

CAMP CAYUGA

A Private Coed Residential Summer Camp



EMPLOYEE HANDBOOK

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Camp Cayuga

A Private Coed Summer Camp In The Pocono Mountains

Dear Cayuga Staff Member,

It's difficult to cover every aspect of camp life and every staff member's responsibility in an Employee Handbook like this one. I have tried to be concise and yet cover all the essentials in order to adequately prepare you for the summer. Individual responsibilities relating to your particular position have been outlined in your job descriptions.

One of the keys to a successful summer program is communication. This is why I've taken the time to prepare this Employee Handbook. It's a valuable source of information in your preparation for this summer, and hopefully it answers all of your questions. It's also my way of communicating to you the fundamental ingredients for a safe, healthy, and fun-filled summer.

You are the grass roots of each camper's experience here at Cayuga. Your example and actions will have a huge impact on the children whose lives you touch. And you touch lives every day you're at camp! Set a good example... Use good judgment... Show the same respect to your campers that you should expect in return. You are the one person responsible for creating a quality, nurturing, supportive environment in which your campers will flourish! You are the key to each camper's success at camp! We're counting on you, and so are the campers & their parents! When you do a job this summer... Do it with all of your might... Be enthusiastic... Put your whole soul into it... Stamp it with your own personality... Be active, energetic, faithful & dedicated... And I promise you'll be a success with Cayuga, our campers, and yourself! Nothing GREAT was ever achieved without enthusiasm, and we're counting on a GREAT summer with you on board!

In the hustle and bustle of camp life, sometimes I find myself getting so involved with the mechanics of Cayuga's business operations, that I neglect to express my appreciation for a job well done. Having held many different staff positions at Cayuga over the years, I personally know your camp job is not an easy one, and I promise you, it's very much appreciated by me and our Cayuga campers. Your efforts are indeed noticed!

Once again, welcome aboard and thanks for joining the Cayuga Staff Team. I look forward to working with you in reaching our goal of making this summer the best summer ever... the best summer for our campers & staff, and the best summer in Cayuga history. Good luck & keep smiling!

Have a great summer!

Brian B. Buynak

Brian Buynak
Camp Director



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CHAPTER #1 **INTRODUCTION**

CAMPING IS AN ADVENTURE!

Camping is an adventure unlike any other. At Camp Cayuga, youngsters engage in exciting, fun-filled activities from morning until nightfall. But, this is only the most visible part of the adventure. Living and playing together in a close-knit supportive camp community, away from the influences of home and parents, the children improve their self-confidence and self-esteem, and learn the social skills of positive interaction that stay with them for a lifetime.

Camper learn self-reliance and responsibility. They experience the rewards of achievement which strengthens self-confidence. They work together & share the benefits of their toil. They make friends and help each other when there is a problem. They learn to respect one another and learn how to share. And, if we do our job right, they go home with a defining experience that will serve them well for the rest of their lives. FUN is the best word to use to describe the adventure of camping, but GROWTH isn't far behind.

WELCOME ABOARD

You were chosen for your new job because you have shown us a combination of abilities and personality that will make this summer our very best. You are very important to us. We can't make Camp Cayuga work well without people like you showing interest and taking your job seriously. We want to help you make your working-life with us a success by giving you the training and information you need to perform your responsibilities up to expectations. Your training will begin with staff orientation and continue throughout your employment with us. Most of the information you'll need to perform your duties is mentioned in this Handbook.

EMPLOYEE HANDBOOK

This Employee Handbook has been given to you because we want you to understand just how important you are in creating a successful camp. No one will get closer to our campers than you will, and no one will make a bigger impression on them than you! Therefore, it's imperative we work closely together to accomplish our common goal – which is to provide our campers the safest & most fun-filled summer camp experience available. In order for us to effectively work together, I've prepared this Handbook that sets forth guidelines that apply to all areas and departments of the camp operation. It's important that you know and understand the information in this Handbook, so you can properly carry-out the procedures and enforce the policies appropriately. It's so

important, we give our staff members a test to measure what they know and don't know. (It's a true/false test that highlights the key topics covered in this Handbook.)

All staff must read the Employee Handbook from cover to cover prior to arriving at camp. *This is a requirement for employment.* (You won't have time to read the Handbook after you arrive at camp.) While reading this Handbook, if you have any questions, jot them down on a separate sheet of paper and bring it with you to the seminar/workshop which covers that subject matter during staff orientation. All staff will have access to this Handbook on-line. If you received a hard-copy of this Handbook in the mail, be sure to bring it with you to camp. If you didn't receive a hard-copy in the mail, you'll receive your hard-copy at camp upon your arrival. Either way, you're required to read the Handbook from cover to cover prior to arriving at camp!

This Handbook is a good reference tool - you will need to refer to it during orientation and throughout the summer when you have a question about a particular policy or procedure. Bring it with you to each orientation session (unless instructed otherwise). Your input for improving this Handbook is much appreciated. If you have any suggestion, jot them down on a separate piece of paper and put it in my mailbox (Brian Buynak) at the main office. Your suggestions will help other Cayuga staff members in the future.

The Employee Handbook is the property of Camp Cayuga. On your last day of employment, you are required to return your hard-copy Handbook in the same condition it was received. Do not lose your Handbook, do not write in it or destroy it. Take good care of it. No part of this publication may be reproduced in whole or part in any form without the prior written permission of Camp Cayuga. *Copyright © 2011 Camp Cayuga.*

STAFF ORIENTATION: In an effort to acquaint our staff with one another and to familiarize our staff with the camp's facilities, we schedule a staff orientation period prior to the arrival of our campers. During orientation we hold training sessions & group workshops; review camp policies & procedures; and organize social events for our staff members. In the past, our orientation period has produced a close-knit staff, confident of their skills and ready for the arrival of our campers!

HISTORY OF CAYUGA

The word *Cayuga* was selected as the name for our camp name because a Native American group, known as the Cayuga Indian Tribe, had occupied this region, which had been chosen for

its rich wildlife and natural beauty. Today, the area still remains rich in wild life and largely retains the natural beauty and charm admired by the Cayuga Indians over 250 years ago.

Camp Cayuga was founded in the 1950's by Fred Williams & his wife who owned and directed the camp for several years. During these earlier years, Cayuga encompassed about 150 acres and accommodated 100 boys & 100 girls. Fred constructed some of the facilities and buildings we still utilize today! Mike & Arline Buynak purchased the camp in 1964, and over the years, together with their sons developed Cayuga into what is now a premier summer camp encompassing over 350 acres of comprehensive facilities & expansive fields. For over 30 years Mike and Arline had dedicated their careers to residential camping. Individual attention, concern for each youngster, and a special love of children had characterized their direction from the very beginning. In 1983 Mike and Arline turned over the full-time directorship of Cayuga to their son, Brian. The tradition of caring for the needs of each and every camper has continued with the second generation of the Buynak Family.

Camp Cayuga is located in the village of Honesdale, which is in Wayne County, Pennsylvania. Honesdale is best known for being the *Birthplace of the American Railroad* and Wayne County is known for being the *Home of Summer Camps*.

SISTER CAMPS: The Buynak Family owns & operates two other summer camps. Camp Lohikan is directed by Mark Buynak (Brian's brother). Lohikan is a coed residential camp located in Lake Como, which is about 45 minutes north of Cayuga. It was purchased by Mike & Arline Buynak in 1969. Lake Greeley Camp is directed by Matt Buynak (Brian's brother). Lake Greeley Camp is also a coed residential camp located in Greeley, which is about 45 minutes south of Cayuga. It was purchased in 1959. Incidentally, Mike & Arline Buynak purchased their first camp in 1957 (Camp Como, which is no longer in existence).

CAYUGA'S SPECIAL FEATURE

Cayuga's natural landscape divides 350 acres into two separate campuses on the same estate. *This is a unique feature that distinguishes Cayuga from other traditional summer camps!* Each campus is located on opposite sides of our lake and operates self-sufficiently with its own Dining Hall, Gymnasium, Creative Arts Center, Swimming Pool, Activity Sites, and Infirmary. With two separate campuses, we can provide two separate programs that are geared to the different age groups on each campus.

Teenagers entering 10th, 9th, and 8th grade who are 13 years of age or older (before arriving at camp) reside on Teen Campus. This campus is reserved exclusively for teens! Campers entering 1st through 7th grade, as well as campers entering 8th grade (who are 12 years old), reside on Junior Campus. Campers entering 8th grade who are 13 years old before arriving at camp have the option to reside on either Junior Campus or Teen Campus.

PHILOSOPHY

The philosophy of Camp Cayuga can be summarized in just 4 words: *"It lasts a lifetime"*. Since our beginning in residential camping (1957), the Buynak Family has promised a safe, healthy, and fun-filled summer for children. But we deliver much more! For over 50 years, we have fostered in children the development of new skills, the sharpening of old skills, the appreciation of nature, and the beginning of lifetime friendships. As we enter this coming season, our camping philosophy remains unchanged. We are committed to bringing children of diverse backgrounds together in a healthy camp environment where the youngster will be given the opportunity and help to develop artistically, athletically, and socially. Our youngsters will learn the importance of friendship, independence, and cooperation with others – all of which are instrumental in a child's development. And how do we accomplish this objective? Answer: Through you! As an employee of Camp Cayuga, you have now become the primary vehicle by which our camp philosophy takes form. As an influential role model in our campers' social development, you'll help guide our campers in these artistic, athletic and social endeavors. Indeed, this is a huge task but if you give it 100%, we guarantee your camp experience at Cayuga will enrich your life with fond memories forever. *Camp Cayuga ... It lasts a lifetime!*

GOALS AND OBJECTIVES

As soon as the camper sets foot in camp, we only have 54 days to accomplish the camp goals which justify our existence. Our Camp Goals are:

GOAL #1: Every camper develops a greater sense of self reliance and self-esteem at camp. *Specific Related Objectives:* 1) Everyone should leave camp feeling better about themselves. 2) Every camper should earn certifications in at least 3 different activities. 3) Every camper who exhibits homesickness recovers and makes positive statements about his/her summer camp experience. 4) Can you think of more? *Counselor's Job:* 1) Find that "something in every camper" that makes him feel special. Acknowledge that "something" by verbal commendation or another form of recognition

(like the Camper-of-the-Week Award). 2) Query your campers about what they're learning at the activities. 3) Act as an advisor to your campers when they make their daily activity selections. 4) Review your campers' Profile Forms, make notations of parental desires/concerns, and follow-up. Does the camper's activity selections correspond with the parental concerns stated on the Profile Form?

Instructor's Job: 1) Teach skills. 2) Issue appropriate skill level certifications and other positive reinforcement awards. 3) Make sure you are aware of all parental concerns expressed on the Camper Profile Forms which relate to your specialty activity area. (Example: If you're a swim instructor, you must be aware of all campers whose parents expressed a concern about swimming). 4) Follow the guidelines set forth in Cayuga's activity manual. 5) Be lavish in your praise with the campers.

GOAL #2: Every camper develops at least 2 close friendships during their stay at camp.

Counselor's Job: 1) Promote friendship in your cabin by example. You can always find something you like in anyone! 2) Promote group cooperation during opportune times, such as: cabin cookouts, cabin clean-ups, evening activities like Cabin Skit Night, and cabin overnights. 3) Exercise patience, understanding, empathy. 4) Prevent cliques from forming in your cabin group and never ignore a camper. Be a friend!

GOAL #3: Every camper is able to demonstrate improved skills in at least one athletic and one artistic activity offered at camp.

GOAL #4: Every camper goes home with a deeper appreciation for nature and the outdoors.

GOAL #5: Every camper departs camp with better social skills and a deeper understanding and appreciation for the differences in others.

The summer camp experience provides unique opportunities for us, the Cayuga staff, to accomplish these aforementioned goals. During staff orientation, we'll talk more about our camp goals, their related specific objectives, and the important role you play in helping us achieve our goals during the short 54 day camp season.

EMPLOYMENT STATUS

Counselors, Instructors, Division Directors, Activity Directors, Senior Staff, Kitchen Crew, and Maintenance Crew are all staff members of Camp Cayuga. While your job at many times will be fun and entertaining, always keep in mind that you're a Staff Member and by virtue of this status you've assumed certain obligations. For 2 generations, the Buynak Family has provided a positive summer camp experience for thousands of campers. In fact, some of these campers are now parents and have their children currently attending Cayuga. Parents

expect our staff to meet the high standards we have established to ensure their child has a positive camp experience.

Cayuga has a large number of returning campers this summer, due to the efforts of our staff from last summer. Campers returned home telling their friends about the great time they had, and these referrals are responsible for our enrollment of new campers this summer. In other words, your job is available this summer because our staff last summer did a great job! In return, you have the same obligation - not only to Camp Cayuga and its parents/campers, but also to all staff members who'll be joining us in the future.

As a staff member, you have decided to work for Camp Cayuga and likewise, we have decided to hire you rather than another applicant! Our relationship involves trust, loyalty, and the willingness to help each other. If a problem develops during the course of the summer, speak to your supervisor. We're here to help each other! Venting your frustration by criticizing the camp to a camper or fellow staff member is not constructive, nor is it appreciative of one's employment status. During the past 50+ years, Camp Cayuga has earned a fine reputation with our neighbors in the Honesdale community and Wayne County. As staff members of Cayuga, you are associated with us and we are associated with you. Always be mindful of your status as a Cayuga representative, especially when you're off the camp premises.

PRIORITIES

You need to be cognizant of the fact that Camp Cayuga is a "business". Being a business, we owe our livelihood to the parents of our campers! It stands to reason therefore, that our rules and policies are structured in accordance with the demands of our parents. It is very important to remember this, because during the summer there may come a time when you will question the Camp's policy regarding a particular situation. It will be helpful if you remember that *our policies are a direct reflection of our parents' wishes*. Like all other businesses, our customers are extremely important! This is why we cannot and will not tolerate behavior which adversely affects the health, safety, or welfare of our campers, or interferes with the relationship between Cayuga and the parents of its campers.

CHAPTER #2

THE CAMPERS

WHY DO KIDS GO TO CAMP?

If you haven't asked this question yet, you will. At some point a certain camper will get on your nerves and you'll wonder whether the parents sent the child to camp just to get him out of their hair! As the Camp Director, I can assure you that nothing could be further from the truth. One of my responsibilities during the off-season is to recruit new campers. Most of the time this is done by personally visiting the families in their home. It has been my experience when meeting these parents, that a great deal has been sacrificed in order to send their child to camp. Parents send their child to camp for a variety of reasons – none of which is to get rid of them for the summer! They want the very best for their child... The best counselors, the best instruction, the best program, the best facility, and so on. Parents send their child to camp with the expectation that he will:

- Learn to successfully deal with life away from home (develop independence, maturity, and self-esteem).
- Experience fun in a safe and supervised environment.
- Learn, practice and sharpen a variety of athletic and artistic skills.
- Learn how to live with others and develop social skills.
- Experience new adventures.
- And the list goes on and on.

In the home of each new Cayuga camper, the love which bonds the parent and child is always so evident and obvious. You'll see this love during the summer. Just catch the expression on each parent's face when they first set eyes on their camper on Visiting Day. It's worth a million words. Always remember one truism, "A child is a parent's most precious possession".

CHILDREN ARE VERY INFLUENTIAL

Believe it or not, our Cabin Counselors are the most influential role models at camp. How you dress, your attitude, your comments, your choice of words, your promises, and general demeanor will never be forgotten by your campers. They remember everything! Since all of our campers are at an influential stage in their lives, it's best that our campers spend their summer with adults who have the highest moral character. This is the reason we selected YOU to join our staff team this summer!

A child's perception is sometimes different from reality. This is why you have to be very cautious when campers are in your presence. If you keep this in mind, you'll have a better understanding why we have certain rules like

"No public display of affection (PDA)" and "No males near girl cabins and vice versa." When developing our camp rules and policies, we try to avoid the camper's opportunity to confuse "perception" with "reality".

KNOW YOUR CAMPERS

You are responsible for not only knowing the names of your campers, but also their interests, needs, and health condition. This includes their dietary restrictions, activity limitations, their allergies & symptoms, and the like. The Camper Profile Form, which is completed by the parent, will contain most of this information. The camp medical staff will notify you of any medical/health issue you need to be aware of. We expect you to know everything there is to know to ensure the camper a safe healthy fun-filled summer. Knowledge of the facts is very important – just as important as your "followup". Paying attention to every detail is what separates a "good camp" from an "excellent camp", and of course, at Cayuga we're all about the details!

THE FIRST-TIME CAMPER

Leaving home for an extended period of time is not easy for most children. As the time for departure draws near, a certain amount of reluctance or apprehension on the part of the camper is natural. When the youngster arrives in camp, this apprehension sometimes translates into what is called "homesickness".

Homesickness is a natural result of the change in the child's environment and circumstances. You'll be trained on an ongoing basis how to help homesick children adjust to their new environment. With cooperation from their parents at home, all youngsters at Cayuga quickly begin to thrive. Our methods in dealing with homesick campers have typically been successful. We've been specializing in first-time campers since our beginning in 1957 and have enough confidence in our staff to guarantee a positive camp experience to each first-time camper. *Cayuga's First-time Camper Guarantee* provides a full prorated tuition refund to any first-time camper departing prior to the conclusion of his/her registered session. That's our promise!

If a child shows signs of apprehension or reluctance prior to camp, we remind our parents of the following:

- Discuss the forthcoming camp experience with the child, allowing him to freely express himself about what he expects at camp.
- Reinforce the child's ability to cope with new situations. When parents show confidence in their child's ability to do well on his own, they can give their child the necessary self-assurance required to meet the new challenges ahead.

- Campers should leave home secure in the knowledge that their parents love them and are giving them this opportunity because they'll enjoy it and benefit from the experience.
- Recognize they're providing a unique opportunity for their child to gain new and positive experiences. They should not feel guilty about the separation.
- Do not pass on feelings of guilt to the child by saying stuff like, *"I don't know what I'll do when you're gone"...* *"The house will be so empty without you"*. While these feelings are sincere, a child needs a show of strength and confidence, not parental fears and tears.
- Do not be ambivalent about the length of the child's stay. It is important that the child knows how long he is enrolled at camp and that this length of time is a commitment. Note: We instruct parents to avoid the *"Try it out"* approach, because it's a sure loser! While it might satisfy the child at home, it's certain to create a big problem at camp for the camper and our staff.
- Reassure the child that everything at home will be the same as when he left. This means that pets will be cared for, possessions will be protected from siblings, and that his room will stay the same while he's gone.
- When saying "good-bye" at the bus pickup location or at camp, make the parting brief and pleasant. Prolonged good-byes and abundant tears will be emotionally upsetting to the child. The same holds true for Parent Visiting Days.
- Notify the camp of any upsetting event that occurred before camp or will/may occur during camp. Parents are also reminded to complete a Camper Profile Form to inform our staff of their parental objectives, as well as the child's special interests, talents, and needs.

CAMPER FORMS & REPORTS

One way to learn about your campers is to review their Camper Profile Form (CPF). You'll have an opportunity to review your campers' Profile Forms under the guidance of your Division Director. Although the CPF is voluntary, most parents do complete this form. You are expected to know and follow-up all parental concerns stated on the Camper Profile Forms. Pay particular attention to statements concerning the camper's allergies, activity limitations, dietary restrictions, medical issues (bedwetting), parent's objectives for their child, etc. Camper Profile Forms are reviewed during staff orientation for those campers who are arriving at the beginning of the summer. Additional CPFs are reviewed again every 2 weeks for the arrival of our new campers, since Cayuga offers 2, 4, 6 and 8 week sessions.

Another way to prepare yourself for your campers is to learn the info that's available and

provided on several computer reports. These reports contain valuable information that will be helpful in learning more about your campers. These reports also include information pertaining to the camper's Optional Camp Services (eg. linen rental service), Optional Camp Programs (eg. private tennis lessons, ATV's, paintball, scuba diving clinic, extended trips, tutoring, etc).

CONFIDENTIALITY: All personal camper information is considered confidential. Therefore, you are not permitted to discuss or release information about a camper to anyone (unless it's an adult who is authorized to have access to such information). Generally speaking, the "authorized" individuals include the child's cabin counselors, division directors, medical staff, and full-time year-round directors. In the event a camper changes cabins, the "old" counselors are required to pass-along the confidential information to the "new" counselors. The camp's confidentiality policy applies to all personal records, such as health exam forms, staff evaluations, employment contracts, staff applications, and the like.

HOMESICK CAMPERS

Homesickness is a part of growing-up. Being away from Mom and Dad can be difficult at times for most children, but it's something we all must experience in order to fully develop and mature as an individual. It's a major hurdle to cross in the process of a child's maturation and social development. Residential camping offers the perfect opportunity to tackle this hurdle in life.

Homesickness evidences itself in numerous ways. Symptoms can include stomach aches, headaches, loss of appetite, sleeplessness, crying (red eyes), irritability, complaining, non-participation, requests to call home, listlessness, lack of initiative, constipation and indigestion. These symptoms will typically appear 2 or 3 days after the child arrives at camp and can last 7 to 10 days. Some factors that cause homesickness include:

- Over-attachment between camper and parent.
- Attachment to friends back home.
- Attachment to pets back home.
- Lack of privacy at camp.
- Being unaccustomed to doing cabin chores.
- Lack of friends at camp.
- Lack of skills.

Cabin counselors should spend extra time with their homesick child and try to make him feel at home. One strategy is to find interests and activities that appeal most to the camper, and keep him busy there! With authorization from your Division Director, the Program Director can

adjust the camper's activity schedule and provide him with special activity opportunities. Another strategy is to find a "Big Brother" or "Big Sister" with whom the homesick camper would enjoy spending time. Always discuss your strategies with your Division Director before any action takes place. During orientation, you'll attend a seminar dedicated solely to homesickness, its causes, symptoms, and suggested solutions. This summer your Division Director will assist you along the way with your homesick campers, and together, you'll help the campers overcome this hurdle of being away from home. Note: The camper's Division Director is the most senior member of our staff who is responsible for notifying the camper's parent if the child is experiencing any difficulty that warrants their attention. Likewise, if the child's parent has any concerns about their child, they're instructed to telephone their child's Division Director. Within the first 3 days of the camper's arrival, the Division Director will send an email to parents of the campers in their division. This email introduces himself to the parents and reassures them that their child is being cared-for properly.

PICKY EATERS

We are very concerned about the eating habits of our campers (as well as our staff members). Our menus are reviewed & approved by a licensed nutritionist for a healthy active lifestyle. If a camper does not like the main entrée that's being served, make sure the camper selects the "back-up" entrée. Besides the extensive salad bar, there's typically a pasta dish in addition to each main entrée at lunch and dinner time. For breakfast meals, there are several alternatives besides the main entrée (eg. bagels, etc). Everyone should be able to eat and should be permitted to eat as much as they'd like. We are very serious about keeping our campers healthy and it's imperative that no camper ever leaves the dining hall hungry!

REMEMBER YOUR FIRST DAY

Do you remember what it was like on your first day at Cayuga? Now add to that a lot of new faces, unfamiliar surroundings, and a long & perhaps lonely journey to camp. Combine these issues with the fact that many campers have never been away from home and are already experiencing some feelings of homesickness. The first day is a BIG day for these kids...and they need your help! For arrival day to be successful, you need to be prepared, smart, outgoing, friendly, and most importantly you need to make the kids feel at home. A "Welcome Sign" naming all of your arriving campers is a nice way to break-the-ice on their first day at camp! It's a good idea to continue this process throughout the summer on each

arrival/changeover day. Perhaps your campers would like to help prepare the Welcome Sign for other new campers who'll be joining your cabin group throughout the summer. Remember, the key on Arrival Days is to make your campers feel welcomed!

CHAPTER #3

CAMPER POLICIES

CAMPER DIVISIONS

Our camper population is divided into 4 divisions. That is,

- Junior Division: Campers who are entering 4th grade and lower in September. This includes campers who are usually between the ages of 5 to 9.
- Intermediate Division: Campers who are entering 5th & 6th grade in September. This includes campers who are usually 10 and 11 years old.
- Senior Division: Campers who are entering 7th and 8th grade in September. These campers are 12 to 13 years old.
- Super-Senior Division: (These campers reside on Teen Campus.) Campers who are entering 8th grade to 10th grade in September and who are a minimum of 13 years of age before arriving at camp. The Teen Campus is reserved exclusively for teenagers.
- Camp policy permits campers, who are entering 8th grade and are 13 years old before camp, to choose the campus they want to be on.
- To help you differentiate between campers who must reside on Junior Campus (the seniors) and those who are eligible for Teen Campus (the super-seniors), here are some examples:
1) Campers entering 8th grade, who are 12 years old, are Seniors. 2) Campers, entering 7th grade, who are 13 years old, are Seniors. 3) Campers entering 8th grade, who are 13 years old before camp and who decide to reside on Junior Campus, are Seniors. 4) Campers entering 8th grade, who are 13 years old before camp and who decide to reside on Teen Campus, are Super-Seniors.

CABIN ASSIGNMENTS

A lot of time and attention goes into camper cabin assignments. Our priority is to arrange cabin groups by grade and session-enrolled. We also try to balance each cabin with a healthy mix of new and returning campers. At the same time, we take into account all Bunk Request Forms and in the case of returning campers, we try to maintain the same cabin group from the previous summer. As you can see, there are several factors considered in determining a camper's placement. When 1 factor changes, most of the time the camper's cabin assignment changes too! For this reason, we do not divulge the camper's assigned cabin number until all campers have settled-in and minor adjustments are made to the cabin bunk list. The Parent Handbook informs parents that cabin numbers, and names of cabinmates & assigned counselors will not be made known until the day-after their child's arrival day. This allows our Camp Administrator to "finalize" the Cabin Bunk

List with last minute changes made on arrival day.

CHANGING CABINS

Cabin groups that work will be kept together, but "cliquish" behavior is not tolerated. The decision to change a camper's cabin is based upon our camping experience and our intention to maintain and strengthen cabin camaraderie. In the event one of your campers requests a cabin change, first determine why the request was made. If it is something that can be corrected, we correct it rather than moving the camper. There's a great appreciation for "good cabin chemistry" at Camp Cayuga. It's something that takes teamwork, and this is what we're all about! We are not quick to make a cabin change, but will do so if deemed necessary. The camper's Division Director makes the decision whether or not to move the camper, and the decision is approved by the Staff Director and Camp Administrator (Bunk List In-Charge).

CAMPER CURFEWS

Curfew is defined as the time campers are expected to be in their cabin. Camper curfews are as follows:

- Juniors: 9:00pm curfew with "lights-out" at 9:30pm.
- Intermediates: 9:30pm curfew with "lights-out" at 10:00pm.
- Seniors: 10:00pm curfew with "lights-out" at 10:30pm.
- Super-Seniors: 10:30pm curfew with "lights-out" at 11:00pm.

Note: Cabins may consist of campers who are entering different grades. In this case, the grade with the most campers, dictates the curfew of the cabin. For example, if you have 5 campers entering 6th grade and 6 campers entering 7th grade, the "7th" grade wins – that makes the cabin a "Senior Division" cabin with a curfew of 10:00pm.

HERE'S WHAT HAPPENS AT NIGHT-TIME:

- Generally speaking, campers are dismissed from the evening activity (by the Evening Activity Director) at their curfew time. After being dismissed, cabin counselors personally escort their campers directly to their cabins.
- Exception: Seniors are dismissed from the evening activity at 9:30pm. This is 30 minutes before their curfew time. Seniors receive free time ("quad time") each night between 9:30pm (when evening activity ends) and 10:00pm (when they return to their cabin). During "quad time", Senior boys & girls are permitted to fraternize in a designated area in the "cabin quad". (FYI: The 30+ cabins on Junior Campus are situated in the shape of a square. The area inside the square is referred to as the "cabin

quad".) Counselors are responsible for supervising their Senior campers during quad time. Senior Staff are also assigned to lend a helping hand.

- When your campers return to the cabin at curfew time, they are given about 30 minutes of "prep time" to wash/or shower, change into pajamas, and settle-in their beds.
- Cabin counselors are required to remain inside the cabin during "prep time" to ensure the campers are focused on settling-down and getting ready for bed. Keep in mind that other cabins in your building may already be sleeping. "Prep Time is quiet time!"
- Your campers need to be settled-down, quiet, and in their beds at "lights-out" time - this is 30 minutes after curfew. The counselor is responsible for turning-off the cabin ceiling lights at this time. Note: The bathroom light can remain "on" if requested by your campers. Occasionally, the Senior "OD" (the Senior Staff Member who is "On-Duty" that evening) will authorize more "prep time" if the cabin group was dismissed late from the evening activity. However, returning to your cabin after curfew does not equate into more "prep time" for bed. The cabin counselor does not have the authority to extend "prep time".
- After "lights-out", all music is to be turned off and conversations kept to a minimum. Campers are permitted to read by flashlight in their bed. Counselors need to stay in the cabin until all campers are quiet and most have fallen asleep. Thereafter, the counselor is permitted to exit the cabin, but can't leave the cabin building. You're permitted to sit on your cabin porch, as long as you remain quiet and can hear noises, if any, from your cabin. Exception: Counselors are permitted to leave the cabin building when they're on "Counselor Rotation".

CAMPER CURFEW VIOLATIONS

- Staff members are required to enforce the curfew policy equally & fairly with no exceptions.
- Campers who violate (or who are suspected of violating) this policy must be reported. This report is to be documented on an "Incident Report" and submitted to the camper's Division Director (DD) asap.
- In turn, the DD will investigate the incident and notify the camper's parents if the policy was violated. Generally speaking, the parent will be given two options: 1) Pick-up their camper and receive a prorated tuition refund for the unused camp days, or 2) Keep their camper in camp, but if the camper violates the policy again, the camper will be dismissed with no refund.
- Campers need supervision 24/7. This isn't difficult – as long as your campers are where they're supposed to be! Since you're responsible for supervising your campers, you're also responsible for making sure they're where

they're supposed to be. It stands to reason that counselors must report violators (or suspicions) to fulfill their responsibilities for supervision.

TELEPHONE POLICY FOR CAMPERS

- Campers are not permitted to "initiate" telephone calls to their parents from camp. We believe such calls are a disruption to the activity program and may interfere with the camper's adjustment. For this reason, counselors are instructed never to encourage a camper to "call home".
- Campers are permitted to "return" telephone calls to their parents from camp. However, we encourage parents to speak with their child's Division Director (instead of their camper).
- If a parent prefers to speak with their child, a "return" phone call appointment is scheduled by the camp receptionist.
- A written permission slip "to call home" is prepared by the receptionist and later delivered to the camper by his Division Director.
- The slip indicates the date and time the camper is to report to the office.
- The camper gives this permission slip to the receptionist before making his call home.
- The appointment schedule for call-backs by campers is always busy, so it's important that your camper reports to the office on time to make his call. Counselors are responsible for reminding their campers to report to the office on time!
- The cabin counselor ordinarily is not required to accompany his camper to the office when scheduled to make a call. There are some common sense exceptions, like very young campers who may get lost on their way to the office, especially if it's dark outside.
- The camp strongly discourages camper/parent telephone conversations during the first 7 days of the camper's session.
- Campers are limited to an average of 1 "call-back" every 2 weeks.
- "Call-backs" are made from the camp office at reserved times (from 1:15pm to 2:30pm and 6:30pm to 7:45pm).
- When returning calls to their parents, campers are required to call "collect" or with a "calling card". If the camper needs a prepaid calling card, the receptionist will sell him one. She will later inform the Camp Bank Supervisor to withdraw the cost of the card from the camper's Camp Bank.
- If your camper's scheduled call-back time is impossible, it's imperative you inform the receptionist immediately so the appointment schedule can be corrected and the parent can be informed of the time change. This will occur when the camper is off the camp premises on an intercamp tournament, pizza party, and the like.
- Campers are allotted 5 minutes for their telephone conversation due to the camp's busy

activity schedule and the volume of scheduled call-backs.

