

Camp Echo's General Staff Guidelines

It is imperative that we provide every camper and staff member with a comfortable and safe living environment. To do this, we have specific rules that govern the way we treat people and property at camp and during camp-sponsored activities.

The following information will provide you with an overview of our guidelines for Echo staff; a copy of our detailed Personnel Policies will be received upon your arrival at camp.

Staff members are required to attend all relevant training sessions; these exact dates will be available in early spring.

Any visitors at camp must be announced at the office and have prior approval from the camp directors. Counselors are not allowed to have guests at camp while they are on duty, nor may guests stay overnight. Specific exceptions are made by the directors on a case-by-case basis for married staff.

The possession, use, or sale of illegal drugs and misuse of prescription and over-the-counter drugs are prohibited during your employment. No matter your age, possession or use of alcoholic beverages at camp and during camp activities, and returning to camp under the influence of alcohol (even from time off) are also prohibited. Likewise, the possession, use, or sale of firearms and ammunition is prohibited. In addition, the on-site use of tobacco products is not allowed; cigarettes, lighters, matches, etc. may *not* be kept in cabins or activity areas. We take these rules very seriously and have a zero-tolerance policy for violations; counselors who do not abide by these rules will be terminated.

Cell phones and other wireless devices may not be used at camp, nor may they be kept in camper cabins; personal lockers are provided in the Staff Lounge for their storage and such devices may only be used there and off-site during time off. Medications are not allowed in camper cabins and must be stored in and administered by the Health Center.

Pay checks are given out the last day of camp. Incremental advances on your base salary may be drawn at the camp office throughout the summer. It is against camp policies to accept gratuities or gifts from campers or their parents at any time, including Visiting Day.

We respect our counselors' privacy. In the event that it is necessary to search a cabin or gain access to a counselor's personal belongings, it is our general policy to notify the counselor or counselors affected and have them present during any investigation. To allow us to fulfill our promise of safety and security to our campers' parents, it is necessary for us to have the right to do this,

and so all staff must agree to this policy. Parents and campers are aware that the directors reserve the right to search campers' personal belongings in order to safeguard other children and our staff.

To ensure the safety of our staff and campers, men (and boys) may not enter female cabins, and women (and girls) may not enter male cabins at any time.

Dating, flirting, etc. between campers and staff is prohibited. Dating between staff members is to take place only during time off; there should be no overt display of affection between staff members in front of campers. Certain topics of conversation are inappropriate to discuss with campers. Because each child comes from a different background, it is imperative that the following subjects be treated with the utmost concern or avoided altogether: dating, sex, drugs/alcohol, politics, divorce, religious issues or religion in general, ghosts/horror stories, etc.

Physical abuse, verbal abuse, or harassment of campers and/or staff is prohibited and will result in dismissal; any such acts must be reported immediately to your supervisor or a camp director.

In general, all communication with parents should be handled by supervisors and higher level staff. All communication with the media, *for any reason*, should be directed to the directors.

Use of personal sports equipment for camp must be approved by a camp director. Camp Echo assumes no responsibility for lost, stolen, misplaced, or broken personal equipment. The use of camp facilities when closed can be dangerous and is not permitted. This includes all aquatic facilities when a certified lifeguard is not on duty.

Special diets (Kosher-style, food allergies, vegetarian, etc.) can generally be accommodated. If you require such assistance, please make arrangements prior to official acceptance of your contract.

Every staff member will be assigned five days off throughout the camp season. Most staff members will also receive one night off during the week. **Camp-wide check-in is 1:00 AM;** at that time, all staff members must be in their cabins.

No pets or animals may be brought to Camp Echo. Special exceptions are occasionally granted by the directors, generally in cases where staff members' animals are part of a camp program.

If you have any questions or comments about these or other Camp Echo policies, please feel free to contact us!