

BRIARWOOD DAY CAMP

SUMMER 2010

I have read and understood the Briarwood Day Camp Junior and Senior Staff Handbook and agree to abide by all guidelines and rules.

I further certify that I have never been convicted of a violent crime and that I have never been convicted of any crime against a child.

Signature:

Name:

Date:

BRIARWOOD DAY CAMP
HANDBOOK FOR JUNIOR AND SENIOR STAFF
2010



DIRECTORS: MATT FRANKEL, MIKE GREEN, BRUCE BARSKY

BRIARWOOD DAY CAMP – OUR MISSION

Briarwood Day Camp's mission is to provide each child with the finest experience in day camping. It is the counselor's job to assist each camper in developing skills in sportsmanship through participation in a variety of sports and other activities. We hope each child will gain an understanding of cooperation and consideration of others while using problem solving skills. We subscribe to the code of ethics as designed by the American Camping Association.

BRIARWOOD DAY CAMP 2010

TO: ALL COUNSELORS, SPECIALISTS AND JUNIOR COUNSELORS

FROM: MATT FRANKEL, MIKE GREEN AND BRUCE BARSKY

RE: INFORMATION ABOUT THE 2010 SEASON

1. Our goal is for our campers to go home each day happy, healthy, dirty, sweaty, tired and rarin' for more. Let's all work toward that goal.
2. We all want the camp to run well and to run smoothly. One important way that you can help us is to make sure that there are NO SURPRISES. In addition to injuries, if something happens that you think we should know about or that parents may be concerned about, PLEASE REPORT THE MATTER TO YOUR SUPERVISOR NO LATER THAN BEFORE YOU LEAVE CAMP THAT DAY.
3. Your responsibility for the day begins when you pick up the first child and it ends when you drop off your last child.
4. Senior counselors, specialists and senior staff are responsible for the safety and well being of all camp bunks and groups. That responsibility may not be passed or given to a junior counselor or CIT.
5. Please be positive at all times when dealing with parents and campers.
6. Bunk counselors must call parents of the children in their bunk by June 14, 2010 and must continue communication with the parents throughout the season.
7. Drivers must call parents of the children they will be driving by June 14, 2010.
8. All concerns should be immediately conveyed to your supervisor.
9. Corporal punishment, abusive language and foul language are strictly forbidden.
10. You must report to ALL activities dressed appropriately, ready to participate and assist.
11. Specialists are responsible for planning and implementing lessons. Counselors become assistants to the specialists. Everyone participates.
12. Every accident or injury MUST be reported to the nurse.
13. Drugs and alcohol are strictly forbidden. Any use at camp will result in immediate dismissal as will any attendance at the camp while under the influence of alcohol or drugs.
14. No weapons of any kind are permitted.
15. Smoking is strictly prohibited.
16. An official Briarwood shirt must be worn by all staff during all special activities or when traveling out of camp.
17. In order to run the camp efficiently, it is imperative that every employee be present every day of the camp season. Please make arrangements for appointments in the evenings or before or after the camp season (we realize emergencies may occur). If one day you are ill and you transport or arrange for the transport of your children to and from camp, will not lose that day's salary. If you do not transport or arrange for such transportation, you may lose that day's salary. Please understand that we must follow this procedure for the well being of camp.

18. Everyone is employed for an 8 week season, 5 days a week. Hours on the premises are 9:00 a.m. to 3:45 pm. At times of mini-campouts and other special activities, the hours may change accordingly.
19. Junior counselors are NOT given total group responsibility at any time during the camp season. Their job is to assist the senior counselor.
20. CIT's are utilized in the same manner as junior counselors. When assigned to a bunk or to an activity, they should not be given time off or released. Like junior counselors, CIT's should never be left alone with a group.
21. Please have a watch, pencil and clipboard handy every day.
22. Gum is not permitted at camp for campers or staff. Counselors should remind junior counselors, CIT's and campers of this requirement.
23. The following items are forbidden for use by campers and staff during camp hours (this is not an exhaustive list): cell phones, PDAs, computers, ipods, video games. If a camper is found with any of these items, they should be brought to the office and the items will be returned to the camper at the end of the day. Repeated use of these items by staff will result in pay deductions and/or dismissal. If you need to make a call during camp hours and you have an activity or are otherwise near or supervising campers, please let your supervisor know and he or she will try to accommodate you.

