



Staff Handbook Summer 2010

The Legend Continues....



BLACK BEAR LAKE DAY CAMP STAFF HANDBOOK

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Welcome!

Summer camp provides children with an incredible experience that opens up new horizons and makes dreams come true. At Black Bear Lake Day Camp our mission is to build friendships and self esteem in a supportive environment that allows campers to customize their day to their own individual personality and tastes.

Black Bear Lake was founded in 1995 by Mark and Melissa Magid, and quickly gained the reputation of being one of the premier summer day camps in New Jersey. Black Bear Lake maintains an extraordinary reputation as a place where campers can refine their skills and find their hidden talents - ***a place where children come to find out who they are.***

Please Always Remember, Your Prime Directives As Black Bear Lake Staff Are:

- 1) The Emotional and Physical Safety of all campers.
- 2) The program exists to create successful opportunities for our campers. The staff must validate and share in that success. To do this, you **MUST BE INVOLVED WITH THE CAMPERS** in every aspect of their camp experience. That is, **YOU MUST CARE ABOUT YOUR KIDS, AND SHOW IT!**
- 3) **STAFF MUST BE GOOD ROLE MODELS!** All staff must be aware of the enormous responsibility they carry as a role model to young children.

For those staff who are returning, some key new policies you should be aware of:

*Additional Elective Period for Senior Camp. Senior Camp will now have 5 electives every day. Swim instruction will be an optional elective for senior camp.

*Staff will be providing their own lunch. Division Leader will collect lunch bags at the morning meeting which will then be refrigerated until needed. Lunch is available for purchase at the Clarksburg Inn at a cost of \$5 per day.

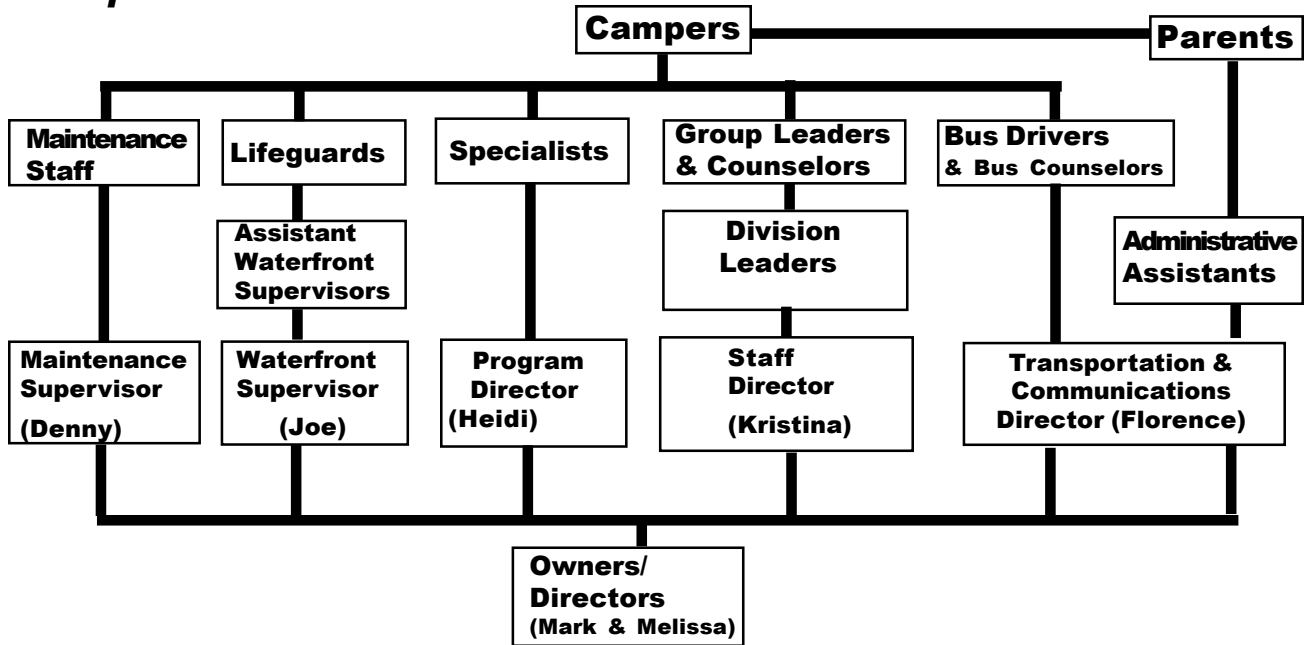
*Upper Campers will be offered optional trips primarily on Wednesdays and Thursdays - which they can sign up for on their weekly elective sheets.

*Those campers allowed to swim in deep water will now wear a removable colored bracelet during free swim. Group Leaders will hold these bracelets in their bookbags.



When reading this handbook, keep an eye out for some “key” items to remember...whether you’re brand new to BBL or a veteran of 16 years, these are items that you should be constantly aware of throughout the summer.

Camp Structure:



Group Leader - Responsible for leading a group of campers and supervising a working relationship with the Counselor(s) assigned to their group.

Counselor - Responsible for assisting the leadership of the camper group along with the Group Leader.

Division Leaders - Responsible for direct supervision of the Group Leaders and Counselors assigned to their Division and ensuring the general safety and fun experience of the campers in their Division. Responsible for parent contact within their division. Assists with the facilitation of the events/contests run during Group Choice, Special Events, Morning and Afternoon Line-up, and Lunch period.

Specialists - Responsible for the planning and facilitation of an activity period. Really “teachers”.

Waterfront Directors- Responsible for the pools, the lake, the staff in those areas, and all equipment.

Program Director - Responsible for the direct supervision of the Specialists, helps oversee the planning and organization of Special Events, Line-ups, Lunch and Group Electives, and assists office manager.

