



Camp Shalom NJ Staff Handbook



Summer 2017

Camp Shalom NJ
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On Being a Camp Counselor...

Being a Camp Counselor is one of the best jobs you will ever have! It gives you the opportunity to have a positive impact on the lives of children, while learning skills that are important for your own life. You'll learn to be a leader and a team player. You'll learn to be compassionate while setting limitations. You'll learn how to communicate and interact positively with campers, co-counselors, unit heads, and directors in a professional way. As a staff member, your input is a valued tool in the success of our camp going from good to great. Since you are on the front-lines every day, you know what works and what doesn't. Please share with the Unit-Heads, Assistant Director, and Specialists your ideas in making improvements. And most importantly, have fun!!

STAFF POLICIES AND GUIDELINES

- Counselors and Specialists are required to be on the camp grounds all day. In an extraordinary situation, permission to leave the camp needs to be pre-approved by your direct supervisor.
- Use appropriate language: NO cursing or abusive language.
- Guest Policy: Due to insurance regulations, we cannot accommodate visitors, friends or relatives during camp hours. This applies to both campers and staff.
- Cell phones are NOT to be used during camp hours. This is from the time you arrive until you are dismissed. (See Cell/Texting Policy page)
- Radios, iPods, MP3 players, games, c.d. players, are not allowed to be seen on the camp grounds. The only exception is that they are allowed to be used during your break, in a designated break area.
- No water pistols, roller blades, skateboards.
- Keep campgrounds and buildings clean.
- Staff meetings & orientations are mandatory.
- Camp office is for Directors and Unit Heads only.
- Dress Code for ALL: A staff T-shirt (no modifications allowed), sneakers, (no open-toed shoes). **Male staff:** tzitzis and no jeans are allowed; **Female staff,** skirts must cover the knees and camp shirt must remain below the elbows.
- Dress appropriately for all weather. Dress as a role model for your campers. Bring bathing suits, towels, sunscreen, and a hat.
- No smoking of any kind (includes cigarettes, e-cigs, cloves, cigars, etc.)
- No drinking of alcoholic beverages.
- No striking, grabbing, pulling, or wrestling/play fighting with the campers.
- Sick Days and July 4th: If a Counselor is ill and unable to work, please call the camp office at 201-624-2331 by 8:00 a.m. A sick day will be charged to any staff member



missing any part of the camping season including orientations. If you become sick during the camp day, see your Unit Head or Director. In addition, anyone absent on Monday, July 3rd will have a loss of two days' salary for the day.

- Late Days/Late Nights: Counselors are required to work when their campers have programs. This includes evening family barbecues, trips, the camp shows and late stays. Sometimes trips extend past 4:00 pm. Counselors should plan to work late accordingly.
- The Camp is not responsible for your belongings. It's best to leave valuables at home.
- Sexual harassment violates both the civil law and our Jewish tradition, which requires respect to all persons. Sexual harassment, whether committed by management, supervisors or employees, is strictly prohibited.
- You have a moral obligation to report any unethical or illegal behavior to your Unit Head, any administrator, or Camp Director.

CONDITIONS FOR EMPLOYMENT

Employment is based on submission of a signed contract, IRS Form W-2, Form I-9, I-9 backup, and Completed Working Papers (if required). If any of these forms are not submitted, Camp Shalom NJ, Inc does not consider you a paid employee. Any services rendered are considered that of a volunteer. As a non-for-profit organization dedicated to children, you are welcome to volunteer. Should you wish to volunteer, you must adhere to the conditions herein.

SPECIAL NOTE TO ALL STAFF

In case of injury to a staff member, he/she must fill out an accident report within three days of the incident in order to be eligible for workmen's compensation.

TRANSPORTATION

Some of you will be taking camp buses to camp and some will be driving. We do our best to provide central stop bus locations to staff who request the service at the time of hire.