SAFETY

Safety is the most important thing at Briarwood and it is EVERYONE'S job. If you see something happening that you think is unsafe, STOP IT OR MAKE IT SAFE. Always, always, always use your best judgment. Safety is our #1 priority.

PREMISES SAFETY – ACCESS TO BRIARWOOD

We permit people to enter camp only via the Creek Road entrance. ALL visitors must check in at the gate. The person at the gate must always (1) call up to the office to tell them that a visitor is coming; and (2) instruct the visitor to check in at the office. All visitors must check in at the office and get a name tag. If any staff member sees someone who does not appear to belong at camp, that staff member should take appropriate action.

CAMPER SECURITY

We do not release campers to anyone other than that camper's parent or guardian without explicit written consent which is approved by a director. If you are not sure whether or to whom a camper should be released, DO NOT RELEASE THE CHILD – CONTACT THE OFFICE.

We ask parents to contact the office if their child will not be attending. If we are not contacted and the child does not attend camp that day, the office will follow up.

EMERGENCY PROCEDURES – NATURAL DISASTERS

Listen for an airhorn alert. In case of a tornado or hurricane, go to the gym. In case of a flood, go to the flagpole or upper field. If you see a stray child, grab him or her and take that child with you. It is more important that a child be safe than with the proper group.

EMERGENCY PROCEDURES – MISSING CHILD

If a child is missing, go to your supervisor or line up leader. That person will contact the office. The office will institute a search party.

EMERGENCY PROCEDURES – INJURED PERSON

If the person can be moved, the counselor or junior counselor will take that person to the nurse. If the person cannot be moved – or if you are not sure -- the junior counselor should go to the nurse. If necessary, the office will notify parents and/or call an ambulance and/or contact the nearest hospital.

EMERGENCY PROCEDURES – EMERGENCY WHILE OUT OF CAMP

First and foremost, use your best judgment. If 911 must be called, do that. If 911 does not need to be called, the counselor in charge will call camp and ask for a director. Director (or supervisor, if no director is available) will then instruct counselor what to do and camp will make all necessary contacts. If a child is taken to the hospital, a staff member should accompany that camper and the rest of the group should return to camp. The injured/sick camper is the priority -- we will figure out how to pick

you up from the hospital. Upon return to camp, counselor will fill out necessary paperwork, notify nurse, whatever needs to be done.

***** IN CASE OF EMERGENCY OR INJURY, ONLY MATT OR MIKE (OR THEIR EXPLICIT DESIGNATES)
CONTACT THE PARENTS, STAFF OR ADDRESS THE MEDIA*****

CAMPER AND STAFF HEALTH

We have a nurse on staff. We do NOT want or expect counselors to be anyone's primary health care provider at Briarwood. IF IN DOUBT, GO TO THE NURSE. If you are supervising campers and a camper is injured, please make sure that you or a junior counselor escorts the injured camper to the nurse. Do not leave campers unsupervised.

Please report all injuries to the nurse.

TRANSPORTATION

1. All children are to remain in their seat when traveling to and from camp.
2. All passengers are to wear seatbelts where applicable.
3. If your vehicle breaks down, please notify camp IMMEDIATELY.
4. All junior campers should be escorted to their groups after arriving at camp.
5. Each counselor's cell phone number must be on file in the camp office.
6. You should keep change in your car in case you have a problem with your cell phone.
7. You should keep a small first aid kit including items such as band-aids, gauze, tissues and disinfectant in your car.

ACCIDENT PROCEDURES FOR VEHICLES

1. Get all children off the highway to safety.
2. Make any accident victim as comfortable as possible.
3. Call for medical help if needed.
4. Call police.
5. Attempt to get the name, address and phone number for each witness.
6. Call camp.