- When off the camp premises (camp trip), campers are permitted to make telephone calls as they wish from pay phones with no restrictions.

LETTERS FOR DINNER

All campers are required to “write home”.

Specific days this summer have been designated as “Letters for Dinner”. The senior staff member, who is “Letters for Dinner In-charge”, will announce this at morning flagpole assembly. On these days each camper is required to write letter home and have it ready for pick-up by dinnertime. The following guidelines apply:

- “Letters for Dinner” is scheduled at least once every week.
- Postcards are acceptable and treated like letters.
- The letter must be addressed to the camper’s parents. Letters to grandparents, aunts/uncles, siblings, and other family relatives are not acceptable.
- Counselors are expected to remind their campers to write their letters!
- Before Dinner (during wash-up), counselors need to collect a letter from each camper in his cabin and verify: 1) addressed to parent (no one else), 2) properly addressed, 3) correct postage. Bring these letters to the dining hall. You’ll need them before your cabin table is dismissed to go the serving line.
- Any camper who refuses to write a letter home must be reported to your Division Director. Do not wait until dinner to inform your DD that your camper is uncooperative!
- Camp Cayuga can provide your campers with “check-off letters”, which are quick and easy for any camper to complete. If needed, ask your DD.
- Provide guidance and suggest your campers write about their activities and why they like them; new skills they’re learning; awards recently received; trips taken; who their friends are; how they’re getting along with their cabinmates and counselors; and finally, how they’re enjoying themselves. Parents enjoy hearing about these topics.
- Observing a camper’s letter writing habits can sometimes indicate how he’s getting along. A child who spends a lot of time writing letters can likely be homesick, bored, or unhappy.
- Occasionally, a camper will write something derogatory about the camp or his counselors and read it out loud or show it to his counselor. This is the campers’ way of letting you know he is unhappy.
- Children often overstate a situation. Whenever a counselor believes an exaggerated letter has been written, he must confer with his

DD who will decide whether the child’s letter should be read before it is mailed, and/or whether a cover letter or phone call of explanation should go to the parents.

CARE PACKAGES

Cayuga permits care-packages as long as they abide by the guidelines below:

- According to the Parent Handbook, campers are permitted to receive only 1 care package every 2 weeks, regardless of who sends the package. The purpose of this statement is an attempt to ensure each camper in your cabin receives the same number of packages as the other campers. We want to avoid “competition” between the campers on who’s receiving the most packages. The reality is, we don’t keep track of the number of packages received by our campers. Instead, we expect our cabin counselors to keep an eye on the situation, and to notify their Division Director if a camper is receiving an inordinate number of packages.
- Cayuga’s “no-food” care-package policy prohibits meats, fruits, chewing gum, candy, peanuts/nut products, cakes, cookies, slim jims, potato chips, and other types of sugar items & “junk food”. This includes energy drinks and non-alcohol type beer/wine. Prohibited care-package items must be confiscated by the counselor and immediately given to the counselor’s Division Director.
- Permitted items include, for example, magazines, books, games, music CDs, individual servings of juice drinks, bottled water & vitamin water, sealed containers of drink mixes (iced tea) or soup mixes, and cans of easy cheese.
- Non-sugar snack items are permitted, but only if they are stored in an airtight, sealed, rubbermaid-type container. Examples include pretzels and many types of crackers (goldfish, ritz, etc.)
- Care-packages are not opened & searched. We simply ask cabin counselors to keep an eye on the contents of the package when the camper opens it. However, if you see any prohibited item in the package, you must confiscate it.
- Prohibited care-package items are always prohibited, no matter how they got onto camp property. This includes junk food that was purchased in town by a camper, staff member, visitor, etc.
- Reminder: Empty packing material from care-package box into the large white trash can that’s located in front of your cabin. Then place the cardboard box next to the large trash can. Do not put the box inside the can!
- Exception: Prohibited care-package items can be brought to camp on parent’s visiting day but they must be consumed by the end of the day or taken home by the camper’s parents/visitors.

- Exception: Snack items are allowed in camp, but only if they were purchased from the canteen (where snack quantities are monitored).
- Exception: Counselors are permitted to purchase donuts for their campers. This is acceptable, but only if they are purchased on the counselor's day off, and the number of donuts equals the number of campers in the cabin.

CELL PHONE POLICY FOR CAMPERS

JUNIOR CAMPUS CAMPERS: Campers residing on Junior Campus are not permitted to bring cell phones to camp. They're prohibited, and if found, they must be confiscated.

TEEN CAMPUS CAMPERS: Campers residing on Teen Campus are permitted to bring one cell phone to camp, but must abide by the camp's guidelines in order to use it. These guidelines are as follows:

- Cell phones will be collected on arrival day.
- Cell phones that are not turned-in and later discovered will be confiscated, and the camper's cell phone privilege will be revoked.
- Cell phone usage is not permitted on camp property. Cell phone usage is permitted only on certain off-camp trips. These trips include Busch Gardens, Canada/Niagara Falls, Hershey Amusement Park, Dorney Amusement Park, AAA Yankee Baseball games, and Theatre trips. If you don't plan on attending any of these trips, don't bring your cell phone to camp.
- Cell phones that have the capability of video-filming and picture-taking are subject to the same restrictions set forth for cameras.
- The camp will not replace or repair a cell phone and/or charger under any circumstances, even if the damage or loss is said to have occurred when it was under the camp's care.
- The cell phone & charger must be clearly labeled with the camper's full name.

CAMPER DISCIPLINE

Disciplining a camper is a difficult issue. Campers are the life blood of our summer camp and all of us are here to make their summer experience fun. However, operating a camp for the good of all of our campers and staff requires each of us to individually abide by certain rules and regulations, and adhere to certain behavioral expectations. Violations require disciplining to maintain order. The question then becomes what forms of discipline are acceptable and who can dispense what?

VERBAL DISCIPLINE:

Minor disciplinary problems are expected to be handled by the cabin counselors with a simple but firm explanation. "Verbal" discipline is the only form of discipline permitted to be used by counselors. Camp Cayuga is a strong advocate of Voice Control. Sternness of voice and facial expression is much more effective than when

the camper experiences loud, wild, uncontrollable screaming. Vocal intensity rather than volume is the key to effective disciplinary communication.

RECOMMENDATIONS:

Here are some recommendations when dealing with general misbehavior:

- Try to establish and maintain an understanding relationship with the camper.
- Be honest in what you say & do. A child's faith in you is a great help.
- Be friendly. Always show an interest in what they're doing.
- Maintain poise at all times. Keep calm and cool. Do not lose your temper. Be professional.
- All children have good qualities. Look for them and praise them.
- Remember that a sense of humor is extremely valuable.
- Create a sense of responsibility. Don't blame!
- Be sincere in your work.
- Set a good example yourself.
- Never give an order you do not mean to enforce. Do not bluff.
- Never publicly ridicule a camper. It is the surest way of creating a discipline problem!
- Do not take your personal feelings and prejudices out on the children.
- Do not judge misconduct on how it annoys YOU. Try to maintain an objective view.
- Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.
- Bear in mind that misbehavior is seldom intentional. Recognize there are usually specific reasons why a child misbehaves. Try to find out the reason/cause for the behavior. It may be in yourself or some other influence outside the child.
- Determine if the camper misbehaved because he wishes to be caught, reprimanded, and punished. That is, is the camper seeking attention?
- Be interested not so much in what was done, but rather why was it done.
- Listen for suggestions and complaints from the victims/other campers.
- If other campers in the cabin are adversely affected by the misbehavior, let your campers know that the situation is being handled and their rights protected. Reactions of the group should be given direction by the counselor, sometimes to the extent of enlisting their help and assistance. Otherwise, they may take matters into their own hands and make your efforts meaningless and ineffective.
- Make every effort to get the misbehaving camper to develop greater self-control.
- Approach the camper with kind firmness. Use a sense of justice not only in regard to the offender but with a view toward helping the victims as well.
- The disciplinary action should follow the

offense as soon as possible.

- The disciplinary action should be fair in type and amount. It isn't punishment but rather "injustice" that makes a child rebel against you.
- Give your command to stimulate action, not to check it. Say "Do this" rather than "Don't do that". Suggest an action which can be successfully obeyed. The method of interrogation should be, "Don't you think that...?"
- Have a reason for what you ask a child to do, and take the time to explain the reason to him. He will be able to see the point if you can.
- Remember... "The tongue is the only keen edged tool which grows sharper with constant use". Do not nag.
- Follow-up the disciplinary action. Be sure you continue to display your respect and confidence in the child.
- Use your intelligence when handling behavioral problems. You need to think faster than the camper! If the camper can out-think you, you're not using your maturity. You should see possibilities before they become results. This is the secret to leadership!

HELP FROM DIVISION DIRECTOR:

If verbal discipline is deemed ineffective, the counselor needs to consult with his Division Director (DD) who will apply alternative disciplinary measures. The strategy here is to prevent the cabin counselor being the "bad guy" (the heavy disciplinarian). To remove this onus, it's better to consult your DD who is the only staff member authorized to use other disciplinary measures besides "verbal" discipline. Sometimes a simple physical task assigned by the DD is all it takes to straighten-out the camper. (Example: Camper is assigned to join "Litter Patrol Duty"). The DD is the "heavy disciplinarian" who will bring the matter to its appropriate resolution, and communicate the matter with the camper's parents.

ACCEPTABLE METHODS:

- "Man-to-Man" talks without lecturing: Try this first. Discuss with the camper possible reasons for his conduct and the consequences of his behavior.
- "Group Solution": Using this method, the cabin group under counselor's guidance works out its own fair and equitable solution.
- "Time Out": Sometimes it is necessary to temporarily remove the camper from the cabin group. When this is necessary, the counselor must first consult his Division Director since counselors are not permitted to dock campers from activities. If deemed appropriate, the DD will make the necessary arrangements for "time-out" and ensure the camper is properly supervised during the "time-out" period. Let your DD take care of this, instead of you being the "bad guy". In any case, you must help the

camper understand why he is being separating from the group and why he cannot be allowed to destroy this special time for others.

PREVENTIVE MEASURES:

You may be able to avoid some disciplinary problems from developing in their cabin if you adjust your attitude and conduct in the following ways:

- Show sympathy and an understanding of the problem.
- Have a genuine liking for all of your campers.
- Show no favoritism. Never accept or listen to only one side of the story.
- Employ democratic methods.
- Have faith in your campers to accomplish tasks and to do the right thing.
- Be fair in your decisions.
- Have a sense of humor.
- When campers are busy doing things they enjoy, problems usually don't arise.

METHODS TO AVOID:

the following disciplinary methods are not acceptable, and are grounds for dismissal if used.

- Touching, shaking, poking, slapping, hitting a camper. This only aggravates the problem.
- Giving a camper physical punishment. This includes military tactics like push-ups. (Note: Physical punishment is a basis for legal action by the parent against the staff member.)
- Cursing at a camper or verbal abuse.
- Nicknaming a camper.
- Making fun of a camper.
- Withholding the camper's daily canteen allowance, or depriving the camper of food, and/or beverages.
- Docking a camper from an activity. This includes day activities, evening activities, and trips. In rare circumstances, the Division Director is authorized to dock a camper from an activity if the camper's behavior adversely affects the operation of the activity.
- "Big Stick Method": Basically this method says "I am bigger than you, so you better do what I say". This may seem to work in the short-term because the campers initially respond to it, but unfortunately it often later creates bigger problems of rebellion, disrespect, and antagonism. (Young athletic male counselors are prone to using this method.)

INCIDENT REPORT:

Behavior problems must be documented in writing on the *Incident Report*. The form is completed by the most senior person witnessing the incident. These reports are available in the main/teen office. Read the instructions on the form which will explain how to complete the form and what to do with it after it's completed.

CHAPTER #4

SPECIAL CAMPER PROGRAMS

BIG-BROTHERS & BIG-SISTERS

The *Big-Brother Big-Sister Program* is one of our programs for homesick campers on Junior Campus. When deemed appropriate, the Division Director will contact teenside to inquire if there are any campers who would like to help a homesick camper adjust to camp. These campers would be permitted to spend some time with the homesick camper in an effort to make the child "feel at home". The amount of time spent with the homesick camper would depend upon the circumstances, but typically it's 2 or 3 times for an hour or so for a 1 week period. This is a voluntary program available to our more mature/veteran campers on Teen Campus.

SIBLING CLUB

Campers who have siblings at camp are encouraged to sign-up for the *Sibling Club*. The Club provides an opportunity for these kids to spend time with their brother/sister. This support, more often than not, helps the youngster acclimate to "camp life". The Sibling Club meets about once every 2 weeks. In the past, our Sibling Club members occasionally have eaten together (when a barbecue is scheduled on Junior Campus); worked together on a ceramics or pottery project; taken long nature hikes together; and have even baked cookies together in our main kitchen! The Sibling Club has been very successful at Camp Cayuga for many years.

CAMPER BIRTHDAYS

Birthdays are special at Camp Cayuga. We begin the celebration at morning flagpole assembly. Below is the procedure we follow:

- The Birthdays In-Charge (a senior staff member) receives a "Camper Birthday List" from the Camp Administrator.
- She (the Birthdays In-Charge) makes the "Birthday Announcement" at morning flagpole assembly.
- We raise the Birthday Flag at flagpole assembly. On Teen Campus, campers can request to skip this step.
- She notifies the Food Service Manager one day in advance that a birthday cake with ice cream is needed at the dinner meal.
- The cabin counselor reminds the Food Service Manager about the cake/ice cream immediately after breakfast on the day of the birthday.
- She prepares the birthday card & special care-package for the birthday camper, and puts it in the office mailroom for the counselor to pick-up at mail time.
- On Junior Campus, she decorates the birthday camper's table in the dining hall. (This is not done on Teen Campus.)

- She instructs the Meal OD to lead the "Happy Birthday Song" at the start of the dinner meal.
- The cabin counselor lends a helping hand with cleaning-up the table after this "little birthday party".
- Exception: Campers on Teen Campus may request not to have the "Birthday Flag" raised on their behalf at morning flagpole assembly. They can also request not to have their cabin table in the dining hall decorated with birthday balloons, streamers, etc.
- Note: Special birthday requests from parents are prohibited. In the past the camp staff used to honor all special requests made by parents to help make their child's birthday a special one. We'd receive requests for pizza parties, extra snack items from the canteen, and so on. Over time these special requests caused us to lose the unique "Pizza Party" effectiveness for our weekly cabin inspection winners. And in some cases, the special requests adversely affected other "birthday campers". For these reasons, camp policy now prohibits these special requests for camper birthdays.

STORYTELLING TO JUNIORS

The counselors of our younger campers have a rare opportunity to let their imagination shine. Junior Division campers love stories especially before bedtime. A more captivated audience you will never find! However, be aware that young campers are truly affected by the stories you tell. Avoid horror stories - they scare most campers, upset them, and make them feel unsafe at camp. This is obviously not consistent with our objectives. (Children have been known not to return to camp because they were negatively affected by their counselor's storytelling.) Use your judgment and when in doubt, leave it out. See your Division Director if you need advice in this matter. When choosing a story, keep in mind the following: 1) Select stories that you have enjoyed. 2) The main focus of a story should be to entertain, not to point out a moral. 3) Be sure that it is appropriate for the occasion and for the age level of your audience. By the way, simply "reading books" at night to your campers can be just as entertaining as storytelling. Storytelling and book reading takes place after the kids are in bed and are ready for sleep.

On occasion, we'll schedule "storytelling" in place of the Evening Activity for a particular Junior Division cabin. The "storyteller" or "book reader" is typically a female senior staff member. When storytelling is scheduled during the Evening Activity, the campers return to their cabin (with their counselor) after Evening Flagpole Assembly, take showers, prepare for bed, and relax for an hour while they listen to a story/book. The counselor remains in the cabin

at this time. After an hour of story telling, the kids go to sleep. Storytelling, that takes place during an Evening Activity, should only be scheduled when 1) The campers are exhausted/run-down and need extra relaxation time, or 2) The Evening Activity is geared more for the older campers. You should inform your Division Director when you notice your campers are run-down and need more rest/relaxation time. If storytelling is deemed appropriate during the Evening Activity, your Division Director will inform the Evening Activity Director, who will remove your cabin group from the planned activity that evening.

CHAPTER #5

“GENERAL” DUTIES FOR COUNSELORS

SUPERVISION

Counselors are required to supervise their “cabin” campers all times (except when they’re being supervised by the instructor at an activity). Generally speaking, this includes the following times: cabin clean-up, wash-up periods (before meals), mealtimes, free-time after meals, flagpole assemblies, rest periods, canteen time, evening activities, overnights, and bed-time. Note: Instructors are responsible for supervising the campers at their activity site while the Daily Program is in operation.

For obvious safety precautions, counselors are not only expected to be with their campers, they’re expected to *supervise* their campers, as well. It’s a fact that accidents occur most frequently when there’s a break-down in supervision. It would be wonderful if we all had an extra set of eyes in the back of our heads. But since this isn’t the case, staff members must be alert, smart, and expect the unexpected. For instance, it wouldn’t be an appropriate time for you to take a shower when your co-cabin counselor is eating an early dinner with the meal servers and your campers are outside playing frisbee while waiting for the dinner bell to ring. Use common sense! More accidents occur in or around the cabin area than at the activity sites.

PARTICIPATION

All staff are required to get involved and participate in all aspects of the camp operation. This includes the daily activities, evening activities, special events, and off-camp trips. Since we expect all campers to participate, it stands to reason that we expect all staff to participate (since you’re the role model). For example, if the Evening Activity is a Halloween Social, staff participation is defined as: 1) Getting your campers excited about the activity, 2) Making sure each of your campers has a Halloween costume and wears it, 3) Assisting each camper with their costume, 4) Creating your own costume & wearing it, 5) Assisting the Evening Activity staff during the Social, 6) Participating during the social (dancing), and 7) Supervising your campers during the Evening Activity. Your position as a role model is key here. Get excited about the activity, get involved, and participate. When you do, your campers will follow and the activity will be a success.

GUIDE YOUR CAMPERS

Your status is unique here at Camp Cayuga. You don’t have the rights of a parent nor the responsibilities of a Camp Director, yet you exert

tremendous influence on campers through your close personal contact with them. The example you set subtly reflects your own expectations, background, and training. This is of great importance because campers tend to imitate their counselors. You must be aware of this, because your guidance can help develop positive character traits. At camp we have the responsibility of not only keeping the campers healthy & happy, but also providing them with wholesome experiences.

CABIN CLEAN-UP DUTY

Each morning after breakfast all campers & counselors report back to their cabins for “Cabin Clean-Up”. During this period, all members of the cabin are performing their assigned cabin chore and tidying-up their personal area (fold clothes in cubby, make bed, etc). Counselors are responsible for the following: 1) Tidy-up personal area, 2) Ensure campers are performing their chores properly, 3) Assist campers with their chores when needed, 4) Assume a cabin chore if the camper isn’t present, 5) Clean the cabin bathroom (sinks, mirrors, floor, toilet) and disinfect the toilet seat, shower floor, and bathroom floor, 6) Inspect all areas of responsibilities towards the end of the Clean-Up period to confirm your cabin is ready for “Cabin Inspection”, 7) Complete all chores needed by the end of the period, 8) At the end of the clean-up period (when the activity program begins), accompany your campers outside the cabin and direct them to their activities. For more details about cabin cleanliness, cabin chore assignments, and cabin inspections, see Cabin Cleanliness chapter.

MAIL PICK-UP DUTY

One counselor from each cabin must assume the daily responsibility of picking-up the cabin’s “mail”. This includes letters, packages, phone messages, emails, and lost & found items that have been collected & bundled for your cabin. This is a daily duty, including Sundays. There is a specific time for “Mail Pick-Up” (sorry, no exceptions!) That is, immediately after the last activity period of the day. This is when the everyone is returning to their cabin for wash-up for dinner. This is convenient, since most counselors will be bringing lost & found items (left-behind at their activity site) to the office at this time.

MAIL DISTRIBUTION: Properly delivering your cabin’s “mail” is included in your Mail Pick-Up Duty. Properly delivering your mail means you’re responsible for the contents of your mail until you personally deliver it to the rightful owner. Mail should not be left on a bed or carried around with you. Immediately deliver the item, and if this isn’t possible, remember that

you're responsible for it and will be held accountable for its content. If you can't deliver the items in a timely fashion (camper in infirmary, on an extended trip, etc), give it to your Division Director. He will deliver the item or hold it in safekeeping upon the camper's return. "Mail Pickup Duty" cannot be delegated to other staff members, campers, or anyone else for that matter!

CANTEEN DUTY

All counselors are expected to help-out at the canteen during your cabin's canteen period. There's no specific "Canteen Duty" schedule (unlike Wake-Up, Meal OD, and Serving-Line Duty). Basically, when you're campers report to canteen, you're required to be with them, supervise them for the entire period, and assist the Canteen Supervisor in whatever particular task you may be assigned. Some of the tasks include: crossing camper names off list once they've received their daily snack allowance, serving snacks & drinks from behind the snack counter, wiping-down the canteen booths, and so on. When your campers are finished with their snacks and leave the canteen, you're expected to stay with your campers and not remain in the canteen for the remaining portion of the canteen period. See the canteen section for more details about the campers' daily allowance.

SELECTING "CAMPER OF THE WEEK"

Once a week cabin counselors must decide which one of their campers are to receive the *Camper Of The Week Award*. Ties are acceptable if you have two campers who are equally deserving. There always must be one (if no tie) recipient from your cabin to receive this award. It is unacceptable to have "no" camper of the week recipient. Procedures for collecting the names of your Camper of the Week may vary from year to year. Cabin counselors are expected to discuss this matter together and jointly decide who is their ideal camper this week. Typically, you'll be asked to write down on a piece of paper your cabin number, the name of your Camper of the Week, sign it, and place it in your Division Director's mailbox before a specific day and time. Listen for announcements made at flagpole assemblies regarding when these names are required. In the past, our lucky "Campers of the Week" winners have been awarded a "Camper of the Week" T-Shirt and Cayuga Pennant. The award presentation is done on a weekly basis.

CABIN ASSIGNMENT CHANGES

Counselor cabin assignments are announced during staff orientation. A minimum of two staff members will be assigned to each camper cabin. Your cabin assignment is determined by

several factors that co-exist within the camp's program schedule. Counselors are assigned to cabins based on 1) Your experience with the age group, 2) The instructor positions you were hired for, 3) Your day-off/night-off, 4) Your co-cabin counselor's instructor positions, and 5) Your co-cabin counselor's day-off/night-off.

REASSIGNMENTS: During the course of the summer, you may be re-assigned to another cabin. There are many circumstances that can require you to change cabins, some of which include: a change in your instructor position, a change in your day-off schedule, or any change in the co-cabin counselor's schedule, and/or an opening in a staff position due to an early departure. We realize cabin reassignments can become inconvenient and upsetting to both the staff member and the cabin campers. For this reason, the decision is to reassign a counselor to another cabin is done only when deemed necessary by the Staff Director. We expect all counselors, who are reassigned, to act maturely and not express their "feelings of separation" with their cabin campers. This only aggravates the situation and upsets our campers. If you are reassigned to a new cabin this summer, please remember it's your responsibility to make the transition go as smoothly as possible. Expect your campers to be upset when they learn of your new cabin assignment, and be prepared to explain to them that the decision was made in the interest of all campers, and that your replacement is a great replacement!

INCIDENT REPORTING

All staff members have the duty and responsibility to report any type of incident, situation, trend, or occurrence that warrants the attention of the Camp Director. This includes, falls, close calls, near misses, near falls, potential disasters, safety threats, behavioral issues (fighting, emotional outbursts), and/or significant rule violations. The incident must be reported on the camp's Incident Report and completed/documented by the most senior person witnessing the incident. These reports must be returned within a timely fashion. Please read the instructions on the Incident Report before completing it. Incident Reports are very valuable tools in assessing our camp operation and its safety. Blank Incident Reports can be obtained from the office. Incident Reports are considered "confidential" and should only be discussed with authorized staff.

CHAPTER #6

“ASSIGNED” COUNSELOR DUTIES

WAKE-UP DUTY

Each day there are two (2) counselors on Junior Campus and one (1) counselor on Teen Campus who are assigned “Wake-Up Duty”. These counselors are responsible for waking-up the camp population in the morning. All counselors are scheduled this duty on a rotating basis. Generally speaking, we follow 2 different time schedules at camp: 1) Regular Schedule, and 2) Late-Breakfast Schedule. Counselors, who are assigned Wake-Up Duty, are expected to know the correct time schedule when waking-up the camp! See “Wake-Up Duty” job description.

MEAL OD DUTY

The Meal OD is responsible for maintaining “order” in the dining hall during meal times. This includes dismissing tables to the serving-line in an orderly fashion (as per table rotation schedule), regulating the traffic-flow in the dining hall aisles, inspecting tables & dismissing cabins at end of each meal, enforcing camp policies (no food/utensils out of dining hall, no horseplay, etc), and basically minimizing congestion. The “Meal OD” is typically the same counselor assigned to Wake-Up Duty. See “Meal OD Duty” job description.

SERVING LINE DUTY

Counselors are assigned “Serving-Line Duty” on a rotating basis. Senior Staff will also be asked to serve meals on an “as needed” basis. Meals are served cafeteria style at Cayuga. Counselors, who are assigned “Serving-Line Duty”, are responsible for serving our meals. Meals are served from steam tables and we generally have about 3 counselors at each steam table. That’s about 12 servers for each meal in the Junior Campus Dining Hall and 6 in the Teen Campus Dining Hall. Staff members will be instructed and trained by the Food Service Manager in proper serving techniques during orientation.

LOOK-OUT DUTY & POOL DUTY

During orientation, all staff members will receive training to become a “Lookout”. As a lookout, you’re basically assisting the lifeguards by “keeping an eye” on campers who are in the water. Lookout Duty is assigned for evening pool parties and special events like the water carnival, Olympics, and special “hot day” programs. There are a lot of campers at the pool/lake during these times and an “extra eye” is a good precautionary safety measure, as I’m sure you’ll agree. “Pool Duty” is also assigned during these same times. Staff who are on

“Pool Duty” are responsible for “keeping an eye” on campers who aren’t in the water (on pool deck, lake dock, etc). This includes enforcing camp policies like no horseplay, no pushing-in, no food/drinks in the pool area, and so on. Incidentally, all staff take a swim test during orientation. Wristbands, denoting skill levels, are distributed and required to be worn at all times. The same holds true for campers.

OFFICE DUTY

Some counselors will be assigned to lend a helping hand in the main office. We prefer volunteers in the office, so if you’re interested in assisting our office staff for a period or two, notify your Division Director and/or the Elective Program Director (who prepares your job/instructor schedule each day).

INFIRMARY DUTY

Some counselors will be assigned to lend a helping hand in the infirmary. We prefer volunteers in this area, so if you’re a medical student, you may want to gain some valuable experience this summer assisting our infirmary staff. If you’re interested in learning more about “Infirmary Duty”, notify your Division Director and/or the Elective Program Director.

CROSSING GUARD DUTY

Occasionally, counselors are assigned “Crossing Guard Duty”. This is a serious responsibility that requires you to be alert a all times. The crossing guard is in-charge of controlling pedestrian traffic on Niles Pond Road, which separate the Junior and Teen Campuses. That is, no one is permitted to cross the road without your permission. Campers/pedestrians are to be instructed to wait for passing vehicles before crossing the road. Do not stop the cars on this public road – we give the vehicles the “right of way” and ask our campers/staff to wait.

MEAL OD DUTY - JOB DESCRIPTION

The staff member assigned to Meal Duty (Meal OD) is the same individual assigned to Wake-up Duty. The Meal OD’s primary responsibility is to manage pedestrian traffic inside the dining hall by minimizing congestion. Congestion in the dining hall is controlled by: 1) dismissing only 2-3 tables at a time to go to the serving line, 2) allowing only the counselors from each table to return trays, bowls & cups to the dishwashing room window, and 3) by dismissing cabin tables in an orderly fashion when the table is cleared-off at the end of the meal.

- The Meal OD reports to the dining hall for meals about 20 minutes earlier than the scheduled camp meal time. For lunch and dinner, do not leave your activity site before the end of the period. When the last

morning/afternoon period is over, report directly to the dining hall (not your cabin). You can “wash-up” at the dining hall.

- This “early” meal will be ready for you (and the meal servers who are also required to eat early). Problems occur when other staff report to the early meal and the Food Service Manager has no previous notice. For this reason, it’s generally only the Meal OD and Meal Servers who eat early.
- No one is permitted in the kitchen unless authorized by the Food Service Manager.
- The Meal OD is expected to enforce camp policy that requires proper attire & footwear to be worn in the dining hall at all times. Bathing suits are considered inappropriate attire.
- The Meal OD is responsible for unlocking and opening the dining hall entry doors at the designated meal time. (The dining hall is off limits except for meal times.)
- Upon entering the dining hall, all campers, counselors, and senior staff are to walk directly to their assigned table and remain standing. No one is permitted to get his food, help himself to a beverage, linger at a friend’s table, etc.
- Teen Campus exception: For lunch meals, campers can sit at any table with whomever they wish. Upon entering the dining hall, the campers do not have to report to their assigned cabin table.
- As Senior Staff are entering the dining hall, the Meal OD should ask them if they need to make any announcements. There shouldn’t be any announcements in the dining hall since Senior Staff are expected to make their announcements at flagpole. However, circumstances do change and sometimes announcements in the dining hall are necessary. If announcements need to be made, they must be made before the meal, and never during or after the meal.
- Birthday Announcements are an exception. They are always announced in the dining hall before the dinner meal (as well as at flagpole).
- **IMPORTANT – Do not wait for late-comers!** As soon as 75% of the camp population is present in the dining hall, ring the dining hall bell to get everyone’s attention. (Everyone should be standing at their assigned tables at this time.) Do not wait for everyone to enter the dining hall before ringing the bell.
- Ring the bell, wait for silence, announce in a loud voice “A Moment of Silence Please”, wait 20 seconds, then ring the dining hall bell again to indicate that everyone can sit down.
- If announcements are necessary, they are made after the “moment of silence” bell (the first bell), but before the “sit down” bell (the second bell). FYI: You can’t ring the “sit down” bell and then expect everyone to quiet down again for an announcement! This applies to Birthday Announcements as well.

