

BREWSTER DAY CAMP

Staff Policies (Subject to change)

*All staff members must read, fully understand, and agree to the following Staff Policies & The Online Staff Training Manual. * Signing the "Contract of Employment" implies consent to these Policies.*

APPEARANCE

Camp Shirt for Staff - Staff members are given a complimentary BDC Staff Polo Shirt and shall wear this shirt on Monday of each week and at all-camp functions such as the Family Pot Luck Picnic and the Final Council Fire Ceremony. Campers may not wear staff attire when at camp.

Dress Code - All staff shall dress in such a way as to promote children's learning and emphasize the values of Brewster Day Camp. The general appearance of all staff members should be clean, neat, and professional. The Camp Director may ask that certain clothing, body pierces, long fingernails, or tattoos be removed or covered if deemed by the Camp Director to be inappropriate, dangerous, distracting, or revealing. Staff members may not wear clothing which advertises or promotes cigarettes, alcoholic beverages, sex, drugs, or is distracting in its color, pattern, size, or graphic message.

Hair - Long hair shall be kept tied back so as not to interfere with one's ability to work with children. Facial hair (beard) shall be grown prior to – not during – camp). Facial hair that is clean, neat, professional and thus attended to everyday - whether cut around or trimmed, is acceptable. Clean shaven is just that – clean shaven every day. Please choose to either grow a beard prior to camp and tend to it every day or be clean shaven. Choosing to be scruffy and unkempt on random days is not an option at BDC. Staff may be sent home without pay, to attend to facial hair that is deemed unprofessional, as determined by the Camp Director.

Hats - Hats may be worn at sports events and in outdoor settings. In more formal settings, including lunch at picnic tables, campers and counselors will remain hatless.

Name Tag - Each staff member is given a complimentary BDC Name Tag which shall be worn all day everyday that camp is in session. If this name tag is lost or misplaced, BDC will have another made, the replacement cost of which will be borne by the staff member. Name tags are not to be given to campers to wear during the camp day (unless part of a Player's Performance) nor should counselors give a camper his/her name pin at the end of the summer. This act shows preferential camper treatment which should be avoided at all times.

Sunglasses - Sunglasses shall be removed, in so far as possible, when in direct communication with children and adults, to ensure direct eye contact. Eye contact is a critical piece of effective teaching and clear communication.

BEHAVIOR

Alcohol/Drugs - BDC is an alcohol, drug, and smoke-free campus. Staff members are expected to come to work alert, rested, and sober. If a staff member appears disoriented for any reason, he/she may be asked by the Camp Director to leave work immediately without pay. The health and safety of everyone on our campus is our paramount concern. Any employee under the influence of substances or alcohol will be removed from campus immediately. Consuming alcohol or drugs during one's contracted working hours (including during a break) or being under the influence while acting in *loco parentis* or in any supervisory role for minor children may result in immediate termination. Those who smell of alcohol or drugs are assumed to be under the influence of such substances. Given both Camp's concern for the safety and well being of its employees, and in keeping with Massachusetts' law, Staff members in administrative or supervisory roles (Directors, Hill Heads, Activity Heads who have staff members reporting to them, etc.) must be sure that their behavior comports with Massachusetts Social Hosting laws. To this end, staff members in administrative or supervisory roles who violate the above (by providing underage staff with alcohol or hosting parties for under age staff where alcohol is present,) may be subject to termination. (See "Termination of Contract" in "Contract of Employment" section.)

Arrests – If a staff member is arrested during his/her tenure as a BDC employee, the staff member must immediately inform the Camp Director. At the Camp Director's discretion, employment may be terminated.

Arrival and Departure from Work - All staff members are expected to arrive at work on time and should complete a full work day. All staff sign in at BDC Office upon arrival and out upon exit. If personal extenuating circumstances prevent a staff member from arriving to work on time, or finishing the full camp day, the staff member is expected to notify his/her direct report in person and complete the necessary paperwork. Pay will be decreased on a pro-rated basis. (See "Staff Sign-In" in "Contract Information" section.)