Communications/Transportation Director - Responsible for parent contact so that all questions and concerns are handled on a timely basis. Responsible for overseeing the bus drivers and bus counselors.

Administrative Assistants- Responsible for the functioning of the camp office, attendance, lists, and initial parent contact.

Camp Directors, Mark & Melissa Magid- Responsible for the camp program and everyone and everything that happens at camp.

Division Structure:

Black Bear Lake consists of the following divisions:

Cubs - Campers aged 4 & 5 years old who have a preset schedule with their counselors.

Lower Camp - Boys and girls going into 1st and 2nd grades in September;

Junior Camp - Boys and girls going into Third and Fourth grade in September;

Senior Camp - Boys and girls going into Fifth and Sixth grade in September;

Upper Camp - Boys and girls going into Seventh and Eight grade in September;

LITs (Leaders In Training) include all teens entering Ninth grade in September. They are assigned both electives as activities, and can also be assigned to help at activities. They go on a trip every other week.


CITs (Counselors In Training) include all teens entering Tenth grade in September. They are assigned to help at electives and go on one weekly trip.




The **Lower Camp/Cub** groups must be brought by the Group Leader or Counselor to their individual activities and returned by the related Specialists to the camper’s Group Leader or Counselor after each activity period. ***Cubs/Lower Campers may not walk on their own anywhere!***

Job Requirements:

A. Group Leaders, Specialists and Pool Staff shall arrive at the Woods Tent between 8:15 and 8:30 AM to attend the **8:30 staff meeting**. Staff children shall be brought to the supervised extended hour camper area at the pond tent prior to attending the staff meeting.

B. Staff parking is in the staff parking lot on Red Valley Rd. Staff cars must be parked bumper to bumper since the space is limited. Generally all staff leave at the same time, so cars should not be blocked. If you need to leave promptly after camp and are concerned about being blocked in, discuss alternate parking with one of the Directors. All staff car license plate numbers must be maintained in the office.  **When you sign in, please note any change of license plate numbers (i.e. your spouse's car or parent's car).**


C. All staff are required to personally **"sign in"** each morning with their supervisor. Please do not have another staff member **"sign in"** for you. You will only be paid for days that you have signed in.

D. All staff is required to wear a camp shirt, name tag, shorts or pants, watch and sneakers daily. Staff will be supplied with two camp shirts at orientation and the shirts may not be cut or altered. You can buy [at cost] extra shirts at orientation and throughout the summer. Our staff members serve as role models to our campers and as such are expected to maintain a neat and professional appearance.  **At the pool, staff may only wear one-piece bathing suits. The only piercings allowed for staff are ear piercings.**

E. Group Leaders & Specialists are given a clipboard during orientation on the first day of camp which is used to hold lists of campers, camp memos and various other important information. Your clipboard **should remain with you** at all times during the camp day. Clipboards should be handed in to your supervisor at the end of the day. **Clipboards Remain at CAMP in the Evenings.**

F. SMOKING IS NEVER PERMITTED AT BLACK BEAR LAKE. The parents, staff and campers are duly notified of this in the strongest language possible. If you exhibit good behavior, campers will follow.

G. Inappropriate behavior and language is not tolerated in any way by campers or staff. Of course this includes no use of bad language, no hitting, grabbing or yelling at a camper.


H. At Black Bear Lake, we do not allow campers or staff to use cell phones while on campus. The use of cell phones on the bus is also not permitted, except in the event of an emergency. If you need to make a call, please come to the office where you can use the camp phone or your cell phone in the lodge. In addition, texting is not permitted while you are on campus.  **A staff person who is found using their cell phone while in charge of children may be terminated immediately.**

I. You are responsible for the campers assigned to you - whether in a group activity, at an elective or in a swim lesson. You must sign in campers each period and follow up with supervisors immediately for those who have not checked in and are not on the absentee list. No exceptions. 

J. Camp is only 39 days and you are required to be here all of those days unless prior arrangements have been made with Mark or Melissa. **The earlier we can discuss your possible absence from camp the better** If circumstances arise during the camp season and a staff member needs to miss any part of a camp day the staff member **will be required to miss the entire day.** Staff members that accumulate three or more absences may not be able to complete the balance of the camp season, and they will not be asked to return the following summer. Summer pay is docked pro-rata for all absences.

Morning Arrival:

MORNING MEETING:

- * Staff who do not take a bus to camp are to park on Red Valley Rd.
- * All Group Leaders, Specialists, and Lifeguards are required to sign in and attend the morning staff meeting with their supervisors.
- * **All staff (including counselors) are required to review the Morning Meeting Agenda to ensure you understand the days events. If you come to camp by bus or arrive late, you can obtain a copy in the lodge. It is your responsibility to review and understand the agenda.** 
- * Group Leaders and Counselors arriving by bus proceed to their line up area to meet with their group. Group Leaders and Counselors must sign in with their Division Leader.
- * Specialists are assigned to assist camper arrival throughout the summer on an as needed basis. Otherwise, they can set up their area or join the morning line up.
- * All Cub and LC campers will be walked to their groups by the bus counselors. The JCs will bring the bags to the bunks. All JC, SC, and UC campers will drop off their bags at the bunk when they get off the bus, and then proceed to morning lineup. Also - campers may drop off personal sports equipment in the lodge for storage (some campers like to bring their own hockey sticks, fishing poles, skates, etc)

LINE UP:

- Once all campers have arrived, we will begin Morning Line-up Announcements
- You should assist the division leaders in getting your campers quiet and listening. Please do not socialize with other staff at this time.
- Specialists may either attend line-up or use the time to set up their areas.