- Camper Birthdays: Determine if there’s a camper birthday. If yes, at the dinner meal, announce the name of the birthday camper. Like all announcements, this is done before the second bell (the “sit-down” bell). After announcing the camper’s name, lead the camp in singing the *Happy Birthday* song. Afterwards, ring the bell (a second time) to signify that everyone can “sit down”.
- After the “sit down” bell, the Meal OD begins dismissing tables to the serving line – using the *Table Rotation Schedule* which is posted in the dining hall. No cabin group is permitted to leave their table until dismissed by the Meal OD. Junior Division cabins are always dismissed “first” to the serving line. Cabins that report late to the dining hall should be dismissed “last” to the serving line.
- Each cabin group must have 100% attendance before it’s dismissed to the serving line. However, there are a few acceptable exceptions that apply, such as when a camper is in the infirmary or on a trip. Examples of unacceptable excuses include: “*The camper is on his way*” or “*The camper went back to the cabin with my co-counselor to get her letter*”. If the cabin group is not 100% in attendance when it’s their time to be dismissed to the serving line (according to the *Table Rotation Schedule*), the Meal OD should skip the table and continue to follow the Table Rotation Schedule. Afterwards, dismiss the “late” table – this must always be done before you make an announcement/ring bell for “seconds”. Tables, which are still missing a cabin member, must be reported to the cabin’s Division Director (who’ll be in the dining hall).
- The Meal OD is to maintain a steady flow of individuals through each serving lines. That is, you should have about 10-12 people at each serving line (or one table group at each line). It doesn’t make sense to have a large group of people standing in line blocking the aisles and causing congestion, when they could be sitting comfortably at their table. There are 4 serving lines in the Junior Campus Dining Hall and 2 in the Teen Campus Dining Hall.
- “Seconds” Bell: Once everyone has been served “firsts”, the Meal OD is to ring the dining hall bell and briefly announce in a loud voice “Seconds”. This bell signifies everyone can now have seconds, if they wish. These individuals excuse themselves and report to the serving line. They do not need to be individually dismissed by the Meal OD.
- After the cabin group has finished eating, the leftover food on each tray gets scraped-off onto one tray and the remaining trays get stacked. The same procedure for bowls – the leftover cereal, soup, etc. gets consolidated into 1 or 2 bowls and the remaining bowls get stacked. The same for drinking cups – consolidate the

leftover liquids and stack the remaining cups. The utensils (knives, forks, spoons) get separated and placed into 3 different drinking cups.

- **On Junior Campus:** After the trays, bowls, & cups are scraped/consolidated, and the utensils are separated, the cabin counselor carries these items to the dishwashing room counter. All items get cleared-off the table except for the utensils – the silverware remains on the table separated in cups. While the counselor is returning these items to the dishwashing room, the campers are required to remain seated.
- **On Teen Campus:** The above stacking procedures are followed. The only difference is that the 3 campers from each table are responsible for carrying the items to the dishwashing room. While the teenside counselor is still responsible for making sure the table is cleared-off (except for the utensils), the duty can be delegated to 3 teenage campers from the table. The remaining campers are to remain seated during this time. This “Table Cleanup Duty” can be assigned to 3 campers on the “Cabin Inspection Duty Chart”. This is a good idea if you have more campers in your cabin than the number of cabin clean-up jobs to assign.
- The Meal OD is also responsible for dismissing the cabin groups at the end of the meal. Cabin groups are not permitted to leave the dining hall without permission from the Meal OD. Cabin groups will be dismissed when their table has been cleared-off (except for the utensils).
- Senior Staff are permitted to return their own trays, bowls, cups, and utensils to the dishwashing room when they’re finished eating. The Senior Staff do not stack and need not be dismissed by the Meal OD.
- Once the cabin group has been dismissed, the campers and counselors must exit the dining hall immediately. No one is permitted to linger in the dining hall.
- The Meal OD Schedule is posted on the main Bulletin Board. Be sure to check the board on a daily basis since the schedule is revised frequently. If you have any problems fulfilling your Meal Duty (ie. schedule conflict), notify the Meal OD In-Charge (the senior staff member who creates the OD Schedule) in advance. Example of a schedule conflict: When you’re assigned Meal OD Duty but your co-cabin counselor is on a day-off. In this case, there would be no staff member in the cabin with your campers during “wash-up” (since you’d be eating early at this time) and no staff member would be seated at your cabin table during the meal.
- **MEAL DUTY FOR BARBECUES:** Occasionally our dinner meals are served outside for a barbecue. Even though these meals do not take place in the dining hall, the Meal OD is still

on-duty & is responsible for basically the same responsibilities (keeping the outside eating area clean and in order). During barbecues, counselors are to sit with their campers (just like in the dining hall). And just like in the dining hall, the Meal OD will dismiss the cabin group after the cabin’s paper plates, etc are disposed of properly. No trash is to be left on the ground! The Meal OD is personally responsible for picking-up all trash left on the ground if the cabin counselors & campers neglect to do so. It stands to reason that the more you (the Meal OD) remind the cabin counselors & campers to clean-up, the less clean-up you’ll have to do later!

WAKE UP DUTY - JOB DESCRIPTION

The staff member assigned to Wake-Up Duty is the same individual assigned to Meal OD Duty. The Wake-Up Duty staff member is responsible for waking-up the camp. Here’s what you need to know about this responsibility:

- Check the bulletin board for the Meal OD/WakeUp Duty Schedule, to see when you’re assigned. If you have any problems fulfilling your duty, report to the Meal OD/WakeUp Duty In-Charge (a senior staff member). For instance, there may be a schedule conflict that needs to be fixed. You can’t be on Wake-Up Duty if your co-cabin counselor is on a day-off. (There wouldn’t be any staff member in the cabin with the campers during “wash-up” and no one with the campers at the cabin table during the meal.)
- There is 1 male counselor and 1 female counselor assigned to Wake-Up Duty on each campus.
- **BEFORE RINGING THE “WAKE-UP BELL”,** it’s important to consider the weather. If it’s raining, drizzling, or looks like it’s about to rain real soon, **DON’T** ring the wake-up bell. First, check with the head cook and ask if breakfast can be delayed. If he says no, then ring the bell as usual. If the Head Cook says that breakfast can be delayed, immediately report to the Program Director’s cabin. The Program Director is in-charge of deciding if we should operate a regular schedule or late-breakfast schedule. Tell him breakfast can be delayed as per the Cook, and now it’s his decision to go “regular” or “late-breakfast”. If it looks like it’s going to be a wet day, we prefer to give everyone an extra hour of sleep by implementing the “late-breakfast” schedule. If the Program Director decides to go with the “late-breakfast” schedule, delay ringing the wake-up bell and follow the “late breakfast” schedule. Also, immediately report back to the Head Cook to inform him we’re now following a late-breakfast schedule.
- **RING WAKE-UP BELL:** At the official reveille time, one of the counselors (on wake-up duty) rings the bell 15 times. Look at the Daily Time Schedule to determine if we’re operating a

regular schedule or a late-breakfast schedule.

- After you ring the “wake-up bell”, you need to make sure our campers/counselors are awake. You do this by knocking on the cabin doors.

That is, the male counselor knocks on the cabin door of each boy’s cabin and confirms the counselors inside the cabin are awake. The female counselor does the same for the girls cabins. You do not need to knock on the doors of Senior Staff rooms.

- After knocking on all the cabin doors, report to the dining hall for your “early” breakfast. Other staff members will be eating an “early” breakfast as well (namely the counselors who are assigned “Serving Line Duty”).

- RING BELL FOR MORNING FLAGPOLE ASSEMBLY. Ring bell 10 times to signify it’s time to assemble at the flagpole. Look at the Daily Time Schedule to determine when morning flagpole assembly is scheduled.

- Report back to the dining hall. Open the main entrance doors. You are excused from attending the Morning Flagpole Assembly. We are assuming your co-cabin counselor is with your cabin campers. If you haven’t finished eating breakfast, you can do so at this time while everyone else is a flagpole.

- Reminder: At the “wash-up” bell for lunch, you report directly to the dining hall. Don’t report to your cabin. (You can “wash-up” at the dining hall.) As stated in the Meal OD Duty job description, you are not permitted to leave your activity site before the wash-up bell.

- RING BELL FOR LUNCH MEAL. Ring the bell 10 times at designated time for lunch. Note: You do not ring the bell for “wash-up”.

Explanation: The wash-up bell is rung at the end of last morning activity period, and you’re not available to do this because you’ll be instructing at an activity site at the time. FYI: Someone else is assigned to ring the “wash-up” bell.

- Report back to the dining hall and open the main entrance double doors for lunch.

- RING BELL FOR DINNER MEAL. Ring the bell 10 times at designated time for dinner.

Note: You do not ring the bell for “wash-up”.

- Report back to the dining hall and open the main entrance double doors for dinner.

CHAPTER #7 **INSTRUCTOR DUTIES**

PARTICIPATION

Instructors are encouraged to enthusiastically participate in their activity but should keep in mind that “Camp is for the kids”. We ask that you actively participate in the activity only as it further enhances the enjoyment of the activity by the campers. For instance, it would be inappropriate for an Arts & Crafts instructor to be working on his own pottery project during an activity period. Rather, the A&C instructor is expected to work closely with the campers and assist them in the completion of their project. Remember: we’re here at camp for the kids and teaching them skills is the purpose of our employment.

ASSIGNMENTS

Every counselor will be assigned to instruct an activity every period each day. For some counselors, the instructor schedule will change each day. For other staff, it can remain the same throughout the entire summer. With over 100 counselors and 60 daily activities, preparing instructor schedules for each counselor on a daily basis is a BIG job. Cayuga’s Elective Program Director is in-charge of this responsibility. Your instructor schedule for the day will be posted on the Bulletin Board before the start of our morning activities. Exception: The only counselors not assigned to instruct during the day are those assigned to escort our Junior Division campers to their activities (ie. General Counselors).

TAKING ATTENDANCE

All instructors will receive an activity roster for each period. The activity roster is a list of campers who are expected to attend. If there are 6 activity periods during a “regular schedule” day, you will receive 6 different rosters – one for each period. These rosters are used by the instructor to take attendance. The instructor is required to take attendance at the beginning of each period. If a camper is missing at the activity, you need to circle his name on the roster. The Elective Program Staff collects these rosters, and follows-up if there are any camper names circled (ie absent). Most of the time, the Elective Program Staff are aware of the situation, but due to time restraints, were unable to inform you that the roster had changed. Rosters change for many reasons: camper in infirmary, at the doctor’s office, etc. Campers who skip activities are reprimanded, and their parents are notified. The incident can lead to the camper’s dismissal from camp.

QUALITY INSTRUCTION

We place special emphasis on quality instruction. This is one reason why we hired you! Quality instruction with a healthy mix of recreational playing time works great at camp. Instructors are expected to prepare a lesson plan for each activity they have been hired to teach, and each lesson plan is to take into account the different skill levels of each camper. Be prepared to teach a variety of different skill levels simultaneously during any one period.

GUIDELINES

Here are some common sense guidelines for instructors.

- Proper planning prevents poor performance!
- Only authorized staff members are permitted to supervise/lead an activity.
- All equipment must be properly and neatly stored away when the program is not in progress.
- All equipment needs to be locked-up in the closest storage shed when the program is not in progress. This includes after last morning period (when we break for lunch), and again at the end of the day. Never leave an unlocked facility unsupervised. It must be locked-up every time you leave the activity site!
- Never leave a padlock unlocked. Immediately after you open the padlock, lock it to a latch. The padlock cannot “go missing” if it’s locked to a latch/hasp.
- Never lend or give the key to the equipment shed to an unauthorized staff member or camper.
- Never leave a key unattended. Keep it with you.
- Prepare the activity site before your lesson begins. This may include: setting-up cones, boundary markers, setting-up paint bottles & brushes, and so on.
- Consider all possible inherent dangers when planning your lesson.
- Notify your supervisor of any potential hazards and/or complete a Program Site Report.

LOST & FOUND DUTY

Staff members are asked to collect “lost items” and return them to the office where they’ll be sorted and returned to the rightful owners. In other words, if you see an item lying on the ground (or any other location where it doesn’t belong), please pick it up and bring it to the office. In your role as an instructor, we ask you to return all items left-behind at your activity site. This should be done at the end of the last morning and afternoon period. And in your role as a cabin counselor, we ask to bring any item found in your “Cabin Laundry Bag” (returned from laundry company) that doesn’t belong to your campers, immediately to the office. Note: It’s common commercial laundry companies to

mixed-up the cabin clothes during laundering. With 100% cooperation from everyone, we'll get all of our clothes returned to us!

Camp policy prohibits keeping or using lost & found items for personal use, or for any other reason. We do not support the old saying, "Finders keepers, Losers weepers". Holding, using, destroying, throwing away, etc any lost & found item is prohibited. (Example: throwing away a towel that no one in your cabin claims is his.) These acts are considered thievery, which is grounds for dismissal.

WEEKLY AWARD REPORTS

Awards are a "Big Deal" at Camp Cayuga because campers love recognition! For this reason, all instructors are required to complete and return Weekly Award Reports. Here's how it works: The Awards Supervisor will put a blank *Weekly Awards Report* in your cabin mailbox once a week. Put the report on your clipboard. (Your clipboard is used to hold your instructor schedule for the day, your activity rosters for each period of the day, the daily time schedule, etc). While you're instructing your activity, be cognizant of those campers who are responding to you. This includes campers who are performing well, improving, participating, trying real hard, having a great attitude, and so on. These are the campers who need to be recognized and added to your Weekly Awards Report. Print their names on the report and indicate the reason for the award. This should be done at the activity site during the activity period. (You can get the correct spelling of the camper's name off your activity roster which is used to take attendance.) Your report by the end of the week should include at least 35 names or an average of 1 award per period you teach during the week. This report is from you alone – it's not a joint decision made by all of the staff working at the same activity site. At the end of each week, you'll be reminded to return your completed report to Awards Supervisor's mailbox. After that, the procedure repeats itself for the next week. Keep in mind the following:

- Be lavish in your praise!
- The number of awards earned at your activity area is an indicator of your effectiveness as an instructor and your enthusiasm at the activity site.
- Awards must be serious in nature and never derogatory. Awards given for reasons like: "*The first camper to fall off a horse*" are inappropriate and unacceptable.
- Ask yourself: Would you be a proud parent to receive this award addressed to your child?
- Never forget how important these awards are to our campers!

- Inform your campers their Award Certificates are mailed directly to their parents (shortly after the camper's departure from camp).

ACTIVITY TROPHIES

At the end of each half-session, our Evening Program Staff organizes a "Trophy Presentation" where trophies are awarded for each activity to one boy & one girl camper from each campus. Prior to the ceremony, all instructors are required to complete an *Activity Trophy Ballot*. This form includes your top 3 male campers and top 3 female campers who are deserving of the trophy for each activity you teach. In other words, if you teach 3 different activities, you need to submit 18 names, that is 6 names per activity. Since not all your camper nominees will receive the trophy, it's imperative you keep your nominations confidential. You should never discuss your nominations with the campers. Saying something like this to a camper is inappropriate: "*I voted for you to get the trophy and I'm sorry you didn't get it. You should have gotten it.*" Saying something like this may make you feel good, but it doesn't do anything else that's positive.

PROPER ATTIRE AT ACTIVITIES

Instructors are expected to dress appropriately for their activity classes. For example:

- Aquatic Staff are not permitted to wear "skimpy" bathing suits while on duty at the Pool or Lake;
- Horsemanship Staff are required to wear long pants & a shoe/boot with a heel while on duty at the Equestrian Center;
- Tennis & Basketball Instructors are required to wear sneakers when on the courts,
- Athletic Instructors are required to wear appropriate footwear. Sandals are considered inappropriate!
- Your attire should be casual & comfortable.

CHAPTER #8

PERSONAL PROPERTY

ACCEPTING PROPERTY FOR SAFEKEEPING

- All campers and staff are prohibited from accepting someone else's property for safekeeping.
- In the past, campers have accepted items (like ipods) that later disappeared, and staff have accepted camper "bank money" that was never deposited in the Camp Bank. This is unacceptable.
- Do not accept property that doesn't belong to you.
- If you accept or hold someone else's property, it is understood that you accept responsibility for the item and agree to be held accountable by replacing the item in the event it is said to be lost, damaged, or stolen. You agree to replace the item immediately.
- For staff only: You agree to replace the item before your last day of employment with Cayuga.
- For staff only: It is the staff member's duty and responsibility to immediately confiscate a "prohibited item" when he becomes aware of it. The staff member must immediately give this item to his supervisor to relinquish his responsibility for the item.

BORROWING ITEMS

- Borrowing property without the owner's explicit permission is prohibited. This is considered "thievery" and is grounds for dismissal.
- Between campers: Borrowing property with the owner's explicit permission is prohibited.
- Between campers & staff: Same as above.
- Between staff: Borrowing property with the owner's explicit permission is permitted, but discouraged.
- Expensive and non-replaceable should never be loaned-out (and for that matter should not have been brought to camp.)

SELLING ITEMS

- Selling property that doesn't belong to you is considered "thievery" and is grounds for dismissal.
- Between campers: Selling property is prohibited. This includes clothing, food, etc.
- Between campers & staff: Same as above.
- Between staff: Selling property is permitted.

USE OF PERSONAL EQUIPMENT

- All activity sites and other areas in camp are provided with the necessary equipment to operate properly.
- Personal equipment is permitted at camp. There are a few exceptions (see "prohibited items"). The only required personal items include lacrosse equipment, skates, skateboard, and baseball glove.

- For staff only: Personal equipment is not required nor is it a condition for employment.
- If the camper or staff member uses his personal equipment at camp, he assumes all expenses that may be incurred relating to the item. This includes personal equipment used the staff member at an activity site, for whatever reason.
- The camp prefers to operate its program with its own equipment. If a camper or staff member believes additional/different equipment is needed to improve the area, he should report this to his supervisor.
- Never lend or permit a camper to use your personal equipment.
- Personal equipment should be safely stored in the individual's cabin, not at the activity site.

CAMP EQUIPMENT & PROPERTY

Here's an explanation of Cayuga's policy regarding equipment and property.

- Most damage to camp property/equipment can be avoided if it's correctly used and properly stored.
- Instructors are responsible for ensuring proper usage and storage of all camp equipment at their activity site.
- Camp equipment is not to be removed from the activity site. (For example, camp soccer balls should not be taken from the soccer field and brought back to the cabin.)
- Cayuga's "Program Site Report" is one way to communicate equipment problems and safety issues at your activity site. (See Appendix)
- Individuals, who intentionally or recklessly destroy and/or damage camp property/equipment, will be held accountable. If witnessed, an Incident Report must be completed. If a camper caused the damage, his parents are notified and later charged for the damage costs. Depending upon the severity, the incident/damage is grounds for dismissal.
- Staff members are required to immediately notify their supervisor if/when:
 - 1) Camp property is found damaged. If it's "cabin" damage report it to your Division Director. If it's "equipment/activity" damage", report it to your immediate program supervisor (eg. Athletic Director, Activity Director, Activity Supervisor, etc).
 - 2) Camp property has "gone missing" from its appropriate storage location, or
 - 3) Camp property becomes worn-out, unusable, or presents a safety concern.

VALUABLES

- Each camper and staff member is required to lock-up his valuables for security purposes. We suggest a padlock on the suitcase or trunk, with the spare keys stored at the office for safekeeping.

- Staff members are required to secure and properly store all permissible staff items that are “prohibited” for campers. It is your responsibility to ensure no camper gets access to these items.
- Reminder: Laptops, multi-media devices, cell phones and other permissible staff items (that are prohibited for campers) are permitted only in designated areas at designated times. Violators of this policy will have their item confiscated.

LABEL CLOTHING & GEAR

All of your clothing and gear needs to be marked with your first & last name for identification purposes. This includes the clothes worn to camp! This is necessary to prevent loss and to distinguish your clothes when they're returned from the camp's laundry company. The best way to do this is with name tapes which can be sewn onto clothing. A permanent marker is also acceptable for labeling your clothing & gear. We suggest you engrave your name on all expensive items. (Expensive & irreplaceable items are not recommended at camp.)

SPARE KEYS

Campers are instructed to turn-in their spare set of keys (for trunk or suitcase), to the office for safekeeping. The spare key should be placed in a sealed envelope labeled with the camper's name. If you'd like us to hold your spare set, we'll gladly do so!

WATCH, WHISTLE, & CLIPBOARD

All staff members are asked to bring a watch, whistle and clipboard to camp for use in their employment. The whistle comes in handy during sporting events if you're a judge or coach. The watch is helpful to keep track of time and the daily schedule. The clipboard will be useful for organizing your records. Instructors use their clipboard to hold their activity rosters for each period, as well as their weekly award reports.

CHAPTER #9

PROHIBITED & RESTRICTED ITEMS

PROHIBITED ITEMS

The prohibited items apply to both campers & staff, with some exceptions noted below. It's the responsibility of each staff member to enforce camp policy by confiscating the prohibited item. Once you confiscate the item, you need to give it to your Division Director immediately. You are responsible for the confiscated item until delivery is made to your DD.

INAPPROPRIATE ITEMS:

- Multi-media devices that support internet access, email, instant messaging, text messaging, and the like. (Exception: staff are permitted to use at designated times in designated areas.)
- Blackberrys, t-mobile sidekicks, ipads & other tablets, and the like. (Exception: staff are permitted to use at designated times in designated areas.)
- Cell phones & beepers: (Exception: staff are permitted to use at designated times in designated areas. Campers residing on Teen Campus are permitted to use their cell phone under very limited conditions. See explanation.)
- Computers & laptops (Exception: staff are permitted to use in staff lounge.)
- Portable DVD players (Exception: staff can use under certain conditions.)
- Curling irons & straightening irons. (Exception: staff are permitted to use under restricted conditions. Campers residing on Teen Campus are also permitted to use their irons under the same restrictions. See explanation.)
- Televisions
- Video cameras, camcorders, and the like
- Video-type game units/consoles (x box, play station, nintendo, and the like)
- Hand-held 2-way radios & portable intercoms (Exception: some staff are required to use for their position.)
- Refrigerators & coolers
- Dressers, chest of drawers, or any storage container that doesn't fit under the bed.
- Air conditioners & large room fans
- Bicycles & scooters
- Music with inappropriate language
- Clothing, posters, or any other article containing inappropriate words, pictures, slogans, and/or logos.
- Provocative dress (see-thru clothing, short shorts, certain style tank tops & bikinis, speedos, and the like.)
- Pets!

UNSAFE ITEMS:

- Hot-plates & coffee machines with hot plates
- Electric blankets
- Space heaters

- Hair clippers (Exception: permitted for staff under certain conditions.)
- Matches & lighters (Exception: permitted for staff under certain conditions.)
- Fireworks
- Knives, axes, hatchets
- Martial arts weapons
- Paintball guns & pellets
- Firearms & ammunition
- Bows & arrows
- Roller shoes with retractable wheels

POTENTIALLY DANGEROUS ITEMS IF MISUSED:

- Baseball & softball bats
- Water pistols
- Hair dye
- Depilatories (or any type of hair removal agent)
- Permanent magic markers
- Temporary tattoo kits

EDIBLE ITEMS:

These items are not permitted in the cabins. The only exception applies to snacks purchased in the camp's canteen, where the Canteen Supervisor can monitor the amount.

- Chewing gum
- Candy, cakes, cookies, and all other sugar-based items
- Perishable goods (meats, fruits, etc.)
- Slim Jims, potato chips
- "Junk Food"
- Energy drinks
- See "Care-Package" section for list of prohibited care-package items.

CONTRABAND ITEMS:

- Cigarettes & tobacco products (Exception: permitted for staff under certain conditions.)
- Narcotics & alcohol
- Nonalcohol-type beer
- Pornography

IRREPLACEABLE AND EXPENSIVE ITEMS:

- Irreplaceable items (like gifted jewelry) and/or expensive items (like certain cameras) should not be brought to camp. If you bring it, you're responsible for it.

NOT RECOMMENDED BUT PERMITTED ITEMS:

- These items, if brought to camp, have strict restrictions on their usage. If the item isn't used according to the guidelines set forth by the camp, it must be confiscated.
- Ipods and other MP3s,
- Game Boys, PSPs, Nintendo DSs,
- Other hand-held personal video games,
- Playstation 2 and Nintendo 64 game cartridges. (These can only be used in the

Game Room where the camp's consoles are located.)

- Musical instruments (exception: staff are welcome to bring their instruments)

BE CAUTIONED:

Be aware that in a group-living situation, it is likely that some of your items will be used by others! Staff members and campers need to understand that Camp Cayuga will not accept responsibility for any item said to be lost, damaged, or stolen. If you bring it, you're responsible for it. All articles of clothing, gear, footwear, etc, needs to be marked with your name for identification purposes. It's best to engrave your name on expensive items, if you decide to bring anything expensive. We do not recommend you bringing expensive items to camp.

CELL PHONES - RESTRICTIONS

As previously stated, campers residing on Junior Campus are not permitted to bring/use cell phones to camp. Campers residing on Teen Campus are permitted to bring/use their cell phone under restricted conditions. See "Camper Policies" for an explanation. All staff are permitted to bring/use cell phones. See "Staff Policies" for an explanation.

RESTRICTIONS FOR CURLING IRONS & HAIR STRAIGHTENERS

Campers residing on Junior Campus are not permitted to use curling irons and/or straightening irons. On the other hand, campers residing on Teen Campus are permitted to use these items, as long as they're immediately unplugged after being used. If a curling iron and/or hair straightener is found plugged into an electrical outlet (when not being used), it will be confiscated. It doesn't matter if the item is turned-off. If it's plugged-in, it will be confiscated. All staff members must look for plugged-in curling irons and hair straighteners every time they're in a cabin. This includes cabin counselors, division directors, cabin inspectors, staff assigned to do "cabin checks" during program, as well as all other staff members. Curling irons and hair straighteners pose a serious fire hazard. To avoid any risk, they must be unplugged when not in use.

CAMERAS - RESTRICTIONS

- Cameras (digital & film-type) that operate solely for taking "still" photographs are permitted.
- Cameras that take still photos and video are permitted, as long as they're used solely for taking still photos.
- Camp policy prohibits video filming. Cameras designed solely for video filming and/or movie making are not permitted.

- Camp policy permits taking still photos "outdoors" at any time.
- Taking still photos "indoors" is prohibited, unless it's inside the dining hall or an activity program building.
- Taking photos inside cabins, bathrooms, dressing rooms, infirmary, etc. is not permitted.
- Violators (campers or staff members) are subject to dismissal.

RESTRICTIONS FOR IPODS, MP3s, GAME BOYS, PSPs, DSs

- Ipods & other MP3 players, Game Boys, PSPs, Nintendo DSs, and the like are permitted, but their usage is restricted.
- Camp policy permits these items, as long as they remain inside the camper/staff member's cabin (or inside the senior staff member's room). They are not permitted on the cabin porch.
- These items are typically used in the cabin during rest period or at bedtime/curfew.
- They are not permitted outdoors (cabin quad area, etc.) regardless of whether they're turned on or off. They're considered anti-social and have no purpose outside the cabin/staff room where they can be left behind.
- If any of these items have internet access capability (Ipod touch, etc), the camper is prohibited from using the item for that purpose. Exceptions: Staff members can use the item for internet purposes, but only at the staff lounge when they're permitted to be there. See Staff Lounge section for details.
- If the hand-held device has the capability of video-filming and picture-taking, refer to "camera" section to determine if it's a "prohibited item".
- While hand-held games (like PSPs) are permissible, video-type game units (like X-box/playstation) are not.
- Exceptions: Ipods are permitted outside the cabin if they're being used at the radio broadcasting activity, music activity, and/or jogging activity (only if jogging takes place on the camp property, but not on the camp roads).
- Exception: Ipods are permitted during Evening Activities that may require music, such as MTV night, cabin skit night, and socials/dances.
- Exception: Ipods placed inside docking stations that allow the music to be heard by everyone are permitted on the cabin porch.

FOOTWEAR RESTRICTIONS

Flip-flops & other footwear that do not have a heel strap are potentially dangerous due to the camp's terrain. We suggest you don't bring this type of footwear to camp. Footwear having no heel straps are prohibited on camp trips.

CHAPTER #10

BEHAVIOR & APPEARANCE

GENERAL APPEARANCE & DEMEANOR

- It is extremely important to realize that we are operating a summer program for children and that certain behavior, dress, and attitudes acceptable in a college setting would not be appropriate, for instance, with a group of 9 year olds present. Parents of our campers are concerned as to the individuals who'll be working with their camper and who'll be influencing them this summer - and so is the Camp!
- Due to the nature of our business, staff members are required to have an "acceptable appearance" at all times. Staff members, like campers, are expected to maintain proper personal hygiene. This includes a daily shower and change of clothes, as well as teeth brushing twice daily.
- Unacceptable appearance at Cayuga is defined as having visible tattoos that are offensive; visible pierced rings in places other than the ear: visible pierced studs in places other than the ear and nose; unnatural colored hair; and/or an otherwise unhygienic appearance.
- Staff members (as well as campers) are not permitted to wear clothing that has inappropriate sayings, logos and/or endorsements.
- No one is permitted to wear clothing that's considered "inappropriate" as defined by the Camp Director. This can include clothing that's provocative, distasteful, or crude.
- During the camp season, each employee is at all times considered an ambassador of Camp Cayuga throughout the community, including personal time off-campus. As a result, any behavior that may reflect negatively upon the camp, including but not limited to breaking any law, will result in sanctions, up to and including termination.
- The Staff Director and Camp Director, at their discretion, have the right to dock the staff member's night-off/day-off for inappropriate appearance and/or demeanor.

BEHAVIOR STANDARDS

- Cayuga strives to maintain a wholesome, lighthearted, down-to-earth camp atmosphere. Everyone's cooperation is needed to ensure camp is a happy, safe, and comfortable community. We've listed below some examples of inappropriate behavior. This type of behavior typically justifies completing an Incident Report.
- Foul & vulgar language, racist & sexist remarks, and derogatory statements that insult or belittle another camper or staff member will not be tolerated.
- Insensitive behavior that disrupts cabin camaraderie or the morale of other

campers/staff members will not be tolerated. This includes: bullying, making fun of someone else, teasing, being disrespectful and so on.

- Graffiti is considered destruction of property, not a form of expressive art. Damage will be assessed, and the camper/staff member will be fined and/or required to cure the problem (eg. sand-off the graffiti).
- Campers are expected to respect Cayuga's natural environment. Wildlife is to be protected and preserved. Leave plants, rocks and historical artifacts as you find them. Please do not pick wildflowers or remove other living things from their natural environment (eg. frogs, snakes, turtles, salamanders).
- Inappropriate lyrics heard in music is also prohibited. The consequences can include confiscation of the music and/or the music's source (cd player, ipod, etc.)
- Fighting, horseplay, and abusive practical jokes are unacceptable.
- Rules at the pool, lakefront, skate park, archery range, and all other program areas are absolute (no exceptions)! Behavior that violates these rules will not be tolerated.
- Skipping activities is unacceptable. We expect each camper to attend all of his activities and participate as well.
- No one permitted to bring a "prohibited item" to camp. See "prohibited items" section.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public Display of Affection (PDA) is prohibited at Camp Cayuga. It's considered inappropriate behavior. Examples of PDA include: holding hands, putting arms around each other in an affectionate manner, kissing, embracing, and sitting on someone's lap. Exception: Putting your arm around your friend's shoulder, for picture taking purposes, is acceptable as long as it's not done in a romantic/sexual sort of way. Keep in mind that "forming couples" is strongly discouraged. Camp Cayuga is for community sharing and caring, not pair bonding.

RELATIONSHIPS BETWEEN STAFF AND CAMPERS

No staff member is permitted to enter into a "boyfriend" or "girlfriend" relationship with a camper. If there's a reasonable suspicion that such a relationship exists or is developing, the staff member's employment will be terminated. Likewise, abusive behavior between employees and/or between staff & campers will not be tolerated (such as harassment). If such a situation arises, the individual will be dismissed from camp.