Personal Cell, Smart Phones, Pagers, Tablets and eReaders – Personal cell phones and related devices, are NOT to be brought on campus or used during the work day for personal use. Program staff and directors may retrieve a well-charged personal cell phone from their vehicle or the camp office, for use only during an emergency while accompanying campers off campus. Alternately, program staff may log out a camp-owned cell phone for this purpose. All personal and camp cell phones must be logged-out prior to departing campus, as part of the off-campus travel log, which is located in the camp

office. Personal cell phones used for work should have all necessary contact numbers, for emergencies and non-emergencies, stored prior to departing campus. Any unauthorized use of these devices will be taken VERY SERIOUSLY by camp administration and will carry the following repercussions: FIRST OFFENSE: Formal Written Warning which will remain in the employee's permanent employment record. SECOND OFFENSE: Dismissed for the day, without pay. THIRD OFFENSE: Termination of employment. Please see a director for questions or concerns regarding this policy.

Morning Beverages - Staff members are to consume their pre-work beverages prior to the start of the staff person's work day so that their hands are free for greeting families and helping campers.

Confidentiality - Cape Cod is a small peninsula and BDC is a high profile professional organization. At all times, BDC staff members are in direct contact with people from surrounding communities. Please respect the privacy of campers and their families by refraining from discussing private information when in public settings.

Kitchen Privileges/Food - Staff members are welcome to store their own lunches in their tent or activity area. The kitchens on all floors of the Saltbox and the main floor of the School House are for classroom use only. Staff members are expected to eat only their own food. One camp snack is provided for each tent counselor and program staff.

Language - Staff members are expected to speak and act with campers, colleagues, and family members politely. The use of rude or disrespectful language or behavior is grounds for termination.

Playing with Children - All staff members are expected to play with children in an age-appropriate fashion. For example, when staff join a camper kick ball or four-square game, staff should remember to kick or hit the ball gently so as not to injure campers. Campers are safest when their feet are on the ground. Therefore, please refrain from piggy-back rides, arm swinging, chicken fights, etc. during your play with children.

Professionalism - Whether on or off duty, staff members' behavior will be noted by the general public. For this reason, staff members' conduct both on and off duty should reflect the values of BDC. When on duty, staff members are expected to be bright, alert, and attentive to the job at hand. Staff members must save ALL personal conversations for off duty hours.

Personal/Professional Staff Relationships - While on duty, relationships between staff members will remain professional. Personal relationships between staff members or between staff members and adult members of the BDC community shall not interfere with any staff person's ability to perform his/her job professionally. (See "Professionalism" above.)

Relationships/Staff Families - Staff members may directly teach children other than their own. Staff members may not become regular paid counselors of their own children/siblings/guardians. Staff children/siblings/guardians are however, welcome to visit their parent/guardian's programs with prior permission from both camper's parent/guardian and camper's direct counselor as well as by permission of the Hill Head.

Religious/Ethnic/Political Sensitivity - BDC asks that staff members be sensitive to all forms of diversity and socio-significant differences, including religious/ethnic/political/gender diversity represented at BDC. While on campus, staff members should not converse about these subjects in a manner that favors membership in a particular affiliation or in a way that criticizes, belittles, manipulates, or intimidates campers, colleagues, or family members.

Sitting with Children - When sitting at a picnic table, staff members and campers must sit on the bench, rather than on the top, of the table. Staff members are expected to be sensitive to the needs and feelings of the entire group when choosing to sit in close proximity to one child. Lap sitting should be reserved for campers in need of extra attention, when developmentally age-appropriate, and should be used extremely sparingly. When eating lunch with campers at a picnic table, *only counselors are to sit in the green chairs at the head and foot of the picnic tables*. Campers are expected to sit on the picnic benches and never in the green counselor chairs which denotes who has the power at the table.

Socializing with Other Staff - When hosting a staff social event after camp hours, please bear in mind the feelings of others. We are a small community and exclusive events should remain private in nature and invitations should be distributed outside of camp.

Walky-Talky Etiquette - Language use while on the Walky-Talky must be formal, crisp, and to the point. If the conversation is longer than one sentence, please speak in-person. Walky-Talkies are to be used by staff only.

