Summer 2023

Staff Manual

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This manual contains important information regarding safety and security policies and protocols for the 2023 camp season. Please read carefully and ask questions to ensure that you fully understand what to do in each situation.

WELCOME TO YCC!

We want you to get the most out of this summer! Working at camp with children can be both challenging and rewarding. It is the staff who bring the enthusiasm, creativity, dedication and co-operation to camp every day that are also the most successful and the happiest. We are so proud to have so many staff who come back every summer and refer to us as “their home away from home!” We hope that you have an amazing summer job experience with us and keep coming back year after year! This handbook will help you get started on your journey. It communicates our commitment to great leadership, great staff and great programs. To be a part of YCC is to work hard, enjoy yourself to the fullest, learn new skills, become part of a close cohesive team and build friendships which last a lifetime.

You’re Part of Our YCC Family!

It is our responsibility to provide each child with a structured, supportive environment, in which they will develop lasting friendships, gain personal insight into the importance of mutual respect, learn to challenge themselves, and grow as they seek out new experiences and gain self-confidence through successes. We also strive to help our campers become more knowledgeable and proud of their Jewish identity. You will have an opportunity this summer to have a significant impact on the lives of children in your care. **What you say, how you say it and what you do will have an impact on your campers for many years to come.**

We have set ourselves the highest standards in camping and will be working with you to achieve these goals:

1. A safe, accident-free environment for the campers
2. Positive attitudes within each group in getting along with others
3. An appreciation of the environment and outdoors
4. Development of new skills in group games, sports, arts, and water activities
5. Modelling positive codes of behaviour through the use of good language and communication skills and showing respect for each other.

We are confident that each staff member will take pride in working together to make this summer the very best, and we look forward to working with you.

OUR PHILOSOPHY AND GOALS

At YCC, we endeavour to provide a unique, life changing experience for every camper and staff that will strengthen our Jewish community and positively impact our future generations of leaders.

In this pursuit, our goal is to provide each camper with a structured, supportive and fun environment in which they will develop meaningful and lasting friendships, learn the importance of mutual respect, challenge themselves to grow as they are exposed to new skills and experiences, gain self-confidence through successes and become more connected to and proud of their Jewish Identity.

We fulfill our philosophy through the commitment to the following **core values:**

- Inclusiveness
- Respect for each other
- Integrity
- Building self-esteem
- Fostering independence
- Jewish identity – sense of community, Tikkun Olam
- Tzedakah
- Fun!

Ten Tips for Success

1. Do everything with enthusiasm – it's contagious!
2. Be a team player
3. Take initiative
4. Try new things
5. Maintain a positive attitude no matter what the circumstances
6. If in doubt, check it out! Many mistakes occur when people make assumptions.
7. Focus your attention on the campers at all times
8. Always think in terms of safety first
9. Smile a lot!
10. Have fun!

How does YCC define an outstanding camp? An outstanding camp is a place where:

- All children are valued.
- All staff view each child as a unique individual with something special to offer.
- All staff show an interest in each child, calling them by name, communicating individually with them and listening to what they have to say.
- All staff create an environment where the focus is on the interests and needs of children.

GENERAL CAMP REGULATIONS

The following regulations have been established in order to ensure the safety and well-being of all campers and staff. The following rules apply at all times that you are a member of the camp staff.

1. Campers must be supervised at all times.
2. Staff members must never hit nor handle a camper roughly.
3. Staff members must never touch a camper or fellow staff member inappropriately or sexually.
4. Staff members must never swear at or around the campers. Yelling, name-calling, humiliating and being sarcastic toward campers is equally unacceptable.
5. Staff members are forbidden to have in their possession or consume alcohol, drugs, knives or guns or be with or around people where these are being used.
6. Staff members may only leave camp on designated nights and days off.
7. Staff are not permitted to drink alcohol or smoke cannabis on a night out or on camp premises.
8. Staff must return from nights out and days off by the designated time.
9. Staff members are not permitted to use cell phones, iPods or other electronic equipment during the camp day or when around campers.
10. No visitors are allowed at camp except during designated visiting days.
11. Staff may not bring in any outside food.
12. Staff are not permitted to bring fridges, air conditioners, TVs, DVD players or video games to camp.
13. Staff are permitted to smoke tobacco and tobacco products but only at the designated area at designated times and never in the presence of campers.
14. Any form of sexual harassment, intimidation or demeaning behaviour among staff members or between a staff member and a camper is strictly forbidden.
15. Kissing, hugging and other overt gestures of affection among staff are strictly forbidden.
16. Male and female staff are required to keep physically separate quarters and cannot spend time in quarters of the opposite sex.
17. You must respect the property of others and may not take what does not belong to you. Staff are encouraged not to bring valuables to camp.
18. All problems between staff members and misbehaving campers must not be dealt with in front of other campers but must be in plain sight.
19. Any staff member who witnesses any wrongdoing by another staff member and fails to report it will be held accountable. This includes violations online and inappropriate internet use.
20. Staff members must uphold the values and image of YCC and must agree not to damage or threaten YCC's or the YM-YWHA's reputation online. Violating these terms can be a cause for termination or can impact hiring decisions for next summer.
21. The Directors, Coordinator and team of Support Staff of the camp hold the right to take necessary action to ensure that the camp policies and staff member's job descriptions are respected.

Any staff member who does not abide by these regulations will be subject to immediate dismissal.

STAFF ROLES

Every child is unique and special. They are filled with enormous potential, and no one can foretell what great works, acts of human kindness, or feats of self-discovery they may go on to achieve as adults. **As a camp counsellor, you can, and SHOULD make a difference**.

Quick tips about things you can do to help the children under your care get the most out of their camp experience.

A great counsellor:

- Makes eye contact with campers
- Knows and uses campers' names
- Notices specific achievements of the campers and comments on them: e.g., "That was a great 3-point shot you made in the basketball game today;" "You guys worked really well together on that skit last night. It was really funny"
- Allows time for campers' questions
- Checks for understanding: asks follow-up questions after a discussion, gets a camper to put key concepts in his/her own words
- Uses respectful words like "please," "thank you," "excuse me," and "sorry"
- Uses humor and smiles
- Cares more about the campers' feelings than the outcome of the project or game
- Is prepared with equipment and supplies for activities
- Laughs, touches appropriately, hugs, gives piggy back rides, holds hands, skip together
- Follows up the end of the day with some bedtime inspirations like, "What did we learn? experience? enjoy today?" then asks questions or gives preview of what will be exciting the next day
- Models to the children how to do something—i.e. plays in the water at the pool, follows rules, cleans up, is silly and serious at the appropriate times
- Displays successes in public venues (like crafts or music) as inspiration for "I can do it!"
- Can talk about specifics when it comes to his/her campers; "nice," "quiet," & "great kid" are not specifics
- Gets on eye level with kids by kneeling or sitting down, not bending forward
- Goes over to kids, does not yell across the room or field
- Sits next to kids just for fun

Make a difference

1. **Get To Know Each Camper As An Individual** -- Obviously, the faster you learn everybody's name, the better. But it doesn't stop there. Also learn their likes and dislikes, their fears and dreams, their beliefs and opinions, and their strengths and weaknesses. Spend a little time talking to every child every day. Find out what makes them tick.

Few things make a child feel more cared about than when an adult takes an interest in them. This also makes it much easier to communicate with your campers and to get their cooperation. It puts you in a position to say and do those special little things that can improve each individual's experience at camp profoundly.

2. **LISTEN!** -- Children communicate in many ways. Sometimes they come right out and say it, but just as often they speak in code or express themselves with body language or by acting out. Regardless of the form it takes, you should pay careful attention to what each child is communicating. Make the child feel respected and *actively* listened to. If the child is expressing something important, make eye contact and avoid distractions. If the child is responding to something you've said, consider his/her point of view carefully before reacting. Ask questions to clarify things that are unclear to you. And, perhaps most importantly, try to identify the feeling behind the statement. Is the child sad, confused, afraid…? Letting a child know that you understand, care about, and appreciate how he/she is feeling can have a very powerful and positive effect on him/her.

3. **Help Campers Feel Good About Themselves** -- Try to catch them doing something right or doing something well, and **tell them about it**. Praise and acceptance are essential for children (and for most adults). And remember, specific praise, like "that drawing captures the landscape perfectly," is always more effective than general praise like "you did well in arts and crafts today."

Another way to make campers feel good about themselves is to help them succeed at activities. This is especially true when campers are encouraged to try something new and discover that they are better at it than they expected to be.

Finally, give kids a chance to be experts. Let them tell you about things they know a lot about. Don't try to outdo them; rather, show them you're impressed by what they know or what they can do. If they are capable, let them lead the group at an activity they excel in.

4. **Effective Limits and Discipline** -- Many counsellors start to think about this area only after a child misbehaves. That is too late! Effective limits and discipline begin with a clear discussion of expectations as soon after the campers arrive as possible. Follow up with frequent reinforcement, both in the form of reminders if the camper(s) appears to be headed toward crossing the boundaries and in the form of compliments when the camper(s) remains safely within them.

Explain why rules exist. This not only shows that you are fair instead of arbitrary, but it also shows the campers that you respect them enough to explain things to them. The more you respect them, the more they'll respect you.

When inappropriate behaviour does arise, choose consequences that relate to the transgression, preferably consequences that have been spelled out in advance. Try to avoid consequences that cause a camper to lose face, and where possible, give the child opportunities to earn his/her way back into your good graces.

Physical punishment of any kind as well as deprivation of food/tuck/dessert or mail is strictly forbidden at YCC.

Over many years, we have learned that the most effective discipline involves talking with a child and helping him/her understand why his/her actions are unacceptable. Another excellent technique is the use of "Time Outs," in which an individual, a group, or a whole unit is asked simply to sit still, calm down, and regain control before resuming play. Teach the kids what a "Time Out" is on the first day, and then put it into practice as soon as the opportunity arises.

Avoid yelling at the campers or having them sit out from activities. If you feel there is a good reason to have them miss an activity, discuss it with your supervisor first and you can make the decision together. Overuse of docking for behaviour can have the wrong effect, after a while it loses its power and may even become a status symbol or contest for the camper (let's see how many activities I can miss.) While these techniques may be effective in the short run, they wear out quickly, and they have very limited value when it comes to solving whatever problem underlies the undesired behavior.

STAFF ROLES

Get help if you feel frustrated. Your fellow counsellors, your supervisors, Camp Coordinator, Camper Care and Camp Directors areall excellent resources. Every staff member needs help at camp, including the Directors. The people who don't ask for it when they need it will be at a big disadvantage. Some counsellors think asking for help is a sign of weakness, however it shows your willingness to grow and learn.

