



Fair Lawn Jewish Day Camp Staff Policies & Procedures 2015/5775

Mission: It is the mission of FLJDC to provide the children and parents of the Jewish community a safe, fun and educational summer experience, in a non judgmental environment, through the demonstration of excellence and attention to detail in all aspects of camp and practicing a Kids First philosophy.

Goals

- To provide our entire community, and specifically the children with a safe, fun, and memorable Jewish summer camp experience.
- To affect each camper in a positive manner and encourage personal character growth.
- To teach campers a new skill, interest campers in a new hobby, help campers make new friends and help campers overcome a difficulty.

Kids First: FLJDC is operated for the maximum benefit of campers. While effort will be made to provide for our needs as well, **CAMPERS COME FIRST**. Our primary responsibility is to serve the campers, placing our own needs second. Staff behavior should always reflect this value.

Morning arrival and end of camp

- Morning care staff must be at camp by 7:45 AM.
- All staff members must be at Camp by 8:30 AM.
- Counselors should always warmly greet children by first or preferred name with big smiles and loud hellos, making light conversation when possible.
- Camp ends at 4:15 PM Mon - Fri. No staff may leave camp until all their campers have left or been brought to after care.

Punctuality: Each counselor must at all times have the daily schedule and wear a working watch, this will enable the entire bunk to be as prompt as possible all the time. Our success as staff depends a lot on being able to provide our children with all that has been planned for them during the day. If we are late to activities, lunch and snack times, or to buses we will cause our children to miss camp activities and create disappointment.

Supervision & Attendance: Staff shall **NEVER** leave a child or group of children unsupervised even for just a moment! There is never an excuse for this and it applies to all divisions and bunks! Leaving children unsupervised shall be grounds for immediate dismissal. Counselors must take daily written attendance and always know the face count of their campers for that day, keeping in mind kids who come late or leave early. In addition to daily attendance, written attendance is also required every single time we go off site.

Breaks: Staff will have a break during the day. Staff will receive a schedule with the exact times of their break and are expected to be punctual. Breaks will only be scheduled on days that have activities in which children do not require all staff members to be present. No break will be possible on full day trips or other days that no such opportunity presents itself as determined by the camp directors. Staff may never leave children alone. Staff may not leave camp facility during break or leave the immediate area of campers when off-site. Staff may not switch break times with each other unless you have permission from the Camp Director. Abuse of break time will be grounds for dismissal. Staff may use cell phones during breaks only in camp office or in staff room/storage room, never in the presence of campers or staff not on break at that time.

Physical Ability: Staff must be in good health, well rested, and physically able on a daily basis. Staff should not come to camp if sick, injured or unable to perform staff duties as determined by the camp directors.

Absences: Permission to be absent from camp or from staff meetings for any period of time must be secured from the Camp Director. It is expected that all staff members will be on time each day with little or no absence. In all cases of absence/lateness, the Camp Director must be notified immediately. If you do not find a qualified substitute, the Director may find a replacement that may be permanent which will forfeit your job. Two absences may be cause for dismissal even if you find qualified replacements.

After Hours: Staff is not allowed to be involved with children in any way after hours during the camp season. Staff may not go to children's home, babysit or transport campers in non-camp vehicles without

written permission from parents and camp directors. If necessary, staff must first obtain permission from camp director then from parent. Any written permission must be filed with camp office.

Dress Code: All staff is expected to present a clean and neat appearance. Camp Staff shirts are to be worn every day. Dress code standards for our staff include but are not limited to:

Male Staff:

1. A kippah, hat, or cap covering your head at all times even during sports.
2. A minimum of short sleeves on shirts, no tank tops. No low cut necklines that reveal the chest. Camp t-shirt is required.
3. Wear a shirt, and pants at all times, no bathing suits (except at the pool), no shorts.
4. No piercing or tattoo is to be visible in camp. Any rings or studs must be removed during camp.