FOR STAFF ON CAMP BUSES

Please insure safety at bus stops. Make sure campers stay put, not running in front of buses, etc. Non-bus counselors must help bus counselors provide an organized and safe atmosphere and be available to help in case of emergency. Upon arrival to camp, all campers and counselors go to their designated areas. The Camp Director reserves the right to assign staff to vehicles dependent upon supervisory needs. Make sure each of your campers know where to go when he/she gets off the bus at camp. You **MUST** communicate in advance with Adina Pfeiffer, Nechama Konigsberg, or Yael Pittinsky, the transportation directors, if you will not be riding the bus to or from camp on any particular day.



DRIVING TO CAMP

We are not responsible for any damage or theft to a vehicle when driven to camp. You must park in the assigned staff parking spots. Counselors who drive to camp must arrive by 8:25 a.m. and go directly to their bunk's meeting area. Staff members who drive to camp will be assigned tasks at dismissal. They may not leave camp until all of the carpool campers have departed and the dismissal supervisor dismisses them.

DISCIPLINE POLICY FOR STAFF

The following behaviors are grounds for immediate dismissal:

Hitting a child

The use of alcohol or drugs during camp

Any behavior perceived as having sexual connotation.

Disrespect to administration/Insubordination

FOOD AT CAMP

All food which Camp Shalom provides is certified Kosher. All food brought to camp must be packaged and kosher certified. If you do not wish to participate in our option hot lunch program, please bring a lunch and beverage every day. Lunches will be refrigerated. Campers may not share food. We want to protect children with food allergies.

FOOD ALLERGIES

Many children have food allergies, especially a peanut allergy. **Camp Shalom is a nut and seed free camp!!** Children and staff may not bring peanut butter, peanut products (peanut oil, etc.), or anything with seeds (sesame, poppy, etc) to camp. **If any child brings in a food containing nuts or seeds, please bring the child with his lunch to the unit head and an alternate food will be provided. We understand that this can be an inconvenience, but is necessary for the safety and health of the allergic campers.**

A DAY AT CAMP...

- A counselor must be with the group at all times.
- No camper should EVER be without a counselor!!!
- **A CIT is not a counselor. A CIT can NOT be left alone with a camper or bunk.**
- As you travel from one activity to the next, take head counts often, use good judgment, and one counselor leads the group and another follows from behind.
- Singing songs and cheers helps bring campers together...and it's fun!!
- You are responsible for your group's attendance. Make sure it is correct and legible and handed in by the end of tefillah.
- Lunch is in the lunchroom. Please inform your division head of any children who have no lunch or do not eat their lunch. The Camp will provide food to campers with no lunch.
- Eat with your campers during lunch!



ARRIVAL

All staff members who are NOT riding on buses must be in camp by 8:25AM and by your staff meeting by 8:30 AM. Buses will be arriving with campers between 8:50 and 9:15AM. The official camp day begins at 9:00 for campers. Staff members riding the buses should report immediately to their group's pre-designated arrival area.

DISMISSAL

3:40: Snacks are given at the bunk area.

3:50 - 4:00: Campers are dismissed to dismissal locations for buses, carpools, or aftercare.

All staff will be assigned dismissal jobs by camp administration and must wait for permission to leave.

A DAY AT CAMP - - - SPECIALTY AREAS

Much of the day is spent in areas run by Specialists. The number of sessions per week for each will vary according to the activity and age of the campers. (example: swimming will occur 10 times per week or twice daily, an activity like science will occur once a week). Since specialty time is limited, groups must plan to arrive and depart on time.

Specialties for the Summer 2017 include:

Arts & Crafts - Baseball - Basketball - Ceramics - Chinuch - Drama - Kickball - Hockey - Nature - Oneg Shabbat/Ruach - Science - Soccer - Softball - Special Events - Swimming - Teambuilding - Theme Days - Karate - Nature - Dance - Movement - Zumba - Ult. Game Show
All counselors participate in the Specialty areas. While the Specialist is presenting, counselors must pay close attention so that they can assist campers in learning skills that are taught. Please remember that "camp is for the campers"! Please resist the urge to make jewelry in arts & crafts, play your own game of soccer, etc...