PRECAUTIONS AGAINST ACCUSATIONS

Child abuse is a serious criminal offense. The media has appropriately sensitized everyone to this issue. As a camp counselor with the

responsibility of caring for children, you may be placed in sensitive situations, making you vulnerable to charges of child molestation or abuse. If you take certain simple precautions, use good judgment, and stay aware, you need not be afraid of groundless accusations. We've listed below some guidelines for you to follow:

- Always have another staff member (or if this is not possible, other campers) present when supervising a camper or campers changing into bathing suits or other circumstances where a child may be dressing or undressing, or unclothed (showering).
- Always respect the privacy of the child. Do not become intrusive or curious more than is necessary to monitor the health and safety of the child. Never touch a camper in an area that would be covered by a bathing suit.
- The child has the right to reject displays of affection if he or she feels uncomfortable about them. Not every child comes from a background in which affection is openly displayed. Respect the camper's wishes.
- Always protect your own privacy. In our camp living situations, counselors will have to change clothing in the same room as their campers.
- Your campers will be a natural curiosity about your boyfriends/girlfriends, your personal relationships, and your sexual experiences. You must use common sense in discussing these sensitive issues with campers. In other words, NEVER discuss details of your private life with any camper!

SHOPLIFTING

Any camper caught or seen shoplifting will be dismissed from camp. This includes canteen items, items belonging to other individuals at camp, as well as property/items that are stolen during an off-camp trip. If the item cannot be returned to its rightful owner, the guilty person is required to pay for the items before his departure.

THIEVERY

- Anyone who takes property that belongs to another person without that person's consent is guilty of thievery.
- Thievery is grounds for dismissal.
- It's also thievery if you accept stolen property without knowing it was stolen. The best advice is – Do not borrow! This is one reason why campers are not permitted to borrow from one another.
- If a staff member suspects an individual of thievery, he is expected to report this to his Division Director.
- As stated in the "Lost & Found" section, anyone who throws away property that doesn't belong to him (regardless if it's "unclaimed" or damaged) is guilty of thievery.

- All "unclaimed" items must be placed in the lost & found bin at the office. This is especially important when the laundry company returns clothes in your cabin laundry bag that don't belong to you or your campers.

- Any camper or staff member who is guilty of thievery or possesses stolen property will be dismissed from camp.

TATTOOS, PIERCINGS, & HEAD SHAVING

- Campers are not permitted to alter their appearance at camp. Dyeing hair color, piercings of any sort, tattooing, shaving hair off head, and/or any other drastic change in appearance is not permitted, even with parental permission.
- Staff members are permitted to get piercings, tattoos, shave head, etc, but only if it takes place off the camp premises and not in the presence of our campers.

ALCOHOLIC BEVERAGES

The consumption and/or possession of alcoholic beverages on the camp property is strictly prohibited. Parents are very sensitive about their child's exposure to alcohol, and so is Cayuga. Camp policy requires the immediate dismissal of any camper or staff member suspected of using, possessing, or being under the influence of alcohol on the camp property. This applies to staff members returning to camp after a day/night-off.

DRUGS & CONTRABAND

The camp does not tolerate the use and/or possession of illegal drugs/narcotics/contraband on the camp premises. Any camper or staff member suspected of using, possessing, or being under the influence of drugs/narcotics/contraband on the camp premises will be dismissed from camp. The local Police will be notified of the situation.

INVESTIGATIONS & SEARCHES

It may be required of senior staff to conduct an investigation, which can include the inspection of property belonging to a camper or staff member. All staff and campers are required to cooperate with such investigations being residents of our camp community. Failure to do so may be considered admission of guilt. Senior Staff are permitted to conduct searches only with permission from the Camp Director. The property owner need not be present if there is a witness present (typically another senior staff member).

CHAPTER #11

GENERAL CAMP POLICIES

GENERAL CAMP POLICIES

We've developed our policies over the past 50 years. As our camp operation has grown and expanded, so have our policies. The underlying purpose of these policies is to keep us all "on the same page", so we can work effectively together to reach our common goal – which is to provide our campers the safest & most fun-filled summer camp experience available. The policies are reviewed by the Camp Director annually and revised regularly in accordance with current trends in the camping industry. Abide by these policies and enforce them – so together we can experience the most rewarding summer ever!

AMNESTY DAY

Everyone will have one opportunity this summer to turn-in their "prohibited items" without getting into trouble. This one opportunity takes place on "Amnesty Day", which is typically on Arrival Day for campers and during orientation for staff members. Campers are encouraged on Amnesty Day to turn-in their cell phones, video cameras, walkie-talkies, laptops, and all other prohibited items they brought with them to camp. After Amnesty Day, if the camp finds the prohibited item, it will be confiscated. Amnesty Day doesn't apply to prohibited items that are considered "contraband" or illegal. These items necessitate the individual's immediate dismissal from camp.

BED LINENS

The camp's health policy relating to bed linens is as follows:

- Campers & staff are required to sleep on a camp bed with one mattress.
- Everyone must sleep between 2 sheets on the bed. See employment contract, as well as the Parent Handbook for campers.
- No one is permitted to sleep in his sleeping bag in the cabin.
- Sleeping bags can be opened and used as quilts on the bed.
- Everyone must change their bed linens (sheets & pillowcases) on "Laundry Pick-Up Days", which is about once a week. This applies to "personal" linens (owned by the individual) and "camp linens" (owned by the camp). Note: Cayuga provides an optional "Linen Rental Service" to campers and staff. For more details see chapter titled "Camp Services".
- On Laundry Pick-up Days, everyone removes their bed linens before cabin inspection. Do not make your bed for cabin inspection. All beds remain stripped for inspection. This assures the Cabin Inspector that everyone has removed their linens.

- Beds are made-up with clean linens immediately after lunch (rest period) on "laundry pick-up days".
- On "Laundry Pick-Up Days" all personal bed linens are placed in the Cabin's Laundry Bag with the cabin's dirty clothes. If the bed linens belong to the camp ("camp linens"), do not place them inside the Cabin Laundry Bag. Follow the procedure below.

PROCEDURE FOR EXCHANGING "CAMP LINENS" ON LAUNDRY PICK-UP DAYS"

- On Junior Campus, counselors bring the camp linens (pillow cases & sheets) to the Linen Storage Room at the same time their campers are signing-up for electives. Junior Division Counselors (not the GCC) also return their camp linens during the elective sign-up period. (This assumes your campers are at their first activity with a GCC and you're available to return the linens.)
- On Teen Campus, counselors bring the camp linens to the designated collection area, which will be announced on laundry pick-up days. Note: There is no Linen Storage Room on Teen Campus.
- The Camp Linens Supervisor collects your camp's linens; records on her inventory sheet that you returned them; and in exchange gives you a clean set of linens for each dirty set you had returned. You are responsible for turning-in all of the camp linens that are in your cabin. You are also responsible for any missing linens at this time.
- The counselor carries these clean camp linens to his cabin; distributes them to the campers who are renting camp linens; instructs the campers to neatly place the clean folded linens on the end of their bed for cabin inspection; and reminds all campers not to make their bed until after lunch.

BOUNDARIES & RESTRICTED AREAS

- Males (campers & staff) are not permitted within 10 feet of a female's cabin, and vice versa for females. This is the notorious "*10 foot rule*".
- Campers & staff, who reside on Junior Campus, are not permitted on Teen Campus, unless the purpose is for an organized activity or event. And vice-versa for the Teen Campus population.
- Teen Campus staff are permitted on Junior Campus in certain designated areas during counselor rotation.
- No one is permitted inside another cabin (other than their own) unless the cabin counselor is present. Likewise, Senior Staff are not permitted to enter the room of another Senior Staff member, without the staff member being present.
- Cabins are off-limits while the daily activity program is in progress. Note: Campers are

permitted in their cabin "between periods" only when equipment and/or a change of clothes is necessary. Supervision in the cabin quad area between periods is provided by the Program Staff, who will make sure that all campers who enter their cabins also exit their cabin!

- No one is permitted near the Maintenance Garage, the landfill, and in the camp's surrounding forestland, including behind the archery ranges & riflery ranges. Note exceptions for cookouts, overnights, mountain biking, trail riding, and nature hikes, the wooded area surrounding the camp property is not off-limits.
- The dining hall is off-limits at all times except for meals.
- The kitchen is off-limits at all times, unless authorized by the Food Service Manager.
- Generally speaking, the main office & teen office are off-limits to campers & staff. Exception: Staff are permitted in the office's reception room and mailroom.
- All activity areas are off-limits when an authorized instructor is not present.

BULLETIN BOARD

The main bulletin boards are located next to the dining hall on each campus. The bulletin board is an important tool for communicating news to our camp population. The Bulletin Board In-Charge (a senior staff member) is responsible for keeping the board current and updated. He also decides what gets posted on the board and what doesn't.

- If you want to post something on the bulletin board, you need to get permission from the Bulletin Board In-Charge.
- All staff members are expected to read the bulletin board daily.

THE FOLLOWING ITEMS CAN USUALLY BE FOUND ON THE BULLETIN BOARD:

- Instructions for tonight's evening activity.
- Winner of last night's evening activity.
- Cumulative cabin-league points for each cabin.
- Intercamp Tournament Schedule for the week; Team Rosters for each tournament; and the scores & MVPs of yesterday's tourneys.
- Cabin Inspection scores for the day & week.
- Recipients of the "Camper of the Week" award and "Counselor of the Week" award.
- Time Schedules for Daily Activity Program, Special Event Days, Camp Bank.
- Summer Schedule for "Letters Home for Dinner", Laundry Service, Cabin Overnights, Cabin Cookouts.
- List of upcoming Trips & Special Events.
- Brochure/Map of next Amusement Park Trip.
- Copy of memo you had received in your cabin mailbox.
- Meal OD and Wake-Up Duty Schedule.

- Meal Serving Duty Schedule.

CABIN POINTS

- The Cabin Point System helps reinforce positive behavior; instills a sense of camaraderie among cabin members; creates interpersonal bonds in the pursuit of common goals; adds "sizzle" to our regular program; and helps our campers understand that their actions have both positive & negative consequences that affect them individually and as a group at large.
- The Cabin Points System rewards campers with "cabin points" for their participation. The system is not designed to punish the campers. Only under very rare circumstances, a cabin will receive "negative" cabin points (lose points) for their wrongdoings.
- "Cabin Points" are very effective for motivating the individual camper and the cabin group as a whole. They motivate our campers and keep them involved in our program. Cabin points are awarded to cabin groups (when the group deserves recognition), as well as to individual campers (for their individual efforts displayed at Evening Activities and Special Events).
- Example: Cabin points are earned by the cabin group for their performance at Evening Activities like: Cabin Skit Nite, MTV Nite, Las Vegas Night, Scavenger Hunt, Name that Tune, and other programs that require 100% participation of all campers in the cabin.
- Example: Cabin points are earned by the individual campers at Evening Activities like the Talent Show & Halloween Social (and other costume socials), as well as Special Events like Crazy Hat Day, Tye-Dye Day, Mustache for Lunch, Sunglasses for Breakfast, and other programs that require individual effort.
- The "Cabin Points In-Charge" is a senior staff member who is responsible for assigning points to each cabin when it's deserving. This position is typically assumed by the Evening Activity Director. The "Cabin Points In-Charge" establishes: 1) When will cabin points be awarded? That is, what events involve cabin points? 2) What are the points being awarded for? 3) How many points will be awarded for each item being scored? 4) What's the final prize for the cabin with the most points?
- Cabin Points are accumulated during each two-week session. At the end of 2-weeks, the cabin with the most points is awarded a special day trip. Note: At the half-way point (after 1 week), the cabin with the most points is awarded a heated pool party.
- One cabin is designated as the Cabin League Winner on Teen Campus. One boy's cabin and one girl's cabin is selected on Junior Campus.

CAMP UNIFORM

- There is no "daily" uniform at Camp Cayuga. Our uniform is only worn for camp trips,

intercamp tournaments, changeover days (arrivals & departures), and Visiting Days.

- The camp uniform consists of a red Cayuga t-shirt and black shorts.
- All campers & staff receive 1 official red Camp Cayuga t-shirt on their arrival day, or shortly thereafter. There is no fee for this t-shirt.
- Everyone needs to bring 2 additional red t-shirts (solid red or Cayuga t-shirts) and 2 pair of black shorts. Red Cayuga t-shirts and black shorts are available for purchase at the canteen. Purchase is not required.
- All campers and staff members should have at least 1 red Cayuga t-shirt available for the camp uniform. If the Cayuga t-shirt has “gone missing”, the individual must either locate it or purchase a replacement. This holds true for campers & staff. Only the first t-shirt is free. If another t-shirt is needed, you must pay for it regardless of your reason (eg. “Lost in camp laundry”, etc).
- The Cayuga t-shirt is part of the camp uniform, and by definition, cannot be altered and defaced in any way. If the t-shirt is altered, it cannot be worn as part of the camp uniform. It can be worn at other times, just not when the uniform must be worn. Of course, if the alteration renders the shirt inappropriate, it can’t be worn at any time. Examples of “defacing”: writing on it, removing sleeves, making a “V” neck collar, and cutting it above the waist line.

CHAIN OF COMMAND

Camp Cayuga’s operation is split-up into different departments. Each department is headed-up by a director, who is in-charge of the department. Examples: 1) Our health department is directed by the Health Supervisor, who is in charge of our health & the camp’s medical staff. 2) Our “food” department is headed-up by the Food Service Manager. 3) The daily program is supervised by the Program Director, who is in-charge of all Activity Directors.

Within each department, we follow a “Chain of Command” which ensures efficiency and prevents duplication of efforts. Here are examples of our “Chain of Command”:

- Campers are assigned to cabins and report to their cabin counselors.
- Cabin counselors report to their Division Director (DD), who acts as an advisor for the campers & staff within his/her division. The DD deals with a variety of issues: homesickness, behavioral issues, personality conflicts, the health & well being of the individuals in his division, communicating with the camper’s parents, and so on.
- The Division Directors report to the Staff Director, who deals with serious camper & staff issues that involve the possibility of dismissal from camp. He’s also in charge of keeping us

“on the same page” through staff memos & staff meetings. The Staff Director reports to the Camp Director on his respective campus.

- Activity Specialists (Instructors) report to their Activity Director. For instance, the swim instructors report to the Pool Director; the arts & crafts instructors report to the Creative Arts Director; the riding instructors report to the Horsemanship Director; the tennis instructors reports to the Tennis Pro/Director, and so on. All Activity Directors (or Activity Supervisors or Head Instructors) and the Athletic Director report to the Program Director.
- The Evening Program Director & Elective Program Directors also report to the Program Director.
- NOTE DISTINCTION: The “Activity Director” is the in-charge senior staff member who are stationed at the activity site at all times (like pool director and horsemanship director). Not all activities have an Activity Director present. Some activities have a “Head Instructor”, a counselor who is permanently stationed at the activity site and to whom the other instructors report. Some activities have an “Activity Supervisor”, a senior staff member oversees the activity, but is not stationed at the activity site on a full-time basis. Other activities have no Activity Director, Head Instructor, or Activity Supervisor. These activities typically include athletic-type sports like soccer, volleyball, and mountain biking. The instructors for these particular activity sites report to the “Athletic Director”.

FLAGPOLE ASSEMBLIES

All senior staff, cabin counselors, and campers are expected to attend both morning and evening flagpole assemblies. The only exception applies to our camp nurses and staff who are off-camp or off-duty. Attendance is silently taken at each flagpole assembly to ensure all staff are present. Violators will be penalized.

GOLF CARTS

Golf Carts have been reserved for certain Department Heads & Senior Staff, so they can perform their jobs in an efficient manner. Most carts are shared between departments, and not all senior staff will have access to the carts. Camp policy prohibits campers on golf carts due to safety reasons (exception: medical emergencies only). Counselors are not permitted to drive the carts, but are permitted to get rides on carts, but only when deemed necessary.

LITTER

- Please keep Cayuga clean and beautiful. Throw your trash/litter in the large white trash

cans that are located throughout the camp. Instruct our campers to do the same.

- It's acceptable to ask someone to pick-up the paper they had just dropped on the ground.
- Reminder: Empty packing material from care-package boxes into the large white trash can that's located in front of your cabin. Then place the cardboard box next to the large trash can. Do not put the box inside the can!

LITTER PATROL

- The cabin with the lowest Daily Inspection Score is assigned "Litter Patrol" the following day.
- The cabin group assigned to "Litter Patrol" is responsible for picking-up litter around camp.
- The Litter Patrol In-Charge (a senior staff member) announces the Litter Patrol Cabin each day at morning flagpole assembly. (He determines the cabin who got the lowest scores yesterday.)
- On Junior Campus: The boy's cabin with the lowest score and the girl's cabin with the lowest score are both assigned Litter Patrol. One cabin does shift #1 and the other does shift #2.
- On Teen Campus: The cabin with the lowest score (can be either a boy or girl's cabin) is assigned Litter Patrol. Half of the cabin group does shift #1, while the remaining campers do shift #2.
- On Junior Campus, shift #1 takes place immediately after the morning flagpole assembly (before entering the dining hall for breakfast). Shift #2 takes place during rest period (preferably after canteen) before the afternoon activities begin.
- On Teen Campus, shift #1 takes place immediately before or after breakfast depending upon the cabin's Meal Rotation Schedule. Shift #2 takes place during rest period (preferably after canteen) before the afternoon activities begin.

LIVING QUARTERS

The staff member is responsible for the condition of his living quarters. For counselors, this is the camper cabin. For other staff members, it's your assigned room. The guidelines for living quarters is as follows:

- Maintain cleanliness.
- Do not rearrange the beds/cubbies in your room/cabin.
- Do not drive nails into walls.
- Hooks, if determined to be safe, are permitted on the interior walls. However, the hook must be inserted in the groove between the wall panels – not in the middle of the panel where the hole would be visible.
- Thumbtacks are also permitted on the interior wall. But again, they need to be inserted in the groove between the wall panels – not in the middle of the panel where the hole would be

visible.

- Tape is permitted on the interior walls, unless the tape could cause damage to the wall when it's removed.
- Never write-on camp property. This includes walls, cubbies, mattresses, beds, and the like.
- Hooks, thumbtacks, and tape must all be removed at the end of the summer.
- Hooks, thumbtacks, tape, and nails are never permitted on the exterior walls of any building if it has exterior vinyl siding.
- Posters are permitted in the camper cabins if they're "G" rated.
- Cabin damage and Graffiti is unacceptable. All individuals living in the cabin/room will be held jointly responsible for the damage, unless the guilty person assumes responsibility.
- Individuals, who are responsible for the damage, will have an opportunity to repair the condition (if it's fixable) before they're charged for the damage. Some damage can be fixed, while others (like a broken window) must be paid for.
- If damage or graffiti is found after the guilty person has departed camp, the staff members (who reside in the cabin/room) will be held responsible for the damage. If this applies, the condition must be fixed (or paid for) before the staff member's last day of employment. Money, needed to pay for the damages, can be withdrawn from your summer salary/pay if needed.

REST PERIOD

- Rest period is part of the daily program and occurs after the lunch meal. It applies to both campers and staff members.
- There are no scheduled activities during this time. However, some campers will be scheduled to go to the canteen, the office (to return their parent's phone call, attend a trip meeting, and the like).
- The purpose of rest period is to give everyone an opportunity to relax. For some campers, relaxing means lying on their bed listening to their ipod. For other campers, it's "playing catch" or kicking around a soccer ball.
- Staff members are required to supervise their campers during rest period. That is, if your cabin is scheduled to go to the canteen during rest period, you're required to go with them and stay with them. If your campers want to hang-out in the cabin, that's where you need to be. If other campers in your cabin prefer to "play catch", your co-cabin counselor needs to be with them. If you have no co-cabin counselor available to watch these campers, you need to find another counselor who's already at the designated "Recreational Play" area, who can assume this supervisory responsibility.
- Refer to the "Recreational Play" section which defines in detail your supervisory responsibilities

during rest period and where your campers can go during rest period.

RECREATIONAL PLAY

During free-time, some campers want to “play catch” or toss around a frisbee. We call this “Recreational Play”. This is not a “structured” activity with an instructor. Instead, it’s recreational time – where games (that have a potential for injury) are being played under supervision a cabin counselor, not necessarily a qualified instructor. Below are guidelines for Rec-Play.

- Rec-Play is permitted during free-time, but only after lunch & dinner.
- There is one designated area on each campus reserved for Rec-Play. Rec-Play is never permitted in the “cabin area”.
- Teen Campus: The designated area for “Rec-Play” is the open area between the 2 cabins at the lower end the quad nearest the lake.
- Junior Campus: The designated area for Rec-Play is the field located behind the girls’ 4-packs between the pool and tennis center.
- Campers, who are “actively playing”, are permitted in the designated Rec-Play area.
- Campers, who prefer to fraternize & relax, are not permitted to do so in the designated Rec-Play areas after lunch & dinner.
- Acceptable Rec-Play games include: playing catch (hard ball, softball, tennis ball, football), frisbee throwing, and kicking around a soccer ball.
- Unacceptable Rec-Play games include any form of lacrosse (using the stick or ball), skating, and skateboarding.
- Policy Reminder: Personal equipment can only be used at an activity site in the presence of an instructor. Since Rec-Play is not an activity with an instructor, the use of personal equipment is prohibited, with some exceptions. These exceptions include: baseball glove, baseballs, softballs, tennis balls, frisbees, soccer balls, and footballs. All other personal equipment is prohibited during Rec-Play, such as a tennis racket, lacrosse ball, lacrosse stick, skateboard, and skates.
- During all free time, the “cabin area” is a reserved area for fraternizing, relaxing, and just chilling-out. It needs to be a safe place, where kids won’t get hurt if they’re not paying attention to their surroundings.
- Activities that have no potential risk/harm of injury are permitted in the “cabin area”. Examples: devil sticks, card playing, diablo, chess, and other board games.
- The “cabin area” on Junior & Teen Campus is defined as the area surrounding the flagpole and the area in front of each building in the quad.
- Teen Campus: The “cabin area” does not include the open area at the lower end of the quad where there are no cabins.

- Counselor Supervision is required during Rec-Play.
- Teen Campus Supervision: The camper must be within earshot and eyesight of the cabin counselor. If the counselor is at this distance and is watching the camper, he has satisfied the “supervision” requirement. (Obviously, it’s not just the distance – you have to be watching your camper!).

JUNIOR CAMPUS SUPERVISION DURING RECREATIONAL PLAY:

Ideally, each counselor should be supervising his own campers during free-time. This is difficult to achieve considering some staff may be on a day-off or on an off-camp trip. It’s impossible to expect you to be at 3 different places at one time, since during free-time, campers can be 1) inside their cabin, 2) outside their cabin in the “cabin area”, or 3) at the designated Rec-Play area. For this reason, we’ve established the guidelines below:

- The basic rule requires the cabin counselor to supervise his own campers during all times when the daily activity program is not in progress. This includes free-time.
- If your campers are at more places than the number of counselors in your cabin, another counselor must assume the supervision of your campers. It’s acceptable to delegate your supervision duty in this case.
- Proper supervision requires 100% cooperation from all cabin staff.
- For example, if your campers are 1) inside the cabin, 2) in the “cabin area”, and 3) at Rec-Play area, your priority is to remain in the cabin to supervise those campers. If your co-cabin counselor is on-duty, his priority is to supervise your campers at the Rec-Play area. For the campers “relaxing” in the “cabin area”, locate another counselor who is already in the cabin area supervising his own campers. Ask this counselor for his cooperation by supervising your campers too. You’ll need to point-out your campers and give him your campers’ names.
- If you don’t have a co-cabin counselor available, your priority remains in the cabin with your campers. In order to provide proper supervision for your remaining campers (who are in the Rec-Play area and cabin area), you’ll need to: 1) find a counselor who is already in the “cabin area”, 2) find a counselor who is already in the “Rec-Play area, 3) make arrangements to have each counselor assume the added responsibility of supervising your campers at these areas.
- Supervision is required during free-time. If you can’t provide supervision in each of the 3 areas, the campers are not permitted to be there. It’s important to avoid this situation, so it’s imperative you find a counselor who can back you up and watch your kids.

- If you assume the responsibility of supervising campers from another cabin, you can later delegate this duty to another counselor. Example: If your campers want to return back to their cabin and you're going with them, but the other campers (from the other cabin) want to stay there, you can ask another counselor (who is at that area) to supervise the other campers. When this occurs, proper arrangements must be made. This includes: 1) informing the other campers that counselor B is now supervising them, 2) informing the "new" counselor who these other campers are and their names, 3) informing the counselor of the other campers that you are no longer watching his kids, and that counselor B is now assuming this job.

RELIGIOUS SERVICES

Cayuga is a non-sectarian summer camp that accepts campers & staff of all religions. Our program doesn't include prayer meetings, mandatory attendance at religious services, and the like. However, we do accommodate individuals who would like to attend religious services during their stay with us.

JEWISH SERVICES:

- Weekly Jewish Worship Services take place on the camp property every Friday during the last afternoon activity period.
- The service is combined for both Junior Campus and Teen Campus campers.
- The service is about 50 minutes in length, just like all of the other activity periods.
- Campers, who are interested in attending, simply sign-up for the elective period titled "Jewish Services" during sign-ups in the morning. Campers in the Junior Division, who wish to attend, are escorted to the service by their cabin counselor and later picked-up at the end of the period by their cabin counselor. (FYI: Juniors do not sign-up for activities like the older campers.)
- Staff members, who are interested in attending, will be asked to lead/assist the Jewish Worship Service.
- Staff members, who are interested in attending, must inform the Elective Program Director (EPD) in advance. The EPD will remove the instructor from his regularly scheduled activity and re-assign the staff member/instructor to the Jewish Service activity.
- The "Jewish Services In-Charge" (a senior staff member) will remind campers at morning flagpole assemblies on Fridays to sign-up if they're interested.

ROMAN CATHOLIC SERVICES:

- Catholic Mass is available in Honesdale.
- The "Religious Services In-Charge" (a senior staff member) will inform the campers/staff of this summer's Mass time at flagpole assemblies.
- In the past, campers & staff would meet at the main office at 7:00am to arrive at church for

7:30am Mass. (The van would pickup Teen Campus campers from the teen office at about 7:10pm.) The group returns to camp during the breakfast meal.

- Campers are given one option to attend Mass. That is, the earliest Mass available which, in the past, has been 7:30am.
- Staff members are also required to attend the earliest Mass available, and ride in the camp van with our campers. Staff are required to supervise/monitor the campers on this trip. For this reason, this trip to church is not considered "personal time-off" for staff.
- Senior Staff must notify the Staff Director in advance if they plan to attend Mass with our campers. Likewise, counselors must notify their Division Director (DD) if they plan to attend Mass with our campers.
- Counselors, who do not have a co-cabin counselor available (day-off, serving line duty, etc), should speak to their DD well in advance. If arrangements can be made to replace you with another staff member during this 2-hour period (7am-9am), you will be permitted to attend Mass with our campers.
- If arrangements cannot be made for your replacement, you will be permitted to attend Mass at a later time when the activity program is in progress. In this case, you'll also need to inform the Elective Program Director (EPD) in advance. The EPD will remove you from the instructor schedule for the time you're off camp property. This trip to town is considered "personal time-off". Camp policy requires staff members to make-up missed camp-time due to personal time-off. For instance, if you sign-out at 9:00am and sign-in upon your return at 11:00am, you owe the camp 2 hours. In this case, the Staff Director would deduct 2 hours from your day-off curfew which would require you to return to your cabin by 10:30pm (not 12:30am).
- If Sunday morning Mass is not possible due to a special event (like visiting day or changeover), we will rescheduled the church trip for Saturday early evening. If this applies, the "Religious Services In-Charge" will notify the camp at flagpole assembly.

OFF-SEASON COMMUNICATION POLICY

Communication between staff and campers is restricted before or after the camp season. Summer camp at Cayuga is designed to be a very special experience that has a beginning and end. Hopefully, the appropriate relationships and positive experiences of the summer will create a treasure chest of memorable experiences.

- As we are well aware, unfortunately, some adults create inappropriate intimate behaviors with children. In order to eliminate any possible vulnerability to our staff, Camp Cayuga's policy

states:

- Non-incident contact between staff and campers during the off-season is strictly prohibited. This prohibition is a specific condition of the staff member's employment. This prohibition includes personal, telephonic and electronic contact, including email, instant messaging, and other Internet contact. It also includes the negative depiction of Camp Cayuga or its logo, name, or other identifying characteristics on any website or other internet forum. Employees may, if they wish, send Cayuga campers a birthday greeting or seasons greeting but nothing more.
- Employees may not post or comment on any camper webpages, blogs or pictures which may appear on the internet.
- The camp will not share staff addresses, telephone numbers, or email addresses with camper families. We expect the same of our employees - do not share your contact info with our campers! Any exceptions to this policy must be discussed with the Camp Director or Staff Director.

CHAPTER #12

STAFF TIME-OFF

LEAVING THE CAMP PREMISES

- Everyone must sign-out before departure at the office and sign-in upon return.
- No camper is permitted off the camp premises unless accompanied by an authorized staff member or his/her parents.
- If an adult (other than the camper's parent) wishes to take a camper off camp property, written authorization by the natural parent must be on record at the main office.
- Staff members are not permitted to leave camp for personal reasons, except for their day-off and night-off.
- Staff members are not permitted to leave camp for business related purposes, without authorization from the Camp Dispatcher. This applies to drivers and passengers.
- Note: The Camp Dispatcher is responsible for coordinating all trips into Honesdale, Scranton, etc. This applies whether you're driving your own vehicle or a camp vehicle.

DAYS-OFF

- During the camp's 60-day season (counselor orientation & summer session), the Staff Member shall have a total of six (6) days-off.
- If the Staff Member's employment dates are shorter than the 60-day season (eg: hired for a half-session), the Staff Member is entitled to 1 day-off for every 10 days of employment.
- The specific day-off is assigned in accordance with the Staff Member's responsibilities.
- Days-off are generally not the same day each week.
- If the Staff Member must have a specific date scheduled as a day-off, the camp must be notified prior to the execution of his employment contract.
- Days-off commence at 8:00am and end at curfew time.
- Days-off are typically not assigned during Orientation, Parent's Visiting Days, Olympics, and Changeover (ie. arrival & departure days.)
- There are no days-off provided during Pre-Camp/Post-Camp employment. The Staff Member's precamp/postcamp compensation takes this into account.

NIGHTS-OFF

- During the camp's 60-day season (counselor orientation & summer session), the staff member shall have a total of six (6) nights-off.
- If the Staff Member's employment dates are shorter than the entire 60-day season (eg. hired for a half-session), the Staff Member is entitled to 1 night-off for every 10 days of employment.
- The Staff Member's night-off is scheduled on the evening before his day-off.

- Nights-off commence at 7:00pm. This is the time staff members are allowed to sign-out.
- When the night-off immediately precedes the Staff Member's day-off, the Staff Member has the option of NOT returning to camp on this night-off. That is, the Staff Member is permitted to depart camp at 7:00pm on his night-off and need not return to camp until the following night. That is, before curfew on the evening of his day-off. This time block (29 consecutive hours) provides Staff Members an opportunity to travel to nearby cities like New York City & Philadelphia, and spend an overnight with their friends.
- If the Staff Member plans to return to camp on his night-off, his curfew applies.
- Nights-off are typically not assigned on the evenings before Parent's Visiting Days, Olympics and Changeover Days (arrival & departure days).

DAY/NIGHT-OFF SCHEDULE CHANGES

Staff members will be informed of their day-off/night-off schedule on a weekly basis. Your "day-off" directly impacts many areas of our camp operation. It affects the daily instructor schedules, staff rotation schedule, meal OD/wake-up schedule, serving line schedule, evening activity assignments, your co-cabin counselor's assignments, among others. For this reason, your assigned day-off cannot be changed. Keep in mind that circumstances change during the summer due to counselor cabin re-assignments. Sometimes cabin re-assignments provide the staff member with an opportunity to change his day-off. Day-off and night-off changes are authorized by the Staff Director.