BENEFITS

Banquet - The final Staff Banquet is a time to celebrate the staff's hard work together — appropriate behavior is expected and underage drinking and any drug use is prohibited. *Arriving intoxicated, using alcohol or other drugs, in cars or the parking area, while at the event, or bringing alcoholic beverages into the event is against state law and may be prosecuted by the establishment. Illegal use or over-consumption of drugs/alcohol results in embarrassment to the staff person and to BDC. Please remain fully professional and sober at this and all work related events.* All full-time staff are invited to attend the banquet as guests of Camp. Each employee may invite one guest, and must pay for the cost of that guest to attend. *Guests of employees must be 18 years of age or older.* Part-time, hourly staff and substitutes may be invited to banquet at the discretion of the Camp Director.

Housing Assistance - Returning Hill Heads, Activity Heads and Directors are eligible for housing assistance in the form of a loan directly to the staff member and not to the land lord. Staff members must request this assistance in writing to the Camp Director. All housing loans must be paid back to camp in the first 4 pay periods the details of which will be written on the staff members' Contract Worksheet.

Pool Use - see "Swimming Pool" section.

Professional Development - At the discretion of the Camp Director, staff members may request partial reimbursement for ongoing professional development which is directly related to his/her activity or job at BDC. See the Camp Director for more details or to discuss PD opportunities.

Tuition Discounts - BDC employees, at the director's discretion are eligible for various camp tuition discounts during the hours that they are employed at BDC. Staff may choose to have remaining tuition deducted from paychecks prior to taxation. Staff tuition discounts are as follows:

Dependents - Staff parents who have successfully completed 1 camp season and are contracted for their second summer of employment are eligible for a 100% reduced tuition rate for their first dependent child and 50% for every child thereafter. Remaining tuition can be taken from pay pre-taxed. This discount applies only for the exact time that the staff person works at BDC.

Grandparent - Staff grandparents who have successfully completed 1 camp season and are contracted for their second summer of employment are eligible for a 25% reduced tuition rate for their own grandchildren. Remaining tuition can be taken from pay pre-taxed. This discount applies only for exact time that the staff person works at BDC.

Sibling - Staff who have successfully completed 1 camp season and are contracted for their second summer of employment are eligible for a 1 week, 25% reduced tuition rate when registering a sibling for the current season.

CAMPER DISCIPLINE

Should the conduct of a child, at the sole discretion of the Camp Director, be in violation of camp rules or otherwise be detrimental to the safety of others or to the successful operations of a BDC program, the child may be removed from the program, either for part of a day, for a day, or several days, or for the remainder of the camp season. Furthermore, BDC adheres to four goals when disciplining children. ALL staff members are expected to use the following goals and guidelines when working with children:

1. Retain and support a child's positive sense of self;

HOW: Speak about "inappropriate/appropriate behavior" not about "bad/good children."

HOW: Reward appropriate behavior with recognition and praise.

HOW: Accept mistakes as a way to achieve new understanding.

2. Foster a child's developing sense of self-government, self-evaluation, and self-control;

HOW: Ask a child how he/she feels about his/her behavior.

HOW: Allow a child to critique his/her own work instead of telling him/her what you think.

HOW: Recognize that all people are capable of "good," but sometimes "do bad things."

3. Permit freedom of expression of feelings while creating and maintaining the structure of fair and consistent rules;

HOW: Help children recognize and appropriately articulate their feelings.

HOW: Support and maintain clear and consistent camp rules.

HOW: Recognize and acknowledge that rules at home may be different from rules at camp.

4. Preserve respect for the child, for the adults involved, and for the camp materials and supplies.

HOW: Use the language of "facts, feelings, perceptions, intentions" for clear communication.

HOW: Never hit, spank, humiliate, verbally abuse/swear, or subject a child to cruel or severe punishment. Such inappropriate measures include restrictions from food, or punishment for soiling/wetting/not using the toilet. (As mandated by the Office for Children Polices)

HOW: Parents will be immediately contacted and the child removed if a child becomes a danger to other campers, staff, or the property.