BUNK TIME

During lunch and an occasional FREE during the day, counselors should plan activities based on their campers' interests. Any supplies needed and/or space needed for the activity must be worked out with the Unit Head.

FIELDS AND SPORTS EQUIPMENT

Please be courteous toward groups already engaged in activities on the sport fields. Please do not cut through the fields while the activities are in progress. Equipment that is required for a camp activity must be signed out through the Sports Coordinator.

SPECIAL EVENTS

In an effort to enhance our outstanding regular program, a series of special events and



activities have been developed. At the beginning of each summer, counselors will be provided with a summer calendar including each special event. Weekly, the counselors will receive additional, specific information regarding the events of each week.

A DAY AT CAMP - - - SWIM

One of the most important activities at camp is swimming. It is also one of the most **dangerous** areas of camp. All rules must be strictly followed. We don't want any statistics at Camp, ever!!! We follow the **American Red Cross Learn-to-Swim** program.

During the first week of camp, campers will be tested by the Aquatics staff and placed into groups. Counselors must be in a **bathing suit** at the Pool so they can get in the pool with the campers if needed. The Aquatics Director will assign a station at the Pool Side for counselors to provide extra supervision. When at the pools, staff members are either in the water teaching, playing with campers, standing, or sitting at the pool side facing the pool, with eyes on the campers. During instructional swim, all Junior Counselors will be in the pool to assist where needed. During Free Swim, all Senior Counselors will be in the pool to assist where needed. All staff is encouraged, however, to be in the water with campers at **every** swim period.

IN THE EVENT A CAMPER IS STRUGGLING IN THE WATER, A COUNSELOR MUST ALERT THE CLOSEST LIFEGUARD. HE/SHE MAY NOT JUMP IN TO HELP THE CAMPER. THIS IS DANGEROUS FOR BOTH THE CAMPER AND COUNSELOR.

COUNSELOR RESPONSIBILITIES IN THE POOL AREA ** SAFETY OF CAMPERS**

- The pool requires **diligent supervision!!!**
- Keep campers under control in the locker rooms and pool area.
- Campers must be escorted by a counselor to the restrooms during swim.
- Pick up after campers in locker rooms and pool deck.
- Put any leftover clothing, towels, etc. in camp Lost and Found, after first looking for name tags. Lost and found bins are found in the room across from the main office.



POOL RULES

- You are only allowed in the pool area when a lifeguard is present
- No horseplay on deck, in pools or in locker rooms
- Walking - only - on the pool deck. No Running!!!
- No food, drinking or glass containers allowed in pool area or locker room
- No throwing kids in the air



- No chicken fights
- No snapping of towels
- No chewing gum while swimming or in the pool area
- No sitting, standing or kneeling on kickboards
- No pushing campers or counselors into pool
- Bathing caps must be worn by all swimmers

BUDDY SYSTEM

The "Buddy System" will be enforced throughout the summer. During each free swim period, a "Buddy Check" will be conducted by the pool staff. A whistle will sound and all campers must find their "pre-designated" Buddy and go to the side of the pool. After attendance is checked, swim will resume.

- All campers are assigned a "Buddy" at each free swim period. Buddy checks will be conducted at some time during free swim.
- A written "line up" of the buddy "twosomes" will be maintained at each pool.
- Campers will be paired up with a "buddy" of comparable swimming ability.
- In the event that a non-swimmer is paired with a swimmer, this pair will be restricted to the shallow area of each pool.
- All campers and staff will receive a thorough orientation as to how our Buddy System works.

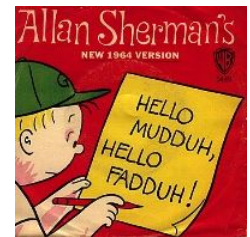
SAFETY! SAFETY! SAFETY!

