



## Fair Lawn Jewish Day Camp

### Staff Policies & Procedures 2020/5780

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

#### Goals:

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

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

#### Morning arrival and end of camp:

- Working hours are 8:30 am to 4:15 pm Monday through Friday
- Early care staff are to arrive at camp by 7:55am.
- Arriving any later will result in a deduction in pay commensurate with the missed time. Repeat offenses may result in termination of employment.
- All staff members who are not on morning care duty are to arrive at Camp by 8:30am for daily staff meeting to prepare for the day. All counselors are to be in their bunk room by 8:45am to greet and supervise arriving campers. Arriving late or not being in bunk room on time will result in a deduction in pay commensurate with the missed time. Repeat offenses may result in termination of employment.
- Counselors will always warmly greet children by first or preferred name with big smiles and loud hellos, making light conversation when possible.
- Camp ends at 4:15pm every day. Staff will not leave camp until all their campers have been picked up, or been brought to after care no earlier than 4:15pm. Leaving early from camp, without express prior approval from a Supervisor, will result in a deduction in pay commensurate with the missed time. Repeat offenses may result in termination of employment.
- After care ends at 6:00pm.

**Jewish Discovery:** We have a daily Jewish discovery program for each division, in which campers and staff participate in daily prayers, stories, and learning. Counselors help campers make blessings on food, before and after each meal and snack.

**Daily review/exit ticket:** Every day before you leave camp, you complete the exit ticket which your team leader reviews daily. The exit ticket includes questions about your day's experience as well as your campers, and any other aspects of camp that you discover need attention or fixing. Counselors are encouraged to offer the honest and constructive feedback needed to provide a great summer experience for all. The team leader takes written notes of your feedback and gets back to you by phone the same evening or during camp the next day, which ever is most effective. Counselors are encouraged to be honest and share their honest ideas and feedback with their team leader.

**Punctuality:** In order for the bunk to be prompt to activities, counselors must always have their daily schedule on their person and wear a working watch. If your bunk is late to activities, lunch, snack times, or to buses, your campers may miss camp activities. This will create disappointment and discontent among your campers and may ultimately reflect on your job performance. Smart watches or cell phones are not allowed.

**Supervision:** Staff **NEVER** leave a child or group of children unsupervised even for just a moment! There is no excuse for leaving a child unsupervised. This applies to all divisions and bunks. Leaving children unsupervised shall be grounds for immediate dismissal.

**Participation:** Staff are expected to actively and enthusiastically participate in ALL of their bunk's activities. Staff are expected to eagerly excite their children for the activities on the schedule.



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**Lunch and Snack:** Counselors ensure that ALL kids in their bunk get food and eat lunch and snack. Considering our Kids First philosophy, staff never eat lunch or snack before ALL their campers have food, and always eat lunch and snack WITH their campers, never alone or with other staff.

**Swimming:** Counselors swim with their campers or sit with no more than 1 fellow counselor at the edge of the pool, or other critical area as determined by directors and division head. Counselors serve as supervisors while campers are swimming or playing at the pool. Counselors also enforce all pool rules for all campers while at the pool.

**Bus Rides:** Counselors sit with campers on every bus ride to pool and trips. There must be one counselor every three rows. Counselors never sit together on a bus, sleep, or otherwise tune out from the campers on the bus.

**Attendance:** Counselors take daily written attendance and always know the face count of their campers for that day, keeping in mind kids who come late or leave early. In addition to daily written attendance, written attendance is also required every single time we go off site.

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

**Absences:** It is expected that all staff members will be at camp every day, be on time to camp and staff meetings, with no absence. Absences, lateness, or early departure are only accepted under extenuating circumstances that have been approved by the Camp Director in advance. If written approval is not received from the Camp Director, the absence, lateness, or early departure may result in termination of employment. Approval for absence is not granted for any of the following circumstances: family vacation, doctor's appointment, driver's test, saying goodbye to a friend, shopping for school, etc. Any of these should be scheduled outside of camp hours.

In the rare occasion of an emergency situation that an absence/lateness/early departure is approved by the Camp Director, the staff member finds his/her own suitable replacement who is approved by the Camp Director. A co-counselor does not qualify as a suitable replacement. If the directors feel that the safety or quality of the program is compromised due to your missing time from camp, they may (but are not required to) replace you permanently.