Requirements for Discipline

Commonwealth of Massachusetts Prohibitions 105 CMR 430.193(B) (1) through (4)

- (1) Corporal punishments, including spanking, are prohibited;
- (2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;
- (3) No camper shall be denied food or shelter as a form of punishment;
- (4) No child shall be punished for soiling, wetting, or not using the toilet.

CAMPER RULES

The following Camper Rules are sent to families prior to the start of camp and are posted each week in eWAVES, the camp newsletter:

- 1. All campers will come to camp prepared to take part in the full camp schedule by attending all activities and following the rules for each activity;*
 - 2. All campers will use appropriate language and behavior and in no way endanger themselves, other campers or staff members — hitting, fighting, rock throwing, harassment of any kind, verbal abuse, or swearing are prohibited at Brewster Day Camp and are grounds for immediate removal from camp.*
 - 3. All campers will keep their body parts in their own personal space. Sexual contact between campers will result in dismissal from camp.*
- **The "Five Minute Rule:"** Staff members are expected to spend no more than 5 minutes resolving any camper behavior issue. The camper must be removed from the group to get extra support from the next level of staff. Thus allowing the staff person the ability to focus his/her attention as quickly as possible to the needs of the group not the needs of individual camper. Issues which take more than 5 minutes to resolve should be immediately reported to the next most responsible leader for resolution. (Example: Tent Counselor to Hill Head, Hill Head to Child Life Director, etc.) The Five Minute Rule system ensures that the child receives the help that he/she needs in the timeliest manner possible. Holding a child in any meeting or uncomfortable situation without resolution for longer than approximately 5 minutes is considered unacceptable at BDC because after that period of time, a child's attention is stretched inappropriately and the child's needs are not being met by the adult.

CAMPER LEADER PROGRAM

Camper Leaders are entering their freshman or sophomore years in high school, and in excellent academic standing. CL's are *campers* who pay tuition and come to camp on a limited basis. The goal of the program is to teach older campers that "with freedom come responsibility." CL's create their own schedule in one of a few ways: 1) Assisting in one activity area; or, 2) Assisting a Mariners or Sailors Hill or younger tent group. 3) Help out with the Swim Meet and other all camp events. CL's should NEVER be left alone with campers and should never be in direct contact with the oldest campers at camp (i.e. eat lunch together). Some CL's may pursue their own areas of interests such as golf, tennis, horseback riding lessons or attend Sailing School or a BDC Trips. When necessary, staff members must remind CL's to act as role models for younger campers. CL's remain on campus at all times except to go to BASE, go on a trip, or have a lesson when they will use camp transportation (i.e. CL's may *never* ride in staff cars). Staff members may NEVER, for any reason, take CL's off campus during personal time. BDC CL's are CAMPERS and the rules and expectations of all campers apply to BDC Camper Leaders.

CAMPER TRADITIONS

Cubby Tags - Tent Counselors must prepare for an arriving camper by providing a Cubby with the campers name clearly labeled by using the BDC Cubby Tag System. This system is explained during Training Week.

Necklaces - On a child's first day of camp, the Tent Counselors on Mariners and Sailors Hill are expected to give to the camper a BDC Necklace with the child's name, tent group, and year clearly written. This necklace should be given to the camper within the first 5 minutes that the new camper is on campus. Materials are provided by BDC during Training Week. Admirals Hill Campers receive a dog tag necks which gets engraved with AHAA levels as they are achieved.

Pennants - On a child's last day of camp, the Tent Counselor is expected to have prepared a camp pennant by signing the pennant and writing a message, the child's name, tent group, and year on the back. Tent Counselors give this pennant to the departing child at the end of his/her final day at camp, preferably in the presence of the parent or guardian.

Last Day Post Cards: On a camper's last day, the Tent Counselors hand write a post card. This card is delivered to the camp office and help until mid winter when all of the camper post cards are mailed to the campers. Writing Last Day Post Cards are an important part of our winter marketing and communication and should be taken seriously to ensure that every child receives a well written postcard which they appreciate. Some staff may receive a response to their post cards, and if so, the winter office will forward on any camper mail addressed to staff person.

