

MID HUDSON VALLEY CAMP
COUNSELOR MANUAL

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Dear Counselors,

Thank you so much for volunteering at the Mid-Hudson Valley Camp. Each summer, hundreds of kids come to the Marist Brothers' Retreat House for a week of recreation and activities designed to meet their various physical, social and emotional needs. We are proud to have you serve as one of the volunteers.

The fact that our camp is staffed solely by volunteers allows us to keep the cost of camp down for the families of our campers. Many of these families experience a number of hardships both financially and physically. This is alleviated by the fact that people like you give up their time and talents to serve those who are less fortunate than themselves.

The following pages contain the policies and practices of the Mid-Hudson Valley Camp. We expect you to read through it and familiarize yourself with the policies printed here. Be advised that a Session director or Camp Director may alter a policy or practice OR add additional restrictions to any of the policies contained on the proceeding pages.

Sincerely,

The Camp Staff

Philosophy

The Marist Brothers recognize and affirm their traditional affiliation with the Roman Catholic Church. In furtherance of this objective, the Marist Brothers shall provide opportunities to meet primarily the religious, spiritual, cultural, and physical needs of youth. The purpose for which the Marist Brothers Mid-Hudson Valley Camp is established is to offer recreational and educational services to campers regardless of race, nationality, ethnic background, state or nation of residence, religion, or gender.

Counselor Honor Code

- I will dedicate myself solely to my camper for the entire week of Special Camp.
- I will arrive on time for each activity of camp.
- I will respect the staff and adhere to the guidelines of the program.
- I will dress in appropriate attire each day of camp.
- I will refrain from using obscenities and inappropriate conversation during camp.
- I will not discuss confidential medical information regarding campers with those who are not privy to such information.
- I will respect and maintain the dignity of all the campers and counselors.
- I will not leave the group setting or allow my camper to do so.
- I will participate in all camp activities and encourage my camper to do so, without forcing my camper to participate in activities that he/she does not wish to participate in.
- I will respect my fellow counselors and campers. I will also respect the Special Camp Staff.
- I will report any problems to the appropriate senior staff member immediately.
- I will respect all the belongings of the campers, fellow counselors and staff members.
- I will respect the common areas of the property and house with regard to cleanliness and equipment.
- I will refrain from any use of alcohol or illegal drugs.
- I will refrain from using tobacco products in the presence of campers and use it only in the designated area.
- I will refrain bringing and/or using any weapon while at camp.
- I will respect all at camp by never engaging in the use of corporal punishment.

Counselor Dos

Do bring a positive attitude.

Do bring personal toiletries.

Do bring sheets and pillowcases or sleeping bag.

Do bring towels and bathing suits.

Do bring enough clothes for an ACTIVE week of camp.

- Shorts
- T-shirts
- Pants
- Sneakers
- Flip flops/pool wear
- Your own prescription meds/sunscreen

Do make yourself open to new ideas and ways of dealing with different issues.

Do encourage your camper to participate.

Do participate in all camp activities with your camper.

Do realize that you are here for the campers and not yourself.

Do make sure you and your campers wear sunscreen when outside.

Do make sure you and your camper wear insect repellent when outside.

Do show up on time for everything!

Do make sure you clean up any area you are using.

Do check the bulletin board daily.

Do keep track of your camper's clothing items.

Do check the clothesline for your camper's towels/bathing suits.

Do use COMMON SENSE.

Do be a role model for your camper.

Do be sure to keep yourself and camper hydrated by taking in plenty of water.

Do get plenty of sleep at night.

Do have Fun at Camp.

Counselor Don'ts

Don't ever leave your camper alone.

Don't leave your camper's belongings around camp.

Don't ever accept a gratuity from a camper/parent.

Don't wear inappropriate things at camp.

Girls:

- Bear midriffs/back
- Low-cut shirts
- Shorts must be appropriate length

Boys:

- Must wear shirts at all times (unless at pool etc...)

General:

- Clothing that advertises alcohol
- Clothing that advertises drugs
- Clothing that advertises tobacco products
- Clothing that advertises sexual behavior

Don't use language that could be construed as demeaning or offensive.

Don't allow social activities to interfere with your counselor duties. You are here for the campers.