GROUP ATTENDANCE:

Group Leaders shall complete their Group Attendance sheet each morning and put it in the Attendance box. **A star should be placed next to a camper's name that has been absent for a second day to alert the Division Leader to call to find out why.** 

******* Group Leaders should follow up with your Division Leader to find out why the camper is absent. *******

CHOOSING GROUP CHOICE:

Each day groups shall choose an activity that they want to do during Group Elective period. A list of elective areas and activities will be available at the Stage during Morning Line-up. Group Leaders will sign up for the Daily Group Elective with the Division Leader. Groups are not permitted to take the same Group Elective two days in a row.

Following The Elective Program:

CHOOSING ELECTIVES:

Each Monday afternoon during Afternoon Line-up, the campers will be given the next week's "elective sheet." The campers will take the elective sheet home to review with their parents and submit their choices online. All elective sheets should be completed online. If a camper has not completed their elective sheet online by Tuesday morning, send the camper to the lodge to complete one.

GOING TO ELECTIVE ACTIVITIES:

At Monday Morning Line-up your Division Leader will give you and the campers their schedule for the week. Make sure every camper is comfortable with their schedule and knows where they are supposed to go - if they have questions that you cannot answer, **let your Division Leader know**. Do not guess at answers to questions.

Before each elective activity, the Group Leaders and Counselors must **make sure each camper knows where they are going**. All Lower Camp groups will meet in front of Lower Camp Hill (on the slope in front of the Rec Hall) so campers can be escorted to their activities by counselors. For all other groups, the Group Leader and Counselor will give "as required" assistance to campers to ensure they get to their chosen activities quickly and safely. After "as required" assistance has been given, Group Leaders and Counselors will then proceed to their assigned Specialist area to assist.



Specialists will also receive a new attendance sheet on Monday mornings. Specialists should check in each camper on their attendance sheet every day. If a camper is absent and they are not on the absentee list, they should send a staff person to the office to follow up on that camper.

Specialists should not allow campers in their class if they are not on their attendance sheet!

CHECKING IN AFTER ELECTIVE ACTIVITIES:

After each activity period, groups must meet at their selected meeting area before going to the next activity. Specialists must make sure the Lower Campers are escorted by counselors back to Lower Camp Hill. In addition, specialists must make sure that all other campers are aware of where to check in after the period is over - this is especially important on Mondays, when we have new campers start their session.



Group Leaders are required to "check in" each camper after an elective activity on their clipboard. **Campers who do not check in should be immediately reported to the division leader.**

CHANGING ELECTIVE ACTIVITIES:

Campers who do not have a schedule or wish to change their elective activity, may do so on Mondays and Tuesdays only. An area will be set up in front of the lodge and campers will be able to go there each period to receive a Change Form. **Specialists can only let a camper into their class with a signed Change Form.** Group Leaders should hand these forms into the division leaders at the end of the day.



Waterfront Program:

SWIM INSTRUCTION:

All campers in the Cubs, Lower, Junior Camp are required to take swim instruction in the morning -

1. Campers will be tested on their first day for swimming ability by the pool staff. Pool staff will teach swimming during the summer.
2. Every camper, whether they show it or not, feels some sort of apprehension about swim instruction. In the extreme, a camper may feel it is a threatening situation. Staff should address these concerns with their campers by encouraging them before instruction and praising them after instruction.
3. All campers taking swim lessons should be encouraged to go in the pool. Campers that do not go into pool during swim lessons for two consecutive days should be brought to the Division Leaders attention. The Division Leader will call the parents to discuss the situation.
4. Swim Instructors prepare swim reports for each camper 3 times during the summer.
5. Once campers are in their swim groups, Group Leaders will have a staff meeting with their Division Leaders. **Junior Counselors will sign in for a required break period at the Pool Tent.**

FREE SWIM:

Every afternoon, all campers shall have a Free Swim period meant to be a relaxing, fun time with their division. Any camper in Lower, Junior and Senior Camp who wishes to swim in the deep end of the pool must pass a deep water test and wear a plastic bracelet for identification by the lifeguards. Group Leaders can hold on to the bracelets and hand out each day as needed. **The Pool Rules during this time are as follows:**

1. Groups wait outside the pool gate until the majority of the Group has been checked in by the Group Leader. When the majority of the Group has checked in, the Counselor should go inside the pool leaving the Group Leader to check on remaining campers.
2. **Do not sit near or talk at length to pool staff - they should not be distracted.**
3. No camper can run or jump in the pool area or into the pool. Stop any campers running regardless of which group they are assigned.
4. No roughhousing in or out of the pool by campers or staff. Stop any campers rough housing regardless of which group they are assigned.
5. **No throwing campers in to the pool by anyone, including staff.**
6. **Slushies are served during Free Swim. Only campers are allowed 1 slushie per day**



LAKE FRONT:



When campers choose boating as an elective, they will be given the option of which boat they would like to use during the period on a daily basis. The Boating Specialist will then assign staff which boat to go on, to help supervise the campers. **Every one on the lake must wear a life preserver, including Campers, Specialists, Group Leaders and Counselors.**

While on the lake, be aware of the location of all campers! If a camper is going past the roped off area, they must be called back and observed returning to the proper area. If a camper does not listen to a call the first time, he/she must be "docked" for an appropriate period of time (the Boating Specialist will determine the required time). All campers must be aware of the rules of the lake. **Do not allow or encourage the following:**

- ❖ Splashing other campers
- ❖ Standing up in the boats
- ❖ Boating near the Fishing dock or the banks of the lake
- ❖ Changing boats on the lake
- ❖ Removal or untying life preserver

The Bunks:

CHANGING AFTER SWIM:

1. **Campers MUST arrive at camp with their bathing suit under their clothes.** Campers report directly from their activity period to the pool for morning swim. **Do not go to the bunk area before swim!**
2. Groups will get out of the pool fifteen minutes prior to the end of the period. Campers will be given a towel to dry off. If a few campers are taking longer than the majority, the Group Leader should bring the campers that are ready back to the bunk to begin changing. The Counselor should remain with the final few campers and help them put on their sneakers. After morning swim, the campers return to the bunk to change into their 2nd suit (**a dry one**) and put their clothes over the dry suit. **Please remind campers to put wet towels in the dirty towel bin at the pools and the bunks!** 
3. When the group arrives at the bunk to change, the entire group goes into the bunk. When approximately half the group has completed changing the Counselor [NOT THE GROUP LEADER] goes outside the bunk with the campers that are ready. The campers outside must remain within a few feet of the front of the bunk. Campers are NOT permitted behind the bunk or to wander around the bunk area. As the remaining campers finish getting changed they should be sent outside the bunk to wait with the Counselor. The Group Leader must **NEVER BE IN THE BUNK WITH LESS THAN THREE CAMPERS**. When the number of campers changing reaches three the Group Leader is to require that all three remain in the bunk until they all finish changing.
4.  **Suntan lotion is to be applied after every swim period - this includes UPPER CAMPERS AS WELL.** Campers may use their own lotion, or lotion that the camp provides. Staff may assist campers on an as needed basis on their face only.
5. The afternoon swim will follow the same procedures as the morning swim. Campers will be given a towel to dry off. Campers are not permitted to walk around outside the pool area with the towel, unless they are going to the bunks to change.

Campers and staff are not allowed in the bunk area any time other than after swim periods. 

If a camper has left something at the bunk, tell your division leader who will decide if a staff person needs to retrieve it. This rule is meant to protect both the campers and the staff. If someone is found in the bunk area unsupervised, they will immediately be sent to the Director for appropriate action.

Lunch:

Black Bear Lake provides lunch to all campers and staff in the Clarkburg Inn Banquet Hall.

DINING HALL PROCEDURES:

1. Do an attendance in the Dining Hall - follow up if there are any late campers;
2. **Make sure every camper has lunch and juice or water.** If a child does not like the main meal for that day, make sure they eat something from the alternate selections. If a camper refuses to eat, the Division Leader should be told. The Division Leader may call the parents so lunch can be brought in by the camper (which we will refrigerate).
3. Staff who brought their own lunch can pick it up from the division leader. Because of food allergies, staff may not share any part of their lunch with campers. Staff may not bring any peanut butter or peanut products for lunch. Also, there is no ordering food from outside sources.
4. Clean up thoroughly: table top, food and papers under table, all papers around the table regardless of who left them.
5. The Division Leader will dismiss groups after their table has been checked.

Remember - lunch time is both a time to eat and bond with the campers.

SNACK BAR:

There is a snack bar located outside the Rec Hall next to the Stage. Snack items include fresh fruit, bagels and other healthy snacks. Campers and staff are allowed to go to the snack bar as many times as they wish in between activity periods. **Campers are not allowed to go to the snack bar unsupervised once an activity has started - this includes group choice, swim periods and special event time. In addition, staff may not leave a group of campers to go to the snack bar once an activity period has started - this includes specialists and swim instructors.**

ICE POPS!:

Ice Pops will be given to the campers at the end of the Special Event period. Groups will meet at the stage, and counselors will go with their Division Leaders to get the Ice Pops. All Ice Pops are to be eaten at the stage. Make sure all wrappers and sticks go in garbage.

FOOD ALLERGIES:

All staff will get a list on their clipboard of campers with food allergies. Please review so you are familiar with your campers. **Specialists should also review it every Monday for campers who are assigned to their activity for that weeks. Specialists are only allowed to use food products if they have been approved by a director. If you believe a child is having an allergic reaction, bring them to the infirmary immediately or find a supervisor with a radio to alert the camp nurses. EpiPens are located in the Infirmary, Dining Hall and Cooking Rooms.**

Please Note The BBL Is A Peanut Butter Free Camp!

Afternoon Dismissal:

FINAL PROCEDURES:

- ◆ **Specialists** shall cleanup their areas and secure all supplies and equipment. Prep for the next day should also be completed at this time.
- ◆ Pool staff will complete afternoon assignments.
- ◆ Bus Counselors should go to the Lodge to pick up their clipboards and notes.
- ◆ Groups leaving the pool, will return to their bunks and change out of their wet bathing suits. After changing, these groups will take their bags and go directly to the Stage for Afternoon Line-up
- ◆ All other groups will check in at their meeting area, then sent to the bunk to get their bags. **If any campers are in the bunks changing, NO OTHER CAMPERS MAY ENTER TO GET BAGS.**

LINE-UP:



Before afternoon line-up begins, do an attendance to make sure you have all your campers.

Specialists and Pool Staff may attend Line-up if they would like to participate. If awards, prizes or certificates are being given out at line-up related to a specialists area or pool staff, they should attend. Afternoon line-up will include a summary of the day's activities, announce tomorrows events, awards or prizes, any special information necessary. Afternoon line-up will end at 3:45 p.m.

DISMISSAL:


1. **Lower Camp/Cubs** groups will be dismissed from Afternoon Line-up 5 minutes before the other groups. **Life Guards and Bus Counselors** will be assigned lower campers to walk to their bus.
2. After the younger campers are put on the bus, Bus Counselors will line up at the front of the Bus Parking Lot to assist campers to find their bus.
3. Children of staff members shall go or be escorted to the supervised extended care area. These campers should be picked up by the staff after the buses have departed, areas are cleaned and equipment secured.
4. Parent Pick Up campers will be dismissed next.
4. Buses will be dismissed after all campers have been checked in.
5. After all campers have been dismissed, Group Leaders will meet with their Division Leaders for a brief afternoon meeting.
6. **After the last bus and van has departed the parking area, the staff may leave.**

Rain Days:

IF IT IS RAINING PRIOR TO THE BUSES ARRIVING AT CAMP

- ⚙ Group Leaders will wait for the campers at their assigned indoor areas - usually one of the large tents
- ⚙ As the campers get off the buses, they will be directed to their assigned indoor areas by the Specialists and Pool Staff.
- ⚙ Groups must be kept calm and orderly in their assigned indoor area.
- ⚙ Go through the normal Arrival Procedures (greeting, taking attendance).
- ⚙ Campers will carry their bags to activities (do not go to bunk)
- ⚙ Specialists assigned to outdoor areas and Pool staff will assist as needed.