COMMUNICATION WITH CAMPERS

In order to communicate successfully with campers, counselors are strongly advised to do the following:

1. Remove all extraneous stimuli such as group sounds and activities.
2. Insure the camper's absolute attention.
3. Place oneself physically at the camper's eye level.

4. Say what you have to say in a positive way. State the behavior you want. (I.e. “Rocks stay on the ground.” OR “Please use good manners. Swearing is never appropriate here.”)

5. Thank the camper for his/her attention.

Warning: Command campers fairly and as necessary. Do not ask for permission after a direct direction, with terms such as, “OK?” or “Alright?” If you wish to determine whether or not a child has heard and understood your direction, please say, “Did you hear me?” or “Do you understand what I am saying?”

COMMUNICATION WITH PARENTS/GUARDIANS (See *Staff Job Descriptions for Further Details*)

Hill Heads - Hill Heads are expected to know every family on their hill and facilitate the introducing of campers, families, and counselors. Hill Heads are expected to take responsibility for reporting camper *concerns* to the family and conducting any necessary follow-up with the Tent Counselors, the camper, the family, or camp administration.

Tent Counselors - Daily communication with parents regarding their child’s *positive* camp experience is a required part of the Tent Counselor’s job. Tent Counselors are expected to know every parent and camper in their tent group by introducing themselves with a handshake and a smile, welcoming the camper into camp each day. At the end of every camp day, Tent Counselors are expected to "report out" to the adult picking up the child briefly detailing the camper's day. Tent Counselors are also expected to insure that every camper on his/her first day of camp receives a camp necklace and has a cubby labeled with the child’s name. Due to varied BDC camper schedules, some new campers will arrive EVERY Monday and some old campers will leave EVERY Friday throughout all summer. Tent Counselors are expected to know which campers in their tent are new each week and which campers will be leaving. All campers – on their final day of camp should receive a BDC Pennant signed on the BACK by their Tent Counselors and their Last Day Post Card should go to the office for safe keeping.

Staff Memo - Each Monday a hard copy Staff Memo is produced and distributed by the Camp Director. Staff members are required to read this memo each week. Extra copies are available in the Camp Office.

eWAVES - Each Sunday In-Season and the first each month in the Off-Season, an electronic newsletter, eWaves, is emailed out to all camp families and staff. eWaves contains valuable information regarding camp, special events and other news at BDC for which staff members should be well versed in order to answer camper and family questions. If a family mentions that they are not receiving eWaves, please collect their email address and inform the BDC Office. Friends of BDC can be added to the emailing list by signing up on the homepage of the camp website.

CONTRACT INFORMATION

Added Hours - Staff is hired before, during, and after camp for specific tasks on campus on an “as needed” basis. The Camp Director is the only person who hires staff for added hours. When a staff person works added hours (ex: Family Swim Guard) that staff person must go to the BDC Office and complete a “Staff Added/Missed Time Request Form.” In order to get paid, staff members must get his/her supervisor to sign off on the form and the supervisor passes this form along to the Camp Director for the final approval. Staff members that are asked to remain on campus to support Family Swim after 5:15pm will be paid for the full hour (5:00-6:00pm).

Attendance - Each staff person’s exact contracted days varies depending on position. (See *Staff Job Descriptions* for details.) All staff members are expected to work their full contract or must have a conversation with the Camp Director. When time is missed, the staff person must complete a “Staff Added/Missed Time Request Form” to be collected by the BDC Office. BDC uses an electronic finger print time clock to track staff attendance and hours worked for pay purposes.

Background Checks - The state of Massachusetts and the ACA require that all staff members, staff guests/staff visitors, and volunteers in childcare facilities submit to CORI (Criminal Offenders Record Investigation) and SORI (Sex Offenders Registry Investigation) background checks. These forms must be signed and returned in a timely manner. If the CORI or SORI reveals any information about a criminal past, the staff member will be informed by the Camp Director and a copy of the report, provided to the employee. In some rare instances, an offer of employment or contract, may be broken due, to the nature of the CORI/SORI result. A staff member may request a copy of his/her report. These inquiries now include a check of the National Sex Offender Registry Databases in all 50 states and U.S. territories.