Don't laugh or encourage any camper's inappropriate behaviors.

Don't be afraid to ask for help or questions.

Don't be afraid to report any behavior that makes you feel uncomfortable.

Don't disrespect your peers or staff.

Goals for Campers

- **Communication:** Campers will appropriately communicate their wants and needs to their peers and counselors, using their primary form of communication (verbal language, sign language, gesture, facial expression, etc). Campers will have a greater sense of empowerment through their ability to communicate choices, opinions, and decisions.
 - **Evidence of meeting communication goals:** Campers will feel safe in communicating their wants and needs to those around them. Campers will practice making choices during daily activities.
 - **Activities that develop communication:** Expressing food preferences during meal times, singing songs and greeting others during morning meetings, choosing activities to participate in, making choices within activities, alerting counselors to physical and emotional needs, and relating stories from their group's activities to other campers and counselors.
 - **Staff Expectations:** Staff is expected to encourage campers to use an appropriate form of communication to express themselves and make choices during the activities listed above. Staff is expected to model appropriate forms of communication for all campers.

- **Socialization:** Campers will use their primary form of communication to initiate and sustain social interactions with their peers and counselors. Campers will respond positively to social interactions initiated by others during daily camp activities. Campers will emulate the social interactions modeled by their counselors.
 - **Evidence of meeting socialization goals:** Campers will successfully participate with their peers in camp activities. Campers will develop friendships with their peers and counselors.
 - **Activities that develop socialization:** Greetings in the dorm, awards at morning meetings, meal time chats, pool time, playroom, talent show, team activities in the gym, fields, and playgrounds, song and dance activities, nature walks, etc.
 - **Staff Expectations:** Staff will model appropriate social interactions both when interacting with campers and with each other. Staff will initiate and encourage social interactions among campers.

- **Recreation:** Campers will participate in a number of leisure activities that are appropriate to their developmental level, while also challenging them to engage in new experiences.
 - **Evidence of meeting recreation goals:** Campers participate in all activities. Campers report having fun during these activities.
 - **Activities that develop recreation:** Pool, gym, song and dance, paddle boats, biking, nature walks, arts and crafts, games, etc.
 - **Staff Expectations:** Staff will encourage campers to participate throughout the day, especially in activities that are novel to them.

Goals for Campers (continued)

- **Respect and Tolerance:** Campers will be accepting of one another's cultural, religious, racial, physical, and developmental differences. Campers will form friendships regardless of these differences.
 - **Evidence of meeting respect and tolerance goals:** Campers will participate in daily activities in heterogeneous groups.
 - **Activities that develop respect and tolerance:** "lessons" during morning meetings, whole camp activities, such as dances, carnivals, and camp fires, meal times.
 - **Staff Expectations:** Staff will model respect and tolerance through their relationships with one another and with campers. Staff will demonstrate acceptance of others, regardless of differences listed above. If an issue of intolerance arises, staff is expected to report the issue to session directors.

- **Independence:** Specific to each camper's disability or developmental level, campers will participate in activities that afford them the opportunity to display higher levels of independence, with decreasing counselor support.
 - **Evidence of meeting Independence goals:** Campers will demonstrate more willingness and greater ability to complete tasks independently.
 - **Activities that develop independence:** Dressing/Undressing, Eating meals, swimming, mobility, participation in sports and games, awards at morning meetings, talent show, camp fire, etc.
 - **Staff Expectations:** Staff is expected to support campers' needs while encouraging independence to the greatest extent possible. Staff is expected to provide extra time for campers' to complete activities independently when appropriate.

Fire Safety Plan

The Fire alarm Rings...

What are the responsibilities of Counselors?

- I. To ensure the safety of the Campers in their charge
- II. To expedite their evacuation of the building **Through the Nearest Exit.**
- III. To escort them to the designated meeting area (Next to the garage)
- IV. To always know the whereabouts of the other counselors in their group

What are the responsibilities of the Camp Directors?

If an Obvious problem exists, to call 911

- V. To notify the Maintenance Foreman of the alarm going off
- VI. To take an accurate head count at the meeting area (Next to the garage)
- VII. To alert Br. Don and the Fire Department if anyone is missing from the head count

What are the responsibilities of the Maintenance Foreman?