IF IT STARTS TO RAIN DURING THE DAY

- ⚙ Staff will be signaled that the camp is moving to a rain day program
- ⚙ Campers on the sports field will go to Field Tent. Campers at the pool will go to Pond Tent. Campers in group choice or special event will go to Woods Tent.
- ⚙ Outside Specialists and Pool staff should secure their areas and equipment and proceed to the Rec Hall or Pond tent as assigned. The pool gates must be locked.
- ⚙  **Specialists assigned to outdoor areas and pool staff should find their assigned table to meet their campers and take attendance.** Report any missing campers to a division leader immediately.
- ⚙ Specialists with indoor locations should continue with the class as planned.
- ⚙ Campers scheduled for an indoor activity will continue with that activity or go to it later in the day as they would on a regular schedule.
- ⚙ Everyone will report to their assigned indoor space between activities to be checked in.
- ⚙ Lower campers will be escorted by Group Leaders, Counselors and Pool Staff to their assigned activities after they are checked in.
- ⚙ Pay attention to weather conditions. If you hear thunder or see lightning, immediately clear all pools, fields and the lake and proceed to your covered space area. If you have an indoor classroom, do not dismiss campers unless you have received clearance from a supervisor.

RAIN DAY DISMISSALS

- ⚙ After the last activity, all campers report to their assigned indoor areas
- ⚙ The Counselors will bring the groups bags and ice cream to the campers at the end of period nine.
- ⚙ The Specialists, Pool staff, Group Leaders and Counselors will remain at their last activity assigned area until dismissal.
- ⚙ The Group Leaders will be notified by the Division Leaders or Directors when to dismiss the campers along the departure path to the buses.

Additional Camp Policies Procedures:

LANGUAGE: Campers & Staff are not permitted to curse at any time they are at camp. Black Bear Lake has a zero tolerance policy regarding cursing. Do not use or allow campers to use language that you would not use around your own family. **If a camper curses even once, they must be sent to the office, NO exceptions.**

LOST ITEMS: If a parent sends in a note regarding a lost item, please help the camper look through Lost and Found located next to the stage. If they cannot find the lost item, notify the Division Leader who can call the parent if needed.

PERSONAL BELONGINGS: Please do not leave any valuables in the Bunk or Activity Buildings, as their safety can not be assured. **Please note, the camp is not liable for any loss or damage that may occur to personal property.** Alcohol, illegal substances and weapons are prohibited. Possession of any of the aforementioned will result in immediate dismissal.

NO GUESTS: Do not invite or bring anyone (i.e. guests, past employees) to camp without approval from the Camp Director. Also, do not bring your pets to camp unless prior arrangements are made. Also - **if you see an adult on campus without a BBL shirt and without an escort, you MUST escort them to the office immediately. NO EXCEPTIONS!**



BATHROOMS: Campers must be taken to the bathrooms whenever they request to go; do not ask them to wait. Lower Camp/Cub campers must be escorted to the bathroom at all times and may not escort each other to the bathrooms. When campers are brought to the bathroom, the staff generally should remain outside the complex. **At no time may a staff person go into the bathroom stall with a camper.** Inform the office if bathrooms run out of toilet paper, if they overflow, they are excessively messy, etc. Bathrooms are located at the pool, activity building and nurse's office.

COMMUNICATION WITH PARENTS:

- ☞ **All letters from parents, whether it is about bus arrangements, camper adjustment or problems, or about a lost item must go to the office. Please let us know, because parents expect us to know!**
- ☞ In general, Group Leaders may not call parents during the summer, even if the parent requests a telephone call. It is the function of the Division Leader to call parents.
- ☞ Counselors may not send a letter to or call a parent.
- ☞ Group Leaders shall write and send home letters to the parents during the summer. These letters should include specific references and comments regarding the individual camper. It has been our experience that the more time spent on these letters translates directly to the amount of tips the Group Leader and Counselor receive from the parents.

AFTER CAMP COMMUNICATION: It is camp policy that staff do not keep in touch with campers after the summer. If a camper would like to stay in touch, please have them direct their communication to the camp and we will forward it to you. Again, this is for your protection as well as the campers. This includes communicating via the internet through email and websites such as Facebook and Twitter. **All Facebook pages and similar sites must be set to private while employed by the camp.**



STAFF BREAKS: Any staff under the age of 18 during the summer are required to have a 30 minute break during the camp day. These breaks are typically taken during swim periods. Such staff are required to sign in and sign out every day on a personal time card. These cards must be handed in to the division leader each day to review that they have been properly documented.

Behavior Management:

HOW TO SAY “NO!” TO CHILDREN

Remember three important things whenever saying **NO** to a camper:

1. Say “No” or “Please Stop” in a friendly tone of voice.
2. Always explain WHY you are saying “No” to their request. Do not hurt feelings, but give the completely honest reason.
3. After you say “No” or “Please Stop”, offer the camper a fun alternative.

The “We Technique” is a method for responding to camper’s misbehavior that works remarkably well because it asks the camper or campers to help you solve the problem. The counselor says “We have a problem; what can *we* do to solve it?”

STAY ALERT FOR CAMPERS WHO NEED EXTRA HELP

Continuously be on the watch for a camper who is unhappy and having problems making friends. Campers who are too aggressive or too quiet usually need extra attention. Encourage campers to talk but never force them to. Buddy campers needing extra help up with another camper who is comfortable in the group.