DAY/NIGHT-OFF PROCEDURE

- Curfew is defined as the time you're expected to be in your cabin.
- Staff members are allotted about 50 minutes of "prep time" to prepare for their day-off. This gives you enough personal time to pack, shower, load your car, and the like.
- This "prep time" is scheduled between 6:10pm (when dinner meal begins) and 7:00pm.
- You are not required to eat dinner during "prep time". If you decide to do so, you must eat with your campers at the scheduled meal time. You are not permitted to eat early with the meal servers.
- Staff are not permitted to prepare for their day-off at any other time during the day, since you'll assuming supervisory responsibilities.
- Staff members must personally sign-out immediately before leaving the camp premises. For nights-off, staff are permitted to sign-out at 7:00pm (no earlier).
- Staff are not permitted to leave the camp property alone, unless permission is granted by

the Staff Director. All staff members must abide by the camp's "Buddy-System" at all times, whether you're on-duty or off-duty.

- Staff members are required to personally sign-in upon their return to camp. You should plan your "return time" by 12:15am, in order to give you enough time to park, unpack your vehicle, sign-in, and report to your cabin by 12:30am. You need to be in your cabin at curfew time!
- Staff members are permitted to stay at camp on their day-off. (We don't recommend it.) Most camp facilities will be available to you, as long as: 1) Your participation takes place during the daily activity program, 2) You don't deprive or interfere with the campers at the activity site, 3) The instructor permits you to participate, 4) Your participation is within the activity's guidelines.
- Certain activities are never available to staff members, whether you're on-duty or on a day-off. These include: ATV quad riding, mountain biking, horseback riding, and the flying trapeze.
- If you plan on eating your meals in camp on your day-off, you must eat at your cabin's table with your campers at the scheduled meal time (not before or after the meal). Senior staff members, who plan to eat their meals on camp during their day-off, must do so during the regularly scheduled meal times.

REQUESTS FOR ADDITIONAL TIME-OFF

- As stated in the staff member's contract, "If the staff member must have a specific date scheduled as a day-off, the camp must be notified prior to the execution of the contract". If you made these previous arrangements, remind the Staff Director at camp at least 2 weeks before the date.
- The Staff Director is in-charge of Requests For Additional Time-Off.
- It's important to understand that any additional time taken-off that results in a missed work-day (in addition to your earned days-off and nights-off) will result in a proration of your compensation package for the number of days missed.
- Personal time taken-off must be "made-up". Example: Going to religious services in town while the daily program is in progress.
- Personal time taken-off for medical reasons does not need to be "made-up", as long as the camp medical staff has knowledge of your condition, approves your time-off, and is kept apprised.
- As stated in the employment contract, if the staff member is unable to fulfill his contracted responsibilities due to an injury/illness or any other unforeseen event, and as a result, misses 2 or more consecutive work-days, the staff member's Employment Agreement is subject to change. That is, the camp has the right to substitute the staff member's future days-off for

the missed work-days or prorate the staff member's compensation on a per diem basis for the missed work-days.

SICK DAYS

All employee contracts are based on seasonal employment. No sick days or sick leave is provided in this short-term employment arrangement. However, the camp recognizes that some of us may get sick, and time-off may be necessary for a speedy recovery. As aforementioned, personal time taken-off for medical reasons does not need to be "made-up", as long as the Camp Medical Staff has knowledge of your condition, approves your time-off, and is kept apprised. However, if you miss 2 or more consecutive work-days, the staff member's Employment Agreement is subject to change. That is, your compensation may be prorated for the number of work-days missed. This decision is made by the Staff Director. Typically, time spent in the infirmary by staff members has not been abused. However, there have been cases where a staff member spent the entire day in the infirmary and miraculously recovered just in time to leave camp on his night-off. There have also been cases where a staff member spent time in the infirmary on the day-after his day-off because he was exhausted. Needless to say, each case will be evaluated on its own merits and left to the discretion of the Staff Director. If you become sick, you must report to the Infirmary. No one is permitted in stay his cabin to rest or recuperate, unless authorized by a Camp Nurse.

SENIOR STAFF TIME OFF

Senior Staff, who are not on Senior Evening OD Duty or any other assigned duty, are permitted to leave camp after 10:30pm (if you're residing on Junior Campus) or 11:00pm (if you're residing on Teen Campus). You're expected to sign-out and personally sign-in before your 1:00am curfew.

DOWN TIME

Down time is important. This is the best time to "unwind and "recharge your batteries". Down time takes place during Rest Period and Counselor Rotation. You're still on-duty during these times, but hopefully in a relaxed sort of way. "Counselor Rotation" provides the cabin counselors an opportunity to leave their cabin for about an hour, while their co-cabin counselor remains with the campers. See Counselor Rotation section for details.

COUNSELOR ROTATION

When two or more counselors from the same cabin are on-duty on the same night, the counselor rotation schedule comes into play. This schedule permits one counselor to leave

his cabin in the evening for about an hour or so while the other co-cabin counselor remains with the campers at the cabin. After the first shift, the co-cabin counselors rotate. Here's what you need to know about counselor rotation schedule.

- It is the decision of the Staff Director (on Junior Campus) and the Campus Director (on Teen Campus) when to begin the Counselor Rotation Schedule for the summer.
- Counselor Rotation does not occur on camper arrival days.
- Counselor Rotation is not applicable if you don't have a co-cabin counselor on duty at night with you.
- There are 2 rotation shifts: 1) Approximately from 10:30pm to 11:30pm and from 11:30pm to 12:30am.
- To be eligible to go on the first shift, your campers must be in bed and quiet with the cabin lights turned off.
- If one of the co-cabin counselors decides to remain in the cabin and not go on the rotation shift, the other counselor is permitted to take a double shift.
- Staff members are restricted to certain areas while on counselor rotation. For both Junior & Teen Campus counselors, these areas include: 1) Staff Lounge, 2) Game Room, 3) Junior Campus Rec Hall, 4) Picnic table area near basketball courts, 5) Front room of main office (for payphone use only). For Junior Campus counselors only: The Junior Campus Weight Room. For Teen Campus counselors only: 1) The front room of teen office, and 2) Teen Rec Center including the teen weight room.
- The following areas are off-limits during Counselor Rotation: 1) Cabin Area (the area surrounding the flagpole and in front of each building in quad), 2) The main office for any other reason except for using the payphone, 3) Any other cabin porch except your own, 4) All other areas on camp property, 5) Anywhere on Teen Campus if you're a Junior Campus counselor.
- Counselor Rotation is a privilege for our staff. If staff members abuse this privilege, the rotation schedule will be "put on hold" until the issues are sorted-out.
- Staff are expected to be quiet during counselor rotation, since most of our campers will be sleeping. We have campers within earshot of the designated rotation areas and the cabin walls are not soundproof. Loud laughter or conversations after 10:30pm will disturb our campers, so please be considerate and don't abuse this privilege.
- Reminder: During counselor rotation, the staff member is still on-duty and "on-call" for emergency reasons.

STAFF LOUNGE

The lounge a cozy place reserved exclusively for our staff. It features a television with satellite reception, and high-speed (T-1) internet service. Below are a few guidelines:

- The staff lounge is off-limits to all campers.
- The staff lounge is the only location in camp available for internet access for personal use. The computers located in the main and teen office do have internet access, but are only available for business-related purposes. Exception: Office Staff can use the camp's computers for personal use when permission is granted by the Camp Administrator.
- To get access to the internet, the staff member must bring his own laptop and a CAT5 cable (at least 3 feet in length). Note: Laptop use is only permitted in the staff lounge, and must be stored-away in a secure location when not in use.
- All staff members are held jointly accountable for the condition of the lounge. This requires 100% cooperation. You're responsible for it's cleanliness, as well as any damage (if any).
- The Staff Lounge is available as follows:
 - 1) For Counselors: From 10:30pm-12:30am (during counselor rotation).
 - 2) For Kitchen Crew: From 3:15pm-5:00pm and 8:45pm-10:00pm. You must first be dismissed from the kitchen by the Food Service Manager before having access to the lounge. (Note: The "Game Room" is off-limits when campers are present.)
 - 3) For Maintenance Staff: From 8:00pm-10:00pm. You must first be dismissed from the Maintenance Supervisor at the end of the day before having access to the lounge.
 - 4) For Senior Staff: From early morning to 2:30pm, and from 5:30pm-7:00pm. These times do not interfere with other staff members. There is a wide range of time allotted here for senior staff in order to accommodate the different positions & duty schedules. Limitations & restrictions for senior staff: Your time in the staff lounge is limited to 20 minutes each day. You are not permitted in the staff lounge when you're expected to be somewhere else performing your duties!

STAFF CURFEW

Camp work is an exhausting job. Most of us will tend to get worn-down and tired during the course of the day. Therefore, sleep is important. In fact, during the course of the summer, sleep will become your most precious commodity. While sleeping is important, it's equally important that our staff not be sleeping during the day - hence, the staff curfew! The curfew has been established for your protection, the camp's protection, and the camper's protection. It ensures that everyone is sleeping when they

should be sleeping and alert when they should be alert.

All counselors, kitchen crew, and maintenance crew have a 12:30am curfew. All Senior Staff members have a 1:00am curfew. Curfew is defined as the time you need to be in your cabin. Staff members, who are off-camp, need to return to camp before 12:30am to give themselves enough time to park their car, unload their gear, and sign-in. Keep in mind that most staff members return to camp around the same time, which means you could end-up waiting in line for 15 minutes to sign-in! *For this reason, we strongly suggest you plan to return to camp by 12:15am.*

Upon your return to camp, follow the steps below in the order they appear:

- Enter camp property at 5mph. Drive slow!
- Park your vehicle.
- Remain quiet since the camp population is sleeping. Loud voices travel far at night when it's quiet!
- Unload your gear.
- You're not permitted to enter the cabin area before signing-in.
- Personally sign-in.
- Report directly to your cabin with your gear.
- After signing-in, you're not permitted to roam around camp, visit friends at other cabin porches, and the like.
- If you sign-in before 11:30pm, you can: 1) Go inside your cabin, 2) Remain on your cabin porch until curfew, or 3) Go to any of the designated counselor rotation areas until curfew (if counselor rotation is in affect that night).
- If you sign-in after 11:30pm, you can: 1) Go inside your cabin, or 2) Remain on your cabin porch until curfew. That's where we'll look for you.

STAFF CURFEW VIOLATIONS

In order to treat all staff members fairly, the penalty for curfew violations will apply to ALL staff members regardless of their camp position and/or their reason for violating the curfew. That is, whether you got lost, had a flat tire, experienced unexpected fog which slowed you down etc, it really doesn't matter! With over 150 employees, a steadfast penalty policy is the best policy in the interests of all staff members.

Two senior staff members are assigned to "Senior OD Evening Duty" each night. The Evening ODs make sure all staff return to camp on time (in a sober condition), and are in their cabin at curfew time. The Evening ODs are required to enforce the camp's curfew policy and report any curfew issues.

The Senior ODs remain on-duty until all staff members are accounted for. When you're late, they wait for you and worry about you! If you know you're running late, please call the camp's office and leave a message (if you get the camp's voicemail). The Senior ODs listen to the camp's voicemail messages each night. A message from a counselor who is running late is a big relief for us! If you anticipate arriving after curfew, be sure to telephone the camp in order to keep the Senior ODs apprised of your situation.

In all curfew violation cases, the staff member forfeits either a portion of his next day-off or the entire day-off. The penalty for curfew violations is determined by the extent of your tardiness. The Staff Director will discuss this matter with you and impose the appropriate penalty. For instance (assuming a 12:30am curfew), if you sign-in at 12:40am, your 10-minute tardiness is equivalent to a 20-minute penalty. If you sign-in at 1:00am, your 30-minute tardiness is equivalent to a 60-minute penalty. If you sign-in after 1:00am, you automatically forfeit the entire "evening portion" of your day-off, and will incur additional penalties that are based upon how late you are. Additional penalties may include forfeiting your entire day-off, a portion of your bonus, etc.

The penalty is applied to your curfew on the evening of your next day-off. If you don't have another day-off scheduled, an alternative penalty will be applied. Example #1: Last week returning from your day-off, you signed-in at 12:50am. You were late 20 minutes. Your penalty is 40 minutes. This week you have a Monday Day-Off. This week you can depart camp on Sunday at 7:00pm (as usual), but must return to camp Monday evening earlier than usual. On Monday evening your curfew is 11:50pm (after applying the 40 minute penalty to your standard 12:30am curfew). This means the Senior ODs on Monday evening will expect you to be in your cabin at 11:50pm. Reminder: Curfew means "in your cabin" (not "on camp" or "on the porch").

Example #2: Last week returning from your day-off, you signed-in at 1:10am. You returned after 1:00am which means you automatically lose the evening portion of your next day-off. This week you have a Monday Day-Off. This week you can depart camp on Sunday at 7:00pm (as usual), but must return to camp Monday earlier than usual. That is, you must sign-in by 7:00pm on Monday (because you forfeit the "evening portion" of your day-off). Upon your return, you're expected to report to your campers and resume your usual responsibilities. You are not eligible for counselor rotation that evening.

Example #3: Last week returning from your day-off, you got a flat tire and signed-in late at 2:00am. Since you signed-in after 1:00am you automatically lose the “evening portion” of your next day-off. However, an additional penalty is imposed in fairness to other staff members. The additional penalty will likely be forfeiting the “day portion” of your day-off. This week you have a Monday Day-Off. This week you can depart camp on Sunday at 7:00pm (as usual), but must return to camp Sunday evening and sign-in before curfew (12:30am). On Monday you remain on camp and assume your usual responsibilities.

CHAPTER #13

VISITATIONS

PARENTS VISITING DAY

- There are 2 Visiting Days scheduled for our campers, one in the first-half and during the second-half session. Ordinarily, there's no Visiting Day for campers enrolled in our 2-week mini-sessions.
- Most activities are open on Visiting Day for parents/visitors to enjoy with their camper.
- Visiting Day begins at 10:00am and ends at 4:00pm.
- Campers who are not expecting visitors are required to attend our *Visiting Day Mystery Trip*. Exception: Campers can be excused from this trip if their parents permit them to be supervised by another adult for the duration of Visiting Day. Written permission from the parent must be on file at the camp office at least 5 days before Visiting Day.
- Authorized adults, who are assuming the care of another parent's camper, are expected to remain with the camper for the duration of visiting day.
- Campers are permitted off the camp property on Visiting Day, but only when they're accompanied by their parent. Campers must sign-out before leaving the camp property.
- All food (perishables, candy, sugar items, etc.) brought to camp must be consumed by the end of the day or taken home by the visitors.
- Camper departures are not permitted on Visiting Day. If a parent plans to remove their camper from Cayuga, this must be done on another day – never on Visiting Day!
- "Extended visits" are not permitted. Campers (who sign-out) must return by 3:30pm. Campers are not permitted to return later in the afternoon/evening, and are never permitted to stay overnight with their parents.
- Visiting Day is a special event for our campers. Since all staff members are on-duty this day, they're not permitted to have visitors.

SPECIAL VISITATIONS

- The camp makes "Special Visitation" arrangements for parents who can't attend the official Visiting Day for whatever reason (vacation, divorced parents, etc).
- Special Visitations (that take place on days other than the official Visiting Day) are arranged by the Camp Administrator. If arranged, the camp office staff will notify the appropriate Division Director, who will inform the cabin counselors and camper.
- Special visitors are required to keep a "low profile", so they don't become a distraction to our homesick campers or a disruption to our program. It's best that these visitors remain out-of-sight.

- Special visitors are encouraged to take their camper off the premises for the day. They need to return to camp by 3:30pm, just like Visiting Day.
- Special visitors are restricted to the office area and never permitted to roam around camp, enter the cabin area, the camper's cabin, etc. No exceptions!
- "Special Visitations" are not permitted on the day before or the day after Visiting Day.

STAFF VISITORS

Generally speaking, staff members are not permitted to invite friends/family to Cayuga. Staff visitors are welcome on your day/night-off, but are restricted to the office area only. As with our campers, staff visitors are never permitted to roam around camp. Exception: Certain senior staff members, who made prior arrangements with the Staff Director, are permitted to have their spouse visit.

CHAPTER #14 **STAFF POLICIES**

Any employee found to be in violation of any portion of our camp policies will be subject to immediate disciplinary action, up to and including termination of employment. Failure to comply with the camp policies may also result in your not being re-hired in subsequent years, as well as a negative entry into your personnel file and employment reference.

BE POSITIVE & LOYAL

Our staff members really do have enormous influence upon the attitude in camp. This includes: how you feel about the individuals on our staff; how you feel about our camp facilities; how you feel about our activities; camp food, etc. Yes it's true - not everyone can be satisfied with everything all of the time. But if you have a problem, speak to the person in charge of that area of responsibility. We're here to help each other, and remember there's always one person who is in-charge of that area – and that's who you should speak to. It's important that you report to the appropriate Senior Staff member, not just the most convenient Senior Staff member! It's just as important to never voice your dissatisfaction to our campers. They can't solve the problem! This can only negatively impact upon the positive camp experience we all work very hard to give our campers. Voicing dissatisfaction to campers and other counselors only makes the job tougher and believe me, the job is tough enough. So please, stay positive - you'll have more fun and so will your campers.

AUTOMOBILE USE

Staff Members are not permitted to use their personal vehicle on camp property for personal purposes. (Driving your automobile to an activity area is considered a personal purpose.) For the most part, personal vehicles remain in the designated staff parking lot until the staff member departs camp on his day/night-off. Camp policy states:

- Staff members are not permitted to drive campers in their personal vehicles without consent from the Camp Director.
- All drivers & passengers are reminded to wear seatbelts.
- Camp speed limit 5 mph.
- Staff members are cautioned about loaning-out their vehicle and the risk that's assumed if an accident occurs.
- Vehicles, which are permitted to be operated on the camp property, must remain on the camp roads and are not permitted on the grassy areas (exception: maintenance vehicles).
- Violations in camp policy will result in the revocation of camp parking/driving privileges.

- No one is required to park his/her automobile on the camp premises.
- Camp Cayuga will not accept responsibility for any loss or damage to an automobile caused by campers or staff members while the automobile is parked on the camp property. We recommend that proper insurance be arranged privately prior to the camp season to cover these possible losses.

AUTOMOBILE PARKING

Staff members are permitted to park their vehicles on camp property. Parking is permitted in designated areas only.

JUNIOR CAMPUS: There are 2 designated staff parking areas. The main lot is located behind the boy's 4-pack cabins, and the auxiliary lot is located above the baseball field. Senior Staff Members residing in the motel, cottage, and infirmary building are also permitted to park behind the main infirmary. Personal vehicle parking is prohibited at the following areas, some of which are reserved for camp-related purposes.

- Behind the dining hall,
- Along the kitchen basement road & all other camp roads,
- In the "turn-around" area reserved for food delivery trucks (across from Elective Sign-Up Room),
- Visitors Parking (across from main office),
- Mail Deliveries & Golf Cart Parking (next to main office),
- Van Parking (across from infirmary),
- Bus Parking (designated area in auxiliary parking lot),
- Kitchen Van Parking (top of delivery road next to kitchen door).
- Activity Sites

TEEN CAMPUS: All counselors & senior staff park in the open field located between the basketball courts & pool. Personal vehicle parking is prohibited at all other areas - alongside camp roads, behind teen office, art pavilion, and staff lodge.

SMOKING

- Smoking is frowned upon by the camp management, as well as our campers' parents. While we still hire smokers, it's our long-term goal to be a smoke-free camp! Employees who are 18 years of age and older are permitted to smoke on camp property, under the following guidelines:
 - Smoking in front of campers is strictly prohibited.
 - Smoking is permitted only in the "designated smoking area". These areas have been chosen for being inconspicuous, but also easily accessible.

- If you're in view of a camper, even if you're at the designated smoking area, you must immediately put out your cigarette.
- Designated smoking area on Teen Campus: Area in woods on top of driveway across from kitchen.
- Designated smoking area on Junior Campus: Area in woods closest to the "turn around" located next to the staff parking lot behind the kitchen.
- Socializing at the designated smoking areas is prohibited. Enjoy your cigarette and depart immediately.
- Most camp structures are built of wood, and as you know, wood burns. We're surrounded by woods! Our designated smoking areas are in the woods! So - be cognizant of this fact and always be thorough when putting-out your cigarette.
- When done, put the butt inside the "butt can" provided. Please cooperate and empty this can when needed.
- Campers are not permitted to smoke. This is camp policy and Pennsylvania State law. Smoking, chewing tobacco, possession of cigarettes, herbal cigarettes, and other tobacco products is grounds for dismissal.
- Any camper who is seen smoking, suspected of smoking, in possession of cigarettes, cigars, etc. must be reported to his Division Director (DD) immediately. If possible, the staff member should also confiscate the cigarettes or other "prohibited item".
- An Incident Report is required in all cases that involve a camper with smoking and/or tobacco.

CELL PHONE POLICY FOR STAFF

FOR ALL STAFF:

- Don't let a camper see you on your cell phone talking!
- If you're at one of the designated cell phone areas, and you see a camper approaching, hang-up!
- Never use your phone near a camper. For instance, if you're on counselor rotation (a designated time to use your phone) and want to make a call from the rec hall (a designated area for making calls), you can't if there's an "indoor overnight" on the rec hall stage.
- Cell phone usage must never interfere with your job responsibilities. For instance, if a senior staff member who is supposed to be inspecting cabins, but instead you're using your cell phone in your room, that's a violation of the cell phone policy! Even though you're not "visible" by any camper in your room, it's an unauthorized time because it interferes with your job responsibilities.
- Using your cell phone in an unauthorized area and/or during an unauthorized time, is a violation of the cell phone policy.

- Violators will have their phone confiscated. It will be returned to you before your nights-off/days-off, if requested.
- Your cell phone must be secured and properly stored when not in use. It is your responsibility to ensure no camper gets access to your phone, since cell phones are "prohibited" for campers. FYI: The same holds true for other permissible staff items (lap tops, etc) that are "prohibited" for campers.

FOR COUNSELORS:

- Cell phones are permitted, but only during certain times at certain places.
- Cell phones are permitted only during your counselor rotation shift and only in the designated counselor rotation areas. (Exception: Teen Campus counselors are permitted in the front room of the Teen Office during counselor rotation, but no cell phones are permitted at this location. See "Counselor Rotation" section for designated areas.)
- If you have no reception at a designated area, you're permitted to enlarge the "official designated area" up to a maximum 50 feet in order to get reception. As long as you're within the guidelines set forth for "all staff" (see below).

FOR KITCHEN STAFF:

- Cell phone usage is permitted on Junior Campus. They are only permitted on Teen Campus if you reside on Teen Campus.
- From 3:15pm-5:00pm and 8:45pm-10:00pm, you are permitted to use your phone in the staff lounge or in your cabin (if you are not living with campers).
- From 10:30pm to curfew, you are permitted to use your cell phone in the designated cell phone areas. These areas include the staff lounge, game room, rec hall, picnic table area next to basketball courts, front room of main office, weight-room, and inside your cabin (if you are not living with campers).
- If you have no reception at a designated area, you're permitted to enlarge the "official designated area" up to a maximum 50 feet in order to get reception. As long as you're within the guidelines set forth for "all staff" (see below).

FOR MAINTENANCE STAFF:

- Cell phone usage is permitted on Junior Campus. They are only permitted on Teen Campus if you reside on Teen Campus.
- From 8:00pm-10:00pm, you are permitted to use your phone in the staff lounge or in your cabin (if you are not living with campers).
- From 10:30pm to curfew, you are permitted to use your cell phone in the designated cell phone areas. These areas include the staff lounge, game room, rec hall, picnic table area next to basketball courts, front room of main office, weight room, and inside your cabin (if you are not living with campers).
- If you have no reception at a designated area, you're permitted to enlarge the "official

designated area” up to a maximum 50 feet in order to get reception. As long as you’re within the guidelines set forth for “all staff” (see below).

FOR SENIOR STAFF:

Cell phones are permitted, as long as you abide by the guidelines set forth above “For All Staff”.

PAY PHONES

- Cayuga has a pay phone available in the front room of the main & teen campus office.
- All staff members can use the pay phone on their day-off, except during times that have been reserved for camper use (which is usually after lunch and dinner).
- All staff members can use the pay phone on their night-off as well, but again, as long as it doesn’t interfere with the reserved time for our campers.
- Counselors also have access to the pay phone during their counselor rotation shift.
- International Counselors have additional access to the pay phone to accommodate any time difference. That is, during the lunch meal, as long as 1) Your co-cabin counselor is on-duty in the dining hall at your cabin’s table (not on serving duty, etc.), and 2) Your Division Director gives you permission.
- International Maintenance Staff have access to the pay phone daily during the lunch meal and between 8:00pm-10:00pm.
- International Kitchen Crew Members have access to the pay phone daily from 3:15pm to 5:00pm and from 8:45pm to 10:00pm. (The same time the staff lounge is available to the kitchen crew.)
- Senior Staff: The pay phone is available to senior staff members throughout the day and evening, as long as 1) You’re expected to be somewhere else performing your duties, and 2) You’re not interfering with the pay phone time reserved for our campers.

CAMP PHONES ARE OFF LIMITS

- Camp phones cannot be used by any camper and/or staff member for personal reasons. This is considered thievery. This includes staff members who want to use their calling card when using a camp phone.
- The office staff and medical staff are required to enforce this camp policy, since there are camp phones located in the offices and infirmaries.
- Camp phones can only be used for business-related purposes. Generally speaking, the office staff, division directors, medical staff, trip director, and intercamp games directors are the only individuals who need to use the camp phone to perform their job.
- The camp receptionist will complete a message slip for any incoming call you may receive. This slip will be delivered to your cabin/room mailbox, and can be picked-up

during the authorized mail pick-up time. (That is, immediately after the last afternoon activity, which is during wash-up before the dinner meal).

JOGGING & WALKING

FOR ALL STAFF:

- Staff members (as well as campers) are permitted to jog and/or walk on the camp’s fields and roads.
- No one is permitted to jog or walk on Niles Pond Road, or anywhere else off the camp premises.
- The “buddy system” always applies. It is forbidden for campers & staff members to jog/walk alone.
- Jogging and/or walking must never interfere with your job responsibilities. For instance, if you’re supposed to be preparing for the evening activity, and instead, you’re jogging around the football field, that’s a problem - and a serious violation!

FOR COUNSELORS:

- Counselors who wish to jog or walk will usually have the opportunity to do so during the daily activity program.
- As an instructor at these activity sites, you’re participating alongside the camper. See Elective Program Supervisor if you’d like to become qualified for a jogging instructor position.
- We prefer our counselors to jog & walk with our campers during the daily program. If this is not possible or if additional time is requested, the counselor may be permitted to jog/walk before reveille (wake-up) as long as you abide by the following guidelines:
- Your co-cabin counselor is on-duty at the cabin with the campers.
- You leave your cabin no earlier than 1 hour before reveille.
- You return to your cabin before or at reveille time.
- Get permission from your Division Director.
- You inform your co-cabin counselor after getting permission.

FOR KITCHEN & MAINTENANCE:

Kitchen and maintenance staff are permitted to jog and/or walk during their free time. After you’ve completed your tasks and have been dismissed by your supervisor (Food Service Manager or Maintenance Supervisor), you can go jogging/walking. The guidelines set forth above “For All Staff” apply to the kitchen & maintenance staff!

FOR SENIOR STAFF:

Senior Staff members are permitted to jog and/or walk, as long as they abide by the guidelines set forth above “For All Staff”.

EXERCISING & WEIGHT-LIFTING

Staff members are permitted to use the camp's weights & exercise equipment under the following guidelines:

- The Weight Room is off-limits to staff members when campers are present, unless you're assigned as an instructor or an assistant.
- No one is permitted in the Weight Room alone.
- Weight-Lifting is an activity that's offered every day to our campers on Teen Campus. It takes place in the Teen Campus Weight Room.
- The Teen Campus Weight Room is available to Teen Campus counselors during their counselor rotation shift.
- The Junior Campus Weight Room is available to Junior Campus counselors during their counselor rotation shift.
- Weight-Lifting is not offered as an activity to campers who reside on Junior Campus.
- The kitchen and maintenance staff are permitted inside the Weight Room during their authorized free time, but only if the activity program is not in progress.
- Your personal use of the weight Room must never interfere with your job responsibilities.

SOCIAL NETWORKING & BLOGGING

In general, we view social networking sites (MySpace, FaceBook, Twitter), personal websites, and weblogs positively and we respect the rights of employees to use them as a medium of self-expression. However, if an employee chooses to identify himself as an employee (past or present) of Camp Cayuga on such internet venues, some readers of such websites/blogs may view the employee as a representative or spokesperson of Cayuga. In light of this possibility, Cayuga requires, as a condition of employment at camp, that employees observe the following guidelines when referring to Cayuga, its programs or activities, its campers, and/or other employees, in a blog or website.

- Employees must be respectful in all communications and blogs related to or referencing Camp Cayuga, its campers, and/or other employees.
- Employees must not use obscenities, profanity, or vulgar language.
- Employees must not use blogs or personal websites to disparage Camp Cayuga, its campers, or other employees of the camp.
- Employees must not use blogs or personal websites to harass, bully, or intimidate other Cayuga employees or campers. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or

physically injure another Cayuga employee or camper.

- Employees must not use blogs or personal websites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.
- Employees must not post pictures of Cayuga campers or other employees on a website (unless the camper/other employee gives you written permission).
- Camp Cayuga does not host or sponsor a social networking site. The use of our copyrighted camp name and/or logo is not allowed without the Camp Director's written permission.
- Employees must make their personal social network sites (MySpace, FaceBook, Twitter) "private" in order to prevent campers from viewing them. Employees should not "befriend" a camper to allow him/her access.

TERMINATION OF EMPLOYMENT

This is not a pleasant topic, but nonetheless should be addressed.

- If for any reason during employment the services of the Staff Member prove unsatisfactory, or said Staff Member maintains an unacceptable appearance, or engages in activities unbecoming a Camp Staff Member, it is hereby mutually agreed that the Camp Director's discretion concerning termination is final and termination of the Agreement is effective by notice to the Staff Member.
- Your employment and compensation are at-will and therefore can be terminated, with or without cause, at any time without prior notice, at your option or the camp's option. This at-will employment relationship will remain in effect throughout your employment with Camp Cayuga, unless it is specifically modified by an express written employment agreement executed by Brian Buynak, the camp owner. The staff member understands that this at-will employment relationship may not be modified by any oral or implied agreement, and that no employee handbook, nor any course of conduct, practice, policy, award, promotion, performance evaluation, or length of service can modify this at-will relationship.
- Staff violations of the camp's policies, rules, and regulations (stated herein and on the employment contract) will necessitate dismissal of the staff member. In cases where a staff member is unable to fulfill his/her employment duties (voluntarily or involuntarily), the following procedures will be implemented. These procedures have been established in the best interests of our campers. We have found that these procedures will eliminate a stressful situation and avoid embarrassment to the staff member.

- Packing is to take place without any camper or other staff member(s) present. However, a Senior Staff member will be assigned to supervise you in the cabin while you're packing.
- The staff member forfeits his/her opportunity to use the camp facilities.
- The staff member will be escorted off the camp premises immediately and discretely to avoid any stress to our campers. Witnessing the early departure of a staff member is detrimental to all campers/staff & disruptive to our peaceful camp environment. For this reason, the employee forfeits his/her opportunity for good-byes.
- In the case where a staff member cannot provide his/her own transportation off the camp premises, a Senior Staff member will accompany the staff member to town where he/she will have the opportunity to use a telephone and make personal transportation arrangements.
- Upon departure and during the exit interview, the staff member will receive an advance salary check representing a portion of his/her pro-rated earned salary. The remaining pro-rated salary amount will be mailed to the staff member's permanent address at the end of the camp's 8 week season.
- If the staff member's compensation package includes a bonus and/or travel allowance, these are forfeited.