Female Staff:

1. A minimum of short sleeves on shirts, no sleeveless shirts or tank tops. No low cut necklines that reveal the chest or wide collars that reveal the shoulders. Camp t-shirt is required.
2. At a minimum, skirts or shorts must cover the knee and not reveal the knees.
3. Pierced ears (one piercing in each ear) are the only acceptable piercing to be visible in camp. All other piercing and tattoos must be covered and/or rings or studs removed.

Alcohol: Staff shall not consume or be in possession of alcoholic beverages on camp property or while on duty off site. Non-compliance with this policy will result in immediate dismissal. Public displays of intoxication while off duty or off site which may negatively reflect on children will be grounds for dismissal.

Smoking: Staff is not to smoke or use tobacco products while on duty or on camp grounds. Violation of this rule shall be grounds for immediate dismissal.

Drugs: The use or possession of illegal drugs including, but not limited to, amphetamines, narcotics, or marijuana are expressly forbidden on or off camp property at any time. Violation of this policy will result in immediate dismissal.

Drug Testing: A staff member can be asked to submit to drug testing if there is reason or suspicion to believe that the staff member is, or has been, involved in the consumption of illegal non-medical drugs during their agreed upon employment period. Failure to test, or a positive result, can lead to immediate termination.

Abuse, Discipline, Endangerment: The deprivation of food or water, being left alone without supervision, or subjected to threats, ridicule, endangerment, physical, verbal or psychological abuse of any child or staff member shall be cause for immediate dismissal of staff member.

Relationships: Inappropriate sexual relations, intimate displays of affection or creating a compromising situation at camp are cause for immediate dismissal. Personal relationships are to be conducted on personal time outside of camp. Social/sexual relationships and experiences of staff should never be discussed in camp. Questions from campers of sexual nature should not be answered by staff and should be referred to the Camp Director.

Personal Space: Staff will never touch a child or another staff member in ways that make them feel uncomfortable. Other than diapering, children are never to be touched in areas of their bodies that would be covered by a bathing suit. At no time should a staff member be alone with a single child unobserved by other staff or children.

Harassment: Any harassment, bias, or discrimination of any kind is strictly prohibited, whether committed by coworkers, supervisors, members of management or third parties. Any form of harassment will be grounds for dismissal from camp.

Cleanliness: All staff is required to bathe daily using soap, wear freshly laundered clothes, and present a clean and neat appearance at all times. Staff is further responsible for the cleanliness of their bunk room, lunch table, and assigned program areas.

Animals: Pets are not allowed in Camp. The exception to this rule is camp sponsored shows that may bring in animals.

Pictures: Pictures of staff may be used in camp promotional material. Staff may never take pictures of children using a non-camp device.

Camper Belongings: Counselors are required to help children keep their belongings clean, neat, and from getting lost or ruined. Counselors are further required to ensure that children bring their belongings home daily unless otherwise instructed by parents.

Camper Phone Use: All camper phone use is based strictly on permission from the Camp Director. No staff member is to authorize a camper use of a phone. If children bring cell phones to camp staff must bring phone to office and give it back to camper at the end of the day.

Camp Radios: All staff will keep in touch with each other by means of camp radios (Walkie Talkie). One staff member in each bunk will be assigned a charged radio and must carry it with him/her at all times. Make sure to place your radio in the charger daily after camp. The cost of each radio is \$150.00. The radios are given to staff for use during this summer; staff will be expected to return it in good working condition at the end of camp. Any staff member who fails to return his/her radio in good working order, or does not return it at all, will be asked to pay up to the cost of the unit. Never bring radios home.

Electronic Devices: Staff may not use cell phones, radios, video games, iPods, etc. during camp hours. Exceptions are permitted for camp radio use. Staff must place their cell phones in their camp provided inbox daily. Staff may never have a cell phone on their person during the camp day. Two infractions of this policy shall be grounds for dismissal or deduction from pay.

Privacy: We never blog, tweet, comment, or share our feelings, opinions, frustrations, or emotions about camp, staff, or children with anyone outside of camp regardless of the communication device, platform, or in person. We take care never to share and to properly secure, shred, and dispose of any personal camper information that we may possess during camp.