Black Bear Lake has a NO BULLYING policy - if a few of the campers in a group have formed a clique or are teasing another camper, you should report it to a division leader. Along with the division leader, we will sit down with those campers and discuss the situation. Explain that their behavior is hurting the feelings of others in the group, and ask them what they can do to fix the problem. The Division Leader will report all bullying incidents to the parents as well.

DISCIPLINE

At Black Bear Lake, three all important basic policies exist concerning discipline:

1. Verbal discipline is the only form allowed at Black Bear Lake. This does not mean SCREAMING at campers. **Forcefully touching, shaking, slapping, or hitting a camper is grounds for dismissal.**
2. Bus issues go directly to the office no matter how small.
3. We do not withhold food, dessert, ice cream, snacks or beverages as a form of discipline.
4. When serious discipline is necessary, **send camper(s) to the office for a DL or Director to handle.** Do not take time away from the entire group to focus on the issue of one camper.

The Five Levels of BBL Discipline:

1. Speak “one-on-one” to the camper,
2. Give the camper a 5 minute “time-out” to cool off/regain composure,
3. Bring camper to a Division Leader or Director to discuss the situation
4. DL or Director calls parents,
5. Camper is suspended or removed from camp.

THE TOP TEN MISTAKES THAT CAMP STAFF MAKE:

1. Utilizing the “Do-it-or-else!” method of camper control. In other words: do not use force, threats or punishments. **Don’t Punish** the campers- **TEACH** them.
2. Screaming or yelling at campers. When anger is directed at a camper, it crushes their self-esteem. When you become angry, first calm yourself down before talking with the camper.
3. Intimidating or bullying a camper by using the guilt or fear.
4. Lying or deceiving campers - **Be honest & sincere!** We are modeling behavior for them!
5. Trying to change the camper or mold the camper: If they don’t like it- They don’t like it!
6. Hurting the camper’s feelings, labeling campers, calling them names or nicknames, or telling a camper that they are bad (their BEHAVIOR is bad!)
7. Reminding a misbehaving camper what he did wrong yesterday.
8. Trying to lecture a camper when he/she is upset. Let the camper calm down first.
9. Talking about a camper’s misbehavior in front of other campers.
10. Punishing the whole group for the misbehavior of one or two campers. **BE FAIR & CONSISTENT!**

Health & Safety Issues:

In every activity in camp, your most important job is to keep the campers safe. This involves “**risk recognition**”. Every activity must occur in the safest possible manner. Be constantly on the alert for situations that might pose a danger to our campers. If you observe a potentially situation of any sort- please bring it to the attention of your Division Leader. When parents send their children to camp they become our children. They trust us to keep them safe.

NURSE

1. Black Bear Lake has 2 full time registered nurses and 1 EMT located in the White House.
2. All injured campers, regardless of the severity, **MUST BE ESCORTED** to the nurse. Campers may not be sent to the nurse by themselves.
3. All injuries are logged and a notice may be sent home with the child describing the accident or injury if warranted. Please make sure that your Division Leader is aware of all incidents.
4. Injuries incurred on field trips must be reported to the nurse immediately upon return to the camp or call the camp when the incident happens.
5. If a child needs to be with the nurse for more than a few minutes the counselor should return to the group. The child will be escorted to the group when he/she feels better.
6. All medication for campers must be given by the nurse- Campers may not carry medication.
7. Counselors need to be aware of campers requiring daily medications and must bring the camper to the nurse in a timely manner.

IN EVENT OF AN ACCIDENT

Even the slightest injury, including a minor abrasion or bee sting, is to be reported to the Camp Nurse and the Division Leader. An accident report form must be filled out by the camp Nurse. All injuries must be reported so that trained staff can assess the severity and take appropriate action. Even a small cut can get infected. Parents must be informed because a swelling can occur after a camper gets home. Bumps that did not bother a camper here at camp can start to hurt at home.



WHEN A PERSON (CAMPER OR STAFF) IS INJURED DO NOT MOVE THEM. Call for any camp administrator, or the camp nurse. Even if you think it is “just” a twisted ankle or hurt finger - do not move them - call for help and the infirmary staff will come to them. If there is any visible blood, vomit, urine, or feces-do not touch and keep campers away until the maintenance staff can clean in a sanitary manner.

MEDICINE

If a parent has sent medicine or ear plugs with the camper, it must be brought to the infirmary after Morning Line-up for storage. When the camper needs to take their medicine, the Counselor should escort the camper to the infirmary.

ALLERGIES



On your clipboard, you will receive a list of any campers who have allergies that you might need to be aware of. Please make sure you familiarize yourself with this list at the beginning of the summer. Also, please review it again every Monday when new campers begin their session. **Staff may not give campers food, snacks or treats unless it has been approved by a director.**

TICKS

Ticks carrying Lyme disease are a serious problem in the Northeastern states. If you find a tick, see the nurse - don't pull the tick off - the head may remain in the skin.

DEHYDRATION & SUNSTROKE



Make sure that the campers have a drink of water mid-morning and mid-afternoon and especially after sports periods. Remember - if a camper wants a drink, they must always be given one (no matter how many times they ask). If a camper complains of a headache, take the camper to the air-conditioned infirmary for the nurse to check.