Occasionally a camper is unable to behave within acceptable limits regardless of how well the counsellor does his/her job. When this happens, the supervisory staff use a series of steps that can lead to a child being sent home. If you think you have a child whose behaviour may lead to this, discuss it with your supervisor right away. Never tell a camper that if they misbehave you will send them home, you, as a counsellor, do not have the authority to do that, and may not be in agreement with your supervisor. This could make the camper think that your word does not mean much. If you are unsure of what is suitable tell them there will be consequences for their actions, and talk to your supervisor.

5. **Be A Good Role Model** -- As an adult that they like and respect, your campers will often copy your behaviour Therefore, try to show them your very best in all areas of camp life. Take good care of yourself and your cabin/tent, show consideration for people's feelings, be quiet when others are speaking, be a good sport, be enthusiastic about camp activities, be on time, use appropriate language, don't be afraid to try new things -- the list could go on forever. The more good traits you model for your campers, the better they will be for having known you.

Staff are expected to dress appropriately at all times. Clothing must be safe and practical for the activity and must reflect the values of our camp. Staff are not allowed to wear any clothing that references drugs, alcohol, sex or inappropriate language. String bikinis or other revealing clothing items may not be worn at camp. Our staff are role models for our campers and must dress in a way that supports this responsibility.

6. **Make Things Magical** -- Camp is a place where things can happen and where people can explore parts of their personalities in a way that is different from anywhere else on earth. Whether it is going on an imaginary sheep hunt, learning to solve an argument without having a fight, seeing a deer suddenly, dressing up for fun in an outrageous costume, finding out you like playing in the mud, meeting a new best friend who will last a lifetime or singing out loud as you walk down the road, every day at camp is full of special moments. Your job is to nurture them, be a part of them, and help children celebrate them. If you can make camp magical for your campers, it will be magical for you as well.

DAILY RESPONSIBILITIES OF A COUNSELLOR

One of the most important goals of the counsellors, is to ensure the summer runs as smoothly as possible, is to communicate with each other. By constantly communicating, together you will be able to work as a team and will benefit by establishing control and developing a good relationship with your campers.

Here is a list of responsibilities for BOTH counsellors:

- Work as a team with co-counsellor, Teen Staff and CIT.
- Be responsible for the supervision, health and safety of the campers.
- Attend all pre-camp sessions.
- Review camp and activity rules with campers and specialists.
- Supervise campers during activities, clean-up, free play, rest period, Mercaz
- Walk with campers to Mercaz, to and from activities etc.
- Maintain a clean cabin/tent and unit area.
- Participate in activities, Jewish programs, Tefilah
- Assist and supervise campers during swim instruction and general swim
- Help campers to apply sunblock at least twice a day
- Ensure campers are wearing hats and are drinking water throughout the day
- Relay important messages, concerns or incidents to your supervisor and PD
- Plan activities for opens and rainy days
- Attend weekly meetings with your supervisor and fellow unit staff

The counsellor is the primary live-in caretaker of the campers. Your responsibility is your bunk of campers. You are responsible for facilitating the daily routine, planning activities and implementing programs for your campers. You are supervised by a Unit Supervisor and a coordinator. Counsellors are responsible for the individual care, safety, health, well-being and integration of a group of campers. Counsellors are assigned to a group of approximately 6 - 12 campers. There are approximately two to three counsellors with every group, although the ratios will be higher within the younger units. Being a counsellor is a huge job, but it is also tremendously rewarding. You are ultimately responsible for ensuring that our campers have the safest, happiest and most memorable summer of their lives. **This means doing a whole range of things, but to help you in your preparation for camp, here are the core elements of what our counsellors are expected to do:**

1. KNOW each camper by name, and their social, physical and emotional status.
2. SUPERVISE each of your campers AT ALL TIMES, accompanying them to all activities, walking with them from one location to another, being constantly aware of their whereabouts, needs and safety at camp.
3. Be ATTENTIVE to their INDIVIDUAL needs: sunscreen, meal times, hydration, changing for swim, happy times & unhappy times.
4. PARTICIPATE in activities with your campers AT ALL TIMES – either help the specialist, help the kids, or have fun doing the activity yourself – this is not the time to sit back and check out.
5. Being the TIMEKEEPER of the bunk. This includes waking up your campers, making sure they are on time to Mercaz, meals, activities, programs, putting them to bed etc.
6. Ensure SAFETY OF CAMPERS at all times.
7. Be a POSITIVE role model and an energetic and enthusiastic leader - these kids look up to you! Be aware of what you say and do – kids are always listening!

DAILY RESPONSIBILITIES OF A COUNSELLOR

8. CONNECT with each child on an individual basis, they will respond better to you and you can better anticipate their needs.
9. Make your bunk feel UNIQUE through attention, care, and special bunk programs.
10. TRAINING the CIT and modelling positive staff behaviours.
11. HAVE FUN! Wake up each day ready to sing, dance, cheer, get wet, get dirty and be silly! The more you put into your camp job, the more you will get out of it!

It is important to:

Remember that the campers will copy what you do so model only behaviours that you would want them to copy. For example, don't start serving the food before the Hamotzi or sit in the back at Tefilah chatting with your friends.

- Never contradict other staff members in front of campers. You can question or disagree with things but discuss it later and in private. Telling campers, "I don't like this either or I'm not the one in charge" doesn't help anyone.
- Be an active participant; model the way a camper should be acting.
- Do not ask campers to do something that you would not be willing to do yourself.
- Remember what is was like to be your campers' age.
- Be an active participant at all camp activities.
- Keep your cool and not lose your temper.
- Ask for help when you're unsure.
- Be fair and consistent.
- Know and respect each camper.
- Supervise your campers at all times.
- Love what you do and let the campers see it!

A TYPICAL DAY AT CAMP

Below is a description of a typical day at YCC. Every day offers variety and surprises depending on programs, special events, activities and weather.

Wake-up

Campers and counsellors wake up and get ready to start a fun and exciting day at YCC. Staff need to make sure that their campers are getting up, changed and getting ready to head down to breakfast.

Mercaz

All campers and counsellors meet in front of Mercaz before every meal. Every unit has their area at Mercaz, where campers must stand in a bunk line with one staff at the front of the line and the other in the back. We start with the wake-up song in the morning. Staff are encouraged to participate in the "wake-up" song- it's fun and if your campers see you doing it, they are more likely to join in! We also introduce the Hebrew Word of the Day and encourage campers and staff to use it throughout the day. Then we raise the flags and sing "O Canada" and the Directors/PDs/Supervisors make important announcements.

Breakfast

Our first delicious meal of the day! After Mercaz, our supervisors lead their campers into the dining halls and everyone should find a seat at their assigned table and wait for the Hamotzi to be said. Staff serve their campers and ensure that everyone has what to eat. Coffee and tea is available to the staff once the meal has started. Moving around the dining hall and visiting other tables is not permitted during the meal. The whole dining hall says the Birkat Hamazon to conclude the meal.

Clean-up (Period 1)

After the meal, all bunks return to their unit for clean-up. Clean-up is a scheduled period each day and is not an off for staff or free time for campers. Staff must assist their campers to clean up their personal area as well as the cabin in general. As role models for campers, staff must keep their side of the cabin tidy as well. Beds must be made, floors swept, the garbage emptied and cubbies straightened. Staff must ensure that cleaning assignments are distributed fairly and that everyone is doing their part.

Periods 2 and 3

Campers and staff go together to their scheduled activities. You should arrive at all activities on time and be ready to participate. This means that you are wearing a bathing suit if your bunk is scheduled for water activities including swim instruction. If your bunk is scheduled for a land sport, you should be wearing appropriate footwear so that you can play too.

Mercaz followed by Lunch

All units meet in front of Mercaz and stand in bunk lines with their staff. Announcements are made and the International Word of the Day is introduced. Unit supervisors then lead their units into the dining hall. Campers and staff enjoy another great meal which is concluded by the Birkat Hamazon.

Rest Period

All campers return to their cabin/tent to rest, read or write letters home. During rest hour, you should be hanging out with your campers and making sure they are happy. Rest hour is a common time for homesickness to set in. Be on the lookout!

Periods 4, 5 and 6

Look at your schedule to see what's in store for your bunk each of these afternoon periods. Each unit will have a period of general swim. All staff are required to supervise and participate with their campers at all activities.

A TYPICAL DAY AT CAMP

Shower Hour (Period 5 or 6)

Staff must ensure campers shower regularly. It's not enough to tell your campers to go take a shower! Many need some supervision or help! Please be near or in the wash-house in case anyone needs an extra hand!

Mercaz followed by Dinner

All units meet in front of Mercaz and stand in bunk lines with their staff. Announcements are made. The flags as lowered as we sing Hatikvah. Supervisors lead their units into the dining hall. Campers and staff enjoy another great meal which is concluded by the Birkat Hamazon.

Free Play

Free Play will take place on most days immediately after dinner. Campers will have the freedom to participate in any of the open specialties for the hour before Evening program begins. There will be a staff rotation for those who will be on OD for Free Play. Sr. Camp has the option to go back to their units, where there will also be a unit staff on OD there as well. OD in the unit is meant for the staff to supervise the tents, showers and rec hall. After Free Play is completed, Jr. side campers will be escorted back to their units by the staff who were on OD.

Evening Program

Each night features a special evening program for every unit. These may be games, theme nights, Jewish programming or other activities that keep campers busy and engaged. Evening programs should last anywhere from one to two hours. All counsellors and specialists take part in the program whether it's in the actual running of the activity or just playing along with the kids! Evening program ends with a bedtime snack followed by each unit's bedtime rituals or for older campers, free time in the unit before bed.

Lights out

After a jam-packed, fun filled day it's time for campers to get some rest. This is the time when you will be getting your campers to brush their teeth and get ready for bed. It's the perfect time to bond with your campers by talking about the day's events and what is coming up tomorrow. It's a great idea to read to your campers each night; just remember to choose a book that you can finish by the end of the session. By this time in your day, you are probably tired and looking forward to a break but campers will see right through you when you are rushing to get out. Hang out with them! Talk to them! This time means a lot to the campers so make it memorable! Congratulations on making it through another day at camp! Just remember to make tomorrow even better for you and your campers!

MERCAZ

Mercaz takes place three times a day, ten minutes before each meal. Both bunk and specialty counsellors must accompany the entire bunk to Mercaz. Upon arrival at Mercaz, staff should stand in bunk lines in front of the stage in their assigned area. Two staff should be at the front of the line and two at the back. Staff should quiet down their campers so that they can hear the announcements.

1. In the morning, the flags are raised while the entire camp sings O' Canada.
2. At lunch, Lost & Found items are distributed and awards are announced.
3. At dinner, the flags are lowered as the entire camp sings Hatikvah.