COMMUNICATION WITH PARENTS

NOTES FROM HOME

Any notes from home go directly to the Unit Heads. The Unit Head will decide if the information needs to go to the Assistant Director & the Director.

- Communication between camp and the home is **only** to be handled by the Unit Head/Director not by the counselors.
- Phone calls from camp to home are also made by the Unit Head/Director. General counselors leave all "sticky" issues them!!



to

NOTES FROM CAMP

We make every effort to keep parents informed of the daily activities through notices via EMail.

Counselors should NOT be giving out their cell phone numbers to parents during Open House even upon their requests. If parents do ask, please have them see our direct unit head.



HEALTH & SAFETY ISSUES



The Camp Nurse will provide Unit heads with information on all his/her campers with special medical conditions. This information must then be given to all group staff, including CITs. If a medical situation arises, please remain calm and reassuring to the camper(s).

NURSE

Upon any complaint, bring the camper to the nurse's office immediately! Don't judge or diagnose! The nurse is stationed on the main floor of the office building. A camper must be brought to the nurse by his/her counselor. Please wait with camper until the visit is over.

WARNING SIGNS OF ILLNESS OR OTHER CONDITIONS

- Red or irritated eyes
- Skin rashes
- Deviation from normal behavior - not acting like him/herself.
- Itchy scalp or discomfort around the ears or the nape of the neck - lice check will be given to entire bunk.
- Rash which looks like an archery target (concentric circles)

MEDICATION

Medications, all of which must be authorized by a physician, must be given to the Nurse. Please keep them in the original box/container! INHALERS must be kept with camper at all times. EPIPENS must be provided by the parent and given directly to the counselors. Parent may designate a counselor(s) to use it if needed. Parent must provide proper instruction on its use to counselor(s).

GENERAL INFORMATION

WATER - WATER - WATER

Drinking lots of water is especially important during hot weather. Your body loses more fluids through sweating (perspiring for girls), which must be replaced constantly. The hot sun, a hot indoor environment, humidity, plus strenuous activity and sports can lead to dehydration, which then leads to a dangerous situation called **heat exhaustion**. Treat this immediately with fluids, rest, shade and a cooler environment. Advise the Nurse of the situation! If left untreated, this can lead to **heat stroke**, a life threatening emergency. So, counselors and campers alike should drink water before, during, and after each activity. Carbonated drinks and ice tea are not recommended as they cause you to lose more water.

- Bug spray and sunscreen may not be shared between campers as allergic reactions could



occur.

- Sunscreens need to be reapplied every 2 hours to maintain protection from the sun; also after swimming and with heavy sweating.
- **Counselors should also apply suntan lotion for their own safety and as a role model for campers.**
- For all trips: Unit Heads must bring the division's Medical Binder and a First Aid Kit on trip. Directors will provide these items.
- Minor first aid may be administered at the pool by the Aquatics Director; however, the Camp Nurse must be notified of this by the counselor.
- Wherever there is blood, counselors should put on rubber gloves and follow universal precautions. They are located in the nurse's office. Counselors may take a pair to carry with them during the day
- If a camper is bleeding a lot, take any barrier such as a piece of clothing and apply pressure. Call nurse immediately!

INJURED CAMPER

If a camper complains about his/her head, neck, back or broken bone, **DO NOT MOVE THE INJURED CAMPER.** Call Nurse immediately. Keep the camper calm and perfectly still. Move other campers away from the injured camper.

EMERGENCY PROCEDURES

FIRE

Upon spotting a fire, pull fire alarm or yell FIRE!! A warning will be sounded throughout the building. Escort campers out the closest door and bring them to the baseball field. Children in the changing area must get dressed, but need not put on shoes or socks. Have the campers carry these items.

Take attendance to make sure all of your campers are accounted for. Pool Staff are to check the changing area before coming to the ball fields. There will be fire drills during the camp day.