SOCIAL MEDIA (SUCH AS FACEBOOK, TWITTER, MYSPACE) – BRIARWOOD’S SOCIAL NETWORKING POLICY

Briarwood recognizes that social networking is part of today's society and that it is a way for people to communicate. At the same time, we want to make sure that the use of social networking sites by Briarwood staff does not create any legal or reputational problems for the camp. As a result, we ask that our staff exercise discretion, are mindful of their actions and be thoughtful and respectful of the anticipated audience of the content.

To help guide you in your use of social networking sites, we have created this Social Networking Policy. This Policy will help you open up a respectful, knowledgeable interaction with people on the Internet and also protect the privacy, confidentiality and interests of Briarwood, other camp staff and our partners and campers. Please read it carefully.

We understand that there is a difference between social networking activity where you are identified as a member of the Briarwood community and private conversations that are outside of the camp community. **While this policy is directed to activity where you are identified as a member of the Briarwood community, you must also recognize that even private postings may become public, can reflect badly on Briarwood and may result in action by Briarwood.** Given the nature of the children's camp business, you must be mindful of your responsibilities and the impact your words and actions have on the camp community.

Accordingly, please refrain from posting the following (and this is not an exhaustive list):

- Defamatory comments;
- Inappropriate material (e.g. photos, language);
- Harassment (no derogatory, offensive or threatening comments or language);
- Proprietary information about Briarwood or anyone else;
- Confidential information – and never post anything (including name, image or likeness) of a minor, even if permission is granted;
- Misrepresentation;
- Derogatory statements about Briarwood.

We strongly, strongly urge you not to correspond with campers or their parents via social media. Amongst other things, it breeds a familiarity and lack of structure which can inhibit your ability to do your job most effectively and our ability to run a successful, cohesive camp.

ACTIVITY SAFETY RULES

ARCHERY

1. Supervise campers at all times.
2. Assist whenever and wherever possible with instruction.
3. Make sure area is clear before leaving.
4. Follow whistle cues for shooting:
 - a. One whistle = proceed to line, pick up bow, begin to shoot
 - b. Two whistles = every arrow has been shot and it is safe to collect arrows
 - c. Five whistles = danger in area; put bow and arrow down and wait for the all clear signal to be given (one whistle).

BOATING

1. All campers must wear life vests.
2. No more than 5 children in boat at one time – this number does not change whether the children are in the Busy Bees, lower camp or upper camp.
3. No jumping or diving out of the boats.
4. No standing in the boat.
5. No use of any boating equipment without adult supervision.

GYMNASTICS

1. No running.
2. No gum (there is no gum in camp).
3. No shoes on the equipment.
4. No use of the equipment without counselor supervision.
5. Hair must be tied back.
6. Loose clothing must be tucked in.
7. No more than 5 campers for every counselor.

ROPE COURSE

1. Always watch your camper.
2. All equipment must be inspected by Ropes Specialist before activities begin for the day; without inspection, none of the facilities can be used.
3. Keep close watch on surroundings.
4. Keep children away from being under ropes which are in use.
5. Keep campers away from underneath zip line.
6. Counselor is needed to watch low rope course. Only specialists watch and assist with the upper rope course.
7. Counselor must help with harnesses.

8. Only 3rd grade and older campers may use rock wall and zip line.
9. Helmets must be worn by all campers and staff on rock wall and zip line.
10. Bunks must have a counselor and junior counselor present and there must be three additional specialists present and all must participate to operate the ropes, lower rock wall, upper rock wall and zip line. Otherwise, we will not have sufficient counselor / camper ratios to allow these activities to proceed.
11. If someone is injured (here as well as anywhere else in camp) and the person can be moved, the counselor or junior counselor will take that person to the nurse. If the person cannot be moved – or if you are not sure -- the junior counselor should go to the nurse. If necessary, the office will notify parents and/or call an ambulance and/or contact the nearest hospital.