Mercaz is a time to listen to announcements and important information for both campers and staff. Always remember to lead by example, sing the anthems, show respect and do not talk or socialize while someone is addressing the camp population. Please wait for your unit to be dismissed before heading into the dining hall. Once your unit is called, please follow your supervisor into the dining hall.

It is important to:

1. Be on time
2. Stand with your campers
3. Keep your campers quiet
4. Lead by example
5. Wait for your unit to be dismissed
6. Follow your supervisor into the dining hall

RESPONSIBILITIES

Counsellor in the Unit

As a counsellor, you have the most important role in the bunk. You are the primary caregiver making sure our campers are in a safe and fun environment. Camp life can often surprise us, therefore the campers thrive on routine and predictability. By working as a team with your co-counsellor and CIT, you are there to offer as much structure as possible to ensure every camper's needs are met. You will undoubtedly form connections and build relationships through your time spent together. All your efforts will contribute to them having the best summer ever.

Your responsibilities are as follows:

- Unless on an assigned period or day off, you are to be present and involved during:
  - Wake up
  - Travelling to Mercaz
  - At Mercaz
  - Meals (on a rotation with other counsellor and specialists)
  - Clean up (Clean cabins/tents and unit areas are expected)
  - Laundry (changing bed sheets, filling laundry bags and putting them out for pickup, unpacking clean laundry)
  - Rest Hour
  - Showers
  - Evening activities
  - Bedtime
- You are a role model and should provide your campers with proper guidance in following camp rules.
- Intervene should a discipline issue arise.
- Be aware of any particular needs of your campers (allergies, dietary limitations or restrictions, etc).
- Communicate any important information about campers to your co-staff and unit supervisor.
- Communicate your expectations, limits, and rule with your co-staff and campers. Help the campers achieve them.
- Be involved in the various routines and help campers to follow them during the day.
- During camp wide activities or gatherings, sit with your bunk.
- Arrive punctually to you bunk's activities.
- Participate in your bunk's activities.
- Be vigilant while supervising at an activity or in the bunk/unit.
- Relay important messages, concerns, or incidents to your supervisor and PD.
- Plan activities for open periods and rainy days.
- Attend weekly meetings with your supervisor and fellow unit staff.
- Stay positive and respectful.
- Ask for help when needed.

Responsibilities of a Bunk Counsellor at a Specialty

Specialists are responsible for running activities for the campers. However, they are dependent on the bunk counsellors for help, support and participation.

Bunk counsellors can help by:

1. **Getting involved** in the program being offered. You know your campers best! Help the specialty staff adjust and modify the activity when necessary.
2. **Helping to motivate** your campers. This can be accomplished by building excitement on the way to the activity and by actively participating once there.
3. **Assisting** the specialist in instruction, skill development and leadership at the activity.

Responsibilities of a Specialist in a Unit

All specialists have responsibilities that go beyond their respective specialty area.

1. Every specialist is attached and ***a part of*** a specific bunk of campers.
2. Specialists are responsible to work with the bunk counsellors in all areas of looking after and caring for their campers. When a specialist in not running a period, they are considered another counsellor in the bunk and must take an active role in wake-up, clean-up, hygiene/shower time, walking to Mercaz etc. Specialists are expected to sit with their bunk at Mercaz and during meals.
3. When a specialist is not working during free play or evening program, they are expected to be a part of their assigned unit and join them for their evening activity.
4. Specialists should help their campers get ready for bed and make sure that everyone is settled in before leaving the unit.
5. Specialists are expected to be involved in the set-up and running of certain camp wide activities such as Canada Day, Carnival Day, Israel Day etc.

Specialists in the Unit

As a specialist, you play an important role in the bunk. You offer an extra set of eyes and ears to help provide our campers with a safe and fun environment for them to have the best summer ever. Along with sharing your specialty knowledge with every camper in camp, you also get to form a special bond with the bunk you are living with. When not assigned to your specialty or on an assigned period off, you get to spend time connecting and building relationships.

Your responsibilities in the unit are as follows:

- Unless assigned elsewhere, specialist are to be present and involved during:
  - Wake up
  - Travelling to Mercaz
  - Mercaz
  - Meals (on a rotation with the bunk staff)
  - Clean up
  - Rest Hour
  - Shower time
  - Evening activities
  - Bedtime
- When with the bunk, you are a counsellor.
- You are a role model and should provide your campers with proper guidance in following camp rules.
- Intervene should a discipline issue arise.
- Be aware of any particular needs of your campers (allergies, dietary limitations or restrictions, etc).
- Communicate any important information about campers to your co-staff and unit supervisor.
- Understand the expectations, limits, and rules set by your co-staff and help campers achieve them.
- Be involved in the various routines and help campers to follow them during the day.
- During camp wide activities or gatherings, sit with your bunk.
- Help your campers to arrive punctually to their activities.
- Participate in your bunk's activities.
- Be vigilant while supervising at an activity or in the bunk/unit.
- Relay important messages, concerns, or incidents to your co-staff, supervisor, and PD.
- Help run activities during open periods and rainy days.
- Stay positive and respectful.
- Ask for help when needed.

The CIT

- A CIT may be placed with your bunk or at your specialty for a three to five day placement.
- The CIT is a camper at YCC and is there to learn how to be a counsellor or specialist in the future. S/he is not a gofer! They are there to lend a hand but first and foremost are there to observe and learn. Therefore the counsellor/specialist must always set a good example.
- The CIT should have a copy of the bunk/specialist's schedule and should be introduced to the campers on the first day of placement. S/he must be treated with respect and kindness and should feel that they can approach you with questions and/or concerns.
- The CIT should never be left alone with the group. This includes during an OD, at meals, at Mercaz etc.
- If there are any problems with the Junior CIT, they should never be dealt with in front of the campers. Any problems should be conveyed to your Supervisor or PD.
- CITs are young, energetic and full of ideas. You can learn from them just as easily as they can learn from you. Please keep in mind, however, that they are still campers.

The Teen Staff

A Teen staff may be placed in your bunk or at your specialty.

They are there to do the same counsellor tasks as a staff, but also to ensure that they are learning from you on what it takes to be a successful staff member. They are not meant to be gofers, but treated as actual staff who are there to assist in the regular daily functions of a camp counsellor. The Teen Staff will meet the bunk every morning and will be "on-duty" until after free play. They may decide to join in the evening program, but that would be their choice along with the Supervisor.

RESPONSIBILITIES / CAMPER CARE

Wake up and Wash up

The camper's day begins with wake-up at 7:30-7:45 in the morning. If the counsellor wishes to take a shower or have personal time before waking the kids, the counsellor should get up earlier. At 7:30 am, the counsellor should enter the camper cabin/tent and give an initial wake-up. The purpose of the initial wake-up is to make sure every camper has his/her eyes open. A good initial wake-up is characterized by warmth and/or enthusiasm. Yelling or grumpiness should be avoided; it sets an unpleasant tone that can last all morning. It is never acceptable to wake a camper by yelling at the cabin/tent from outside or yelling once in the cabin.

If a given camper is having trouble waking up, the counsellor should tap that camper gently. Tipping beds or pulling out their pillows or blankets is forbidden; it is unpleasant and it can cause injuries. A good technique for making sure campers don't fall asleep again is to require that they have two feet on the floor before you leave the room.

Once every camper in the group has opened his/her eyes, the counsellor should make a second round. The purpose of the second round is to make sure that none of the campers have gone back to sleep. During this round, the counsellor should not leave the cabin/tent until every camper is on his/her feet and is getting dressed. In younger groups especially, the counsellor should pay attention to what the campers are putting on. Is the clothing weather-appropriate? Is the camper wearing socks? A problem with dress is much more easily corrected at this point than it is once the group is assembled and ready to go down to breakfast.

This is also a good time to check for bed-wetters. This is best done by inconspicuously feeling each bed for dampness. Although scent will usually reveal a bed wetter, it is not always reliable. Make sure to be discreet if you discover a camper is a bed wetter. Talk to your supervisor and we will arrange a time to change the blankets and sheets when other campers are not around. Once the campers are dressed, they go to the washroom to wash up. Wash-up generally consists of washing the hands and face, combing or brushing the hair, and brushing the teeth. For older campers, it may also include shaving. Counsellors need to help younger girls with long hair to comb it out.

It is recommended that the counsellor wash up with the kids. This provides an opportunity to notice which kids wash up well and which kids require special attention. For younger children in particular, you may need to use the breath test to check whether campers who say they have brushed their teeth actually have.

Older children are more independent, and it is generally not effective to tell them they must wash up. It is appropriate nevertheless to observe their routines and to pull aside a camper with poor hygiene and make a confidential suggestion that he/she wash more consistently. A private discussion of the reasons and values behind this suggestion will often meet with the most success.

CAMPER CARE

With both older and younger kids, there will often be one or two children who are slower to wake up and get around than the others. Handled properly, this should not cause tension or lateness. Once such a camper is identified, the counsellor should do two things. First, she/he should wake that camper earlier--however much earlier it takes for that camper to be ready on time. If there are two or more slower campers in a unit, counsellors may want to rotate the responsibility for the early wake-up.

Second, the slower child should receive extra attention while getting around. Depending on the child, this may mean anything from consistent reminders to keep at it to actual assistance with dressing and washing. The counsellor should identify as a goal for such a camper that she/he learn to get around faster, and through instruction and encouragement, the counsellor should help the camper make progress toward that goal.

When the campers have finished washing, the counsellor should assemble them as a group and get ready to go down to Mercaz. The counsellor should look over each camper one more time. Are their shoes tied? Do they look well? Are they carrying anything they shouldn't bring into the dining hall? When everybody is ready to proceed, the counsellor and kids should go to Mercaz as a group. Make sure to count the campers and that you have everyone before you leave.

Clean Up

Cabin/tent clean up takes place every morning after breakfast unless there's a sleep-in or Shabbat. Clean-up is Period 1, in other words a scheduled activity and not an open for campers or an off for staff. For this reason, there are no OD's for clean up as bunk counsellors and specialists are present to supervise, assist and take part in clean up. The period must be spent on the campers' side of the cabin or in the campers' tent(s).

During the clean-up period, all beds must be made and personal belongings put back in their place. Dry towels should be removed from the porch, folded and put away. The garbage must be emptied and the bunk must be swept daily.

Not every camper will know how to do these things when he/she comes to camp. Some campers are overwhelmed when told just to clean up and do not know where to begin. They may seem like they are not listening, when in fact they are trying their best. They may need specific directions, as in fold these clothes, make your bed, sweep the floor. This is often true even with teenagers. It is the counsellor's job to teach clean-up skills and to help campers to improve them.