Breaks/Time Off - All full-time staff members receive a one hour break during which time staff may leave the campus. Staff members are responsible for furnishing their own lunch. BDC supplies one afternoon snack for campers and counselors. (See “Food” section below.) Staff members are expected to remain unimpaired while on break and return to work unimpaired. If the Camp Director has reason to believe that a staff member is under the influence of alcohol or other drugs while at work, the staff person will be asked to leave camp immediately and termination may follow.

Contract Changes - Staff members may request contract changes in writing no later than the end of the first week of camp. The Camp Director reserves the right to refuse any or all such requests. Any changes in contracts after that date may be considered either a Failure to Complete Contract or Termination of Contract.

Contract Signature and Completion - Each staff member is expected to sign and submit the staff contract as soon as possible after receiving it by email. Staffs members are expected to complete the full terms of his/her contract. Failure to sign the contract will result in no pay. A complete and sign contract includes the proper completion of ALL the paperwork as outlined in the Contract Instructions and Check List.

Failure to Complete Contract - Contract dates are clearly stated in individual contract packets. As contracted employees, every staff person is responsible for meeting his/her legal contractual obligation. Time missed may be deducted from the subsequent pay check on a pro-rated basis.

Full Time/Part Time Employees - Full time employees work Monday-Friday from 7:30-4:30, 8:00-5:00, or 8:30-5:30 with a one hour break. Part-time employees work at the directors' discretion details of which will be in the individual staff contract packet. Both full-time and part-time employees are expected to: Work with children; Communicate with families; Meet weekly with team members; Prepare curriculum; Maintain areas; Keep records; Attend contractual camp events such as Mid Summer Picnic/Staff Meeting, and the Final Council Fire. (See *Contract of Employment* for details.)

I-9 Forms - In order to be employed by BDC, a completed Immigration and Naturalization Employment Edibility Form is required. This form requires that staff show a valid driving license (&) social security card, (or) Valid USA Pass Port.

Job Description and Responsibility Fulfillment - All contracts provide enough time to accomplish the responsibilities of all job descriptions. There is no compensation for additional hours worked unless the job description changes or substitute hours are implemented by the Camp Director. Any additional hours paid will be at the Camp Director's discretion and will be added to the following pay check.

Missed Hours - Contracted hours missed may be deducted from the next immediate pay check on a pro-rated basis. If a staff person must request time off, he/she should do so with as much advanced notice as possible by completing the "Staff Added/Missed Time Request Form" found at the BDC Office. Missed contracted work hours may not be "traded." However, if a staff member would like to be considered for Added Hours (see "Added Hours" above) he/she may speak directly with the Camp Director.

Pay Checks - Pay checks are dispersed after 11:00 on Pay Day Fridays. Only the staff person whose name appears on the check may pick up the pay check. Pay checks are signed out of the BDC Office between the hours of 11:00-5:30pm. Payment via direct deposit is available for both year-round and seasonal employees.

Pay Dates - Staff are paid in 6 pay periods, 3 in July, and 3 in August. There are no cash advances after the first Friday of camp. In order to be paid on time, all payroll materials must be complete and in our office promptly after receipt. Late or incomplete paperwork may result in late pay.

Personal Loan Request - Staff members may request a cash advance for up to \$100 prior to Friday of the first week of camp. Requests for cash advances must be submitted in writing to the Camp Director.

Purchasing - Staff members wishing to purchase BDC merchandise, certifications, EXTRAS, etc. must pay for all items with cash, check, or credit card. BDC is unable to draw money out of pay checks or provide "credit" for incidental items.

Recruiting - A Bonus of \$100 is given in the final pay check to staff members who recruit a new staff member and both parties fulfill their full contractual obligations (attend training week and work all 39 days of camp). This bonus may be reduced, at the discretion of the Camp Director, if either party does not fulfill their full contract obligations (start late or leave early). The recruited (new) staff member must contact the camp office prior to the end of camp, to identify which (must pick one) staff member recruited them. BDC may also extend this bonus to an alumni staff person (recent 5 seasons) who recruits a new member of staff. The alumni staff member must submit a formal online reference form for a new hire who fulfills his/her full contractual obligations.

