you. Make a record of each camper personal account and then bring them to the Assistant Director for safekeeping.
9. See to it that your campers have enough proper clothing and other materials and supplies for their stay in camp. If you find campers are under-equipped, report your discovery to your Group Leader.

10. Make sure that on the last day and changeover day that all laundry is accounted for.

XIX. Conclusion

A counselor has the most contact with a camper over the course of the summer. Your dealings with each boy will help to determine the experience that he has at camp. We want you to have fun and to be with your friends. We also want you to be here for the kids. That is why we want you to get to know the kids and make them want to be here like you do.

I hope all of us will adhere to these policies. Good luck and let's make it a great summer!