Inspection of the camper and staff side of the cabin takes place daily by the Supervisor and/or PD.

Tips for Clean-Up

1. Cabin floors to be swept everyday
2. All wet clothing should be hung to dry
3. Dry clothing should be taken off the porch and put away
4. Camper belongings should be put away
5. Toiletries and other personal items should be arranged neatly
6. All beds, including staff, are to be made on a daily basis

During clean-up counsellors must also make sure campers are dressed appropriately for their morning activities. This often means wearing a bathing suit underneath their clothing if swim is not the first activity period. Counsellors should also make sure they bring everything they will need themselves. Extra trips back to the bunk are to be avoided whenever possible.

CAMPER CARE

Clean-up is a very busy time. There is a lot that must be done and it needs to be supervised. It is important to establish a definite routine and to supervise it very actively. Counsellors should never use this time for napping, showering, or lounging. If the counsellor must attend to personal business during clean-up (i.e., health center visit), then he/she should make sure another counsellor takes his/her place.

If clean-up is not finished on time, the counsellor should notify the Unit Supervisor who will then make the decision of whether or not to keep the group from going to their next activity.

Finally, clean-up in camp is not restricted to the time period directly following breakfast. Take a few extra minutes to have the group straighten up if things get messy during the day. Make sure the group leaves its activity areas clean. And, most important, make it a habit to pick up litter throughout camp as you travel. This will make our lives in c a m p more pleasant, and it will instill in campers the important value of caring for the environment we live in.

Showering

Counsellors must make sure campers shower appropriately. With younger campers, the biggest concern is usually making sure showers are taken frequently enough. Every camper should shower regularly during scheduled shower times, rest hour or free play in the unit. Showers should never interfere with scheduled activities, nor should they be permitted during clean-up.

Campers should be discouraged from showering in bathing suits. With modest children, this can be sensitive. A staff member should always be present in the wash house during shower time.

With younger campers, counsellors should make sure the kids wash thoroughly. This can only be done if there are at least two counsellors actually in the shower area. If left unsupervised, children will often just splash themselves with water and then claim that they took a complete shower.

Staff are to remain INSIDE the shower house while campers are showering. They do not need to be in the stalls with them, but they MUST be inside the building to observe any indecent or inappropriate behaviour.

Bedtime Routine

Once the evening activity ends, all campers and staff return to their cabins/tents. Staff actively supervise campers getting ready for bed; ensuring that all campers wash up, brush their teeth, go to the bathroom and wear pyjamas suitable for the temperature. Bedtime is a great time to talk about the day's events with the campers or what is coming up tomorrow. This contributes positively to the environment in the bunk and the relationship between campers and counsellors. It is also a great way to quiet down campers in preparation for bed. Staff must remain with the bunk until they are quiet and settled down.

Bedtime Ideas

As the day comes to a close, many campers may feel homesick while others may have a sudden burst of energy. Here are some bedtime discussion ideas that can be helpful in calming your campers down and getting them to bed.

1. Share something important that took place over the course of the week.
2. Have each camper tell about something good that happened that day and something they will work to improve on tomorrow.
3. "Meet the Cabin". Get the opportunity to interview each other. Each night a different camper can be "interviewed" by the rest of the cabin.
4. Ask thoughtful questions and give all the campers a chance to answer.

5. Have a cabin song to sing every night.
6. Tell a story or give a camper the chance to be the storyteller.
7. Read to your campers. Choose a book and read it over several nights. This is not just for young campers! Even older kids enjoy being read to!
8. Create a group story and have each camper add a line as the story continues.
9. Share hopes and fears. You can even have campers write letters about this in their first day andshare during the last week of camp.
10. Take a short walk around the cabin/unit.
11. Stargazing.
12. Spend time talking with individual campers.

Birthdays at Camp

Birthday celebrations at YCC are AWESOME! Counsellors go all out to make sure the day is special for their camper. YCC honours each birthday boy or girl with a special cake and celebration. Parents are permitted to send up non-food gifts to our camp office for their child's special day.

Parents may also arrange to speak to their child on their birthday at camp. Your unit head will give you a specific time to go to the office so that the camper can receive the call from their parents.

Birthdays at camp can be fun, but also sad for some campers as they are not surrounded by their parents and family. It is up to the staff to take the right approach to ensuring the birthday boy/girls feels special throughout the day. This should involve;

1. Decorating the bunk at night when the kids are sleeping so when they wake up they see the decorations (streamers, balloons, etc)
2. Have a card made in advance for the birthday camper and have all the bunk mates sign it
3. Bring out the cake towards the end of lunch with your co-staff or some of the campers friends
4. Bring the camper to the office for their birthday phone call
5. Make the camper feel extra special throughout the day; piggy back rides, raising or lowering the flags at Mercaz

Laundry

Laundry takes place once a week for campers and staff. You will be advised of your bunk's assigned days in advance. On this day, laundry must be put out on the porch by 8:00 am, before leaving the unit for breakfast. This means that sheets must be changed the day before and laundry packed in a mesh laundry bag then placed inside the camper's duffel bag for transport. Please ensure that campers include all their towels from the porch in their laundry bag. Laundry is returned the following day. In the event that emergency laundry is needed, please advise your supervisor so that they can make arrangements.

Sunhats and Sunscreen

Every camper must:
1. Wear waterproof sunscreen
2. Wear sunscreen that is 30 or higher

3. Wear sunhats at all times
4. Apply sunscreen before second period, after rest hour and after swim periods
5. Wear a T-shirt at all times
6. Change out of their wet bathing suit after water activities

A Few Reminders:

1. The sun is strongest between 10:00 am and 3:00 pm
2. Make sure campers drink a lot of water on hot days
3. There are sunscreen stations around camp
4. Set a good example by wearing a hat and reapplying your sunscreen
5. Watch for signs of sunburn
6. If a camper doesn't have sunscreen or a hat, let your supervisor know
7. Use the shade to help reduce the risk of sunburn and heat exhaustion

Homesickness

Homesickness is something that affects us all. Homesickness can be caused by several different factors. The easiest way to deal with homesickness is prevention. In studies it was found that 95% of boys and girls who were spending at least two weeks at overnight camp felt some degree of homesickness. It is typically mild, as everyone misses something about home. However, the vast majority of campers have a great time at camp and are not bothered by mild homesickness. Overcoming a bout of homesickness and enjoying time away from home nurtures children's independence and prepares them for the future.

Causes:

1. Strange and new surroundings.
2. Away from family and friends.
3. Campers sent to camp against her wishes.
4. Physical ailment (cold, flu, etc).
5. Inability to join into the activities.
6. New food.
7. Fear or lack of security.
8. No mail from home.
9. A feeling that nobody cares.

Remedies:

1. Make campers feel at home from the moment they arrive at camp.
2. Know every camper's name as soon as possible.
3. Take the time to get to know your campers. Find out their interests, talk about activities, special events, favourite foods, etc.
4. Give each camper a sense of responsibility. Keep them busy.
5. Listen. Allow the camper to talk about their problems/feelings.
6. Give a lot of positive feedback. Make the campers feel proud of their accomplishments.
7. Encourage integration of new and returning campers. Making new friends is a perfect antidote to homesickness.

Stay positive. Remind campers that they are not at camp forever, just a few weeks. Encourage them to enjoy the time and opportunities they have while they are at camp.

CAMPER CARE

Letter Writing

Campers are required to write at least two letters home per week, on **Sundays** and **Wednesdays**. Letters are very important because parents are not permitted to phone or visit their children at camp. Mail thus becomes the only way they can communicate.

The supervision of letter writing is organized differently in different units. There are, however, a couple of points that are the same throughout camp.

1. Every child should send a quick card or letter home on the first day of camp.
2. Counsellors must set up two letter writing days a week. Every camper must write home during rest hour on these days.

When collecting letters, make sure the envelope is properly addressed and has the appropriate postage. Also, if campers are asked to send a letter home, make sure the letter you collect is indeed going to the parent and not to another relative or friend.

Finally, when letters are collected, they should be given to the Unit Supervisor as soon as possible or given in to the office. The longer you hold onto a camper's mail, the more likely it is that it will be lost. Process letters quickly, even if you must go a little out of your way.

CAMPER CARE / SUPERVISION

Physical, Psychological and Sexual Harassment and Abuse

Physical, Psychological and sexual harassment and abuse are all unacceptable at camp and will be dealt with very severely if they occur. To make sure there is no confusion, let's clarify what they are:

Suggestive language and jokes that make a person feel uncomfortable. It is expected that the work place be free of sexist jokes or innuendo and will respect the rights of the individual to move freely without fear of comment make directly or indirectly.

Any unsolicited body contact including touching, pinching, poking, grabbing, tickling, kissing, hugging, hitting, pushing etc. Any person who has not given you permission to do these things is having their space violated. It is a violation against an individual whether they are male or female, staff or camper.

Threatening behaviour includes swearing, written or verbal threats, condescending language or insults, physical attacks or intent to inflict harm.

It is the intent of this policy to ensure that all campers and staff are in an environment which respects the rights of all individuals. All staff must be aware of the fact that physical, psychological and/or sexual/harassment of any kind will not be tolerated.

Travelling Around Camp

Counsellors should get used to constantly counting to make sure they have everybody in the group. As groups move from one place to another, they should stay together. The group should not be sent ahead without the counsellor, nor should the counsellor leave the group by itself, except in an emergency. The bunk should move as a group--the person in the front should be no more than a few feet ahead of the person in back. This rule should be firmly established on the first day of camp, and it is worth spending a lot of energy on it to get it right. It fosters safety, discipline, and group identity.

Counsellors for older campers are also required to make sure their groups travel together. Groups cannot simply be asked to meet at a specific place at a specific time. While this may seem unnecessarily restrictive with older campers, some of whom travel freely on public transportation at home, it is an essential part of effectively supervising health, safety, and behaviour at camp.

Regardless of the age of the campers, every counsellor must always know where every camper in the group is. The reverse of this is also true: every camper must always know who is supervising him/her and where that person is. This is especially important on the regular counsellor's day off or period off and during any time spent in the cabins between activities.

There are several problem areas with regard to travelling as a group that require special emphasis. The first is when one or two campers are particularly slow at getting around. Although counsellors may feel pressure to let the rest of the group go on ahead, especially if there is a popular activity, the correct thing to do in most cases is to have the entire group wait until every camper is ready. Ultimately, group pressure will be far more effective than counsellor nagging when it comes to getting slow campers to speed up their act. The exception is that groups with more than one counsellor may split into an earlier half and a later half to make it easier with the younger kids.