Required All Staff Events - All staff members are to be present on campus for the following short evening events: Mid Summer Family Picnic followed by the Mid Summer Staff Meeting as well as the Final Council Fire. Failure to attend either event will result in a \$50 deduction per event from the subsequent pay check. These Required Staff Events may not be "traded" or made up in any way.

Sick Leave - If a BDC Staff person is sick, depending on the number of previous years and hours worked, some sick time may be covered by the Massachusetts Paid Sick Leave laws.

Staff Meetings - Team Meetings will be held weekly during the camp day and are contractual obligations.

Staff Sign-In/Sign-Out - At the start and conclusion of each camp day, beginning during Training Week, Staff Members are expected to arrive on time and finger swipe into work outside of the BDC Office. At the end of the day, staff members are expected to swipe out. Any missed time (including during Training Week) is deducted from the staff members' subsequent pay check on an individually pro-rated basis.

Time Off - BDC discourages taking any time away from the 39 days of camp. BDC does grant time off for sickness, family emergencies, weddings, or funerals. A staff member needing to take time off should consult with his/her direct report as soon as possible in order to fill out the needed paperwork and to work out substitute coverage within the team when time possible.

Termination of Contract - The Camp Director may terminate the employment of a staff member if that staff member shall fail to discharge the obligations set forth in the Contract of Employment or shall commit some act(s) of unprofessional conduct. The termination process is as follows:

1. A written warning will be issued citing the observed or reported violation(s);
2. If a second incident occurs, the Camp Director will meet with the employee and termination will follow. Such termination will be followed by a written account of the incidence(s) and a detailed description of the subsequent termination process.
3. If, in the Camp Director's judgment, an employee's conduct is so egregious, or poses a risk to the health or safety of others, that employee may be terminated immediately.

Employment at BDC is "at will" and the employee may be terminated without cause.

W-4 Forms -All staff members must complete an updated W-4 Form in order to be paid. If the "claim" section is left blank, the system defaults to "Single, 1 deduction." Your W-2 (Year End Pay Summary) will be mailed in January to the address that is placed on the W-4 Form. The address placed by the employee on the W-4 Form must match the address used to file taxes. Pay checks #1-5 will be handed out to employees at camp, while pay check #6 will be mailed to the address on the W-4 Form. Any changes to name, address, tax deduction, etc. must be made in writing signed by the employee requesting the change.

Withholding of Pay - The final paycheck will be mailed out when all camp materials are returned including, but not limited to: Activity Binders, Materials & Supplies, and All Safety Equipment.

DAILY SCHEDULE

7:30-8:30	Campus Open – Early drop off begins
8:30	CAMP DAY BEGINS
8:45	Opening Assemblies by Hills
9:00-12:00	Activity Periods
12:00-12:30	Lunch
12:30-1:00	Tent/Hill Time
1:00	Older Campers' Choice Activity Time, Young Children Program (YCP) Quiet Time
2:00-4:00	Activity Periods
4:00	Tent Clean Up/Inspection and Snack
4:15	Closing Assemblies by Hills
4:30	CAMP DAY ENDS
5:30	Late Pick-up Ends - All children must be with a parent or guardian
5:00-6:30	Staff and Family Swim Monday-Friday (weather permitting)

EVALUATION

Staff - All staff members are evaluated by their immediate supervisor throughout the summer on an ongoing basis. Program Staff, Hill Heads, and Directors are evaluated in writing during the first few weeks of camp. Any recommendations documented in these early evaluations must be executed immediately. At any time, a staff member may request written documentation of his/her performance at camp. A final written evaluation will remain in the file of all Program Staff. Staff members may request, a written reference by the Camp Director in the Off Season with a *four to six week lead time*.

Camp - All staff members are invited to evaluate Brewster Day Camp at the conclusion of training week, the mid-summer staff meeting and at the end of the summer. The Camp Director welcomes constructive and supportive criticism in an effort to improve BDC from year to year.

FACILITY USE

Campus/Definition - The campus includes the 4.5 acres of wooded land, all accompanying buildings, tents and sheds, the church parking lot, and the areas in Nickerson State Park that are used by BDC for any activity.