- VIII. To respond to the fire panel and locate where the alarm was triggered
- IX. To call 911 if necessary
- X. To notify the rest of maintenance and the pool director of the alarm
- XI. To meet the Fire Department and escort them to the site of the incident
- XII. To notify Br. Don of the issue

What are the responsibilities of the Maintenance Staff?

- XIII. To receive the location of the alarm from the Foreman
- XIV. To direct people away from the problem area and out their **NEAREST** exit
- XV. To prevent re-entry to the building

What are the responsibilities of the Pool Director (*If people are swimming or boating*)?

- XVI. To take an accurate attendance list of people at the pool (& pond)
- XVII. To make sure the Camp Directors are notified of the attendance
- XVIII. To keep everyone at the pool until further notice

****The Fire (Drill) is over when all are accounted for****

Fire Prevention

- 1) All fires at camp are restricted to the fire pits under the supervision of maintenance personnel.
- 2) Smoking is restricted to the smoking area.
- 3) No candles or other open flames are permitted unless under direct supervision of the Session Director.

Safety Procedures at the Pool

Rules and Regulations to be followed:

1. No running in pool Area
2. No diving
3. No pushing
4. No hanging on ropes
5. Before entering pool area, everyone must check-in with pool director.
6. Do not enter the water until pool director allows it.
7. All campers should use ladders to enter and exit pool.
8. No jumping (except in deep end)
9. Deep end will only be open to those who have passed the deep end test.
10. **3 Whistles: In complete silence, move to the side of the pool and find buddy.**
 - Know how the buddy system works for each camp.
 - Each group must have a designated site by the pool edge, clearly separate from other groups.

11. **Long Whistle: Emergency!**

- **Move to the side of the pool and wait for instructions from lifeguards.**

12. Do not bring whistles to the pool.
13. No food or drinks allowed in pool deck/area.

I. How to accomplish this:

- A. Strictly applying said rules
- B. Being a role model at all times to everyone; leading by example
- C. Delegating jobs to lifeguards to assist with the application of these rules

II. General Procedures during an Emergency where an ambulance is needed:

- a. Responsibilities fall solely on the WSI/Pool Director/Head Lifeguard
 - A. Making sure 911 is called
 - B. Notifying correct personal
 1. Medical staff
 2. Camp director
 3. Session directors
- b. A plan of action is executed specific to the type of emergency at the pool
 - A. Team work is essential
 - B. Practicing emergency rescues are essential

III. Pond Rules

- A. Paddle Boats
 1. Lifeguard **MUST** be present.
 2. Lifejackets **MUST** be worn by **ALL** in the boat.
- B. Fishing
 1. Lifeguard must be present.
- C. Staff swimming/boating

1. All staff swimming/boating must be done in the presence of a lifeguard with the permission of the WSI.

Medical Policies

Universal Precautions

- The use of latex gloves is mandatory for all sessions of the camp for all tasks regarding bodily fluids. A "kit" containing latex gloves, bandages, gauze pads, etc. is available to each staff member and supplies of it are placed strategically about the camp for emergency use. The use of Clorox and water for house cleaning is reinforced as well as the mandatory use for all house-cleaning tasks involving any bodily fluids.

Health Screening

- Each camper is screened the first day of camp. Appointed staff members usually assist the camp medical director. Notations are made of any unusual findings (marks, bruises, wounds, infections, etc.)
- Any medication, medical files or other pertinent information found in a camper's luggage should be given to the Session Director immediately.
- If you are experiencing any medical issues, you should report them to the medical director as soon as possible.
- Each day, check yourself and your campers for ticks.

Medication

- The group leaders and counselors are given a medication schedule for each camper on medication. It is the responsibility of the group leader and counselors to have the camper at the infirmary for medication.
- Each camper has a medical file that must be reviewed by the group leader and/or counselors.