Another problem may be after meals. Counsellors must walk their groups to their next destination at the end of every meal. If a counsellor cannot accompany the group because he/she must visit the Infirmary, pick up mail, etc., then he/she should ask another counsellor to take the group. Poor supervision after meals is a major cause of incidents.

The counsellor should not leave the group alone at an activity or on the way to an activity in order to get equipment. Ideally, the entire group should stop to get what is needed together. The next best alternative is for the counsellor to leave his/her group under the supervision of another counsellor when he/she goes to get something.

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Campers are not allowed to go into camper living areas unless a staff member is present. This means that counsellors must accompany groups to the unit whenever a change of clothing is required (i.e., after swim) or whenever a camper needs to go back to get something (i.e., baseball glove, towel, goggles).

OD (On Duty)

All OD schedules are prepared in advance by the Supervisors and Program Director. Any changes must be approved by your PD. Being On-Duty is an important part of your job and must be given your full attention. Cell phone use is NOT permitted at any time while on OD. Staff are not permitted to make changes to the OD schedule. Any requests for changes must be authorized and approved by the PD.

At night:

On Jr. Side:

- All staff to return to the cabin with the campers following evening program
- No one is permitted to leave the unit until the unit is cleared by the Supervisor
- Once the unit is cleared, staff may sign out of the unit
- The assigned OD is to remain in the cabin for the rest of the night
- The OD must remain on the campers' side of the cabin until the campers are settled and asleep
- The OD must log any issues or incidents in the bunk logbook

On Sr. Side:

- All staff must remain in the unit following evening program
- No one is permitted to leave the unit until the unit is cleared by the Supervisor
- Once the unit is cleared, staff may sign out of the unit
- The assigned ODs must remain in their designated spot until 1:00 am
- The ODs are responsible for specific tents
- The ODs must check their designated tents every 20 – 45 minutes
- The ODs must log any issues or incidents in the unit logbook
- The ODs must call to check in at the office every hour

Please not that Rest Hour and Free Play are considered programming periods and not offs for staff. These are periods where all counsellors and specialists are On Duty.

Meals

Once inside the dining hall, counsellors should lead their campers to their assigned table. One counsellor must sit in the designated "staff spot" facing the front of the dining hall. This enables them to receive hot dishes and to see when the hand goes up and hear announcements.

At the table, no cutlery, plates, food, cups, water etc., should be touched until after the prayer to start the meal. Once the entire dining hall is seated, all meals begin when a supervisor puts up their hand asking for quiet. A good counsellor will anticipate this and remind his/her children that the "sign" is coming and that they should get ready to be quiet. With younger children, it is often effective to challenge them to see how quickly they can be completely silent.

The supervisor will then lead the prayer. No one is obligated to say the prayer, although it is supportive of the Jewish content of camp if counsellors participate. In any event, those who don't say the prayer must be silent out of respect for those to whom it is important. And those who do say the prayer may not make a game out of it by singing it too loudly, etc., for the same reason. When the prayer is over, the meal begins.

SUPERVISION

The service is family style, which means one to two trays or dishes containing each menu item is placed on each table and then must be passed around. Counsellors should suggest how much of a popular item each camper may take. The goal is to see that everybody gets firsts before someone has to go up for seconds. At meals, counsellors should watch to see that the campers are eating. Counsellors should never put down or make fun of the food, even it isn't to their liking. The counsellor should set an example by taking and trying a little bit of everything.

Poor appetite can be a warning sign for illness and for personal problems. Encourage campers who aren't taking food to eat something. If they don't, ask privately if they are feeling ok. Keep an eye on them. Speak to the supervisor if it continues for a couple of meals. If a camper isn't eating because there is nothing on the table he/she likes, talk to your supervisor about getting something from the back that the camper will eat. Camp policy is that no camper should go hungry. While we can't serve special foods to everyone at every meal, we should make an extra effort for a camper who is occasionally faced with a meal that is particularly unpleasant to him/her.

There is no shouting in the dining hall. Conversation should be in a normal voice to preserve a pleasant atmosphere. One of the most common occasions for shouting is when a frustrated camper cannot get someone to pass something. To prevent this, everyone should make it a practice to direct a request to pass something to a particular individual and to use that individual's name to get his/her attention. A general request to "please pass" something which is directed at the entire table is usually ignored because the appropriate individual simply doesn't realize that the desired item is near him/her. The use of a name prompts that person to look around.

Campers and staff may get up to choose items from the salad bar after the prayer is completed. One staff can get up to get seconds for the table as well. All campers and staff must remain in the dining hall for the entire meal. Staff and campers are not allowed to hang around on the porch or outside the dining hall.

Counsellors are expected to use good table manners and to insist that campers do the same. A table that is always a mess at the end of the meal is not being properly supervised.

Meals are not time off. They are one of the most important places for establishing control, and the tone set in the dining room will carry over into the rest of camp. The dining room is also a good place for counsellors to get to know their kids. If the meal is well conducted, the dining hall can be an excellent place for conversation, for discussing the day's activities, and for getting campers psyched up for the rest of the day. Counsellors may not leave the dining hall for any reason unless they have permission from their supervisor.

Meals are also one of the places in camp where we stress environmental values. We encourage campers to reduce the amount of wasted food on their plates. We encourage everybody to take at least a tiny "no thank you" portion of everything on the menu and we encourage them to actually eat what they take. And while everybody is welcome to eat as much as they want, they should also take care to take only what they will eat.

As the meal nears completion, the counsellor should begin to direct the clean-up. Anything that can still be used should be returned. Items that cannot be re-used should be thrown out. The table must be completely cleared in order to be dismissed from the dining hall.

At the end of the meal, a supervisor will again raise their hand to get quiet. Again, the counsellor that can anticipate this and remind the group that it's coming will find it much easier to get his/her kids quiet. At this time, eating should continue only if it can be done silently; cleaning should wait until after announcements and the prayer.

The supervisor will usually make announcements, and the staff should listen carefully. Then the supervisor will lead the Birkat Hamazon, our closing prayer. Printed sheets are available for campers and staff who want to learn this prayer. After the prayer, the supervisor will again ask for quiet and will dismiss the Dining Room one section at a time. Even if your group is dismissed, you should not leave until the table is clean.

SUPERVISION

For many campers a special part of the meal is cheering. Each unit has a cheer or cheers which they chant together toward the end of the meal. There are a few simple rules governing this tradition. Cheering may not begin until dessert is served and only one unit at a time may cheer, on Tisha B'av, or on Shabbat. Campers must remain seated during cheers. If these rules are followed, cheering can be lots of fun and it is an excellent way to build spirit.

Campers on Jr. Side are not permitted to participate in "quiet pleases"; it is inappropriate and can make many campers feel uncomfortable. If "quiet pleases" are done on Sr. Side, it is up to the staff to make sure any campers involved are comfortable and not made to feel embarrassed.

YCC does not allow the game "go-get"; it is disruptive to the meal and dining hall; To have an item taken off of your table that you are using (ketchup, napkins etc…) and not returned is disruptive. "Go-get" can also make other campers and staff feel less important, such as when a camper is asked to go get "the hottest camper or staff"; this can make others at the table feel down.

No food fights or tossing of any food or drinks is ever permitted in the dining hall. Cups may not be popped. Dishes, cutlery and cups may not be removed from the dining hall.

Free Play

Free play takes place every evening immediately following dinner.

On designated evenings, campers will have the choice of activities to participate in with like-minded campers. All choices are listed on the white board at Mercaz by lunchtime. Campers should come to dinner dressed for the activities they want to participate in during free play.

Free Seating / Meal Relief

Every Saturday at lunch, we have **free seating**. This is a time when campers and staff can sit in either dining hall with people other than their staff and bunkmates. It is a great opportunity to spend some time with a sibling, relative or friend from another bunk or unit. Although staff can sit with a friend, they are responsible for the campers at their table.

Staff will be quickly dismissed from Mercaz before the campers so that they can quickly find a table. Each table must have two staff. If a staff member is needed to supervise another table, please note that you may be asked to move. Since you will have different campers than your own campers come to sit at your table, please be sure

to introduce yourself, find out their names and find out if there are any special dietary needs, restrictions or allergies.

At the end of the meal, you must collect all your campers and return to the unit together for rest hour.

Staff members will sit with their campers during meals. Bunk counsellors should have a rotation set up with specialty counsellors from their bunk to allow for **meal relief**. Both bunk counsellors and specialty counsellors must sit a minimum of one meal per day with their campers. Please keep in mind that the more time you spend with your campers, the greater the relationship you build. If there is a problem with the distribution, please speak to the Unit Supervisor.

Staff sitting at the table must always make sure all campers are eating and behaving appropriately.

Waterfront Procedures

Staff are expected to:
- Help the waterfront staff as needed
- Remain at the beach/pool for the designated period
- Be in the water with camper(s) when asked by a waterfront staff
- Wear a bathing suit and be ready to go into the water during any and all swim periods

At **Swim Instruction**, counsellors are expected to participate by helping the swim staff. This means:
- Getting into the water
- Watching the group while the instructor helps one camper
- Taking one camper aside if necessary
- Taking campers to the washroom

Swim instruction is not an off for staff. Once all campers have joined their swim instructor, counsellors must join a group as well.

At **General Swim**, counsellors are expected to participate with their campers in the water. Counsellors must supervise campers that are not swimming. Tanning or hanging out with other staff or lifeguards on the docks is not permitted.

Check in, Check out

Upon arrival at the beach, all bunks must sit in bunk lines and check in with the Supervisor of the Waterfront. Once the “Buddy Board” is open, campers must collect their chips, find a buddy to swim with and get their numbers before entering the beach. Buddies must stay together and yell out their number whenever the buddy whistle is blown. When campers are finished swimming, they must check out by collecting their chip and returning it to the box. If one camper is finished swimming, their buddy must leave the water as well, collect their chip and find a new buddy in order to check back in.

- Counsellors should help campers who want to swim find a buddy or act as a buddy themselves
- Campers not swimming should be sitting under the covering to avoid sun exposure
- Campers not swimming must be supervised by their counsellors
- Counsellors and swim staff are responsible for ensuring the beach area is clean before the bunks leave.

SAFETY AND SECURITY PROTOCOLS

Our safety protocols are designed to keep our campers and staff safe. These protocols are reviewed with our entire staff team at *Staff Orientation* and with our campers and staff in the first 48 hours of each session.