Safety Guidelines:

LOST CAMPER PLAN:

When a staff person becomes aware that a camper is lost they will immediately notify their direct supervisor. The supervisor will notify the office and a Director:

- ⊗ All Group Leaders will be instructed to determine if all the campers in their care are present and report results to their Division Leader. The Division Leaders will report results to a Director.
- ⊗ Pool staff will search the pools and report to the Director.
- ⊗ Boating, Fishing and Pool staff will search the lake both along the all banks and the lake using boats to cover the entire lake.
- ⊗ Group Leaders and Division Leaders will be given areas to search including the bunk area, Horseback corral and trails and other area on campus.
- ⊗ Specialist will search their area and be given additional area to search by the Director.
- ⊗ Areas off campus will be searched by staff as directed by the Director.
- ⊗ The office will maintain a check off sheet of areas searched as the Director notifies the office of the progress of the search.
- ⊗ The Director or office at the direction of the Director will contact the appropriate emergency service organization.

PROCEDURES FOR EMERGENCY EVACUATION, FIRE, NATURAL DISASTER, ETC:

All campers and staff will report to the Clarksburg Field. Each Group Leader will then take attendance and report missing campers to their Division Leaders. All Specialists will inspect their areas to ensure all campers have left. All Division Leaders will go to zones to make sure areas are cleared. If the reason for the evacuation prevents campers and staff going to the Fire House, all campers and staff should be told to proceed to the open area adjacent to the white house on the corner of Stage Coach road and Red Valley road. One of the Directors will take attendance of the staff. A Director will call the appropriate emergency service organization.

TRIP PROCEDURES:

Transportation: Groups board the buses and attendance is taken. All missing campers are accounted for prior to departure. All standing bus safety rules are as follows: Seatbelts must be worn at all times, no standing, quiet non-disturbing behavior, etc.

Supervision: Campers are supervised at all times on trips. Anyone who is not actually participating in an activity, for any reason, stays with a counselor. Campers are never left alone no matter what the situation.

Prior to departure of all types, the trip leader(s) will review with the campers all procedures for the trip program. Highlighted are:

- 1.The need for buddies.
- 2.Areas campers may visit/may not visit.

Trip Leader will have with him/her:

- 1.A list of nearest first aid/hospital locations
- 2.Any medications necessary for campers who require medicine during trip time.
- 3.Directions and contact numbers of the destination
- 4.Name and location of the security/safety director of each location
- 5.At least 1 trip leader is certified in First Aid and CPR.

Lost Camper on a Trip Procedure:

1. Contact the trip leader immediately, then the security office/safety director of the location.
- 2.If possible, bring together all groups on the trip to take attendance and question if they have seen camper.
- 3.Top Staff will determine which areas to search, and do so without delay.
- 4.Camp Director will be contacted and will remain in contact with Group Leaders and location security office throughout.
- 5.Director will contact appropriate emergency service authorities if deemed necessary.
- 6.Director will contact the families of the camper when deemed appropriate.

Abuse Awareness:

GUIDELINES ON CHILD SEXUAL ABUSE AND EXPLOITATION

Summer camp is an experience that millions of children enjoy every year. It is also a time in which taking responsibilities may be transferred from the camper's family to others; the camp staff. The campers placed in your care come from an unknown background; they have had experience you may not know about; and some will bring problems that you do not have the experience or training to address properly. In spite of these disadvantages, you are in a position to be a source of strength and help to the campers placed in your care.

REPORTING CHILD ABUSE AND SEXUAL EXPLOITATION

Child abuse is a subject that we all hear and read about frequently. It is a term that encompasses mental, physical and sexual victimization of children. If you suspect that a camper assigned to you is a victim of child abuse, you should report it to the Directors immediately.

INFORM YOUR DIVISION LEADER...

- ⊗ IF A CAMPER EXHIBITS A FEAR OF A PARTICULAR PERSON, A STAFF MEMBER OR ANOTHER CAMPER.
- ⊗ IF ANOTHER STAFF MEMBER SEEMS INAPPROPRIATELY INTERESTED IN BEING ALONE WITH A CAMPER.
- ⊗ IF A COUNSELOR OR ANOTHER STAFF MEMBER GOES INSIDE THE BATHROOM WITH A CAMPER.
- ⊗ IF YOU HAVE ANY SUSPICIONS THAT A CHILD ABUSE SITUATION MAY HAVE OCCURRED OR THAT MAY POSSIBLY OCCUR.

WE MUST PROTECT THE CAMPERS IN OUR CARE

PRECAUTIONS AGAINST ACCUSATIONS - DO NOT BE ALONE WITH A CAMPER



Child abuse is a serious criminal offense. As a camp staff member with the responsibility of caring for children, you will be placed in sensitive, compromising situations, making you vulnerable to charges of child molestation and sexual abuse. Protect yourself by taking these simple precautions:

- ⊗ Have other staff members or at least three campers present in the bunk when supervising campers changing into swimming suits, or other circumstances in which the child may be dressing or undressing. Do not walk into the woods or ANYWHERE alone or with one or two campers.
- ⊗ Respect the privacy of the camper. Do not become intrusive or curious more than is necessary to monitor the health and safety of the camper.
- ⊗ The camper has the right to reject displays of affection if he/she feels uncomfortable about them. Not every camper comes from a background in which affection is openly displayed. Respect the camper's wishes.
- ⊗ Protect your own privacy. There will be a natural curiosity about boyfriends or girlfriends, personal relationships and, with some of the older campers, sexual activity. You should use common sense in discussing sensitive subjects with your campers, or even in their presence, and you should not go into the details of your private life. Kids have VERY good hearing!
- ⊗ Campers should not be touched on any part of their bodies that are normally covered by a swim suit.
- ⊗ Do not go into the bathroom stall with any camper, even a young child. If this becomes necessary, involve the nurse, a Director or Division Leader
- ⊗ The children should never go into the woods, except during a specific planned activity. The Group Leader should not take it upon themselves to explore the woods with the campers.

Sexual Harassment:

In order to encourage the best possible working environment during the summer, we believe that mutual respect between our staff members is absolutely essential. We reject sexual harassment in any form.