LOST CAMPER

In case of a lost or missing camper, he/she should be reported to the Unit Head immediately. The Unit Head and all administrative staff will search the area and return the lost camper to his/her group. If you find a camper separated from his/her group, take the child to the camp administrative offices to be returned to his/her group.

LOST SWIMMER

During each swim period, a long whistle will be blown. All counselors will count their campers. If a camper is not in the pool, the locker rooms and nurse's area will be checked. Lifeguards stay



in the swim area. If the camper is not found, the pool is cleared. Once the pool area has been checked that all campers are safe, the directive for a **LOST CAMPER** will be followed. If after 20 minutes a child is not found, the authorities will be notified.

HURRICANE

Campers and staff will remain in the building on a rainy day schedule. Unit Heads will provide you with additional details.

TORNADOES

All staff and children must immediately go inside the gym building where they will assume a kneeling position against the walls with their hands covering their heads.

DISCIPLINE OF CAMPERS

"Discipline, like love, must enhance personal dignity. Discipline that breaks a person will backfire. Healthy discipline should bolster self-esteem and elicit the best in the person, cultivating his sovereignty."

3 basic policies:

- Do not deprive camper of food, isolate camper from group, or use physical abuse such as doing exercises. Taking away free swim is not a form of punishment.
- Use Time Outs if needed: one minute for the child's age: a 4-year-old gets a 4 minute time out; a 10-year-old gets 10 minutes.
- Use Verbal Discipline. Using a controlled voice, make positive statements suggesting changes in behavior. Counselors are not allowed to touch, shake, poke, slap, or hit a camper.

Examples:

- Instead of saying "Don't run" say "Please walk".
- Instead of saying "Don't throw your backpack" say "Place your backpack down carefully"

If counselors are not able to discipline properly, camper may be brought to the Unit Head or Director. They will decide if the parents need to be called.

Attached is a copy of the camp discipline policy which each family receives.



Camper Discipline Policy

- #1. We will be respectful of each other and of the staff
1st Offense: camper removed from the situation and reminded of the rules
2nd Offense: phone call is made to parents by Unit Head or Director
3 or More Consistent Offenses: another phone call is made to the parent and if supervisor feels the behaviors are excessive, it will be recommended that child miss a full day of camp to think about the privilege they have in attending camp.
- #2. We will speak nicely to each other and to the staff
1st Offense: camper removed from the situation and reminded of the rules
2nd Offense: phone call is made to parents by Unit Head or Director
3 or More Consistent Offenses: another phone call is made to the parent and if supervisor feels the behaviors are excessive, it will be recommended that child miss a full day of camp to think about the privilege they have in attending camp
- #3. We will touch only those items that belong to us
1st Offense: camper removed from the situation and reminded of the rules
2nd Offense: phone call is made to parents by Unit Head or Director
3 or More Consistent Offenses: another phone call is made to the parent and if supervisor feels the behaviors are excessive, it will be recommended that child miss a full day of camp to think about the privilege they have in attending camp
- #4. Behaviors that can be harmful to others will not be tolerated: hitting, punching, biting, spitting, throwing objects
1st Offense: camper removed from the situation and reminded of the rules
2nd Offense: phone call is made to parents by Unit Head or Director and camper will be removed from the group for length of time determined by Director
3rd Offense: parent will be called and asked to pick child up from camp; Director to determine if an additional full day at home is required as well

CIT's

CIT's will travel throughout the camp day with their group. They may not be left alone to supervise children! They will be full participants in their group, getting to know each camper, and modeling great behavior!

Responsibilities of CIT's include:

- Attend training workshops.
- Assist the junior and senior counselor.
- Supervise and help in the locker rooms.
- Help lead group activities.
- Attend all staff meetings.



- Participate in all camp/unit special programs.