Weapons: Staff is never allowed to bring any weapons of any kind to camp. Violations will be grounds for immediate dismissal.

Personal Sports Equipment: Personal sports equipment of any kind is not permitted (bicycles, skates, skateboards, bats etc.).

Grievance Procedure: Staff members may use the following procedures to resolve work related problems:

- Attempt to solve the problem with the staff member directly.
- Discuss the situation with your head counselor.
- Submit a written statement to the Camp Director, explaining the situation.
- Request an individual meeting with the Camp Director, followed by a meeting with all parties concerned.

Discipline Procedure: In most cases, the policy to be followed by staff in addressing camper and other staff issues will be the three-step approach:

First, a verbal warning will be issued to the camper or staff member.

Second, the camper or staff member will be given a written warning.

Third, a conference will be held with the camper or staff member. All discipline cases are reviewed with the Summer Camp Director.

Medication: FLJDC does **not** administer prescription drugs to children under any circumstances. If a child is on medication, it must be administered by the parent/guardian, preferably outside camp hours.

No staff member should have medication of any kind on their person or give any medication to children. FLJDC only administers over-the-counter drugs (i.e. Advil, Benadryl) with written parental consent and a supply of said medication must be provided by the parent. Before administering said medication, the parent must be contacted. Only the Camp Directors/health directors may give medication, and only with permission from parent. An exception to this rule is the possession and use of Epi-Pen's by trained personnel and only in an emergency.

Medical Insurance & Injuries: Summer staff is covered by worker's compensation insurance when an accident occurs while on duty. Summer staff is required to provide their own medical coverage; FLJDC's health and accident insurance do not cover you. Accidents that result from unauthorized activities are not covered by worker's compensation. Any accident occurring at camp relating to campers or staff must be documented with an injury report form and turned into the camp health director.

Visitors: Visitors for staff members are not permitted at any time.

Trespassers: Anyone on the property who is not a staff member, camper, parent, or school facility employee is trespassing. If you encounter a stranger on camp property, approach the person in a friendly manner and introduce yourself. Ask the person their name and escort them to the main office. Do not approach the person alone, take a buddy.

Authorized Pick Up: No child may be dismissed early without permission from the camp office and checking out in the office. Even if a parent comes to you, you must make sure to send the parent to the office to check out BEFORE you let the child go.

Children are never released to anyone, no matter how they are related to the camper, unless they are on the authorized pick up list.

Parents: We encourage open communication with parents via Camp Director and/or camp office. Staff should limit communication with parents to non problem related matters. Staff should never communicate camper issues with parents; this must go through the Camp Directors who will help in every way possible. Any communication or requests initiated by parents should be reported to camp office or Directors so we are all on the same page and can help each other serve the campers and parents.

Food & Allergies: We do not eat lunch or snack before, or while serving the campers. We always use disposable gloves when serving food to the campers.

We are a nut-free and seed-free camp. When giving children food not provided by camp, you must read the label to make sure there are no nuts or traces of nuts in the food and that it is Kosher and Pareve (non dairy).

Children and staff are never allowed to bring food with nuts or seeds, or share any food with each other, for reasons of health and kosher dietary laws. If any of your campers bring food that is not nut free, you must take it away and bring it to the office immediately; make sure that the office manager knows who brought the food so a message can be sent to parents.

Unethical Conduct: It is our goal to encourage a safe and honorable environment. Theft in any amount of money, goods, materials, or supplies shall be cause for dismissal.

Respect: Camp staff must focus on teaching respect for one another, our equipment, the environment, and our property. In our ongoing effort to better camp, all staff is required to act as role models in behavior, care for camp, its grounds, and its equipment. Any staff member found to be abusing the camp equipment or disrespecting others may be dismissed. The defacement of property including, but not limited to, graffiti and writing on or carving into any surface is forbidden. If we see children disrespecting each other or the camp in any way it is our responsibility to stop them and explain what is wrong with what they were doing. A report with the office may also be required.

I, the undersigned, agree to and understand the FLJDC Policies and Procedures.

Signature: _____ Date: _____

Please Print Name: _____