**After Hours:** During the camp season, staff are barred from fraternizing with campers in any way after camp hours. Staff do not go to children's homes, babysit, or transport campers without written permission from parents and camp directors. If it is necessary to transport a camper in a personal vehicle, staff must first obtain permission from camp director then from parent in writing. Any written permission must be filed with the camp office.

**Dress Code and Appearance:** Unaltered camp staff shirts are to be worn every day. As we are a Jewish camp organized in the spirit of Chabad, our dress code is inspired by Jewish tradition, mutual respect, and camp spirit. The standards for our staff include policies which require certain parts of our body to be covered and displayed properly. These policies are:

#### Male Staff:

1. A kippah, hat, or cap covering your head at all times, even during sports.
2. Current season's **unaltered** camp staff t-shirt is required daily.
3. Pants or shorts to the knees at all times, no bathing suits (except at the pool).
4. No piercing and/or tattoo is to be visible in camp. Any piercings must be removed, and tattoos must be covered during camp.

#### Female Staff:

1. Current season's **unaltered** camp staff t-shirt is required daily.
2. Skirts that cover the knees at all times. Shorts are not approved attire.
3. Leggings may only be worn underneath a skirt that covers the knees. Leggings on their own are not a suitable form of coverage.
4. Pierced ears (one piercing in each ear) are the only acceptable piercing to be visible in camp. All other piercing must be removed, and tattoos must be covered.



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**Abuse, Discipline, Endangerment:** The safety and wellbeing of our campers and staff is our priority. The deprivation of food or water, a camper being left alone without supervision, or subjected to threats, ridicule, or endangerment, and/or physical, verbal, or psychological abuse of any child or staff member shall be cause for immediate dismissal of staff member from camp.

**Relationships:** Any behavior that is sexual, inappropriate, includes intimate displays of affection, or creates a compromising situation at camp are cause for immediate dismissal. Personal relationships are conducted on personal time outside of camp. Social/sexual relationships and experiences of staff are never discussed in camp. Questions or conversation initiated by campers that are sexual in nature, are not answered or engaged in by staff, and should be referred to the Camp Director.

**Personal Space:** Staff never touch a child or another staff member in ways that make the recipient feel uncomfortable. Other than diapering, children are never touched in areas of their bodies that are normally covered by a bathing suit. Staff are never to be alone with a single child unobserved by other staff or children.

**Prohibited items and behaviors:** Alcohol, tobacco, any sort of vaping device, drugs, and weapons are all strictly prohibited at camp and are grounds for immediate dismissal if brought to camp. Staff use of alcohol, tobacco, drugs or the presence of weapons negatively impact campers. Staff never use these substances during camp hours and/or on camp premises. If a camper raises a question about prohibited items, staff will refer the camper to the team leader or directors with this topic.

Because of the camp's close ties with the community, staff are expected to present a positive image outside of camp hours as well. As such, it is expected that staff do not use or possess any prohibited items in public areas where they may be observed by campers or their families.

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

**Harassment:** We follow a zero-tolerance policy. The Camp is free of harassment, bias and discrimination of any kind, and any acts that are or may be perceived as harassment are strictly prohibited. Any form of harassment by any staff are grounds for dismissal from camp.

**Cleanliness:** Staff are expected to present a clean and neat appearance at all times. This includes but is not limited to: laundered clothing, lack of body odor, bad breath, etc. . Staff are also responsible for the cleanliness of their bunk room, lunch table, and assigned program areas.

**Animals:** Pets are not allowed in Camp.

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

**Camper Belongings:** Counselors always help campers keep their belongings clean and neat. Counselors help campers keep their belongings from getting lost or ruined, and make sure that children bring their belongings home daily, unless otherwise instructed by parents.

**Camper Phone Use:** Campers are not permitted to have cell phones in camp, and counselors are empowered through the team leader to enforce this policy by bringing the phone to be kept in the office until the end of the day. If a child needs to make a call, it is done from the camp office and only with permission from a Camp Director. Staff do not authorize campers to make phone calls.

**Camp Radios:** We use two-way radios for communication at camp. Each counselor gets a camp radio, which allows them to communicate with other counselors in their division and their division head. Each staff member is responsible for their radio which has a worth of \$175.00. Camp Radios are used for work related communication only, not social exchanges. Radios should never be used by campers or brought home.