LOST & FOUND

Lost & Found is located in the classroom across from the administrative offices. To keep it from growing, check changing areas after swim, check every activity area, check lunch area, check every place you travel from! Children, like adults, often forget things. Constantly remind them to take all their belongings with them after each activity. Counselors must drink lots of water to keep that short-term memory at optimum level! ☺

STAFF APPRECIATION

The following information is discussed in the camp parent manuals. (Please recognize that not all families can afford the guidelines below). Some families listen to the camper's description of their favorite counselors, and tip accordingly. Counselors are not allowed to solicit tips. If you have a concern, in this area, please bring it to your Unit Head. Suggested amounts are:

Senior Counselor	\$40-\$50
Junior Counselor	\$20-\$30
CIT	\$10-\$20
Bus Counselor	\$20-\$30 per family
Lifeguards	\$5- \$10

GOOD LUCK!!

Camp First Day Check List

- Greet all campers and parents with a warm smile and an enthusiastic hello. Get down to their level if they are younger.
- Ask questions and begin to learn things about your new campers. Share some of your interests and find out what you have in common.
- Take attendance; collect the lunches and any notes that have to go to your Unit Head and/or director.
- Bring lunches to the refrigerator on your way to your first activity.
- Once all your campers have arrived, play a name game; remember that having fun is the best way to break the ice.
- It is important, on the first day especially, that you keep reminding the campers of your



name, the division they are in and the group number they are in. Try to make it as fun as possible.

- Make some group rules; go over camp rules and your expectations for the session.
- Take a tour of camp with your group. You want to make sure that all your campers are comfortable and know where things are at camp. (i.e. bathrooms, nurse's office, water stations)
- Go over the schedule for the week and let them know what they can expect to be doing throughout their summer.
- Make sure your group knows how end-of-the-day dismissal works and where they are to go for carpool, bus and after-care.
- At the end of the day take a few minutes to check in with the campers, ask how their day was and what they are looking forward to doing tomorrow.
- Remind them of your name, their division and group number, and where they will find you tomorrow morning. Make your final words to them each day something positive.

TOP 10 WAYS TO TURN A GOOD SUMMER INTO A GREAT SUMMER:

#10. Counselor participation/involvement with a positive attitude.

- Believe it or not, sometimes your campers will be at an activity that they don't completely love. It is at these times when it is especially important to have a positive attitude. If you look like you're having fun, your campers will too!

#9. Limit treats and prizes to make it special.

- Treats and prizes are great, but if given to your camper's everyday, they will turn into an expectation rather than a reward. If your campers do not expect you to bring them a treat, they will enjoy it that much more when you do!

#8. Get to know each other - you're not just a group, you're a team.

- Not only is it important for you to get to know your campers, it is also important for the campers to get to know the other kids in their group. They will feel more comfortable, show more group spirit and have more fun!

#7. Get to know campers as individuals.

- Get to know specific interests of each of your individual campers and be able to relate to your kids on a personal basis. Find out their likes and dislikes and be willing to form a personal relationship with each of your campers. This makes their time at camp more enjoyable and ensures some lasting memories for the counselor as well.

#6. Be prepared - creatively!

- It can't be stressed enough, BE PREPARED for anything! Don't just save it for rainy days, if you know your campers finish lunch early every day for example, use that time to play some group games. Markers, a tennis ball, and a deck of cards are great things to throw in your



backpack and can be used anytime! Be creative!

#5. Try something new.

- Don't be afraid to try something new with your campers. Come up with a new game, activity, or song and test it out with your group. Allow the camper's time to give feedback. They will think it is special no matter what because they are the FIRST to try it out.

#4. Recognize when relaxation becomes boredom.

- Down-time can seem like a great time to unwind and relax, but be aware because it can often lead to boredom. When kids are bored, they are more likely to misbehave and cause problems.

#3. Make down-time work to your advantage - keep busy!