Emergency Medical Care Procedure

- When an accident occurs, the staff is instructed to keep one person with the injured camper and have another person get one of the medical staff and/or the Medical Director. All Directors and EMTS carry a radio and one is kept in the Medical Office for emergency use. The numbers for all medical personnel are located on contact sheets located around the camp.
- The Medical Director or delegate activates 911 Emergency Services.
- Upon contacting the Medical Personnel, the staff member may contact 911.
- If you do HAVE to contact 911 yourself, the Camp address is **1455 Broadway (Route 9W), Esopus NY 12429**
- After 911 is contacted, the Camp Director and Maintenance staff are alerted to meet the attending emergency vehicles and direct them to the appropriate location on the campgrounds.

Incident Reports

- When there is an unusual happening or injury to a camper, a report is submitted to the medical director and kept in the camper's file.

Dietary Issues

- Counselors must be sure to be aware of all food allergies or other dietary issues/restrictions that their camper may have.
- You must be present at all meals with your camper to ensure these restrictions are followed.

Emergency Procedures

LOST CAMPER PLAN

- If, at any time a camper is discovered missing from his or her group, it is to be reported immediately to the session director and the Camp Director. Then additional staff/counselors are called in to hasten the search of buildings, pool, and the immediate areas surrounding the building. Within fifteen minutes, if the camper is not found, the search is expanded to include the nearby wooded area, roads on the property and the riverfront area. Within an additional fifteen minutes, if the camper still has not been found, the camp director notifies the police, giving pertinent information concerning the camper that would aid in the search. Accordingly, the Medical Director supplies any important medical history or needs of the camper to the police. If the police warrant it necessary, the Camp Director or session director notifies the parents or guardians with information about the situation.

LOST SWIMMER PLAN

- Since all of our swimming is done in our pool, it is not likely that a swimmer would be gone for too long. A visual scanning of the pool would indicate if it is empty or not. In the event that a swimmer is in some difficulty, the Water Safety Instructor or the next qualified lifeguard will take complete control of the situation. The pool area will be evacuated and the Esopus Rescue Squad will be called on the cordless phone reserved for the pool. If further treatment is warranted, the session director will provide a medical file, etc. to the medical personnel. The session director makes a phone call to the parents or the legal guardian. (See Lost Camper Plan)

INTRUDER

- Whenever strangers are encountered on the property, they should be politely confronted and directed to the main office.
- If the Camp director deems the visitor dangerous and unwelcome, the visitor will be asked to leave immediately.
- If the visitor refuses, the State Police will be called by one of the camp administration from one of the various phones on the property.
- The caller will identify the camp by name and report to the Police that a trespasser is present on the property.
- All camp activities will cease and campers will remain in place with their groups until the police rectify the situation. Any campers in the immediate vicinity of the intruder will be moved to a location away from their presence until the police arrive.

Supervision of Campers

- Campers are NEVER to be left unsupervised.
- Group Leaders are responsible for maintaining the correct camper/counselor ratios.
 - The group leader must know where you and/or your campers are at all times.
 - You should never be alone 1:1 with a camper in a private area.
 - If a camper under your supervision goes missing, you MUST tell your group leader or session director immediately.
 - If your group is in the gym, recreation hall, pool, etc. It is understood that you are to remain there supervising your group.
- Pool Supervision
 - Since the pool is a VERY active area, all counselors are expected to be present at the pool with their group.
 - Counselors should participate and supervise the activities that go on in the pool. This means actively participating IN the water when necessary.
 - If your camper needs to use the restroom, your group leader and the WSI/Lifeguards must be notified that you are leaving.
- Dorm Supervision
 - All counselors MUST report to the dorm in the morning for camper rising.
 - No camper should ever be left unsupervised in the dorm.
 - It is extremely important for you to be on time to relieve anyone who may have had an overnight supervisory role in the dorm.
 - Counselors must assist campers in preparing for the day and preparing for sleep in the evening.
 - Whenever campers are asleep, at least two counselors will be assigned to sleep overnight in the dorm. Two additional counselors will sleep in the room adjoining the dorm. These counselors must remain awake to handle any issues that may arise during the course of the sleep period.
 - Counselors whose gender is opposite of their camper shall never be present in their dorm/shower area.

Behavior Management Policy

OUR CAMP advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need for following the rules ourselves. Please do not contradict the established guidelines!