CHAPTER #15

DINING HALL & CANTEEN

DAILY MENU

- The daily menu caters to children who are on a normal diet or vegetarian diet.
- Campers and staff members, who indicate they're vegetarians on the Camp's Health Examination Form, are placed on the "Vegetarian List".
- The Vegetarian List is prepared by the medical staff and given to the Food Service Manager, who ensures a vegetarian meal is reserved for each vegetarian.
- Individuals who are not on the Vegetarian List cannot take a vegetarian meal. Likewise, vegetarians are not permitted to take the standard meal.
- The medical staff will notify Division Directors & counselors of vegetarians in their division/cabin. (FYI: The medical staff will also notify you of all serious medical/health conditions of your campers. This not only includes dietary restrictions (like vegetarian or lactose intolerant), but also activity limitations, allergies, and the like.
- In addition to the Health Form, parents may also indicate their child's vegetarian diet on the Camper Profile Form.
- Counselors are expected to know & enforce their campers' dietary restrictions (as well as all other health/medical conditions).
- Individuals, who are lactose intolerant, are permitted to bring their own lactose-free drinks (soy milk, etc.) to camp. The drinks must be marked with the person's name and delivered to the camp's kitchen where proper refrigeration and storage is available.
- Except for lactose-free drinks, the camp's kitchen is not available for storage and refrigeration of personal food and drink items.
- Please understand that it's not possible for the camp to cater to the preferences of individuals who have extreme dietary restrictions. Individuals, who are on a special diet and can't eat the normal/vegetarian menu items, may be better served at camps where special meals are provided.
- The camp is not equipped to cater to individuals who have special diets (vegans, etc) or severe food allergies, and/or require personal appliances for food preparation. The daily menu do not include pork or shellfish.

DINING HALL POLICY

- Everyone is permitted to eat as much as they'd like.
- The Department of Health and camp policy requires proper attire in the dining hall. This includes footwear. Bathing suits are not considered "proper attire".
- All dining hall items are to remain in place, and

are not to be removed. This includes tables, benches, chairs, as well as: eating utensils, trays, bowls, drinking cups, coffee mugs, salt & pepper shakers, and the like.

- The dining hall is off-limits at all times, except for meals.
- The kitchen is off-limits at all times, unless authorization is granted by the Food Service Manager.
- No food or drink can be taken outside the dining hall. Exception: Medical staff are permitted to take food to the infirmary for their patients, who are unable to attend the meal.
- Filling-up sport bottles from the dining hall juice machines is prohibited.
- On Junior Campus: At the end of each meal, cabin counselors are responsible for returning their campers' trays, bowls, and cups to the dishwashing room. Campers must remain seated at their cabin table at this time, and are not permitted to bring these items to the dishwashing room.
- On Teen Campus: At the end of each meal, 3 campers from each table are assigned to return the cabin's trays, bowls, and cups to the dishwashing room.
- Cabin tables must be cleared-off (except for utensils separated in 3 cups) before the cabin group is dismissed at the end of the meal.
- Utensils remain on the cabin table and get separated into 3 drinking cups (1 cup for forks, 1 for knives, and 1 for spoons). Do not bring the utensils to the dishwashing room.
- Senior Staff are responsible for returning their own tray, bowls, cups, and utensils to the dishwashing room at the end of each meal.
- Campers & staff who have severe peanut allergies eat at a designated table.
- No one is permitted to be randomly walking around the dining hall during meal times. Crowding the dining hall aisles (pedestrian traffic) is prohibited. The only individuals, who are permitted to walk around the dining hall during meal times, are those in pursuit of the serving line, salad bar, and/or beverage station.
- See section titled "Meal OD Duty & Dining Hall Procedures" in chapter titled "Assigned Counselor Duties" for a detailed explanation of dining hall procedures.

DINING HALL MEALS

- All staff members and campers are required to eat their meals in the dining hall. Eating "outside" is only permitted during barbecues.
- Staff members are scheduled to eat at specific times depending upon their responsibilities. These times are as follows:
 - KITCHEN STAFF: Eat after the meal is over. This is subject to change.
 - MAINTENANCE STAFF: Eat before the campers for breakfast, and after the campers for lunch & dinner.

- CABIN COUNSELORS: Eat at their assigned table with their campers at scheduled meal times. See Daily Time Schedule.
- SENIOR STAFF & NURSES: Eat at designated “senior staff & nurse tables” in the dining hall at scheduled meal times. Exceptions: Certain staff will be permitted to eat early with the Meal OD & Servers when deemed appropriate. For instance, the Canteen Supervisor needs to eat lunch meals early in order to prepare the canteen for campers who are scheduled to attend immediately after lunch. If you must eat early to fulfill your job responsibilities that immediately follow the meal, seek permission from the Staff Director, who will in turn notify the Food Service Manager.
- COUNSELORS ASSIGNED TO SERVING LINE DUTY AND MEAL OD (Wake-Up Duty):
 - Generally speaking, you’re expected in the dining hall about 15 minutes before each meal.
 - For breakfast: Report to the dining hall about 10 minutes before morning flagpole assembly.
 - For lunch: Report to the dining hall directly after the end of the last morning activity period. Do not leave your activity site before the end of the period. You can wash-up at the dining hall’s bathroom.
 - For dinner: Report to the dining hall immediately after the end of the last afternoon activity period. Do not leave your activity site early! Wash-up at the dining hall.

CANTEEN

The Canteen is the camp store. There’s a canteen located on each campus. The canteen sells snacks, refreshments, and Cayuga apparel. Here are some key points to know about Canteen:

- Campers are scheduled “canteen time” once a day. “Canteen Time” is stated on the Daily Time Schedule. It’s open at a different time for each Camper Division.
- Counselors are responsible for escorting and accompanying their campers to/from the canteen (together as a cabin group).
- During “canteen time”, the counselor remains with his cabin group; keeps the group together; and supervises them! On Junior Campus, counselors lend a helping-hand in the canteen as well. (See “Canteen Duty” section.)
- Campers receive a daily “canteen allowance” for snacks & drinks. The amount of the allowance is satisfactory for most campers. It’s equivalent to 2 snack items, like a bag of pretzels and an ice-cream bar.
- The allowance cannot be used to purchase other items sold at the canteen. Exception: On Junior Campus campers can use their canteen allowance to purchase postage stamps & envelopes (but only if they’re available for purchase at the canteen).

- The “canteen allowance” applies only to campers. It doesn’t apply to staff members.
- The allowance cannot be redeemed for cash. It cannot be transferred to another camper. It cannot be accumulated.
- The camper has to walk to the canteen in order to receive his daily canteen allowance. No other person is authorized to collect it for him (not even his counselor).
- The canteen allowance is not refunded for any reason. “Use it each day, or you lose it.”
- If the camper misses his “canteen time”, he is permitted to attend another “canteen time” later that same day, if it’s available and if it doesn’t interfere with supervision, curfew, etc.
- If the camper’s canteen purchases total less than the allowance, the camper pays nothing and forfeits the remaining allowance. If the camper’s canteen purchases equal the allowance, the camper owes nothing. If the camper’s canteen purchases total more than the allowance, the camper is required to pay the difference.
- Campers are permitted to purchase snacks in excess of the daily allowance, but not on a regular basis. The canteen staff and cabin counselors are responsible for monitoring the sales of large snack purchases. If the quantity would adversely affect the child’s appetite, it’s considered too large, and therefore not permitted.
- If a camper knows in advance that he’ll be exceeding his daily canteen allowance (ie. buying extra candy that day), he should first report to the “Camp Bank” to withdraw personal money from his account.
- All campers & staff must pay for their item at the time of purchase.
- Checks and cash are the only two forms of acceptable payment. There is no form of credit at the canteen.
- The canteen is open daily at the specified “canteen times”. It’s not open at any other time.
- “Canteen Time” is primarily for our campers. There is no “canteen time” scheduled for staff (unless you’re a cabin counselor accompanying your campers to/from the canteen). However, staff are welcome to make purchases at the canteen when it’s open. Staff are expected to wait until all campers are served.
- Parents & visitors have the opportunity to make purchases at the Canteen on Arrival Days, Visiting Days, and Departure Days.

CANTEEN ITEMS

The following items are available for purchase at the canteen. Prices are subject to change.
 Snacks, ice cream, drinks, etc.
 Cayuga red t-shirts for uniform (\$10)
 Cayuga t-shirts in assorted colors (\$10)

Cayuga red staff t-shirts (\$10)
Cayuga red staff collar shirts (\$15)
Long sleeve shirts (\$16)
White t-shirts for air-brushing, tie-dying, fabric painting (\$5)
Cayuga black shorts for uniform (\$21-\$23)
Shorts (variety of styles/colors) (\$15-\$23)
Sweatpants & flannel pants (\$20-\$23)
Sweatshirts (\$15-\$25)
Fleece vests (\$30)
Hooded rain coats (\$20)
Baseball caps, hats, visors (\$10-\$15)
Cayuga blankets (\$26)
Pillows (\$5) & pillowcases (\$5)
Drawstring backpacks for day trips (\$12)
Estes model rockets up to 26" (\$10-\$25)
Diabolos - rubber not plastic (\$30)
Devil sticks (\$20)
Cayuga frisbees (\$2)
Aluminum water bottles (\$7)
Batteries in assorted sizes (\$1.50-\$2)
Single-use cameras with flash (\$9)
Stuffed animals (\$7)
Prepaid calling cards (\$5 or \$10)
Toothbrushes (\$1.50)
Toothpaste (\$1.50)
Flashlights (\$5)
Key lanyards (\$5)
Cayuga envelopes (.15 each)
Postage stamps (for USA & international)
Cayuga pens (\$1)
Laundry Bags (\$5)

CHAPTER #16

HEALTH & WELLNESS

Each campus has an infirmary that's equipped to provide first-aid treatment. Both infirmaries feature a private treatment room, an isolation room, and separate quarters for males & females, who may be required to rest or stay overnight. We are very serious about our preventive health care practices and make every effort to ensure all campers & staff are healthy. We ask all staff for their help by enforcing our health policies each & every day. This includes preventing campers from sharing drinks, candy bars, towels, hats, hair brushes, and other articles where germs and/or lice may be present and transmitted.

HEALTH EXAMINATION FORM

Each camper & staff member is required to complete a Camp Health Examination Form. A printable version of this form is accessible on our "Camp Forms" webpage. If you had a Health Examination within 24 months of your employment start date, you are NOT required to get a physical exam. However, your physician must complete and sign page 4 verifying that your last exam date was within 24 months. If you haven't had a physical exam within 24 months of your employment start date, you are required to get an exam. Please remember to sign the form and attach a legible 2-sided copy of your medical insurance card to the form.

PERSONAL HYGIENE

Staff members are expected to enforce the camp's Personal Hygiene policy. This is especially important on Junior Campus, where campers need to be reminded to take a shower. Your campers' personal hygiene is your responsibility! All campers and staff are required to shower daily; change clothes daily (socks, underwear, shorts, shirts, etc); brush teeth at least twice daily; wash hands with soap & water during "wash-up" periods, as well as each time the camper returns to his cabin during the day (continuous hand-washing is required throughout the day); and use hand sanitizer (available in the dining hall) before each meal.

HYGIENE CHART: For the Junior Divisions and Intermediate Divisions, cabin counselors are required to prepare a "Hygiene Chart" for the purpose of keeping track when each camper showered and brushed their teeth. Blank template charts are available from your Division Director, and will be needed at each changeover (every 2 weeks). Cabin counselors are instructed first to list the names of their campers on the chart, and thereafter complete the chart on a daily basis to maintain its accuracy. The Division Director reviews this chart everyday for

reassurance that all campers are showering daily and brushing their teeth at least twice daily. The Hygiene Chart gets posted in the bathroom.

CLEAN CLOTHES

SEND TO LAUNDRY: Soiled/dirty clothing must be sent to the laundry each week. Don't let your campers' dirty laundry "pile-up", leaving the camper without clean clothes! On laundry-day, Junior Division counselors need to determine which clothing requires washing. Don't leave this decision up to the Junior camper! It is the cabin counselor's responsibility to ensure each camper changes his clothes daily. This applies to all campers – Juniors up through Super-Seniors.

STORAGE: Clothes are stored in the cubby, not in the camper's trunk or suitcase. The Cabin Inspector simply needs to look at the camper's cubby to determine if the camper is sending his dirty clothes for laundering. For this reason, campers are not allowed to live out of their trunk or suitcase. Since the Cabin Inspector doesn't have the time to inspect all trunks/suitcases, we expect the cabin counselors to do this occasionally. The last thing we want is soiled, dirty, wet moldy clothing in the trunks!

SUPPLY: Occasionally, a camper will not have a sufficient amount of clothing to camp or may forget to pack some items for camp (like a pillow). Counselors are expected to be aware of this situation, and are required to inform their Division Director who will rectify the situation. The parent will usually ship the items to camp the next day or authorize the Division Director to purchase the items in town.

PROPER CARE FOR WEATHER

Counselors need to be aware of what their campers are wearing, and need to ensure their campers are dressed appropriately for the weather (rain and shine!).

- If it's raining, everyone should be wearing rain gear. This includes: ponchos/raincoat, hat/hood, boots/rubber shoes.
- If it's chilly or breezy, everyone should be wearing a sweatshirt or windbreaker. If you are putting on a sweatshirt, you better make sure your campers are too! Plan ahead. If it's "campfire" night, bring a sweatshirt that can be worn later in the evening when it cools down in the woods.
- If it's sunny, everyone should be wearing hats and sunscreen to ward off sunburn or heat exposure.
- Staff must also remind campers all day long to drink plenty of water. This is most important on hot sunny days.
- During meal times (inside the dining hall or at an outside picnic) everyone must be wearing a shirt, shorts/pants, and footwear. Bathing suits are considered inappropriate for meal times.

HEAD LICE SCREENING “BEFORE” CAMP:

Head Lice are small parasitic insects that can live on any person’s scalp/hair. Lice are not harmful, but they are a nuisance and very contagious. FYI: Between 8-12 million school-aged children are diagnosed with head lice each year. **It’s required that your scalp and hair be examined for lice & nits 2 weeks prior to your scheduled arrival.** This should be performed by a professional who is trained in identifying lice and nits (because they’re so tiny and very difficult to see). If lice and/or nits are identified, begin treatment immediately. The 2-week period is enough time to treat the condition and not jeopardize your camper’s start date. Please notify the camp if this applies. If anyone in your household is treated for lice/nits within 30 days of your camper’s arrival, please notify the camp. This is helpful for monitoring you and the other campers in your cabin.

CONTAGIOUS CONDITIONS

We are very concerned that all campers and staff arrive in good health and do not bring illnesses or contagious conditions into camp. If you contract a contagious condition or show flu-like symptoms within 2 weeks of your scheduled arrival, you will need a written release from a medical doctor stating you no longer pose an infectious risk. If this applies, please notify the camp.

INCOMING HEALTH SCREENING

Within 24 hours of your arrival, our medical staff will give each staff member a brief exam to ensure you don’t have flu-like symptoms or head lice/nits. Flu-like symptoms are defined as a fever of 100 degrees F and a cough or sore throat, runny or stuffy nose, headache, fatigue, body aches, chills, diarrhea, and/or vomiting. If you are identified with these symptoms during our preliminary health screening, will not be accepted into camp. If you have been exposed to a person with these flu-like symptoms (or any other contagious condition) within 2 weeks of arrival, but you’re not ill, it’s OK to come to camp. If this applies, let our medical staff know about it.

ONGOING HEALTH SCREENING & CARE

We expect all cabin staff to be aware of the health condition of each camper assigned to their cabin. This involves a daily visual inspection of your campers for the purpose of locating rashes, untreated cuts/abrasions, etc. before the condition worsens and infection sets-in. Our nurses depend on YOU! You should also remind your campers every day to examine their own body for rashes, ticks, and the like. This can be done during their daily shower. Conditions that require the nurse’s attention must be communicated to the medical

staff immediately. This includes conditions such as: coughs, sore throats, headaches, rashes, congestion, diarrhea, constipation, earaches, and fatigue. Ask yourself the following questions:

- Has the camper lost his appetite (too much junk food)?
- Is the child irritable (any behavior changes)?
- Does his face seem flushed?
- Are his eyes inflamed?
- Any signs of skin rashes, abrasions, infections or sunburn?

Note: As part of Cayuga’s “ongoing” health screening procedures, our camp nurses will also visit camper cabins during rest periods and bed time as a preventive measure. Also, if one of your cabin campers is injured during the camp season, or received treatment for an illness, you (the cabin counselor) are required to follow-up and ensure the camper is abiding by the nurse’s orders. For instance, you may be instructed to have the camper return to the infirmary for a clean dry bandage if he gets it wet.

OUTGOING HEALTH SCREENING

Campers will receive an “Outgoing Health Screening” by the camp nurses prior to departing camp at the end of their camp session. Counselors are also responsible for screening (visual inspection) their campers prior to departure. Report all conditions that require medical attention immediately to the camp nurses. It should be noted here that all campers are required a shower either the night before their departure or in the morning on the day of their departure.

PRE-EXISTING HEAD LICE

If a staff member is found to have pre-existing head lice on arrival day, ordinarily he/she will be treated by the camp’s medical staff at no charge. (The campers are charged a minimum fee of \$350). However, the Camp Director at his discretion has the right to dismiss the staff member to seek treatment at home, with the understanding the staff member’s position/job will remain intact until he/she returns. Campers, reporting to camp with pre-existing head lice/nits, are required to go home for treatment. Exceptions are made for international campers.

WELLNESS ASSESSMENT REPORTS

To supplement our “Ongoing Health Screening” procedures which are performed by the camp’s medical staff, we ask all cabin counselors to complete a “Wellness Assessment Form”. On this form is your assessment regarding the health of each camper in your cabin. This form is distributed at least once every 2 weeks and must be completed/returned to the infirmary in a timely fashion.

SICK CALL (INFIRMARY HOURS)

“Sick Call” is scheduled 4 times daily: After breakfast, after lunch, after dinner, and after evening activity. These are the 4 specified times campers & staff are permitted to visit the Infirmary (Health Center) for non-emergency medical treatment. Obviously, emergencies should be brought to the attention of the medical staff immediately regardless of the time of day. If a camper becomes seriously ill during the night, the counselor is expected to accompany the child to the Infirmary. If you believe the child should not be moved, send for the camp nurse or another senior staff member. Sore throats, headaches, and the like are not considered “emergencies”, and therefore are only treated during the designated “sick call” hours.

PRESCRIPTION MEDICATIONS

Prescribed medications taken routinely taken during the school year must remain consistent with the meds taken during camp. This particularly holds true for campers and staff with a hyperactivity disorder. All prescription medication must be in their original labeled pharmacy container. The container must be clearly labeled with the name of the med, your name, name of prescribing physician, frequency, dosage, expiration date, as well as any special instructions, such as: keep refrigerated. Expired meds and medications with improper container labels will not be administered.

Camp policy requires the medical staff to follow the instructions on the original labeled pharmacy container. Notations made by the prescribing physician or parent, which include different instructions from those indicated on the original container, are NOT acceptable. This includes notations made on the health form, medication form, and/or the container itself. Our medical staff will refer only to the original container’s label instructions at distribution time. For this reason, if you want the meds to be administered in a different dosage or frequency from that which is indicated on the original labeled pharmacy container, you must get a new prescription – one that includes the instructions you want on the pharmacy’s container label.

NON-PRESCRIPTION MEDICATIONS

All over-the-counter meds and vitamins must be in their original container. Mark the container with your full name. The medical staff will follow the recommended dosage and frequency stated on the manufacturer’s original container. If you have any recommendations regarding the dosage or frequency of these over-the-counter meds and/or vitamins, fasten them securely to the original container.

PACKAGING MEDS FOR CAMP

If you’re bringing medication to camp, follow

these procedures. This applies to prescription medication, over-the-counter meds, and vitamins.

- 1) Check the expiration date on all containers and make sure you have an adequate supply of meds.
- 2) Place all of the meds inside one clear plastic zip-lock baggie. Use either a sandwich-size or quart-size baggie, depending upon the quantity & size of the medication containers. For staff with only 1 medication container, use a sandwich-size baggie, not snack-size.
- 3) Using an indelible ink marker (one that won’t smear), print your full name and birth date on the baggie.
- 4) Enclose your Camp Medication Form inside the baggie. The meds listed on the form must coincide with the meds inside the baggie.
- 5) Turn-in the packaged meds upon your arrival during the health screening process.

CAMP MEDICATION FORM

You’re required to complete the *Camp Medication Form* if you’re bringing medication to camp. The Form contains a list of all prescription meds, over-the-counter meds, and vitamins you are bringing. Complete this form at the time you package/prepare your meds for camp, and place it inside the baggie with the meds. The medications listed on Camp Medication Form must coincide with the meds inside the baggie. Do not mail the Camp Medication Form to us – it accompanies the meds to camp! You can download the Camp Medication Form from our “Camp Forms” webpage. If you are not bringing medication to camp, there is no need to complete this form.

COLLECTION OF MEDS

All medications (prescription, over-the-counter, vitamins) will be collected during the health screening process. Again, the meds must be packaged inside a zip-lock baggie labeled with your full name and birth date. All medications are stored under lock & key in the infirmaries, and are dispensed by the camp’s licensed medical staff. No medications are permitted inside the cabins, except for required inhalers and EpiPens.

ALLERGY SHOTS

Due to the possibility of complications, allergy shots may need to be administered at the local Medical Clinic where emergency equipment and care is immediately available. In these cases, the Outside Medical Provider will typically charge \$30 for the service.

LYME DISEASE

Lyme Disease is caused by deer ticks. Since we have plenty of deer around camp, our staff must take precautions for our Hiking Activity as

well as on our cabin cookouts and cabin overnights. Campers & staff, who are going in the woods or other non-groomed areas of the camp, are required to wear a hat, long pants, and socks which are pulled over the bottom of the pant's leg. The bottom part of the pant legs should be sprayed with *Deet* insecticide. This is done by the Elective Program Staff (who are stationed at the "Happy Table") for the hiking activity and the Overnight/Cookout Supervisor for same. Remember to report to these staff members who are in-charge of spraying the *Deet*.

UNIVERSAL PRECAUTIONS

As part of an overall exposure control plan, mandated by the OSHA Bloodborne Pathogens Standard, "universal precautions" are part of infection control practices. They are specific guidelines which must be followed to provide every person protection from diseases which are carried in the blood. Since blood can carry all types of infectious diseases even when a person does not look or feel ill, knowledge of universal precautions is essential for anyone who might come into contact with blood or other body fluids.

The following are sample guidelines, recommended by the Centers for Disease Control, to prevent cross-contamination from blood-borne pathogens.

- All health care providers should use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or body fluid of any person is anticipated.
- Personal Protective equipment such as latex or vinyl disposable gloves are readily available in the health center/infirmary, maintenance areas, in all first-aid kits, and in all camp vehicles (equipment box).
- Any person giving first-aid should always wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth, or if there is an open cut on the victim. Gloves should be changed after contact with each person.
- Gloves should always be worn when handling items or surfaces soiled with blood or bloody fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol, or a dry sanitary absorbent agent. However, routine cleaning practices are all that are needed if blood is not visible or likely to be present.
- Gloves should always be worn when cleaning up blood from a counter after a cut finger, but gloves do not usually need to be worn to handle urine soaked bedding unless blood is obvious. Disposable towels & tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Biohazard

bags ("red bags") are to be used for dressings or other materials used to soak up blood or other infectious waste.

- Remove gloves properly - pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.
- Masks, protective eye wear, gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.
- Needles should NOT be re-capped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- After use, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant "sharps" containers for disposal.
- Mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
- Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

CHAPTER #17

WATERFRONT RULES

LAKE ACTIVITIES - SAFETY RULES

Every staff member is expected to enforce the following Lakefront Safety Rules:

- No camper is permitted to cross the Lake Road without permission from the crossing guard or another staff member. (For more details, refer to the Handbook section titled: "Foot Traffic between Junior & Teen Campus").
- No camper or staff member is permitted in the lake, on the beach, or anywhere near the lakefront without an authorized member of Cayuga's lakefront staff member present.
- No one is permitted at the lake area between 6:00pm (end of afternoon activities) and the start of the morning activities. Violation of this rule is immediate grounds for dismissal.
- Diving off the docks, shoreline, floating raft and iceberg, trampoline, the log, and/or any small craft is strictly prohibited.
- All campers and staff members must wear a life preserver (PFD) at all times when swimming in the lake and/or when using any small craft or lake apparatus (the log, trampoline, iceberg, etc.).
- The use of small craft (canoes, sailboats, kayaks, etc.) is restricted to campers and staff who have passed Cayuga's "Deep Water Test". If you haven't passed this test, you are not allowed on a boat (unless you are accompanied by a certified waterfront staff member). The Deep Water Test is conducted at the pool by the pool staff. Campers & staff who pass the "Deep Water Test" will be given a wristband to wear indicating eligibility to use the various boats at the lake.
- Any camper or staff member interested in using a small craft must first get permission from the lakefront personnel.
- No one is permitted to stand-up in any small craft or drag their feet in the water. Changing seats and/or entering small craft must be done in the approved American Red Cross manner.
- When done, return the small craft to its designated area.
- Small craft use is permitted when a rescue boat is accessible and a certified lifeguard is on the dock.
- Campers & staff are permitted to swim only in the designated swimming areas.
- When swimming in the lake, each person is to "buddy-up" with another individual of equal swimming ability and remain within 5 feet of his buddy at all times. If the buddy leaves the water, the other person must also leave the water until he locates another buddy. Two short whistles signifies a "buddy check". At this time, the swimmers are to hold each other's hand up in the air. Three short whistles mean that the

buddy check is over, and the swimmers can resume swimming.

- One extra long whistle at the lake means all swimmers must clear the water immediately and all small craft must return to the shoreline.
- Horseplay is not permitted in the water, on the dock, in any small craft, or on any lake apparatus (log, trampoline, etc.). This includes no running on the docks.
- The boathouse is off-limits to campers and staff, except authorized lakefront personnel.
- Anyone found pushing a person into the lake will be dismissed from the water and will be required to sit-out on the beach for the remaining period, and may be denied future lake privileges. This act is considered dangerous and unsafe at Cayuga. An Incident Report is to be completed by the staff member who witnessed the incident.
- Campers are expected to report to the lake wearing a swim suit (or t-shirt and shorts). Long pants and footwear are not to be worn in smallcraft.
- Any camper not observing the above rules must be instructed to get out of the lake.
- Counselors are to remind their campers to collect all of their belongings prior to leaving the lakefront area.

LAKE TRAMPOLINE & ICEBERG SAFETY RULES

- Always wear a personal floatation device (life jacket) when using the Lake Trampoline and/or Iceberg.
- Never use them in rough surface water conditions (like a wind or rain storm).
- Do not dive off them.
- Do not swim under them.
- Do not use them if there is debris next to the them or any other underwater obstruction.
- Do not stay next to them in the water – where another person can land after jumping or sliding.
- Flips and somersaults are not permitted.
- The 25' Lake Trampoline can accommodate up to 5 campers at a time.
- The Iceberg is limited to 4 individuals climbing-up at one time and one person sliding down at one time.
- These items are off-limits if a certified lifeguard is not present.

POOL SAFETY RULES

Every staff member is expected to enforce the following Pool Safety Rules:

- No camper or staff member is permitted within the pool fence area without a member of our Waterfront Personnel present. No one (including Waterfront Personnel) is permitted in the pool after the last afternoon activity and before the first morning activity period. Exceptions: evening pool parties, polar bear club, etc.

Violation of this rule is grounds for immediate dismissal.

- Horseplay in and around the pool is strictly prohibited. Running is not permitted on the pool deck. No food, refreshments, chewing gum, or glass containers are permitted in the pool area.
- Swimmers are to stay off the racing lanes while in the water.
- Diving into the pool is strictly prohibited.
- The pool house is off-limits to all campers and staff, except authorized waterfront personnel.
- Counselors are responsible for reminding their campers to collect all of their belongings (towels, sandals, etc.) prior to departing from the pool area.
- Anyone found pushing a person into the pool will be dismissed from the pool area and may be denied pool privileges in the future. This act is considered dangerous and unsafe at Cayuga. An Incident Report is to be completed by the staff member who witnessed the incident.
- All campers must report to the pool in bathing suits, unless the camper has a written nurse's excuse.
- All campers must wear footwear when walking to/from the pool. Walking barefoot around camp is strictly prohibited.
- Campers who passed the Deep Water Test are given a wristband to be worn at all times. Campers without wristbands are not allowed in the deep end of the pool.
- Special equipment (fins, snorkel, mask, etc.) is not allowed at the pool during the swimming instruction period. Fins, snorkel, kickboards, etc. may be used during rec swim with permission from the certified lifeguards.
- One person is permitted on the water slide at a time. "Feet first" is the only acceptable position when using the pool's water slide.
- Each camper is to "buddy-up" with another camper of equal swimming ability and remain within 5 feet of his buddy at all times. If one buddy leaves the water, the other camper must also leave the water until he finds another buddy. Two short whistles signify a "buddy check". At this time, the two campers are to hold each other's hand up in the air. Three short whistles mean that the buddy check is over, and the campers can resume swimming.
- One extra long whistle means all swimmers must clear the pool immediately.

CHAPTER #18 WILDERNESS

CABIN OVERNIGHTS

Overnights are one way of instilling in each camper a deeper appreciation for nature and the outdoors. They're a lot of fun too! Cabin Overnights are scheduled by cabin group for Junior Campus only. We use 2 overnight sites each night on Junior Campus, and schedule different cabins at each site. The Overnight Supervisor (OS) will announce the cabins, which are scheduled an overnight, at the morning flagpole assembly.

Cabin Overnights are voluntary. However, we strongly encourage counselors to get all of their campers to go at least once during their stay in camp. If your cabin group wants to attend the overnight as scheduled by the Overnight Supervisor, the counselor must inform the Overnight Supervisor (OS) by breakfast on the day the cabin has been assigned to attend. Likewise, if your cabin group does NOT want to attend their assigned overnight, be sure to inform the OS by the breakfast meal. If some of your campers want to attend and others do not, report this to the OS, who will excuse the campers who don't want to attend. In this case, the OS will make arrangements for these campers to sleep on their mattresses in an adjacent cabin. This way, the kids who want to go, can still go. Of course, we prefer all campers in the cabin to attend the overnight together. Cabin counselors are required to attend the overnight with their campers. If one of the counselors is on a day-off, but is returning in the evening, he is expected to join his campers at the overnight site after signing-in upon return to camp.

RULES FOR CABIN OVERNIGHTS:

- Dispose of all garbage and trash. You are responsible for leaving the overnight site clean and tidy. Bring a trash can liner with you (from the kitchen) for this purpose.
- No more than two Junior Campus cabins are permitted to use the same site at a time.
- Coed overnights are not permitted.
- Cabins are to report to their overnight site after the evening activity and return to their cabin before morning flagpole.
- Prepare your site (clean it, collect wood, prepare buckets of water, etc.) during rest period on the day of your overnight.
- Fire Building is permitted on overnights. (Please refer to the fire building regulations.)