Visitors/Strangers at Camp

- All visitors at camp are required to check-in at the office where they will receive a **Visitor Badge** that they must wear around their necks at all times at YCC.
- Upon departure from camp, visitors must return the **Visitor Badge** and sign-out at the office.
- If you see anyone at YCC that you do not recognize, and this person is not wearing a **Visitor Badge**, contact the office and ask the person to identify themselves.
    - Be polite, give assistance if possible, and escort the person to the camp office, or ask him/ her to leave.
    - This is private property, not open to the public. Be sure that the person leaves the site, and immediately inform a Camp Director of the incident.
- If the appearance of a stranger makes you uncomfortable, remove your campers from the situation, contact the office and when possible, approach the stranger with another staff member.
- If the stranger seems threatening in any way, do not approach or take any chances. Remove your campers and yourself from the area, notify the office and attempt to observe the whereabouts of the person. Inform the Camp Directors immediately.
- If you see or suspect an intruder in camp at night, immediately notify the office and the Camp Directors.

Missing Camper

- Always know the whereabouts of all of the campers under your supervision by counting them at regular intervals.
- In the event that you are missing a camper, you first must use common sense:
    - Inform the office who will in turn notify the Camp Directors and Program Directors.
    - A search for this camper will begin in the unit; checking the cabin/tent thoroughly and wash house.
    - The infirmary will be contacted to see if the camper is or was there.
    - Bunkmates of the camper should be asked where was the last place they were with the camper.
    - If the camper has still not been found, the Directors will give the go-ahead to sound the fire-alarm and campers will proceed to the designated areas to get signed in.

SAFETY AND SECURITY PROTOCOLS

Fire

- There are pull stations (red boxes) throughout the camp.
- In the event of a fire, staff are permitted to lift the red box and flick the fire alarm switch. *Make sure to flick the fire alarm switch and NOT the lockdown switch. Both are labeled.
- In the event of a fire alarm (always assume and behave as if it is a real fire), everyone must proceed to one of the following three evacuation areas where an Area Coordinator will count everyone.
    - Basketball Courts
    - Jr. Waterfront
    - Sr. Waterfront
- Upon arrival in any of these evacuation areas:
    - Campers will immediately sit in bunk lines.
    - Counsellors will count their campers.
    - Counsellors will check in with the Supervisor in charge of that area.
    - Counsellors will sit in line with their campers to maintain quiet and calm scared campers.
    - All specialty staff must be accounted for.
    - Everyone must remain seated and quiet until the Supervisor in charge gives further instructions.
- In the event of a fire alarm while campers and staff are in their units:
    - They must put on footwear.
    - If it is nighttime, quickly take warm sweatshirt/sweatpants and proceed to the nearest evacuation area.
- Never attempt to fight or contain a fire that is large and out of control. Close building doors and windows when possible.

Windstorm/Thunder and Lightning

- Upon hearing thunder or seeing lightning, all water specialties must bring in all campers and boats.
- Count in all campers and proceed to nearest indoor facility.
- Wait 20 minutes from the last time thunder was heard until proceeding back to the waterfront.
- In the event of heavy winds, campers and staff should quickly make their way to the nearest building: Rec Hall, CA Centre, Koby Centre, Huberdome, Dining Hall, Arts and Crafts, Counselors' Lounge, where they will await further instructions.
    - The office will call each building to give an update on how to proceed.
- Camp Directors will get in touch with an emergency contact in the area to monitor storm movement and information and relay any changes or pertinent information to the Program Directors.

Lockdown

- If you see an armed intruder, ensure the security of your campers and contact the office immediately.
- There are pull stations (red boxes) throughout the camp.
- In the event of an armed intruder, staff are permitted to lift the red box and flick the lockdown alarm switch.
- Upon hearing the lockdown alarm, all campers and staff will disperse into the woods (as a group) as

quickly and quietly as possible.

- Keep going until you have reached a main road, someone's home who will let you in or you simply cannot run anymore.
- Do not return to camp; If you are in the woods, a search team will find you.

Bus Accident

- All staff who are not injured should check for the safest exit point and calmly remove everyone from the bus.
- If possible, move all campers away from the bus in case there is a gas leak.
- Call 911 immediately and then contact the Camp Directors.
- Look for signs of shock and remember that a person does not have to be complaining of an injury to actually be injured.

Medical

- Notify the infirmary immediately and stay on the phone with them to give all necessary information:
  - Location.
  - Name of camper.
  - Type of injury.
- Remain calm:
  - If you keep your cool, you will be able to deal with an emergency as effectively as possible. This will help prevent the injured child as well as the other kids in the bunk from panicking.
- Do not move the camper:
  - If there is a possibility of a spinal injury, one staff member is to remain with the camper while the other counselor immediately gets help.
  - Make sure the other campers do not crowd the injured camper.
- First Aid:
  - If the accident is clearly not a spinal injury, one counselor should immediately accompany the camper to the infirmary while another counselor remains with the group.
  - A staff member should call the office to request transportation from a Program Director for the camper to the infirmary.
  - Always try to reassure and calm the camper.
- Do not ignore any complaint:
  - A counselor should take all complaints seriously.
  - A seemingly innocent situation might turn out to be serious.
- Never administer medication:
  - Counsellors may never give a camper medication under any circumstances.
  - A camper must be taken to the infirmary for all medications:
    - This includes Tylenol, Advil, cough syrup, cold medicine, throat lozenges etc.

ALL STAFF

Days Off

All staff members are on-duty 24 hours a day with the exception of designated time off. Each staff member is entitled to 2-7 days off per summer depending on their contract length. Staff members' days off begin at 6:00 p.m. and end at 6:00 p.m. the following day. Staff are required to be back on duty at Mercaz by 6:00 p.m. Staff days off will be set during staff training in June and cannot be changed without permission from the Director/Coordinator.

Special day off requests, as well as consecutive days off are possible only with the approval of the Camp Directors. These requests must be submitted in writing prior to the start of Staff Orientation.

Some things to consider when making your requests for days off PRIOR to the start of camp:

- Unit meetings take place on Monday nights. All bunk staff must be present at the meeting.
- No days off permitted in the first two or last two days of the session
- Some specialties will have specified days off where the activity is closed
- Co-staff are not permitted to take the same day off or overlapping days off
- Unit staff are not permitted to take a day off on Friday until Saturday

Cell Phone Usage

At YCC, there is a zero tolerance cell phone policy. This means that there is a ban on all electronics during waking hours starting at 7:30 am until curfew at 10:00 pm. This includes texting, looking at the time and camera use.

Taking photographs or filming campers and other staff is strictly forbidden. By law, you are not allowed to photograph minors without parental consent. Parents have only given consent for photographs to be taken by the YCC photographer, videographer and/or administration.

ALL STAFF

We realize that it may be difficult to give up the use of your cell phone or electronic device during the day. However, our policy is in place in order to:

- Maintain excellent supervision of the campers
- Pursue effective communication between staff members
- Ensure that our campers are not exposed to inappropriate material
- Promote socialization between campers and staff
- Give campers the much-needed break from the world of technology
- Allow staff and campers to fully embrace the connections they make with each other

We believe that unplugging our staff and our campers will result in enhanced interaction between bunk mates and staff and a more positive camp experience will result.

There are exceptions to the policy. These include the Directors, Program Directors and maintenance who communicate with the office.

The consequences of this policy are the following: The first time a staff member is caught using a cell phone at camp, they will be put on probation. The second time, the staff member will be dismissed.

Internet Communication Policy

Year-round internet communication is a topic that had taken a front seat in recent years for schools, camps, and any institution that works with children. This year, we will be introducing a mandatory session for all staff during our staff training, to educate our staff on how their online persona impacts their position with YCC and their role with campers and our entire camp community year-round. It had become apparent that as a camp we have a responsibility to create guidelines for our campers and staff regarding the internet as a means of protecting our camp community. Please understand that this policy is in no way intended to be condescending or threatening. We appreciate and recognize that any previous online behaviour that is contradictory to the guidelines below was not done maliciously. Rather, this policy had been created from a place of trust in our staff, an ongoing priority of education, and a confidence that you share our commitment to creating the best possible environment for our campers.

For the most part, we view online communication positively and respect your right to use these sites as a medium of self-expression. We see sites such as Facebook as positive ways to connect our camp community during the year. But, as staff members, it's important to understand that anything posted on the internet is public, not private, and therefore we ask you to be thoughtful about how you portray yourself online. A good rule of thumb is that if you wouldn't want your own parent reading something about you online, we wouldn't want our campers or their parents to be able to read it either. While we

use the term “online communication” broadly, please be aware that this extends to any and all web content, including your postings on other people’s pages, IM away messages, and online groups.

As a condition of employment, you are required to follow the guidelines below:

1. As an employee of YCC, I will not:

a. Post any images of campers online. (Camp asks for written permission from families to use camper photographs in our written and online materials. If you use a camper’s picture without permission, you are liable and can be sued.)
b. Use the camp logo on my personal pages or sites.
c. Include text or photographs that are the property of camp.
d. Create an online “camp group” using any of the above.
e. Post any videos online that are filmed at YCC or represent YCC in any way without permission from the Co-Directors.

2. As an employee of YCC (and the YM-YWHA), I will be respectful of the camp, its employees and campers in all online communication. This includes:

a. I will not use obscenities or other vulgar language.
b. I will not engage in harassment or intimidation.
c. I will not post derogatory comments regarding an individual’s race, gender, religion, sexual orientation or disability.
d. I will not engage in sexually explicit, suggestive, humiliating or demeaning comments.

3. As an employee of YCC (and the YM-YWHA), I agree not to use the internet to display behaviour (through words or pictures) that is prohibited by camp policy, including consumption of drugs or alcohol, sexual or delinquent behaviour, destruction of property, harassment or intimidation.

4. I understand that whether I intend to or not, once I identify myself in any way as a staff member of YCC, the general public will see me as an ambassador of camp. I understand therefore, that it is a condition of employment that I agree to and adhere to the above guidelines. Just as many employers and universities will “Google” my name before hiring me or accepting me into their school, I understand that YCC also uses the internet in their hiring process. If requested, I will give YCC full profile access on my social media accounts. If I choose to violate this agreement, I understand that it could result in disciplinary and/or legal action including possible termination of my current employment and may also impact future employment.

5. As an employee of YCC (and the YM-YWHA), I agree to follow the Personal Internet Usage Policy:

- Staff is prohibited from accessing and downloading illegal content, such as pirated movies or music.
- Protect your personal information and do not share it online.
- Use strong passwords and update them regularly.
- Be aware of scams and phishing attempts.
- YCC will not tolerate cyberbullying of any sort.
- Any breach of these rules may result in consequences, such as loss of access to our Wi-Fi or termination.