Corrective discipline must be a creative, caring effort on the part of the counselor, and it must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the possible consequences of breaking any rule:
 - Quiet time
 - Restriction from activity
 - Restriction to adult supervision
 - Extra duties
 - Conference with director
 - Conference with parent/director
 - Removal from the camp
3. Enforce all rules at all times, without malice, and be consistent in application.
4. Inform the camp director of all disciplinary measures.
5. **Never** allow discipline to include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, or physical exercise or restraint.
6. Conduct a periodic evaluation of the program/staff/camper groups to ensure that the camp environment is not contributing to behavior problems.

Child Maltreatment Policy

- I. All behavior at camp is expected to be safe and respectful. This includes;
 - The behavior of campers toward other campers,
 - The behavior of campers toward staff,
 - The behavior of staff toward campers, and
 - The behavior of staff toward each other.

- II. We value a camp environment in which ALL individuals are accepted and respected. Any incidences of:
 - Bullying
 - Verbal aggression
 - Sexualized comments
 - Teasing about sexual orientationwill be taken seriously and not be tolerated.

- III. Avoid 1:1 situations. This includes one volunteer and one camper, as well as a younger camper being alone with an older camper. We can do this by ensuring that each group is adequately staffed at all times. Particularly in bathroom, shower, and dorm areas, every effort should be made to ensure that no one volunteer is alone with any camper. If any staff person is aware of a circumstance where 1:1 situations are occurring, they **MUST** report this immediately to a Session Director, in order for the Director to remedy the situation.

- IV. Program participants are never permitted to cross a line to the staff or leaders room or sleeping area.

- V. No repositioning of beds or furniture when privacy is compromised for either the staff or campers.

- VI. Staff is not permitted to sit on campers' beds and campers are not permitted on leaders' beds.

- VII. Truth and Dare, a common game around camps, often leads to sexual overtones and or behavior. It is never permitted.

- VIII. Staff wrestling or roughhousing with campers is not permitted.

- IX. Staff should have a talk with those in their charge and instruct the campers on these rules as well as other applicable rules regarding abusive behavior and language.

Child Maltreatment Policy (continued)

- X. Staff behavior with other staff at camp is expected to be appropriate and respectful all times. Any behavior that violates the safety and boundaries of other staff will not be tolerated. Concerns about staff behavior MUST be reported immediately to a Session Director.

- XI. Any behavior that violates the safety of our campers MUST be reported immediately to a Session Director.

- XII. All reports about concerns for the safety and well being of our campers or under age staff that are reported to a Session Director will be discussed with the week's Session Directors and the Camp Director within 24 hours.

- XIII. In any situation where the Session Director or Camp Directors has any suspicion that abuse has occurred, the New York State Child Abuse Hotline (800) 342-3720, or (518) 474-8740 will be called. If at any time any individual at camp has reason to suspect child maltreatment, they can also call the hotline.

- XIV. This policy will be reviewed with all personnel at camp in a meeting specifically for this purpose. Attendance at this session will be documented and verified by the presence of one of the members of the Child Maltreatment Policy Committee.

- XV. Any reports to Session Directors or the Camp Director and any subsequent follow-up will be documented in the incident report log.

Internet Image Policy

This is important information regarding the availability of photographs, video, and related media with IMAGES OF CAMPERS on the web. This pertains to campers from all camps except Molloy Freshman Camp. It is not permitted to post photos or videos of campers from the Mid Hudson Valley Camp in My Space, Facebook, You Tube, as well as any other public and/or social online networks. These images are not permitted even if identifying information is not available. These images are also not permitted even if accounts are on a private setting.

We fully recognize that our counselors share their images of campers with an attitude of joy and respect. However, it is impossible to monitor how internet users view and utilize such images. We do not have explicit permission from the campers and/or their families to make their photos available on the internet in this way. Please recognize, then, that YOU have a sincere and serious responsibility to protect their privacy.

We expect that you will abide by this policy fully. If images of campers are found in the personal pages (e.g. Facebook account) of a counselor, that counselor will be notified and given two weeks to remove the pictures. If the images remain posted, that counselor will be refused acceptance to all camps permanently.

If you have any questions regarding the details of this policy, please do not hesitate to ask any of the camp directors. We also respectfully request that you contact a camp director if you see images of campers available on the web.