SWIMMING

1. Swimming is permitted only when a lifeguard is on duty.
2. Use “buddy system” at free swim.
3. Dive only in designated deep water area. No diving in shallow water.
4. Know how to perform elementary rescue (e.g. reaching, throwing, assisting)
5. No running at the pool area. Walking only.
6. No horseplay at the pool area.
7. All counselors should watch the children in the pool when on pool duty.
8. Pool safety is EVERYONE’S responsibility.

BMX DIRT BIKES

1. Campers must wear appropriate head gear before using bikes.
2. Closed toe shoes must be worn at all times.
3. Do not stand or walk on course while another rider is on the course.
4. Campers and staff must observe proper safety precautions while using the bikes.
5. The maximum number of bikes permitted on the course at one time is 4 bikes – one per bike lane.
6. In the event of an injury, a junior counselor must escort camper to the nurse immediately. If the camper is immobile, the junior counselor must notify the nurse immediately.

CAMP TRIPS

1. Camp shirts must be worn on all camp trips.
2. All staff must remember that the each staff member must actively supervise the campers on trips. The supervisory responsibility is paramount and staff of all ages must use their utmost best judgment and remind campers to do so as well.
3. In the event a camper is lost, camp should be notified IMMEDIATELY.
4. On out of camp trips involving aquatic sites, staff (including trained aquatic staff) must orient the campers to rules and boundaries and must assess the water and weather conditions for hazards and determine appropriate activities.
5. If a medical emergency arises, the supervising counselor should call emergency services (if necessary) and then call camp IMMEDIATELY. Upon returning to camp, the supervising counselor shall complete an accident report and notify the nurse so it can be recorded in her log.
6. When running late, please notify camp.

PERSONNEL AND PAYROLL POLICIES

We are an equal opportunity employer.

The 2010 camp season will run from June 22 through August 13. Unless we explicitly advise you otherwise, you will not be paid for any camp day or any portion of a camp day when you are not present.

We evaluate all staff at the end of the summer (at least). These evaluations are used in making hiring decisions in the future.

As stated elsewhere, corporal punishment, abusive language and foul language are strictly forbidden as are sexual harassment and/or any other behavior that would reflect poorly on you or on Briarwood. If in doubt about a course of conduct, we suggest the "Mother Test": Is this something you would tell your mother that you did? If not, don't do it.

Briarwood Day Camp uses an outside payroll company to print payroll checks. Your payroll information (salary, hours worked, days absent, taxes, etc.) is accumulated and verified by Briarwood staff. We then forward all of this information to our outside processor and they print the checks and return them to us for distribution.

All employees, except junior counselors, get paid every 2 weeks. For the Summer of 2010 there will be 4 paychecks (7/2/10, 7/16/10, 7/30/10, 8/13/10).

Junior counselors get paid on the last day of camp (8/13/10).

What "time worked" does each paycheck represent?

Week Number	Dates Worked	Paycheck Date
1	6/22/10 – 6/25/10	7/02/10
2	6/28/10 – 7/02/10	7/16/10
3	7/05/10 – 7/9/10	7/16/10
4	7/12/10 – 7/16/10	7/30/10
5	7/19/10 – 7/23/10	7/30/10
6	7/26/10 – 7/30/10	8/13/10
7	8/02/10 – 8/06/10	8/13/10
8	8/9/10 – 8/13/10	8/13/10

Please note that we need to provide our payroll information to the outside company several days BEFORE the payroll check date. As a result, and in order to be as accurate as we can, your pay will be a week "behind" for a period of time. However, you will be paid in full with your last check on the last day of camp.

The above chart shows when you will be paid for the period of time worked. Your 1st paycheck (7/2) will be for the 1st week of camp, the 7/16 check will be for the 2nd & 3rd weeks and so on. As you can see, the 8/13 check will pay you for the final three weeks of camp.

It is your responsibility to inform us if there will be any absences or other issues WELL BEFORE the last week of camp so we can then accurately generate your paycheck. Any surprises will require us to issue you a manual check which may delay your receiving that final payment.