HORSEBACK OVERNIGHTS

These overnights are scheduled about once a week and are operated under the supervision of the Horsemanship Director. Certain

horsemanship staff will be assigned to attend. These overnights are voluntary and campers simply sign-up at camp. Campers must be eligible to attend the Horseback Overnight (beginner level riders are not eligible to attend). Evening snacks will be provided by our food service staff, if requested.

PROCEDURE FOR HORSEBACK OVERNIGHTS:

These procedures may change depending upon the number of riders scheduled to attend the Horseback Overnight.

- Campers are instructed to pack their flashlight and personal items inside their sleeping bag, and then securely roll-up the bag, and leave it on the dining hall porch by dinner time.
- Half the campers attending the overnight will meet a staff member at the dining hall porch after dinner. These campers will carry all the sleeping bags, equipment, and snacks (supplied by kitchen staff) to the overnight site.
- The remaining campers are to report to the stable immediately after the dinner meal. These campers and 3 qualified staff take an evening trail ride from about 7:15pm to 8:00pm where they will end-up at the overnight area. The campers who are already at the site (these kids carried bags, equipment, & food and collected the fire wood) will mount the horses and take an evening trail ride beginning at the overnight site from about 8:15pm to 9:00pm.
- The following morning, the group responsibilities are switched. The first group of campers ride back to the stables in the early morning and the other group carries the sleeping bags and equipment back to the dining hall porch.
- All horseback overnights are expected to be with their cabin at morning flagpole assembly.

ALL OVERNIGHTS

All staff members will be trained and qualified in overnight camping procedures during staff orientation by the Overnights Supervisor. It is camp policy that all overnights and out-of-camp hikes be supervised by a Staff Member who is:

- Oriented by a camp nurse to provide for the routine health needs of the participants (such as: asthma, medicine),
- Trained to handle life-threatening medical emergencies related to the health condition of the participants (campers on the "Medical Alert" list – example: camper who is allergic to bee stings) and environmental hazards associated with the area,
- Trained in emergency procedures and reporting procedures. (please refer Staff Affidavit in appendix.)

There are no restrooms at our overnight sites. Remind your kids to go to the bathroom

beforehand. Bring toilet paper! If someone has to go to the bathroom during the overnight, make sure they are at least 150 feet from any stream or lake or hiking trail. You should check-out and designate an acceptable "bathroom" area while there is daylight!

OVERNIGHT SUPPLIES

It's the staff member's responsibility to make sure that all proper articles are packed: first-aid kit, matches, flashlight, sleeping bags, canteen/water bottles, toilet paper, and evening snacks supplied by our food service staff, if requested. No food cooking is permitted on overnights.

CABIN COOKOUTS

Cabin Cookouts are generally scheduled about once a week. These cookouts are voluntary, but we strongly encourage our counselors to get their cabin group to attend at least one Cabin Cookout during their stay at camp. If your cabin wants to attend the Cabin Cookout on the day scheduled/assigned by the Cookout Supervisor, the counselor must inform the Cookout Supervisor by the breakfast meal that same day.

RESPONSIBILITIES:

- Dispose of all garbage and trash. You are responsible for leaving the cookout site clean and tidy. Bring a trash can liner with you (from the kitchen) for this purpose. The Cookout Supervisor will inspect your cookout site for cleanliness!
- Have your campers collect wood and clean the cookout site during rest period that day.
- The Cookout Supervisor will make your food arrangements with the kitchen staff (usually hamburgers and/or hot dogs). The food (your dinner meal) will be refrigerated and should be the last item brought to the cookout site so as to avoid spoilage of perishable items.
- Counselors are responsible for picking-up their food and grill from the kitchen. Immediately following the cookout, the cabin counselor is responsible for returning the grill and any other kitchen supplies. Unused perishable food should be placed in the dumpster located behind the kitchen.
- Fill two 5-gallon buckets with water prior to starting your fire. Keep the empty water buckets at the cookout site for the next cabin!

FIRE BUILDING REGULATIONS

- Keep fires at least 15' away from sleeping bags and tents.
- The fireplace should be surrounded by stones. Most overnight sites have an established fireplace. If by chance a new fireplace is required, select an open site where you can see the sky. Dig a shallow depression in the middle of this area for your fireplace.

- The fire should be kept small for better cooking purposes and safety.
- Always have two 5-gallon buckets filled with water nearby prior to starting the fire.
- Fires are to be started and tended only by a staff member. Never leave the fire unattended. Campers must be closely supervised around fires.
- All fires must be fully extinguished by the counselor prior to departure. Don't leave one live spark!

MATERIAL FOR FIRE BUILDING:

- Tinder: material that will burn easily and quickly, such as shavings, tiny twigs, etc.
- Kindling: includes sticks, twigs, or wood just a bit larger than tinder.
- Fuel: include firm pieces of wood, larger branches from dead trees. Don't use grass (it smokes!). Petro and lighter fluid is prohibited.

FIREPLACE MAINTENANCE AND SAFETY:

- Have all cookout materials ready and on hand before you start the fire.
- Take 3 pieces of wood & make the letter A.
- Place tinder in the middle of the A.
- Light tinder.
- After tinder is well lit, add kindling.
- After kindling is well lit, add fuel (wood).
- If possible, have the wind come up from behind you. It will help fan your fire and cut down on unwanted smoke.
- Add fuel only as you need it. Burn only wood. Plastic and other materials will affect the fire, and your food.
- Cook your food only after you have enough hot ashes in your fireplace.
- Keep the fire small.
- Counselors are required to do the cooking. Holding the grill can be a dangerous and hot job. Campers are not permitted to start the fire nor are they permitted to cook over the fire. We do not want to risk any camper getting burned.
- Do not waste food. Do not let your campers play with the food.
- Perishable food is to be disposed of in your garbage bag and dropped off the next morning at the dumpster located behind the dining hall. Returnable food should be brought back to the kitchen with your grill. (Please clean the grill.)
- Before leaving, staff & campers are required to clean & tidy-up the cookout site. Don't burn your garbage!

HIKING REGULATIONS

If you should come across poison ivy, poison oak, or poison sumac, notify the Maintenance Supervisor so he can arrange for its removal.

- The campers must always be kept together. Do not permit lagging!

- Campers must walk in a single file (as much as possible) on the extreme right side of the road.
- One counselor must lead the group. The second counselor is required to walk in the rear of the group.
- Watch for cars and announce their arrival.
- In case of an emergency, one of the counselors is to get to the nearest phone and call the camp office at 570-253-3133. All staff members will be trained and qualified during staff orientation in emergency procedures, group management, and report documentation.
- A first-aid kit must accompany all out-of-camp trips.
- If crossing a road, one of the counselors is to stand in the middle of the road while campers are crossing the road. The other counselor is to stay with the last camper until all campers have safely crossed the road.
- Campers and staff are required to employ the "Buddy System", especially if they're intermingling with the public. (Please refer to Camp Cayuga's Emergency Communication Plan - procedures for intermingling with the public).
- At minimum, a check-in is required when the hike reaches its destination.
- If hiking is done in the woods, the participants are to be oriented regarding Lyme Disease and must be sprayed with DEET insecticide beforehand.
- The hike leader is required to do a visual screening of each person for the purpose of locating rashes, tick bites, etc. Anything suspect must be immediately reported to the nurses.
- As mentioned earlier, it is camp policy that all off camp hikes be supervised by a Staff Member who is:
 - Oriented by a camp nurse to provide for the routine health needs of the participants (such as: asthma, medicine);
 - Trained to handle life-threatening medical emergencies related to the health condition of the participants (campers on the "Medical Alert" list – example: camper who is allergic to bee stings) and environmental hazards associated with the area; and
 - Trained in emergency procedures and reporting procedures.

CHAPTER #19

SAFETY RULES

AUTHORIZED & UNAUTHORIZED VISITORS

All visitors are required to register at the camp office. At the time of registration, the office staff will issue a Visitor Badge which must be worn at all times while the visitor remains on the camp property. No visitor is authorized to be on the camp premises without a Visitor's Badge. It is the responsibility of every staff member to direct and, if possible, accompany all unfamiliar individuals (not wearing a Visitor Badge) to the camp office for authorization. If the person does have a Visitor's Badge, keep in mind it's always nice to greet a visitor by name! So, if you see a visitor with a badge, don't be afraid to say "Hello Mrs. XXXXX, welcome to Camp Cayuga". Do this when you have the opportunity. We're proud of our staff and would like our visitors to know why!

CAMP VISITORS AND INSPECTIONS

We'll have a number of camp visitors inspecting Camp Cayuga this summer. These visitors include representatives from camp associations (inspectors for camp accreditation), state agencies, referral agencies (companies who refer new campers to us), parents of future campers (who want to tour the camp), and parents of current campers. It's essential to the continuation of our camping operation that we "put our best foot forward" and impress these visitors with the character of our staff and campers, as well as the quality of our program, facilities, and overall camp operation.

We ask that all staff members lend us a helping hand so Cayuga can look its very best. Since many visits are unannounced, it's important that:

- Cabins are kept reasonably neat and clean throughout the entire day (not just for cabin inspection!).
- Activity sites should be tidy and properly maintained throughout the day. There should never be equipment laying around!
- We ask that all staff members work together in keeping our grounds, neat and free of litter. Take pride in your camp!
- Foul language is never heard on our camp premises.
- Staff Members are neatly dressed and have a clean appearance. Males are expected to shave daily or have neatly trimmed facial hair.
- Campers look clean and are neatly dressed.
- Instructors are alert and instructing! Campers should never be sitting around or lounging at an activity site.
- Appropriate safety regulations are always in effect.
- All campers are well supervised.

FOOT TRAFFIC BETWEEN CAMPUSES

Counselors are expected to supervise campers at all times. This is especially important when campers walk across Niles Pond Road. Be alert and make sure all of your campers are alert before you cross the road! Cayuga has a *Crossing Guard Booth* (at the intersection of the Junior Campus delivery driveway and the Teen Campus entrance) where a Crossing Guard (counselor) is stationed most of the time. It is camp policy that no camper is permitted to cross the road without a staff member or Crossing Guard present. It is expected that the counselor will check for oncoming traffic in both directions before permitting campers to cross the road. If a car is approaching do not stop it. Instead, you should stop our campers (or camp vehicles). Do not step onto the road until the car has passed. Always keep the campers together as a group! While campers and staff are permitted to walk across the road to get to Teen Campus or Junior Campus, no-one is permitted to walk on Niles Pond Road heading north (towards the Junior Campus main entrance) or heading south (towards the directions of the Teen Campus football field). All pedestrian traffic is to take place in 1 area only. That is, the intersection of the Junior Campus delivery driveway and the Teen Campus entrance.

FIRE EXTINGUISHERS

All buildings on the camp property have a fire extinguisher. Some extinguishers are fastened to the front wall of the building, while others may be located inside the building. Staff members are trained during orientation on how to handle and use a fire extinguisher. Any person who misuses the fire extinguisher will be charged a fee of \$75.

RAIN

In the event it starts to drizzle, the daily activity program will typically continue with no interruptions. If the drizzle turns to rain, an announcement will be made (by the Program Director) directing everyone to return to their cabins. Wait to hear from the Program Director before you close-down your activity site. Once everyone is in their cabins, you'll be notified which Rainy Day Program Schedule will be implemented (we have 3 different Rainy Day Schedules). We try to keep everyone out of the rain, but it's necessary when we need to leave our cabins to report to the Rainy Day Program site where our group is assigned. On the other hand, if it's lightening outside, everyone must remain indoors. As aforementioned, rain gear must be worn when it's raining. This is the responsibility of the cabin counselor. Note: "Mud sliding" before, during, or after the rain is absolutely prohibited.

LIGHTNING STORMS

Lightning is responsible for many deaths every year! Campers are particularly susceptible to this danger because thunderstorms occur most frequently during the months of July and August (when they're outdoors playing instead of being indoors at school.) Understanding how lightning works and putting into practice a few basic safety rules can minimize this danger.

LIGHTNING FACTS:

Lightning behaves like an electrical circuit. The charge attempts to reach the ground and distribute its charge through the ground. In its search for the ground, it utilizes tall objects in its route to the earth. Good conductors such as metal towers can usually carry lightning without being damaged. Nonmetallic objects such as trees and wooden buildings are poor conductors but do offer lightning an easier path than air. These objects when struck by lightning may explode from the heat and throw debris which can cause damage and injury to anyone near the object struck.

Two-thirds of lightning fatalities occur outdoors. Usually victims of lightning are killed outright or merely stunned. Most people, who have been killed or injured by lightning, have not been hit directly. Ground currents caused by the lightning (earth currents) explain why people and animals are killed without a mark while standing near trees hit by lightning. Fatal current may expand outward from a lightning-struck tree for several hundred feet before dissipating. Electricity flowing through an object that has been struck can induce currents in conductive materials such as wires, appliances and water pipes that are close to the object struck. The currents in these conductors can produce injury or death to anyone in contact with them.

SAFETY TIPS FOR LIGHTNING:

- Don't wait for the first nearby lightning strike before taking cover. When thunderstorms approach, move to a safe location. If you are near buildings, your choice for shelter should be in this order: large metal or metal frame building with lightning protection, large building without lightning protection system and lastly, a small unprotected building. When in the building, stay away from windows or open doors that face large trees, as injury is possible from flying debris if the tree is struck. Avoid taking a bath or shower or touching large metal objects; such as refrigerators, stoves, sinks or bunks because these can have currents induced in them if lightning strikes very close. Avoid handling or using telephones unless necessary.
- At the lakefront: If you're swimming, get out of the water at the first sign of a thunderstorm. If you're in a boat, head for the shore. If you can't

make it to shore, crouch down in the middle of a boat. Otherwise, once on shore go inside the closest building, which is the boathouse.

- If hiking or on an overnight/cookout, get off the hilltops. Avoid lone trees and buildings. Stay out of small sheds. Keep your distance from metal frames, pipes and railroad tracks. Get into a ravine, canyon or cave or next to the foot of a cliff, if possible. It is wise to crouch in the open, away from trees or pick a thick grove of uniform height trees rather than tall isolated trees.

SAFETY EQUIPMENT

Safety is #1 at Camp Cayuga. We don't want any accidents to occur this summer, which is one reason why Cayuga spends thousands of dollars on safety equipment. (Of course, safety equipment is only half the equation – we need excellent supervision too!). It is imperative that the following safety equipment rules are implemented and enforced by all instructors. It is camp policy to dismiss any staff member who permits participation at an activity area that violates the camp's safety rules. These rules apply to campers, staff members, and the instructors.

- All campers and counselors must wear safety pads (knee, wrist, elbow) when rollerblading, roller-skating, skateboarding, riding ATVs, and playing lacrosse.
- Helmets must also be worn (with a secured chin strap) by everyone when participating in: rock climbing, zip line, mountain biking, paintball (face masks), horseback riding, rollerblading, roller-skating, skateboarding, lacrosse, ATVs, lacrosse, and any other type of game that requires a batting helmet (baseball, etc). These helmets are provided by Cayuga.
- Everyone must wear a chest protector, catcher's helmet, and a catcher's mask when behind home plate.
- Everyone must wear eye protection at the ATV track, paintball field, and riflery range. Cayuga provides the goggles/eye protection.
- Everyone must wear a properly fitted PFD (life preserver) when swimming in the lake or participating in any boating activity (sailing, paddleboats, etc.)
- Everyone must wear long pants and a shoe/boot with a heel when horseback riding.
- Everyone is required to wear long pants and a long sleeve shirt when participating in paintball.
- Everyone is required to wear long pants and socks when going on a nature hike.
- Everyone is required to wear shin guards when playing soccer.
- Everyone can wear sneakers when participating in athletic activities (soccer, basketball, tennis, baseball, softball, ultimate frisbee, kickball, lacrosse, etc).

- Open toe footwear without a heel strap are prohibited at activity areas. Exception: pool and lake.

BUDDY SYSTEM

The key here is - never be alone! This is known as Camp Cayuga's *Buddy System*, which applies to campers and staff.

- It applies whether you're on the camp premises or off the camp premises.
- It applies whether you're on-duty or on your day-off.
- Whether you're jogging, hiking, fishing or swimming, everyone must be with a buddy at all times. As you may know, it's a crazy world we live in and you must always be cognizant of the fact that no one is free from the dangers of today's society.
- Never be alone, and always have a buddy with you!

CHAPTER #20

CAMP SERVICES

CAMP BANK

We strongly encourage all staff members (as well as campers) to keep their personal money in the Camp Bank for safekeeping. Here's what you need to know about the Camp Bank.

- The Camp Bank is open 6 days a week for deposits and withdrawals.
- The Camp Bank Supervisor records every deposit and withdrawal made to your account. Deposits can be in the form of cash, money orders, or checks. Cash deposits are preferred.
- Personal checks can be deposited into your Camp Bank, but not after August 10. Keep in mind that the Camp Bank's check-cashing procedure is time-consuming. It can take the Bank Supervisor up to 3 days before you have access to the cash.
- Camp Bank Hours for Junior Division: Bank is located at the canteen during their canteen period. The canteen period takes place during the first afternoon activity period (after lunch). Deposits & withdrawals are accepted during this time. If the camper chooses to make a withdrawal, cash will be given to the camper at that time.
- Camp Bank Hours for Intermediates & Seniors: Bank takes place during the Elective Sign-Up Period in the Sign-Up Room. Deposits & withdrawals are accepted during this time. If the camper chooses to make a withdrawal, cash will be given to the camper at that time.
- Camp Bank Hours for Super-Seniors (Teen Campus): Bank takes place in the dining hall during the lunch meals. Deposits and withdrawals are accepted at this time.
- It's not possible to open the Camp Bank at any time. If you're going on a day-off and your money is in the Camp Bank, be sure to plan accordingly!

CASHING CHECKS

Most banks and/or local businesses in Honesdale will not cash your personal checks, but Camp Cayuga can help! Our Bank Supervisor will gladly take your check to town, cash it at Cayuga's Bank, record the transaction, and deposit the cash in your Camp Bank Account. You'll have access to the cash from this check as soon as she completes the check-cashing procedure (about 3 days).

SALARY ADVANCE CHECKS: The camp will gladly cash your Cayuga salary advance check in town at their bank, if you want the cash. If you prefer to simply deposit the check in your Camp Bank (so you can withdraw it later), we can do that too. Of course, if you need to mail it home, that's fine too. Keep in mind, you will have

difficulty taking your salary advance check to Cayuga's bank in town, and cashing it on your own. The bank has a strict policy about this. If you want to do this, you'll need to get Brian Buynak (Camp Director) to endorse the check under your endorsement. Camp Cayuga's local bank is the *Wayne Bank* located on Main Street in Honesdale.

FAXES

- The office fax machine is only available for business-related purposes only.
- Exceptions are made for staff members who can't wait to use another fax machine on their next day-off.
- If the fax machine is used for personal reasons, the following fees apply per page: \$1 to receive fax; \$1 to send fax (within USA); and \$3 to send fax (outside USA).
- Campers are not permitted to send or receive faxes.

EMAILS

Campers are only permitted to "receive" emails. They are not permitted to send emails. (Campers do not have access to the internet to send emails.) If our campers' parents want to send an email to their camper, they must use the services of *Bunk1*. Personal messages sent to Cayuga's email address for campers/staff will not be delivered!

"BUNK 1" FOR INCOMING EMAIL:

Campers (and staff members who are not bringing a laptop to camp or otherwise will not have access to the internet), must register with Bunk1 to receive emails. Bunk1 is an independent company who has contracted with Camp Cayuga to manage all incoming "personal" email messages. *Bunk1* bundles & sorts the messages in cabin order which enables our office staff to print and distribute all messages in a timely fashion. *Bunk1* emails are printed every morning and distributed with all incoming mail and messages after each dinner meal. To register with Bunk1, go to Cayuga's website and click on the Email/Contact sign. Select "Email Your Child At Camp" which will bring you to *Bunk1*'s registration page.

NOTE ABOUT YOUR LAPTOPS: Staff members are not permitted to use their personal laptop to send or receive emails on the behalf of a camper.

LAUNDRY SERVICE

The camp laundry is done by a commercial laundry service. It is a free and voluntary service for staff members. No staff member is required to use the camp's laundry service. For staff members who prefer to do their own laundry, there are 3 local laundromats in the Honesdale. It is common for staff members to

use these laundromats on their days-off. Expensive items and other items that require special care in laundering should not be sent to the camp's commercial laundry company. (In fact, they shouldn't be brought to camp.) It must be clearly understood by all campers and staff members that Camp Cayuga is not responsible for any item said to be lost, damaged, or stolen. This includes clothing that was sent to the laundry company.

WEEKLY SERVICE: The laundry service is about once a week. It takes 2 days for the laundry to be returned. The Laundry Pickup & Delivery Schedule is posted on the main bulletin board and copies will be distributed during orientation. The camp laundry is washed in bulk by cabin group. We suggest using mesh bags for your dirty socks (1 mesh bag for whites and the other for colors). The mesh bags are helpful in keeping your socks together when the laundry company washes them.

LAUNDRY BAGS: The Laundry Supervisor (a senior staff member) will distribute large color-coded laundry bags to each cabin. These bags are the property of the commercial laundry company. If your cabin needs an additional laundry bag, report to the Laundry Supervisor. Never use the bag for any other purpose other than for your cabin's soiled laundry. Before closing the laundry bag, flatten a towel on top of the clothes to prevent any items from falling out during transit. Finally, tie the bag's drawstring into a bow-knot.

UNAUTHORIZED USE OF BAG: The bag is not to be used for your "personal" laundry bag or as a storage bag for the clothes you're taking on your day-off. It is the staff member's responsibility to return his/her cabin laundry bags at the end of the summer.

LAUNDRY PICK-UP DAYS: On laundry day, campers & counselors empty their "personal" laundry bags into the laundry company's bags. Put "colors" and "whites" in separate bags. Remind your campers to empty the pockets (gum, mascara, money, etc.). Immediately after breakfast (unless instructed to do otherwise), staff members carry their laundry bags (from the laundry company) to the tent area (unless told otherwise). This is the pickup area for the laundry company.

WET CLOTHES: Put wet clothing in a small plastic bag before placing it in the cabin laundry bag. This will prevent colors from running or fading. Small plastic recycled "bread bags" are ideal for this purpose and can be obtained from the kitchen immediately after the breakfast meal.

LAUNDRY DELIVERY: When the laundry is returned, the staff member is responsible for collecting the bags immediately and carrying them back to their cabin. When all of the campers are present, the counselor is responsible for distributing the clean clothes from the bags in an orderly fashion. Never let the campers do this – the clean clothes will end up on the cabin floor!

MISSING ITEMS: It should be noted here that the laundry company does the laundry for 1 camp at a time. So, if there's ever a missing item from your bag, it's in another cabin's laundry bag! This is another reason why the counselor must take control of distributing the clean laundry! If any item found in your bag doesn't belong to your cabin group, immediately return the item to the rightful owner (if the item is labeled) or bring it to the Lost & Found area located at the office. Everyone's cooperation is needed for this system to work! Never throw-away unclaimed articles of clothing! That's considered thievery at camp!

LINEN RENTAL SERVICE

Camp Cayuga provides an optional Linen Rental Service to campers and staff. The service includes sheets, pillowcases and enough blankets to insure a comfortable sleep. Pillows, towels, and washcloths are not included and need to be provided by the staff member. (Pillows are available for purchase at the canteen.) The linen rental charge is the same for campers and staff. If you're interested in renting linens, complete the Linen Rental Service Request Form located on our "Camp Forms" webpage, and speak to the Camp Administrator at the main office.

To determine if any of your campers have registered for the camp's Linen Rental Service, check the main bulletin board. For each changeover, a new Camper Linen Rental List will be posted. Counselors are responsible for picking-up the linens for their new campers prior to their arrival. See the Arrival Changeover Time Schedule to determine when you need to pickup these linens. Likewise, counselors are also responsible for returning their campers' rented linens to the Linen Supervisor on departure days. See the Departure Changeover Time Schedule to determine when you need to return these linens.

Most international staff members are provided camp linens as part of their employment compensation. "Camp Linens" include a pillow for these individuals and no camp rental fee charged. These staff members are typically applicants from placement agencies like CCUSA, Camp America, and Camp Leaders.

International Staff, who apply for a visa on their own through a nonprofit organization, are typically not provided the camp's linen rental service and hence are required to pay the fee if they desire the service. These "independent" international staff are typically from Canada.

LINEN RENTAL GUIDELINES:

- Only campers and staff who have paid for the camp's Linen Rental Service are authorized to use the camp's linen service (except for certain international staff – see above paragraph). If the individual's name appears on the Linen Rental List, the individual will receive camp linens.
- The camp linens should never be removed from the cabin (except when they need to be exchanged for clean linens and returned on departure day). For instance, camp blankets cannot be taken to evening campfires, used in cabin skits, utilized as props, borrowed by other staff for days-off, etc).
- Campers and staff who are renting the camp linens are expected to bring their own pillow to camp. If needed, pillows are available for purchase at the canteen.
- Bed linens must be changed on each "Laundry Pickup Day" (about once a week). Bed linens get stripped before Cabin Inspection, and remain stripped until after lunch. At that time the beds are made-up with the clean linens. This applies to personal linens and camp linens, for both campers and staff.
- For a more detailed explanation of the cabin counselor's job description regarding camp linen rentals, refer to the chapter titled "General Camp Policies" in the "Bed Linens" section.

STAMPS & PHONE CARDS

Camp Cayuga sells stamps (airmail & domestic) and phone cards to all campers and staff during "Camp Bank" hours. See the Camp Bank section in this chapter to determine the Camp Bank's location and time schedule. Note: Stamps & phone cards may also be available for purchase in the Junior Canteen during regular canteen times.

CHAPTER 21

CABIN CLEANLINESS

CABIN INSPECTIONS

The Cabin Inspector is in-charge of inspecting the camper cabins each morning. Cabin inspections begin at the end of Cabin-Cleanup. Cabins are awarded points for the chores they perform properly. The chores are listed on the Chore Assignment Chart and are graded on the inspector's Cabin Inspection Report. The inspections scores are posted on the bulletin board daily, usually before lunch. On a weekly basis, we total-up the daily scores and the cabin with the most points is awarded a pizza party – for being the cleanest cabin of the week! Pizza parties are a lot of fun and should be used by you to help motivate your campers during cabin clean-up.

GUIDANCE & PARTICIPATION

Your guidance during cabin clean-up will help your campers live together harmoniously. Once again, the example set by you (the counselor) is axiomatic. If you fail to make your bed neatly, it will be difficult for you to get your campers to make their bed neatly. Guide your campers during cabin clean-up. Show them how to do their chore. Help them with their chore - do it with them. Participate in the cabin cleanup! Assign yourself a cabin chore, if need be. The worse thing to do is sit on your bed, and nag the kids to do their chores! That type of behavior is unproductive and unacceptable. You need to lead the cabin in their chores!

CABIN CHORE ASSIGNMENTS

To assist you in assigning your campers to different cabin chores each day, we've prepared a chart listing all of the various cabin chores that need to be assigned, where all you need to do is to rotate each camper's name next to each chore on the chart. Keep in mind that you're the adult in-charge of the cleanliness of your cabin, so if it's not clean to the satisfaction of your Cabin Inspector, you (not the campers) will be held accountable.

INSPECTION ITEMS

Cabins are awarded points for their efforts in cleaning. The Cabin Inspector (usually your Division Director) will score the cabin's cleanliness between 1 to 10 points. The Cabin Inspector will grade each cabin daily in the following areas:

- Beds are to be neatly made and uniformly arranged (i.e. bed-cubby, bed-cubby, etc).
- Cabin floor is swept and afterwards mopped.
- The cabin porch is swept and afterwards mopped. There should be no items on the porch floor or the porch railing.
- Clothes are to be neatly folded in the cubbies.

- Pajamas should be under the pillow and neatly folded.
- The bathroom toilets, sinks, and showers must be thoroughly cleaned daily by the counselors only. Use disinfectant on the shower base, the toilet seat, and bathroom floor. Use cleanser on the sinks and on the inside/outside of the toilets/commodos.
- Bathroom sink countertops and mirrors are wiped-down and cleaned.
- Toothbrush, toothpaste, soap, comb, and other toiletries are to be stored in the bathroom cubby or on top of camper's personal cubby.
- Wet towels and wet clothes are to be hung neatly on the clothesline located outside the cabin. Do not hang wet/damp items on cabin wall hooks or porch railings.
- Dry clothes must be removed off the clothesline during cabin clean-up each morning.
- The mop bucket and wringer are to be stored in the cabin bathroom/closet area when not in use. After the cabin's mop has been rung-out, the mop is to be hung outside on the clothesline to dry.
- The broom and dust pan is to be stored in the bathroom.
- The cabin trash must be emptied into the large white garbage cans located outside the cabin. Note: This should be done twice daily. Once for cabin inspection, and again before the dinner meal.
- All litter (candy wrappers, cans, etc.) within 20 feet of the cabin radius is to be picked-up and thrown out. This includes litter under the porch steps. Note: Cardboard boxes are to be completely emptied (including the small pieces of packing foam) and placed next to the large white garbage can. Do not put boxes in the garbage cans!
- All cabin, bathroom, and porch lights should be turned-off and water faucets shut-off. The cabin door is to be shut at all times throughout the entire day. (This will keep wildlife where they belong...in the wild!)
- Windows are to be opened for ventilation (weather permitting). Windows and window sills are to be wiped cleaned.
- Fishing gear stored in a cabin must not have an exposed hook.
- Posters are permitted to be hung on the walls if they're in "good taste" and equivalent to a "G" rating. If in doubt, it shouldn't be posted (ask your Division Director for his/her opinion)! If tape or thumbtacks are used for hanging posters, you're expected to remove them at the end of the summer.
- The general appearance inside and outside) of the cabin needs to be neat & tidy.

CABIN SUPPLIES

The following supplies can be secured at the main office:

- Mattress covers

- Shower curtains
- Shower curtain hooks
- Trash can (two per cabin for teen campus)
- Rags (2 per cabin – 1 for cleaning sinks and the other for toilets/commodos). These rags get used only once and must be put in the camp's laundry before they're used again.
- Smoke detector and/or batteries (for ceiling - 1 per cabin)
- Cabin laundry bags

The following supplies can be secured at the dining hall immediately after the breakfast meal:

- Cleanser
- Mop handle and mop head
- Mop bucket & wringer
- Toilet paper
- Broom (one per cabin)
- Plunger (one per cabin)
- Toilet brush (1 or 2 per cabin)
- Dust pan (one per cabin)
- Disinfectant for toilet seat, shower stall floor, bathroom & cabin floor. Only staff members are authorized to pick-up this chemical from the dining hall and only staff are authorized to use it! Since the disinfectant is "institutional strength", counselors are instructed to take a ½ cup of disinfectant. Do not save unused portions.

The following items can be secured from our maintenance crew:

- Cubbies (one per person is the standard)
- Beds
- Bed rails (required on both sides of top "bunk" beds – unless the bed is against a cabin wall)
- Mattresses
- Bed extensions for bunking beds

BED/CUBBY ARRANGEMENT

The cabin's arrangement of beds/cubbies as it appeared on the first day of camp must be maintained throughout the entire summer. There must always be one cubby against the wall between two beds. Camp policy requires the bed-cubby, bed-cubby scheme. It's a camp fire safety regulation!