Sexual harassment is “unwelcome sexual advances, requests for sexual favors, slurs, jokes and other verbal or physical conduct of sexual nature.” It becomes unlawful when:

1. Submission to such conduct is explicitly or implicitly a condition of an individual's employment; or
2. Submission to or rejection of such conduct affects the employee's job or Substantially interferes with an individual's job performance; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment.

Because the camp takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate behavior has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action or termination.

If an employee perceives sexual harassment, he or she should follow this procedure:

1. Speak to **Mark or Melissa Magid**, Directors of Black Bear Lake Day Camp.
2. Make it clear to the harasser that you do not approve of his or her behavior or comments, and ask that he or she stop immediately. Studies have shown that in the majority of cases, the harasser was unaware that his or her conduct was offensive.
3. If the undesirable behavior continues, keep a written record of the behavior, including dates, times, details, and witnesses.
4. **Mark** and/or **Melissa** will promptly conduct an investigation of the charges, exerting their best efforts to maintain the complainant's confidentiality. Depending on the evidence, **Mark or Melissa** will discuss the complaint with the staff member(s). If a pattern of frequent offensive behavior is verified, offenders will be subject to disciplinary action up to and including immediate termination.
5. There will be no retaliatory action taken against an employee who in good faith makes a report of sexual harassment.

This statement is issued in accordance with the guidelines of the 1981 Equal Employment Opportunity Act. During our staff orientation, we will have a brief discussion of this policy.

Black Bear Lake Day Camp is a professional environment in which Staff are 100% focused on the Campers during Camp time.

Holding hands, kissing, hugging, sitting on laps, verbal “come-ons” and any other open affection with other staff members is not allowed at Camp.



Any perceived sexual advances by a staff member on a Camper or CIT is grounds for immediate dismissal, as well as a call to the local authorities and DYFS.

Key Reminders:



We know that there is a lot of information in this handbook - so we just wanted to remind you one more time of some key areas for staff to remember:

The Lower Camp/Cub groups must be brought by the Group Leader or Counselor to their individual activities and returned by the related Specialists to the camper's Group Leader or Counselor after each activity period. Cubs/Lower Campers may not walk on their own anywhere!

At the pool, staff may only wear one-piece bathing suits. The only piercings allowed for staff are ear piercings.

A staff person who is found using their cell phone while in charge of children may be terminated immediately.

You are responsible for the campers assigned to you - whether in a group activity, at an elective or in a swim lesson. You must sign in campers each period and follow up with supervisors immediately for those who have not checked in and are not on the absentee list. No exceptions.

All staff (including counselors) are required to review the Morning Meeting Agenda to ensure you understand the days events and reminders.

A star should be placed next to a camper's name that has been absent for a second day to alert the Division Leader to call to find out why. Group Leaders should follow up with your Division Leader to find out why the camper is absent.

Specialists should check in each camper on their attendance sheet every day. If a camper is absent and they are not on the absentee list, they should send a staff person to the office to follow up on that camper. Specialists should not allow campers in their class if they are not on their attendance sheet!

Specialists must make sure the Lower Campers are escorted by counselors back to Lower Camp Hill.

Group Leaders are required to "check in" each camper after an elective activity on their clipboard. Campers who do not check in should be immediately reported to the division leader.

Specialists can only let a camper into their class with a signed Change Form.

Do not sit near or talk at length to pool staff - they should not be distracted.

Please remind campers to put wet towels in the dirty towel bin at the pools and the bunks!

Suntan lotion is to be applied after every swim period - this includes UPPER CAMPERS AS WELL.

Campers and staff are not allowed in the bunk area any time other than after swim periods.

Campers are not allowed to go to the snack bar unsupervised once an activity has started, including group choice, swim periods and special event time. Staff may not leave a group of campers to go to the snack bar once an activity period has started.

Specialists should also review it every Monday for campers who are assigned to their activity for that week.

Specialists are only allowed to use food products if they have been approved by a director.

Before afternoon line-up begins, do an attendance to make sure you have all your campers.

On rainy days, Specialists assigned to outdoor areas and pool staff should find their assigned table to meet their campers and take attendance.

If you see an adult on campus without a BBL shirt and without an escort, you MUST escort them to the office immediately. NO EXCEPTIONS!

All Facebook pages and similar sites must be set to private while employed by the camp.

Black Bear Lake has a NO BULLYING policy.

WHEN A PERSON (CAMPER OR STAFF) IS INJURED DO NOT MOVE THEM. Call for any camp administrator, or the camp nurse. Even if you think it is "just" a twisted ankle or hurt finger - do not move them.

Staff may not give campers food, snacks or treats unless it has been approved by a director.

Make sure that the campers have a drink of water mid-morning and mid-afternoon and especially after a sports periods. Remember - if a camper wants a drink, they must always be given one.

PRECAUTIONS AGAINST CAMPER - ACCUSATIONS - DO NOT BE ALONE WITH A CAMPER

Holding hands, kissing, hugging, sitting on laps, verbal "come-ons" and any other open affection with other staff members is not allowed at Camp.

AMERICAN CAMPING ASSOCIATION

Code of Ethics for Camp Counselors and Staff

The American Camping Association recognizes the camp counselor and camp staff person as the primary instrument through which the objectives, goals, and philosophy of the camp director/owner are transmitted to the child/camper. As such, the counselor/staff person should be aware of the following recommended ethical practices.

- ◆ I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and all staff.
- ◆ I shall conduct myself in an exemplary manner recognizing that I am an adult role model for my campers. By my behavior I will always try to demonstrate high moral values. I recognize that my conduct when I am away from camp premises also reflects on the camp.
- ◆ I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff including directors.
- ◆ I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain in self-confidence and self-concept, and of teaching them new skills.
- ◆ I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.
- ◆ **I shall accept the diverse racial, national, religious, and cultural background of my campers and not seek to impose my own particular views.**