CREATIVE PROGRAMMING

In order to be effective, your activity should include:

- Variety
- Creativity
- Competition (this is good periodically but for the most part try to avoid games that have one winner)
- Intention
- Resources

Points to consider:

- Will the campers be interested in this program?
- Is this program creative? Is it different from the ones we've done before?
- Is my program in line with the YCC camp mission?
- Which camp values are incorporated?
- Do I have all the equipment I need?
- Have you reserved an appropriate location to run my program?
- Do I have a back-up plan if it is raining or too chilly to be outside?

Here are some tips to run a fun program:

- All children should have the opportunity to participate.
- Try to avoid campers selecting their own team.
- Be enthusiastic!
- Make sure that the location you choose is appropriate.
- Be aware of the rules and be sure to enforce them.
- When explaining, speak slowly and clearly.
- Before starting, ask if there are any questions.
- Don't play the same game for two long or too often.
- Teach campers about competition, trying your best and being a good sport.
- Encourage those with less ability and those who put in a lot of effort.
- Get the staff involved.
- Participate and enjoy yourself.

MANAGING CAMPERS' NEEDS AND BEHAVIOUR

9 Strategies for Managing Camper Behaviour

Handling inappropriate camper behaviour is one of the most difficult tasks faced by camp staff every day. Here are some strategies to help encourage good behaviour and deal effectively with the challenging times.

1. **Reinforce Positive Behaviour.** It is much easier to establish desirable behaviour patterns at the beginning of the camp session than to alter problem behaviour after it has started. If counsellors and specialists act positively, campers will often react positively. A smile, gesture or kind words is often all that is necessary to encourage a camper to maintain or increase the desired behaviours.
2. **Clearly State Privileges as well as Rules.** Most activities have set rules that are necessary for safety, efficiency and fun but too many DON'Ts make it hard for kids to demonstrate the desired behaviours. Tell campers what **they may do**. If they clearly understand what they are allowed and acceptable, they will not need to test the boundaries to determine acceptable limits.
3. **Tolerate Some Acceptable Behaviour.** Too much attention to annoying behaviour interferes and may reinforce undesirable actions. Also, some annoying behaviour patterns may be typical for the child's developmental stage. Pick your battles!
4. **Use Non-Verbal Cues.** Before verbally responding to undesirable behaviour, it is often possible to eliminate it by silently indicating disapproval of the camper's actions. Eye contact (even accompanied with a frown) may control the behaviour without embarrassing the camper in front of his/her bunkmates. If a certain level of respect has been established, this strategy is more effective.
5. **Redirect to a Different Task or Activity.** One of the best ways to avoid behaviour problems is to keep campers involved in the task at hand. Many behaviour problems result boredom or disinterest in an activity and may be eliminated by redirecting the camper to another task or activity.
6. **Clarify Consequences of Unacceptable Behaviour.** A camper needs to understand the personal impact of his/her behaviour. You can point out the consequences should the behaviour persist. You can also encourage the camper to clarify the consequences of his/her actions by asking, "What do you think will happen if you continue to act this way?" When clarifying consequences it's important to avoid using a threatening tone and above all, the staff member must be prepared to follow through should the behaviour continue.
7. **Use *Time Out*.** It may be necessary to temporarily remove a disruptive camper from the situation in which a problem behaviour is occurring and place him/her in a location where little or no stimulation is received. Once removed, the camper should be allowed to return after a short period of time but it is important that this return be contingent upon appropriate behaviour.
8. **Clarify Directions.** Sometimes campers aren't intentionally doing something wrong, they just don't understand what is being asked of them. Try re-framing instructions and remember that every camper learns differently.
9. **If in Doubt, Ask for Help.** This final and important strategy should be used regularly. It is not a weakness to ask for help. Seeking help with a problematic behaviour is not a sign of inadequacy or defeat. Assistance should be sought if a staff member is unsure whether their responses to a problematic behaviour are appropriate. No one no matter how old or experienced has all the answers to handling camper behaviour problem.

MANAGING CAMPERS' NEEDS AND BEHAVIOUR

Typical Behaviour Patterns and Characteristics 7 through 10 Years

- Beginning readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willingness to share
- Desire for acceptance from own age group
- Need for close friendship with playmate
- Ability to express selves freely in art forms and play
- Beginning interest in competition related to one's standing in the group
- Growing desire for better performance in skills
- Developing interest in group games and activities
- Want for everyone to obey stated rules and regulations
- Strong identification with own sex and age group.

They respond affectionately to counsellors who look after their needs, show interest in them and who are fair and capable of humour and imagination. The nature of the counsellor is most important.

10 through 12 years

- Strong desire for live away experience
- Want to be together in groups, teams and clubs
- Have longer attention span, patience to work for short-term goals
- Form cliques and friendship with own sex and age group
- Like to make, do and collect things
- Need to seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoyment in being mischievous and daring
- Growing concern with physical size and appearance
- Girls at upper age level develop interest in boys

They respond enthusiastically to counsellors who can understand and guide their tremendous energy and mischievousness; tend to idolize their counsellor if s/he measure up to this task.

12 through 16 years

- Growing away from family ties and influence
- Still want reassurance of adult supervision and attention to daily needs
- Strong drive for conformity with own age group
- Intensity for feelings and emotions
- Greatly influenced by popular adults and teenaged idols (hero worship and crush stage)
- Rapidly changing interest and ambitions
- Long interest span and increasing capacity for self-discipline
- Competition with outside groups often preferred to competition with friends in own group
- Idealistic about the world at large
- Serious concerns with personal appearance, frequently self-conscious and inhibited
- Puberty, the stage when girls begin to menstruate

They respond best to counsellors with ability to identify and understand their individual conflicts, concerns and ambitions.

CAMP LIFE AGREEMENT

Camper Code of Conduct: This page is part of our Parent/Camper Handbook and is read and signed by all our campers and parents prior to the start of camp.

Our goal at YCC is to provide each camper with a structured, supportive environment in which they will learn, develop and grow as members of our community. We encourage campers and staff to respect themselves and others, our camp facilities and our planet and environment. YCC is committed to providing a safe camp environment in which relationships are characterized by dignity, respect, and fair treatment. Any behaviour in violation of the following policies or practices will be discussed with the camper and parents and may result in the camper having to leave camp.

Bullying

YCC defines bullying as unwanted, aggressive behaviour among campers that involves a real or perceived imbalance of power. The behaviour is repeated or has the potential to be repeated over time.

- Campers must not bully or threaten other campers or staff. This behaviour will not be tolerated.

Appropriate Behaviour

- Campers must always use appropriate language and demonstrate respect for others and themselves.
- Graffiti is not permitted. As well, vandalism or intentional damage caused to camp property, including graffiti, will not be tolerated. Parents will be billed accordingly to replace, repair or clean damaged property.
- Campers are expected to dress appropriately at all times. This includes wearing the proper clothing at all activities. Campers are not allowed to wear any clothing that references drugs, alcohol, sex or inappropriate language. Valuable clothing should be left at home.
- Campers must not threaten or use physical violence with other campers or staff members.

Safety

- Campers may not possess or use any kind of tobacco products, matches, lighters, fireworks, fire crackers or open flames for any purpose at camp.
- Weapons are not permitted at camp or during out of camp programs. In addition to all assumed weapons, a weapon also includes any items, body parts or words used in an inappropriate way, which may cause threat or harm or intimidation to others or to yourself.
- Possession, consumption or use of alcohol, illegal drugs or the illegal use of legal drugs is prohibited at camp.

Boundaries

- Campers must stay with their assigned group and staff at all times.
- Campers may only leave camp property on supervised, camp organized outings.
- Campers must attend all scheduled activities, meals, programs unless excused by a Supervisor, Program Director or Director and then only with supervision.
- Campers must follow set curfews and may not leave their cabin/tent/unit after curfew.
- There is no visitation in cabins between boys and girls at any time. Campers are only allowed in their own cabin/tent and gender appropriate bathroom facilities.

CAMP LIFE AGREEMENT

Screen Free Policy

The beauty of YCC is that our campers get to experience the outdoors, make new friendships and take a break from the everyday stresses of city life. We understand that electronic devices are ingrained in our everyday lives; however, summer camp is one of the few places where campers are given a chance to disconnect. We want them to focus on being outdoors and amongst friends; gaining independence, skill building, being physically active, fostering new friendships, getting dirty and more. To allow our campers to get the most out of their summer at YCC, we have adopted a "Screen Free Policy" for both campers and staff. The only permitted electronics are screen-free music players (ie. iPod shuffles, CD players) and digital cameras. All cell phones and other music players, tablets, e-readers (such as Kindle), iPods with screens, iPads, portable game devices, walkie-talkies, and video players are prohibited.

Year Round Online Communication Policy

We support the opportunity to connect with camp friends online but we want campers to do so in a safe and respectful way. If YCC is referenced online, its programs or activities or campers and/or staff online, we ask campers to follow these guidelines:

- Be respectful in all online communications related to or referencing YCC or members of the YCC community.
- Do not use obscenities, profanity or vulgar language.
- Do not use the internet to bully, harass or intimidate other campers or employees of YCC. Behaviours that constitute harassment and bullying include but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, colour, disability, sexually suggestive, humiliating or demeaning comments and threats to stalk, haze or physically harm another person.
- Do not use the internet to discuss engaging in conduct that is prohibited by camp policies including but not limited to the use of drugs and alcohol, sexual behaviour, sexual harassment and bullying.

We want kids to be safe on the internet and social media. If a camper receives a threatening or abusive email or message, it is important **not** to respond directly – this might actually encourage the sender. Rather, it is important to tell ones' parents about this and if it involves a camp person – parents should contact the camp immediately.

If we discover that a camper breaks these rules, we will contact the parents of all the campers involved. A camper who abuses these guidelines may not be invited back to YCC.

Agreement for Campers andParents/Guardian

We have read the Camp Life Agreement for Campers and will support and abide by these rules and expectations.

Signature of Camper: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

BULLYING

The Y Country Camp has a firm policy against all types of bullying, including cyberbullying, and all members of the Y Country Camp accept their responsibility to promote positive relationships and to prevent bullying.

Definitions of Bullying: a form of repeated, persistent and aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Campers may attain or maintain power over others at camp through real or perceived differences. Some areas of difference include but are not limited to size, strength, age, language, intelligence, economic status, social status, solidarity of peer group, religion, ethnicity, disability, political convictions, disability, sexual orientation, family circumstances, gender, and race. Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g. hitting, pushing, tripping), verbal (e.g. name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g. excluding others from a group, spreading gossip, or rumours). It may also occur through the use of technology (e.g. spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, social media, or other technology).

Cyberbullying: the use of information and communication technologies, such as e-mail, cell phone text messages, instant messaging, personal Web sites and on-line personal polling Web sites, to support deliberate, repeated and hostile behaviour by an individual or group, which is intended or perceived to harm others.