Communications Policy

On Property

- All Session directors, Medical Staff and Maintenance staff carry walkie-talkies and are available through one of 5 base stations. To get any one of these people, simply press down and speak into it.
 - The stations are located in each dorm, the medical office, the Session director's office and the main office.
 - The cell phone numbers of the WSI and EMT's are posted around camp.
 - If ever you encounter a problem, always ASK FOR ASSISTANCE.

On a Trip

- Each trip has a designated 'Trip Leader' whose responsibility it is to contact the camp in the event of any emergency. The leader is also responsible for contacting any emergency services that may be required off-site.
 - Camp Phone Numbers
 - Main Office... 845-384-6620
 - Director's Office... 845-384-6638
 - Medical Office... 845-384-6285
- Only the Session Director or Camp Director may contact the parent/guardian of a camper when the situation warrants.

- All Staff are reminded that only the Camp Director may make statements to the Media. No one should ever speak to reporters without the permission of the Camp Director.

Equipment Usage

All Staff and Counselors must be aware of the value of all pieces of equipment used at camp:

- Gym
 - All gym equipment must be used for its intended purposes.
 - Inflatable playrooms are for camper use only.
 - All use of gym equipment must be done with the knowledge and permission of those in charge of the gym.
 - After all activities (including evening), the gym must be clear of any food/drink items that are left there. This is EVERYONE'S responsibility.
- Recreation Hall
 - Staff and counselors are asked to respect all the equipment in the rec hall and should use each item for its intended purpose.
 - Counselors must clean up the recreation hall after night snack and/or activities.
- Arts & Crafts Room
 - Use of the Arts and Crafts room must be done under the supervision of the Arts and Crafts Personnel.
 - Any painting must be done on a covered table or covered floor.
 - Only water based paints may be used.
 - Clean up of the Arts and Crafts room is EVERYONE'S responsibility.
- Television Usage
 - Only People who know how to use the CAMP video system should attempt to do so.
 - Only videos/dvds that are PG rated or below may be shown at camp.
 - Camp televisions may not be moved without permission of the Session Director.
- Sound Equipment
 - Only people trained in the use of the sound equipment may use it.
- "House" Equipment
 - Beds, pillows, blankets, chairs, dressers, and benches should not be moved from their original placements.
- Pool Equipment
 - All pool toys must be used appropriately and put back after every session.
 - Emergency equipment is solely for that use.
 - Clean up of the pool area is EVERYONE'S responsibility.
- General Equipment

- All power tools, regular tools, mowers, etc. are for use of the maintenance staff only.

Kitchen Policies

General

- Campers must remain outside the kitchen area at all times.
- The kitchen is generally off-limits during mealtimes. This is roughly +/- 1 hour of each meal. (e.g. if lunch is at 12:00 PM, it's off limits 11:00 AM to 1:00 PM)
- At these times, coffee/snacks are available in the dining room and should be gotten from and consumed there.
- **If the kitchen is used after hours in any way: CLEAN utensils, WIPE tables, DISCARD trash.**
- Any cooking activity (e.g. baking cookies etc...) must be done under the supervision of a cook and cleared ahead of time by the Session director.

Refrigerator Use

- Counselors are allowed to store perishables in the Silver refrigerator in the front of the kitchen. These items are to be consumed outside of mealtimes unless the cooks and Session director have granted permission.
- All perishable items will be discarded on Saturday Morning. Please remove/consume any items you wish to keep by then. Kindly refrain from leaving items 'for the next camp'. There's a very good chance that they will not use it.
- Counselors are not permitted in the Camp refrigerators/freezers at anytime unless permitted by the cooks.
- Milk for coffee, snack etc. will be in the silver refrigerator for consumption.
- Make sure the door to the fridge is CLOSED when finished.

Soda Machine

- The machine located in the scullery is for Counselor/Staff use only. Campers must not be allowed to use it at any time.
- Soda and iced-tea should be consumed in the dining room. Cups are located next to the machine and should be discarded when done. Please DO NOT fill pitchers with soda or ice tea and bring them around the property. Pitchers are needed for meals and this increases the waste of soda.
- Soda should NOT be consumed in front of campers during mealtimes.