SINGLE-BEDS & BUNK-BEDS

- All beds are available on a first-come first-serve basis for campers.
- Beds (bunk & single) and location of beds are not promised to any camper, unless camper has a written medical excuse.
- Beds are not assigned by the camp or by cabin counselors. Each camper selects his/her own bed.
- All cabins will have bunk beds (double deckers).
- Bunk beds are to be kept to their minimum. Don't double-deck the beds to allow for more floor space.
- Cabins with "slide-open" type windows: The first 2 bunk-beds must be located in the rear corners

of the cabin against the wall. If more bunk-beds are required, they must go next to the bunk-beds in the corners. Bunk-beds should be in the back portion of the cabin.

- Cabins with "swing-open" type windows: The bunk-beds must be located against the interior wall that has no windows. The first bunk-bed goes in the corner. The second bunk-bed goes next to the bed in the corner and so on.
- Bunk-beds (and stacked-cubbies) are not permitted to block "swing-open" type windows. This is why the interior wall (has no windows) is used for bunk-beds in cabins that have "swing-open" type windows.
- Bunk-beds are permitted to block the "slide-open" type window. (Note: Stacked cubbies are also permitted to block a "slide-open" type window.)
- Single beds are most popular with our campers (except for our youngest campers). Since "single" beds are a precious commodity at camp, it's important our counselors understand & enforce camp policy relating to single beds & bunk-beds.
- Single beds are for campers only – however, single beds are NOT to be used by "staff kids". Staff kids are defined as those campers who are children of Cayuga employees.
- "Staff kids" have the option of selecting either a bottom bunk-bed or top bunk-bed.
- "Staff kids" will be permitted to select their bed and settle-in their assigned cabins prior to the arrival of our other campers.
- Single beds are not for counselors.
- When counselors receive their cabin assignments, they're expected to pick a top bunk-bed. (Don't pick a single bed and hope that none of your campers will ask for it. That's unacceptable.)
- On arrival days, if a new camper requests your top bunk-bed because of it's location, you should give it to him. Then, move to another top bunk-bed. If there are no other top bunk-beds available, you can then move to a bottom bunk-bed. Either case, save the single bed for our campers and give them first choice!
- Incidentally if you recall during your interview, you were asked "Would you mind sleeping on a top bunk-bed?" Your reply was "no".
- The staff member's bed location can be anywhere in the cabin. It doesn't have to be closet to the entry door or bathroom door. It can be anywhere in the cabin.

BED RAILS

- All top bunk-beds require bed rails.
- If the bunk-bed is against a wall, no rail is needed on the wall side.
- Don't attempt to remove an unwanted bed rail. This job is reserved for our maintenance crew.
- If you need a bed rail, report to your Division Director who will contact the Maintenance Supervisor.

EXTRA BEDS & EXTRA MATTRESSES

- Generally speaking, we do not want extra beds in the cabin. But sometimes, it doesn't make sense to remove the extra bed if it will soon be needed for another camper or staff member.
- Camp policy states: The "extra" bed remains in your cabin if a camper/staff member is scheduled to move into your cabin within the next 5 days.
- The Camp Administrator, who is in-charge of the Bunk List, is the only staff member who has knowledge if someone is moving into your cabin and when he/she is moving in.
- If an "extra" bed becomes available, ask your Division Director (DD) asap if someone is scheduled to move in. Don't assume the bed will soon be occupied.
- Your DD will ask the Camp Administrator if someone is scheduled to move into your cabin within the next 5 days.
- If the "extra" bed is not needed within the next 5 days, it must be removed.
- The DD will put a note in the "Maintenance Supervisor's Mailbox" requesting removal of the extra bed.
- The Maintenance Staff will remove the bed/mattress and transport it directly to the Bed Storage Room.
- Cabin counselors are NOT permitted to remove the "extra" bed/mattress. Be patient!
- Beds & mattresses are never allowed outside the cabin or on the cabin porch.
- The bed of the person who departed, isn't necessarily the bed that gets removed from the cabin. The first bed to be removed is one of the top bunk-beds located in the front-half of the cabin.
- If a camper is occupying the top bunk-bed (that's being removed), that camper gets first choice to occupy the empty bed of the person who departed.
- If a staff member is occupying the top bunk-bed (that's being removed), he should switch to another top bunk-bed, allowing that camper to occupy the bed of the person who departed.

CUBBIES

- Cubbies are open dressers with no drawers, which are used to store clothing. (Clothing, which is frequently used cannot be stored in the truck/suitcase.)
- Each camper and staff member gets one cubby. Each camper cabin should have one cubby in the bathroom, which is used for storage of toiletry items.
- Cubbies are stackable. The top cubby should be flipped upside down before it's placed on the bottom cubby. This is the stacked cubbies more stability.
- Stacked cubbies are required next to each bunk bed. The top cubby is for the person sleeping on the top bunk-bed, and bottom cubby for bottom bunk-bed.

- Stacked cubbies should not block "swing-open" type windows. If your cabin has "swing-open" type windows, it's best to place your bunk-beds & stacked cubbies against the interior wall that has no windows.
- Stacked cubbies can block "slide-type" windows (because the windows can still be closed/opened).
- Cayuga has a limited supply of extra cubbies for campers who need them. Campers should always have first access to extra cubbies, then counselors, then senior staff & support staff.
- No one is permitted to use more than 2 cubbies for personal use.
- Generally speaking, we don't mind extra cubbies in the cabin.
- If an extra cubby becomes available, it can remain in your cabin as long as someone is using it.
- Keep in mind if a new person is scheduled to move into your cabin, this "extra" cubby may be needed for the new person.
- If the "extra" cubby is not wanted in your cabin, let your DD know. You don't have to do anything else.
- The DD will notify the Maintenance Staff to remove the extra cubby at the same time they remove the extra bed/mattress.
- Do not put the extra cubby on your cabin porch.

LUGGAGE, TRUNKS, SUITCASES

- Clothing can be brought to camp in soft trunks, hard trunks, duffel bags and/or suitcases.
- Luggage (that fits under the bed) can be kept in the cabin if it fits under the bed. To fit under the bed, the luggage piece should stand 15 inches or less in height.
- Luggage that doesn't fit under the bed must be placed in camp storage. Luggage that does fit under bed can also be placed in storage if the owner so chooses.
- Luggage in the cabin must be kept under the bed. Luggage is not permitted anywhere else in the cabin, such as at the end of the bed, in the aisle, in the bathroom, etc.
- Luggage that is stored under the bed can be used for storage of infrequently used items (like a heavy coat for cold nights). Campers/staff are not permitted to "live-out-of" their trunk/suitcase. Items like t-shirts, socks, underwear, etc must be stored in the person's cubby.
- Luggage that is placed in camp storage must be properly labeled for identification purposes. Most luggage looks the same nowadays, so it's very important that you make sure that every piece of luggage is tagged with ID information. This includes a tag or label securely fastened to the luggage that includes the person's name, cabin number, and session.
- Staff members/campers are advised to lock-up their valuables in their luggage/trunk.
- Staff members are required to lock-up items that are "permitted" for staff members, but

“prohibited” for campers. This includes laptops, cell phones, and the like.

- Spare keys to padlocks attached to luggage should be placed in a sealed envelope with the owner’s name, and given to the office staff for safekeeping.

CABIN PORCHES

- The cabin porch must be swept & mopped
- Cabin porches must be cleared-off at all times. Nothing is allowed on the porch.
- Exception #1: Wet/muddy shoes/footwear is temporarily permitted on the cabin porch.
- Exception #2: Foldable/portable chairs are permitted for staff between 10:30pm and 12:30am.
- Foldable chairs, etc. found on the porch after 12:30am will be confiscated.
- Nothing is permitted on the porch railing. This includes towels, sleeping bags, blankets, etc.

MOP HEADS

- Mop heads are removable from the mop handle.
- On each "Laundry Pickup Day" immediately after cabin clean-up, the cabin counselor is responsible for removing the mop head and dropping it off near the kitchen area before heading out to the next activity period.
- The kitchen staff is responsible for disinfecting your cabin’s mop head. The mop head will be ready for pickup immediately after dinner.
- Cabin counselors must pickup their mop head after dinner before returning to their cabin. Don't forget to get your mop-head!

CLEANLINESS THROUGHOUT THE DAY

- Counselors are expected to maintain the cleanliness of their cabin throughout the entire day. It’s senseless to keep it neat just for cabin inspection.
- Empty the can trash can in your cabin (a second time) before the dinner meal.
- Remove the dry clothes off your clothesline sometime after dinner but before evening flagpole assembly. (Clothes get damp if left overnight on the clothesline.)
- Keep your area around the cabin litter-free.
- Maintain a good general appearance throughout the cabin.
- Note: We give camp tours every day. They take place in the morning, afternoon, and early evening. Our tours always want to see an inside of a camper cabin. This is another reason why you need to maintain your cabin cleanliness throughout the entire day.

PIZZA PARTY INSPECTION WINNERS

- The prime motivating factor for campers to clean their cabin is an Off-Camp Pizza Party!
- The cabin with the highest cumulative inspection score for each week is taken into town for a pizza party.

- On Junior Campus, we have 2 weekly cabin inspection winners (1 girl’s cabin and 1 boy’s cabin).
- On Teen Campus, we have 1 cabin inspection winner. It can be either a girl’s or boy’s cabin.
- Counselors of the cabin are permitted to attend the pizza party if their absence in camp does not adversely affect their instructional duties.
- The pizza party trip has been pre-scheduled and the date cannot change. It’s common that some campers may not be able to attend the party because their off-camp on a trip, an intercamp tournament, etc. In this case, the Trip Leader (in-charge of pizza parties) will bring back pizza for the missing campers. It’s almost impossible to reschedule the pizza party trip for another day.

DISINCENTIVES FOR A DIRTY CABIN

- If the cabin receives a score 5 or less (the perfect score is 10), the cabin group will be scheduled a “General Inspection” (GI).
- The Cabin Inspector is the only staff member authorized to assign a GI. Counselors cannot assign their own cabins a GI.
- The GI involves a major cleaning of the cabin.
- GIs take place during evening activity. That is, immediately after the evening flagpole assembly.
- All cabin counselors are required to be in attendance during the GI.
- Counselors who are scheduled to be off-duty on the day of the GI will miss a portion of his/her night-off time. This is an incentive for cabin counselors to ensure their cabins are ready for the regular daily morning inspections.
- After the cabin is inspected after the GI, if a perfect score of 10 is achieved, the counselors who are scheduled to be off-duty will be permitted to sign-out. The remaining counselors and campers will be permitted to go to the evening activity (if it’s still in progress).
- Another disincentive for keeping an untidy cabin is “Litter Patrol”. That is, the cabin(s) with the lowest inspection score for the day is scheduled Litter Patrol the following day. Litter Patrol requires the cabin group (campers & counselors) to pick-up litter/trash in all "groomed areas" of camp. See “General Camp Policies for a more detailed explanation of Litter Patrol.

CHAPTER #22 **EMERGENCIES**

ACCIDENTS & FIRST AID

Accidents occur when: (a) supervision is lacking, (b) the campers are not involved in an organized activity, and/or (c) the staff member in charge is careless and has not exhibited good judgment. Always prohibit unnecessary horseplay or risky activities! Safety takes priority over having fun. In the event of an accident, do not touch the person unless you are qualified and certified in first aid. Be sure to take measures to avoid contact with body fluids (blood). Make the injured camper comfortable (cover him/her with a blanket) and immediately send a staff member for a Nurse. Do not permit the other campers to stare or gather around. Send them off with another counselor if possible. Above all, remain cool and collected.

During staff orientation our Medical Staff will conduct sessions regarding the following:

- The camp's Medical Emergency In-Camp and Out-of-Camp Procedures. This session will cover all anticipated emergencies that could occur in camp or off-camp.
- The Camp's Emergency Communication Plan. This session outlines staff responsibilities and regulations regarding emergency & other communications.

- The Camp's Exposure Control Plan with respect to bloodborne pathogens. Incidentally, according to the American Academy of Pediatrics and the Centers for Disease Control, the risk of infection resulting from a single coetaneous exposure to blood from a school-aged child or adolescent is minoot. In spite of this we do have specific sanitary procedures in dealing with blood, urine, vomit, and situations where there may be contact with another's body fluids. These procedures will be reviewed in an orientation session.

BLEEDING

- The best way to control bleeding is with direct pressure over the site of a wound.
- Use a pad of sterile gauze, if one is available. A napkin, a handkerchief, or even your hand (with glove), if necessary will do.
- Apply firm, steady direct pressure for 5 to 15 minutes. Most bleeding will stop within a few minutes.
- If bleeding is from a foot, hand, leg or arm, raise the limb so that it is higher than the victim's heart.

BURNS

SERIOUS BURNS:

- Require prompt professional care. Call for help immediately.
- Wrap the victim in a clean, dry sheet or towel.
- Do not attempt to clean the burns or remove

clothing or other particles attached to the burned area. Keep the victim lying down, calm and reassured.

EYE BURNS:

Should be flushed with large amounts of water. Then cover both eyes with a damp, clean towel and get emergency medical care as soon as possible.

ELECTRICAL BURNS:

- Are difficult to detect. A person who has received a severe electrical shock may be badly burned internally though the surface skin shows little evidence.
- Get the victim prompt medical attention. Unattended electrical burns can lead to serious complications.

CHEMICAL BURNS:

- Should be washed with plenty of running water. Get the victim under a shower, if possible.
- Remove all chemical soaked clothing immediately, avoiding contact with the soiled portion.
- After 10 minutes, wrap him or her in a dry, clean sheet and get emergency medical attention without delay.

MINOR BURNS:

- Minor burns caused by fire covering only a small area of the body may be serious because of their location or depth.
- Treat with cold running water for 20 - 30 minutes to relieve swelling and pain.
- Do not use lotions/balms of any kind. Lotions/balms trap initial heat and continue the burning process.

FIRE OR OTHER EMERGENCIES

- The person who discovers the emergency situation should immediately report the state of emergency to the Senior Staff Member on duty at the office. The Camp Director must be contacted immediately.
- In the event of an emergency (for instance a fire), our Senior Staff will continuously ring the bell and direct all campers and staff to the flagpole. When the emergency call is sounded, all persons are to report immediately to the flagpole. (Note: A fire drill is scheduled and practiced during staff orientation and camp.)
- Remove all campers from camp buildings. Orderly exiting through doors is expected except in emergency situations where exiting through a window (by pushing out the screens) becomes necessary. An emergency exit is marked on the rear window in every cabin.
- Counselors should escort their campers to the flagpole and line them up as you would for morning and evening assembly. Counselors are to take roll of their campers and have them sit down. The softball field on Junior and Teen Campus may be used as an alternative location if the flagpole area is deemed too close to the

fire.

- All missing individuals should be immediately reported to the Senior Staff present at the flagpole assembly.
- Keep your campers calm, relaxed and occupied.
- Await instructions from the Camp Director and the Senior Staff Members on duty.

LOST OR RUNAWAY CAMPER

Regardless of the remoteness of the possibility of a lost or runaway camper, it is best to be familiar with the following procedures:

1. When it is determined that the camper's whereabouts are unknown, assemble cabin-mates to determine where the camper was last seen. Then check the location. Also check in and around the camper's cabin. If a camper is in the process of running away, one staff member must follow at some distance, but within sight.
2. Notify the Camp Director, Division Director, and the Senior Staff Member on duty in the camp office and provide them with the following information:
 - The name of the child and his/her cabin number.
 - If a runaway, who is following and where they were last seen and direction of travel.
 - Description of the child's state of mind at the point he/she became lost or ran away.
 - Description of the child's clothing.
3. Organized Search:
 - The Senior Staff member who is in-charge will mobilize all available staff to conduct a search of the camp, under the guidance of the Camp Director.
 - Check all buildings.
 - Check the roads on foot and/or by vehicle.
4. If the camper is not found either within 5 hours from the start of the search or when the search is completed (as prescribed) or by night fall, the Camp Director will then contact:
 - Northern Wayne Search and Rescue Squad,
 - State Police with the relevant information, and
 - Parents of the child.
5. The staff member who finds the lost or runaway camper is to stay with him/her.

MISSING CHILD

The media has brought to your attention the serious phenomenon of "Missing Children". The abduction of children is a concern for all of us, especially when we're off-camp at large crowded public places, like amusement parks & baseball stadiums. You must always at all times: 1) Keep a watchful eye, 2) Keep a count of your campers, 3) Use the Buddy System, 4) Organize frequent check-ins.

TRANSPORTATION EMERGENCY & ACCIDENT PROCEDURES

1. IF THE ACCIDENT INVOLVES AN INJURY that requires more than routine health care and first aid, DO NOT TOUCH the injured person unless you are appropriately qualified and certified. Make the injured person as comfortable as possible. If someone is on board who is qualified to provide the necessary medical care, that person should take charge of First Aid.

- One staff member unloads the vehicle and moves the campers to one location. Make sure that all of the campers are accounted for. Above all make sure that the campers keep cool, calm and safe.
- One staff member goes to the nearest phone (maybe a private house in the road) and call 911 or the appropriate emergency personnel. Be prepared to give them your location. A list of emergency numbers is located in the vehicle's first aid kit and inside the trip's folder, if applicable. Call the Camp Director, and then call the state police.
- If only one staff member is on the trip, send 2 of the most responsible campers to make the call. If this is not advisable, flag-down a passing car.
- One of the staff members should set up emergency reflectors 100 feet in front of and behind the vehicle if it (and/or the injured) is on the roadway or side of the road.
- Make sure that the injured as well as the uninjured remain supervised, safe and calm while awaiting emergency service.
- Once emergency service arrives, assist in whatever capacity required. If emergency transportation is necessary, find out where the victim is being transported and relay this information to the Camp Director. Send one staff member in the emergency vehicle if possible.
- Meet with state police or local police authorities at the scene of the accident. Request a copy of their Accident Report. Also, prepare a written description of the Accident including: location, parties involved (addresses, phone number, license plate numbers, insurance carrier, insurance policy numbers), witnesses, authorities attended, and any injuries.
- Call Camp Director for further instructions.
- A Camp Cayuga Accident Report must be completed upon return to camp. The Health Supervisor or Camp Administrator can provide you with this form.

2. IF THE ACCIDENT OR EMERGENCY DOESN'T INVOLVE INJURY, check again to make sure that no one is harmed and account for all campers and staff.

- If possible, move the van off the roadway, and unload the passengers out of the van to the

nearest safe location. If the accident appears to be a minor “fender bender” keep campers in the van. If the van cannot be moved, put 4-way emergency blinkers on and set-up emergency reflectors in front of and behind the vehicle.

- If the accident involves another vehicle or party, instruct the other staff member(s) to supervise the campers and you should go to assess the situation. If there is indeed injury, follow above instructions for accidents involving injuries.
- If there are people nearby, instruct them to call the state police. If no one else is at the accident, have one of the staff members go to the nearest phone to call the appropriate personnel. Always call the Camp Director at 570-253-3133.
- While waiting for police, check if there are any witnesses at the scene. If there are, ask them to wait for the police and write down their names and addresses and phone numbers.
- Meet with state police or local police authorities at the scene of the accident. Request a copy of their Accident Report. Also, prepare a written description of the accident including: location, parties involved (addresses, phone number, license plate numbers, insurance carrier, insurance policy numbers), witnesses, and names of authorities who attended.
- Call Camp Director for further instructions.
- A Camp Cayuga Accident Report must be completed upon return to camp. The Health Supervisor or Camp Administrator can provide you with this form.

TRANSPORTATION REGULATIONS

These regulations apply in all situations when campers are being transported in a vehicle for a camp function. This includes trips to the airport, doctor’s office, neighboring camps, and so on. All staff are expected to know and enforce these regulations.

- 1) For general supervision our staff to camper ratio is 1 to 5 for campers ages 4-5; 1 to 6 for ages 6-8; 1 to 8 for 9-14, and 1 to 10 for ages 15 and up.
- 2) The Buddy System always applies. Campers must buddy-up with another camper and stay in groups. If 1 camper needs to go to the bathroom, the other camper is to station himself outside the restroom next to door – and remain there while waiting for his buddy. Violators of the Buddy System must be reported with an Incident Report filed. Violators can be prohibited from future trips.
- 3) Prior to departure, all passengers will be oriented by the Trip Leader as to safety regulations & procedures, such as:
 - Hands must be kept in the bus or van.
 - No one is to walk when the vehicle is moving. Everyone remains seated while the vehicle is

moving.

- No one is to stand in the aisle.
 - Two individuals are to sit in a bus seat.
 - Vans are limited to either 9 passengers or 15 passengers. For other autos, check seating capacity by the manufacturer & don’t exceed.
 - Horseplay is prohibited.
 - Throwing objects is prohibited.
 - Playing music at a volume that distracts the driver is prohibited.
 - All passengers are required to wear seatbelts. It’s the law! The driver needs to make sure that all seat belts are accessible (ie. not stuck between the seats). If a violation of this seat belt law results in a fine, the driver will be held personally responsible for the fine (up to \$500).
 - Any camper, who causes disciplinary problems during our transportation efforts, should be written-up (Incident Report) and his Division Director notified.
- 4) Campers, who have motion-sickness, should be identified and sent to the infirmary before departing camp. The Trip Leader or Camp Driver must give the trip roster to the infirmary in advance, so the nurses can identify campers with special medical conditions/issues. (Such as: campers who need inhalers or epipens, and/or those who have epilepsy, serious asthma, or other serious allergies. The Trip Leader will receive instructions from the nurses how to handle the medical/health condition/issue.
 - 5) Vehicles transporting 15 or more campers must carry, in addition to the driver, at least one staff member who is identified as being in-charge if a medical emergency occurs. This person was qualified during staff orientation for the following (See Staff Training Affidavit: Routine health care/first aid):
 - Providing or securing care for the injured.
 - Supervising the uninjured.
 - Specifying whom to notify in an emergency.
 - Identifying witnesses and obtaining appropriate accident or emergency information.
 - Trained in safety responsibilities and group management.
 - Identification of those campers with health problems which may be of concern.
 - 6) A highway stop (for restroom) should be scheduled if a trip exceeds two and ½ hours. Campers are to be instructed to go to the bathroom before departing camp or leaving the destination to return to camp. See Loading Procedures.
 - 7) Prior to restarting the engine, attendance must be taken with verbal and visual identification of all passengers. Every driver should have a written list of all participants. See Unloading Procedures.
 - 8) On the return trip all passengers are required to be verbally and visually checked against the vehicle roster to ensure complete attendance.

9) If a trip is scheduled for more than 5 hours by vehicle, a relief driver must be assigned to the trip or there must be a break scheduled for 2 or more hours.

10) It's prohibited to transport campers or staff in an open bed truck or any vehicle not designed for the transportation of people. This regulation prohibits the transportation of individuals in the back of pick-up trucks or wagons where seats are not attached to the vehicles. The only exception to this regulation is for hayrides (only operated by camp trained personnel) when wagons or trucks are driven at slow speeds (5-10mph) off public roads and where protection devices are provided to keep people from falling out or off the vehicle.

11) Trucks are not to be used for transportation of campers or staff unless an emergency situation dictates its use.

12) In the event that a privately owned vehicle is used on camp related business, written permission from the owner of said vehicle must be obtained. "Private Vehicle Authorization Forms" are on file in the camp office for this purpose. Authorization can only be given by the Camp Director.

13) Convoy travel procedures must be utilized if more than one vehicle is used.

14) When possible, staff members should avoid instances when a child would be left alone in the vehicle with only one staff member.

PROCEDURES FOR OFF-CAMP TRIPS

All staff members will receive training in Cayuga's off-camp trip procedures, and such training will be documented during orientation on the Staff Member's Staff Training Affidavit Form. Prior to attending a trip, the Trip Leader will review the trip procedures with the trip participants, as well as the supervisory responsibilities with all attending staff members. Anyone incapable of implementing these procedures is prohibited from attending the trip. Violators will be prohibited from attending future off-camp trips.

- All passengers must also receive an orientation as to the safety regulations and procedures that relate to the vehicle being used on the trip (eg. evacuation procedures).
- Prior to departure, the Trip Leader takes "roll-call" of campers & staff. This procedure is to be performed every time campers re-enter the vehicle(s). Each vehicle must have its own staff member in charge of this.
- Insure that campers behave in orderly fashion for the duration of the trip: noise kept to a minimum; all limbs inside windows; seatbelts must be used when available; changing of seats is prohibited; and movement in the vehicle is not permitted unless authorized by a staff member. Please note that all vans have seatbelts. It's a

requirement that these are used when the van is used on an off-camp trip.

- Campers and/or staff who have motion sickness problems are to see the nurse prior to departure.
- Upon arrival but before disembarking, the Trip Leader is required to review the itinerary and meeting/check-in locations. It is important to review the location (where to meet) and time (when to meet) in the event a member of the group gets separated. Location and responsibilities of the staff is to be repeated at this time also.
- All campers are to travel as a group under the direct supervision of a staff member (exception: super seniors at Dorney Park & Hershey Park must abide by the Buddy System, but need not be under the direct supervision of a staff member. The buddy system always applies! (Even when using the restroom – when the buddy waits outside the restroom for his friend to exit). If campers are separated, they are to go directly to the prescribed meeting place which was identified during the pre trip orientation meeting.
- Campers are not to socialize with "non-camp" people. If they are approached or bothered by "non-camp" people, they are to report the incident to the Trip-In-Charge Person immediately. In the case of Intercamp Tournaments where a camper knows someone from home (school friend, cousin, etc.) the campers are permitted to socialize but must always remain in sight of a Cayuga Staff member. Depending on the trip, check-in times may also be required. Staff Members are expected to understand check-in procedures.
- During all off-camp trips, both campers and staff must wear their official red Cayuga shirts for identification purposes.
- Individual trip files will indicate whether medical forms and treatment request forms must be brought on the trip.
- Campers are prohibited from walking on a public street unless accompanied by a Cayuga Staff Member.
- All off-camp trips must have a staff member who can administer routine health care and first aid. This staff member trained to carry out the camp's written accident procedures. Since we cover these responsibilities during staff orientation, all Cayuga staff members should be qualified to administer such care:
 - Providing or securing care for the injured
 - Supervising the injured
 - Specifying whom to notify in an emergency
 - Identifying witness and obtaining appropriate accident or emergency information.
 - Trained in safety responsibilities and group management. (Management of camper behavior in and out of the vehicle, accounting for all passengers, use of seat belts, and all the

regulations specified in this memo.)

- Oriented as to how & where to obtain pertinent health information regarding trip attendees.

(Does anyone need an inhaler?)

1. When a medical emergency occurs the following procedures are camp policy:

- Situations occurring on the trip which necessitate emergency medical care must be referred to the nearest medical facility immediately. The telephone numbers and location of this facility is included in the vehicle's first aid box. It's also included in the camp's Emergency communication Plan.

- A first aid kit must accompany each trip. The staff member assigned the responsibility for "routine health care and first aid" must record all information if any treatment was rendered. The information must state the date, time and name of person treated. A general description of the injury or illness must be noted as well as the treatment, if any. Upon return to camp, the information must immediately be appended to the Daily Medical Log in the infirmary and charted on the camper's health record. Completion of the camp's Accident Report is also required if injuries were sustained.

- All incidents (near misses, events that threaten harm to staff or campers) are to be reported by the Trip Leader on an Incident Report, and filed in the office for the Camp Director's review.

- Refer to the Medical Emergency Off-Camp Grounds section in Cayuga's Emergency Communication Plan for more detailed procedures.

CHAPTER 23

EMPLOYMENT INFORMATION

SALARY ADVANCES

All staff members have the opportunity to withdraw money from their salary, if they so desire. Salary advances are available 2 times during the summer (July & August). Withdrawals can be made in proportion to the amount of your salary earned. If you want to withdraw from your salary, you must *personally* sign-up on the *Salary Advance Sheet*. All staff will have an opportunity to sign-up. However, the Sheet is only posted for a limited time. Listen for announcements regarding where the Sheet will be posted, when it will be posted, and when it will be removed. Salary Advances are not available at any other time. It's advisable to withdraw enough money to last until the next scheduled Salary Advance. You can always put the salary advance amount in your Camp Bank where it's accessible when you need it.

FEDERAL INCOME TAX & W-4 FORM

All Staff Members who are USA citizens & residents (not international staff) are required to submit a completed W-4 Form. Don't forget to sign & date the Form. Typically, most counselors (students) claim "one" allowance in section 5. If you want us to withhold more of your salary for taxes, please indicate this in section 6. If you meet the two conditions stated in section 7, be sure to write "exempt" on line 7. If you're exempt, this will relieve Camp Cayuga of its responsibility to withhold part of your salary for paying federal income taxes. If you are not exempt, Cayuga is required by federal law to withhold federal income tax from your summer salary total. The minimum amount withheld is 10%.

OTHER TAXES

Camp Cayuga is required by law to withhold Social Security Tax, Pennsylvania State Income Tax, and Unemployment Tax from all employees. In January, our payroll company will send all staff members their W-2 Form (to your permanent address) which will list the amount of taxes withheld. If your permanent address changes, be sure to inform us in writing. If you are not a PA resident, you may be able to file a refund claim to Pennsylvania for the PA income taxes you paid. (These forms are generally available at your local post office.) Keep in mind that if you apply for a refund from PA, you will now need to use the refund amount to pay the income tax in your home state. Either way, you end-up paying state income tax.

I-9 FORM

All Staff Members (USA and International) are required to complete and I-9 Form. You need to complete this form before camp and be ready to

submit it upon your arrival. Complete Section 1 by printing your name, address, date of birth, social security number, and by signing & dating the form where indicated. You also need to complete Section 2. Section 2 requires you to satisfy 1 of the 2 requirements below. This information needs to be photocopied on the reverse side of your I-9 Form

REQUIREMENT #1: 1) Your school ID card with a photo, or your state issued driver's license, or voter's registration card, or a government ID card with photo AND 2) Your social security card or your birth certificate bearing an official seal.
REQUIREMENT #2: The page of your passport that includes your photo. Camp Cayuga is required by law to have a completed I-9 Form for every employee. Please complete this form and photocopy the appropriate information on the reverse side prior to your arrival at camp. Don't forget to sign your name at bottom of Section 1.

WORKMEN'S COMPENSATION

Employees are covered by Cayuga's Workmen's Compensation Insurance policy. This insurance covers medical costs that are work-related. This typically includes injuries and excludes illnesses like colds, sore throats, and the like. (Our federal government does not consider these illnesses "work-related".) Before you go to the doctor's office/hospital, seek the advice of our Health Supervisor to determine if the incident is considered work-related or personal. If a staff member is treated by an outside medical provider (doctor, hospital, etc) for a medical condition that is not work-related, the staff member is responsible to pay for it since it's a personal expense. Be sure to bring your medical insurance information with you, along with your credit card. Most local medical providers will accept your medical insurance, as long as you pay the co-pay amount and have already met your policy's deductible amount. If your insurance is not accepted, your credit card will be required by the doctor/hospital before treatment is rendered. It's unacceptable (and considered thievery) to instruct the outside medical provider to send the bill to Camp Cayuga!

INTERNATIONAL STAFF MEDICAL INSURANCE

- The USA State Department mandates that all J-1 visa holders be covered by insurance. Therefore, all international staff members are required to carry their own medical insurance. Your placement agency is not your insurance provider, but they have arranged coverage for you through an independent insurance company. With certain placement agencies, the International staff member's policy and ID number may be the same for all participants.
- Insurance coverage provided by these independent companies are highly rated and

provide coverage beyond the minimum standards required by the State Department.

- International staff should always present their insurance ID card BEFORE obtaining outside medical treatment at the doctor's office, hospital, etc. Don't forget to bring it!
- International staff members must provide their personal contact information when seeking outside medical treatment and should direct insurance related questions to the insurance company (not the placement agency).
- Your insurance ID card should be used for all medical expenses incurred during your stay in America.