**Staff Cell Phones:** In order to help focus on camper supervision, participation and attention to detail, staff are prohibited from having cell phones, radios, video games, iPods, Apple watches, etc. on their person during camp hours. Personal staff cell phones will be kept in the camp office in a camp provided phone



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pocket designated for each staff member. This policy applies as well when out on camp trips and at the pool. On overnights, counselors may take their phones for use only at night after campers have gone to sleep. Counselors may never use cell phones while on duty on an overnight, on the bus, or in the presence of campers. A first infraction of cell phone policy will result in a deduction of half days pay. Two infractions of this policy shall be grounds for dismissal.

**Privacy:** Staff never blog, tweet, comment, snap, or share feelings, opinions, frustrations, or emotions about camp, other staff, campers, or camp parents with anyone outside of camp, regardless of the communication device, platform, or in person. Staff may never gossip about camp, campers or parents with other staff or anyone outside of camp. Staff may hold a solution oriented conversation about campers and camp situations with other staff pertinent to the specific situation and with the intent of discovering a solution. Staff take care never to share, and to properly secure, shred, and dispose, of any personal camper information that they may possess during camp.

**Personal Sports Equipment:** Staff do not bring personal sports equipment of any kind to camp.

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

- Attempt to solve the problem with the staff member directly.
- Discuss the situation with their Division Head.
- Submit a written statement to the Camp Director, explaining the situation. Request an individual meeting with the Camp Director.

#### Discipline Procedure for Campers:

The following disciplinary action for minor offenses by a camper will take place:

1. A verbal warning from the bunk's counselor.
2. Parents will be contacted on the second offense and a behavioral report card (BRC) will be completed.
3. Third offense, the parent needs to meet with the Camp social worker and complete a written behavioral contract.
4. Fourth offense, suspension from camp and the parents will need to meet with camp social worker. The team (which includes the parents) will decide if the camp is still an appropriate environment for the camper and a second, behavioral contract (BC) needs to be signed. This BC will include language of permanent expulsion from the camp.

Each incident will also be documented, reported to the parents, and kept on file.

The following disciplinary action for major offenses (any form of physical abuse or name calling) by a camper will take place:

1. Parents will be contacted and BRC will be completed and signed by camp staff and parents.
2. The parents need to meet with the Camp Director and/or social worker and complete a written behavioral contract.
3. Suspension from camp, and the parents will need to meet with Camp Director and/or social worker. The team (which includes the parents) will decide if the camp is still appropriate environment for the camper and a second, behavioral contract (BC) needs to be signed. This BC will include language of permanent expulsion from the camp.

Each incident will be documented, reported to the parents, and kept on file.

**Medication:** Staff do not keep any medicines on their person for safety reasons, not even their own medication. Staff are required to fill out a health form and let us know if medication will be taken at, or during camp. All medications are kept in the health center, which is where staff and children go to take medications when needed. The exception to this is lifesaving medication which should be on hand with staff trained to use said medications at all times. In this case medications must be documented in the camp office and health center and be brought back to the health center daily after camp hours are over.

**Medical Insurance & Injuries:** Staff is covered by worker's compensation insurance when an accident occurs while on duty. Summer staff is required to provide their own medical coverage; FLJDC's health and accident insurance do not cover staff. Accidents that result from unauthorized activities are not covered by



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worker's compensation. Any accident occurring at camp relating to campers or staff must be documented with an injury report form and turned into the camp health director.

**Visitors:** Staff never have any visitors at camp.

**Authorized Pick Up:** Staff never dismiss campers early without permission from the camp office and checking out in the office before leaving. Even if a parent comes to you, you must make sure to send the parent to the office to check out BEFORE you let the child go.

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

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

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

We are a nut-free, and seed-free camp. When giving children food not provided by camp, staff read the label to make sure there are no nuts, seeds or traces of any of those ingredients in the food, and that it is Kosher and Pareve (nondairy). If staff have any questions about this, they err on the side of caution and check with the Camp Office and/or Camp health director.

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

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

**Respect:** Camp staff focus on teaching respect for one another, camp equipment, the environment, and camp property. In our ongoing effort to improve ourselves and surroundings, staff act as role models in behavior, care for camp, its grounds, and its equipment. Staff that abuse camp equipment or school facility, or disrespect others in anyway, may be dismissed from camp. The defacement of property including, but not limited to, graffiti and writing on or carving into any surface is forbidden. If staff see campers disrespecting each other, or the camp in any way, it is staff responsibility to stop the campers and explain what is wrong with what they were doing. A report with the office is also required in this case.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_