- Down-time is the perfect opportunity to spend some special time with your group alone. Keep your campers busy, but at the same time have fun. Use this time to make up a special group cheer or chant, play some new games, or even just sit and talk with your group. Some of the most memorable experiences come from simple conversations.

#2. Get down on their level.

- Although a counselor is expected to be the authoritative figure in many circumstances, it is also important to relate to your campers on their level. For example, if you are a counselor for younger campers, it never hurts to get in the water at swimming and splash around with your kids. Older campers look to their counselors as role models and admire everything they do. Be the authoritative figure, but also be their FRIEND!

#1. Personalize it.

- The weeks that you spend with your group is your special time with your campers. Take the time to notice the little things, share new experiences, and most importantly - have fun. Make things special for your group and incorporate your own style. Your kids will remember you many years down the road!

Camp Shalom Internet Policy Statement

As a camp, it is our responsibility to provide physical safety for our campers as well as emotional safety. Many high school and college students spend time on the Internet, sharing information as well as pictures and videos with friends through social networking websites. *Some* examples of these are Facebook, Myspace and YouTube. As a member of the Camp Shalom community, it is your responsibility to keep the emotional safety of our campers in mind when using these websites.

By agreeing to this policy you are committing yourself to the following:

1. Never discuss campers of Camp Shalom on blogs, Facebook, MySpace, and other social networking



websites.

2. Never use the internet, e-mail, blogs, or any other sites as a vehicle for camp gossip, rumors or speak in a derogatory manner about the camp.
3. Never allow pictures from camp or videos of oneself from camp to be seen on the Internet. Never use the Internet, email or instant messaging or texting in such a manner that would be considered unprofessional, lewd or compromise your ability to be considered a positive role model for children.
4. Staff members are not allowed to accept campers as "friends" on internet sites or ask campers to accept you as "friends" on their pages. Campers shall not be allowed access to your postings and you may not be on theirs. All communications with campers via e-mail or through instant messaging and texting, must be kept "camp appropriate" and be kept to a minimum.
5. Under no circumstances should you ever publish a picture of a camper on the Internet or send pictures of campers via cell phone, e mail or instant message.
6. If you currently have any material on the internet that you think is in violation of this Internet code of conduct it should be removed immediately.

Use of Cameras, Photos, Blogging, Websites and the Internet - To protect the children we work with and to ask employees to be respectful of our camp community, we prohibit employees from disclosing or discussing confidential or proprietary information through emails, websites, photos, blogging, or other internet services. We prohibit employees from using the Camp Shalom logo. Furthermore, all employee and alumnae last names are asked to be withheld from websites; all campers first and last names are prohibited from posting on websites. All first and last names are prohibited from being used in blogging. Please be sure that any reference to Camp Shalom be respectful and be clear the views are from your own viewpoint.

As a role model for children, I understand that my actions may have serious implications to the emotional safety of my campers. I agree to abide by the statements above with the understanding that any violation will result in my immediate dismissal from Summer Camp and may result in criminal prosecution.

Camp Staff Member

Camp Division Director

TEXTING & CELL PHONE USAGE POLICY

- Cell phones are NOT to be used during the camp day by staff.
- There will be **absolutely no texting** during the camp day - this includes bus time, instructional swim, lunch and specialist time. - **No exceptions.**
- There are no incoming or outgoing cell phone calls allowed during the camp day. If you have a family emergency, please inform the camp office that a phone call might be coming



in for you.

- Should you need to make a call,- use the camp office phone & let your division head know.
- The camp office will always take messages for staff and relay them to your unit head or to you directly.
- Camp Parents should not have your cell phone number and should not be calling you during the day to check up on their children.
- If you are found on your cell phone or texting during the camp day:
 - Violation #1: verbal & written warning
 - Violation #2: your phone will be taken away and kept by your director until the end of the work day
 - Violation #3: you will be sent home for the day - **without pay**.
- Continued Violation of this policy will result in your immediate termination

HAVE AN AMAZING SUMMER!!!