Bullying prevention: is a camp-wide approach that heightens expectations for a safe, caring and inclusive camp environment. It includes a shared understanding about the nature and underlying causes of bullying and its effects on the lives of individual camper and the camp community.

- Clearly communicate policy and protocols for bullying behaviours to all campers.
- Ensure that discussions about bullying and caring behaviours are ongoing within cabins, CIT groups, and staff.
- Empower bystanders to promote and take responsibility for creating a safe, welcoming and inclusive environment.
- Provide a means for safely reporting bullying behaviours
- Be observant and responsive to reports of bullying.
- Ensure campers are recognized for caring behaviours
- Assign new or uncertain campers a buddy.
- Assign a caring staff member to "connect" regularly with the campers who are potential targets (this could be the Head Counsellor or your Program Staff person).
- Teach friendship and assertiveness skills

Bullying Prevention Strategies with Campers:

- Talk about what a bystander can do in a bullying situation.
- Emphasize that the cabin together can stand up against bullying.
- Explain the expectation to take action.
- Teach and practice skills and strategies to take a stand.
- Make a safe choice; consider the level of risk in choosing an action for intervening.
- Teach options for intervening:
  a. Choose to not participate.
  b. Report to an adult.
  c. Encourage the peer group to take a stand.
  d. Take an individual stand.
  e. Be friendly toward the target.

- Empower witnesses to take leadership roles in making the camp safe for everyone.
- Acknowledge and reinforce caring behaviours
- Clarify the difference between tattling and telling (reporting).

BULLYING

Bullying intervention: is a comprehensive and effective response to the bullying incident that takes into consideration all parties involved in the bullying incident. It should provide specific supports for the camper who has been bullied, intervention for the camper who was bullying, and strategies for responding to the campers who were directly observing the bullying incident.

Each instance of behaviour, including bullying and harassment, at the Y Country Camp will be dealt with on an individual basis, dependent on the situation, the person involved, the needs of the person experiencing the behaviour and the seriousness of the incident, conducive to being a supportive and safe camp environment.

The staff member who witnessed or heard about bullying shall:

a. Remember that all incidents of bullying are investigated and acted upon.
b. Ensure the safety of the child.
c. Campers who are being bullied should not be re-victimized by bringing them together with their bully to try to resolve the situation immediately.
d. The child who was bullying should be with another staff member. State (do not ask) the rule that was violated and the feelings of the target.
e. Immediately report the incident to the Unit Supervisor or Program Director.

The Unit Supervisor or Coordinator will…

a. Talk to all concerned.
b. Record the incident.
c. Notify parents/caregivers that an incident is being investigated, including consideration of how the parties wish the incident to be resolved.
d. Attempt to find a resolution through strategies such as conflict resolution and implementing consequences
e. Keep counsellors informed.

The campers who observed the bullying will…

a. Be reminded that bullying of any sort is not acceptable at YCC.
b. Be told of the consequences of bullying.
c. Be reminded that together they can stand up against bullying.

If the bullying persists, the child who was bullying will be sent home to ensure the safety of our campers and the integrity of our camp.

EVALUATIONS AND FEEDBACK

Staff Evaluations

Staff will be evaluated twice per session by their supervisor. The first evaluation will take place verbally within the first 10 days of camp. The second evaluation will be given during the last 5 days of the session.

Sample Counsellor Evaluation Form

Name: _____ Unit/Bunk: _____

Date:_____to _____ Date of Evaluation: _____

Evaluate using the scale below.

1. Has a positive attitude toward work

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

2. Works well with others

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

3. Conveys enthusiasm to campers

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

4. Shows concern for campers

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

5. Attends to the needs of his/her campers

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

6. Responds well to constructive feedback

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

7. Gets to activities/Mercaz on time

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

8. Is dependable

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

9. Supervises campers

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

10. Spends time with campers

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

11. Leadership with campers

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

12. Communicates effectively

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

13. Plans activities during rest hour, free play and opens

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

EVALUATIONS AND FEEDBACK

14. Helps to plan and implement evening programs and Jewish programming

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

15. Participates at activities

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

16. Participates at swim instruction and general swim

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

17. Handles difficult or unusual situations

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

18. Is a positive leader among peers

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

19. Follows rules and camp policies

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

Summary of Strengths:

_____

_____

_____

Areas in which further growth is needed:

_____

_____

_____

Overall Comments:

_____

_____

_____

Staff Comments:

_____

_____

_____

_____ _____

Counsellor's Signature Supervisor Signature

EVALUATIONS AND FEEDBACK

Camper Evaluation

All staff must provide written feedback about each camper. Evaluations must be completed on every camper regardless of the length of their stay at camp.

Sample Camper Evaluation

Camper's Name:_____Unit and Bunk #:_____Date: _____

Counsellors' Names _____ _____

Evaluate using the scale below.

1. Keeps their personal area tidy (bed made, clothes put away etc.)

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

2. Maintains good hygiene (Showers regularly, brushes teeth etc.)

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

3. Participates in water activities (swim instruction, general swim, B&C, water ski, sailing etc.)

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

4. Participates in daily camp activities

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

5. Participates in evening programs and special activities (such as Carnival Day, Israel Day etc.)

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

6. Has a positive attitude

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

7. Follows camp rules and policies

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

8. Gets along well with others

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

9. Is a positive leader within the bunk/unit

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

10. Makes new friends

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

Comments:

_____

_____

_____

_____ _____

Counsellor's Signature Supervisor Signature

EVALUATIONS AND FEEDBACK

Sample Specialist Evaluation Form

Name:_____ Specialty_____Date:_____

Evaluate using the scale below.

1. Has a positive attitude toward work

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

2. Works well with others

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

3. Conveys enthusiasm to others

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

4. Adapts programming for different age groups

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

5. Responds well to criticism

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

6. Is dependable and punctual

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

7. Follows camp rules and policies

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

8. Supervision of campers

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

9. Demonstrates good planning and organization

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

10. Provides a safe environment

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

11. Maintains a clean specialty area

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

12. Communicates effectively

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

13. Participates in special events (Carnival Day, Israel Day etc.)

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

14. Participates in evening programs and rainy day programming

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

15. Is a positive role model for staff and campers

□ Not Meeting Expectations □ Emerging □ Achieving □ Champion

Summary of strengths:

_____

_____

_____

EVALUATIONS AND FEEDBACK

Areas where further growth is needed:

_____

_____

_____

Overall comments on job performance:

_____

_____

_____

Staff Comments:

_____

_____

_____

_____ _____

Counsellor's Signature Supervisor Signature

MISCELLANEOUS

Hebrew Vocabulary

A variety of Hebrew words are sprinkled into the summer vocabulary. Here is a list of the basic words used, so you can familiarize yourselves with them before the summer begins. By the end of the summer they will become as natural to you as the English words you use.

Counsellor (m)	*Madrich*	Office	*Misrad*
Counsellor (f)	*Madricha*	Tent	*Ohel*
Counsellors	*Madrichim*	Staff Lounge	*Zoola*
Camper (m)	*Chanich*	Flagpole	*Mercaz*
Camper (f)	*Chanicha*	Cabin(s)	*Tzrif/Tzrifim*
Campers	*Chanichim*	Program Space	*Mo'adon*
Israeli staff (m)	*Shaliach*	Amphitheatre	*Teatron*
Israeli staff (f)	*Shlicha*	Good Morning	*Boker Tov*
Group of Israeli staff	*Mishlachat*	Good Evening	*Erev Tov*
Electives (hobbies)	*Chugim*	Goodnight	*Laila Tov*
Israel Day	*Yom Yisrael*	Cleanup	*Nikayon*
Jewish Learning Activity	*Pe'ulah*	Breakfast	*Aruchat Boker*
Prayer(s)	*T'fillah*	Lunch	*Aruchat Tzohorayim*
Prayer Book(s)	*Siddur/Siddurim*	Dinner	*Aruchat Erev*
Songbook(s)	*Shireinu/Shironim*	Announcement(s)	*Hoda'ah/Hoda'ot*
Arts and Crafts	*Omanut*	Rest Hour	*Menucha*
Dining Hall	*Chadar Ochel*	Free Time	*Chofesh*
Infirmary	*Mirpa'ah*	Blessing before a meal	*HaMotzi*
Pool	*Braycha*	Blessing after a meal	*Birkat HaMazon*

PRAYERS

Hamotzi – Blessing before the meal

Hamotzi lechem mein ha'aretz
We give thanks to G-d for bread
Our voices rising on a chord
As our prayer is humbly said,
Baruch Atah Adonai,
Eloheinu Melech haolam,
Hamotzi lechem min haaretz.
(A-mein.)

Birkat Hamazon – Blessing after the meal

Ba-ruch a-tah A-do-nai, E-lo-hei-nu Me-lech Ha-o-lam,
Ha-zan et ha-o-lam ku-lo, b'tu-vo,
b'chein b'che-sed uv-ra-cha-mim,
hu no-tein le-chem l'chawl ba-sar, ki l'o-lam chas-do.
Uv-tu-vo ha-ga-dol i-ma-nu, ta-mid lo cha-seir la-nu,
v'al yech-sar la-nu, ma-zon l'o-lam va-ed.
Ba-a-vur sh'mo ha-ga-dol, ki hu Eil zan um-far-neis la-kol,
u-mei-tiv la-kol, u-mei-chin ma-zon
l'chawl b'ri-yo-tav a-sher ba-ra.
Ka-a-mur: Po-tei-ach et ya-de-cha, u-mas-bi-a l'chawl chai ra-tson.
Ba-ruch a-tah A-do-nai, ha-zan et ha-kol. (A-mein.)

O Canada

O Canada!
Our home and native land!
True patriot love in all thy sons command.
With glowing hearts we see thee rise,
The True North strong and free!
From far and wide,
O Canada, we stand on guard for thee.
God keep our land glorious and free!
O Canada, we stand on guard for thee.
O Canada, we stand on guard for thee.

Hatikvah

Kol ode balevav P'nimah -
Nefesh Yehudi homiyah

Ulfa'atey mizrach kadimah
Ayin l'tzion tzofiyah.

Ode lo avdah tikvatenu
Hatikvah bat shnot alpayim:

L'hiyot am chofshi b'artzenu -
Eretz Tzion v'Yerushalayim.

L'hiyot am chofshi b'artzenu -
Eretz Tzion v'Yerushalayim.

I_____(Employee Name, printed) **read the staff manual and understand that it is my responsibility as an employee of YCC- Camps to comply with all of the camp's regulations and policies as a condition of employment. I understand that my signature below will be deemed to be my acceptance to the policies and regulations defined herewith.**

_____ _____

Employee Signature Date