Meals

- The Session Director sets the schedule for meals.
- Staff members must be present for all meals with their campers.
- It is very important to be on time for all meals.
- The Staff should be an example to the campers by trying all of the food that is served, being neat and clean and putting utensils and trays back where they belong.
- Staff must be aware of the dietary restrictions and possible allergies of their campers.
- Staff must be aware that many campers may need assistance with eating and should therefore be ready to remain with them throughout the meal.

Personal Vehicles

- Personal Vehicles must be parked on either side of the Dorm Area.
- No cars should be in the courtyard, by the clock or outside the wall. These areas are for the Brothers and Maintenance vehicles.
- Camp Speed Limit: 15 MPH.
- If you are presently a junior or senior in high school, you are NOT to bring your own car to camp.
- Use of any personal vehicle for any reason must be approved by the session director.
- Campers may ONLY be transported in approved vehicles and never in a personal vehicle.

Golf Carts

- Restricted to camper transport only.
- Licensed drivers OVER 21 years of age may drive the carts.
- Cart passenger maximums should be adhered to at all times.
- Cart keys must be obtained from the Session Director.
- Carts are restricted to paved surfaces only.

Bicycle Riding and Roller Skating

- All campers and counselors must wear approved bicycle helmets while engaging in these activities.
- Campers may only engage in these activities under the direct supervision of a counselor.
- Bicycles must be kept on the paved surfaces at all times.
- Counselors should actively accompany their campers while engaging in these activities.

Laundry Policy

Washing machines in the dorm area are for camper laundry only. In case of emergency, the Session director will allow the Staff to use them for personal use. Staff members are asked to bring their own linens to camp.

Cell Phones

Campers will not be allowed to bring cell phones to camp. Counselors may continue to bring and use them.

- We ask that you use them outside the presence of campers.
- They should be used for *EMERGENCY CALLS TO HOME*.

Please realize that Camp cannot be held responsible for any loss or theft of phones or any other electronic equipment while at camp.

Tobacco Policy

ALL STAFF and COUNSELORS who do choose to use tobacco products are asked to confine this use to the area behind the gym and next to the Chapel. No other outdoor area may be used for this purpose.

- This policy includes cigars, cigarettes, pipes and all forms of chewing tobacco.
- Campers may never be present in this area.
- Those under the age of 18 may not smoke at anytime.

Wildlife Policies

Everyone must be aware that there are various forms of wildlife all around camp.

- Wildlife should not be disturbed in any way.
- All fish caught in the pond must be returned immediately.
- All doors should remain closed to prevent wildlife from entering the house.
- Any wildlife encountered in the house **MUST** be reported to the maintenance staff immediately. (This is especially true for bats/snakes/skunks)
- Personal pets must remain at home and not brought to camp.

Appendix A: Sample Daily Schedule

	9:45-10:15	10:15-10:45	2:30-3:00	3:00-3:30
Group 1				
Group 2				
Group 3				
Group 4				
Group 5				
Group 6				
Group 7				
Group 8				
Group 9				

7:30	Counselor wake up
8:00	Camper wake up
8:30	Breakfast
11:00	Pool
12:30	Lunch
1:15-2:15	Rest
3:45	Pool
6:15	Dinner
7:00	Evening walk
8:00	Evening activity

**Appendix B:
Sample Staff Evaluation**

**Marist Brothers of Ulster County
Mid-Hudson Valley Camp**

Name of Staff Member: _____ Date: _____

Camp Session: _____

Responsibility at Camp: _____

of years at this camp session: _____

Please circle the appropriate letter:

In need of improvement – I
Satisfactory performance – S
Strong performance – G

I S G Punctuality – on time for all responsibilities; Rising, Meals, Activities.

I S G Interaction – Involved with camper by communication, Interest and participation.

I S G Initiative – Willing to take on responsibilities.

I S G Reliability – Follows through on tasks, requests and camp Procedures.

I S G Enthusiasm – Positive attitude demonstrated.

Additional Comments or suggestions:

I Would (check one):

_____ Recommend this person to work again at this camp.

_____ NOT Recommend this person for this camp.

_____ Recommend this person with reservation. (Please indicate the reservation).

Group Leader's signature

Counselor's signature