Cleaning - BDC expects its staff to help with general maintenance and cleaning of the campus. Program Staff are responsible for emptying their own activity area garbage cans and keeping their teaching areas clean and neat. Staff members are asked to pitch in by picking up anything out of place including but not limited to: cups, trash, towels, miscellaneous clothing, juice box straw covers, watering hoses, etc. (The Facilities Directors and After Hours Cleaning

Team empties trash cans on the hills, fills water coolers, and cleans the Bathhouse). During the day, if a staff member does not have time to re-fill the toilet paper or drinking water cups, he/she must alert a supervisor of the need to refill these necessary items.

Copier Machine - The TFS Office Manager is in charge of the copy machine. Copies may be requested through the BDC Office for all camp copying needs. Additional lead time may be needed for copy requests.

Mail - Incoming mail is delivered to the BDC Office/TFS Offices. BDC mails out and receives official camp mail only. Staff member's personal mail must be mailed by the staff member at a local post office.

Messages - Telephone messages are delivered to staff once a day at 4:30 unless the content of the message is of an urgent matter. If a staff person must receive a personal call during the work day, he/she may ask BDC Office to hold the personal cell phone and deliver the message to the staff person or call the staff person to the office to receive the message. (Please see Cell Phone Use during the work day.)

Office Spaces - Campus offices are small and busy places. The TFS Welcome Office on the first floor of the School House is used by TFS only. The Administration Offices on the third floor of the Salt Box are used by administration teams or for staff meetings by invitation only. Staff members wishing to use a computer for professional purposes must sign up in advance and use the staff computer in the Salt Box Faculty Lounge. The telephone in the Faculty Lounge may be used for professional phone calls only. Campers are to be accompanied by an adult to all offices unless given special permission by a Hill Head. The BDC Office has a Staff Door in the back. Staff Members picking up or delivering messages must come to the Staff Door during low traffic times (i.e. when parents are off campus between 9:00-12:00 and 1:00-4:00.) All staff meetings should happen outside of the BDC Office and out of parent and camper earshot.

Property - Camp property is for use during camp hours with campers. Any off hour staff use must be requested in writing with the permission of the Camp Director, especially for the pool and waterfront. *Unauthorized or afterhours use of camp property, the pool and/or waterfront, is considered trespassing and is grounds for immediate termination and may be prosecuted with local law enforcement.*

Recycling - BDC aims to recycle as much waste as possible. Place aluminum, glass, plastic, in re-cycle bins on campus. Recycled paper is used for internal messages and free drawing. Please reduce, reuse, and recycle.

Smoke Free - The entire campus (see above) and all off-campus activities with children are smoke (all tobacco & e-cigarette) free.

Staff Bathrooms - Staff members are expected to use the bathhouse and the portable toilets. Showers may be taken in the Bathhouse only when camp is closed.

Supplies - All paper products such as toilet paper, paper towels, paper plates, etc., are for camp use only. Employees who take camp supplies for their personal use are subject to immediate termination.

Telephones - Staff may use the telephone in the Faculty Lounge on the 3rd Floor of the Saltbox for business and emergency calls only. Please limit phone time to 1 minute and save recreational calls for off duty hours. Camp cell phones are for emergency use only and should not be used for personal calls or texts, or picture/video taking. (See "Cell Phones" above.)

FILES

Camper - BDC maintains files for each active camper. These files remain on campus at all times and contain enrollment forms, relevant health and immunization records, family information, and emergency contacts. As camper information is kept **confidential**, staff members may read camper files only with the direct permission of the Camp Director. Files must be signed out and back in when accessed.

Staff - Brewster Day Camp maintains a personnel file for each staff member. These files contain all relevant health and immunization records, Staff Information and Health Form, Contract of Employment, BDC Staff Application Form, References, BDC Evaluations, and copies of all pertinent certifications. Staff may only have access to their individual file.

FOOD

Camper - All campers receive a mid afternoon snack. In addition, younger campers also receive a mid-morning snack.

Staff - All Staff members are expected to bring their own lunch to camp or eat on a break. (See Staff members are not to eat camper's food for either snack or lunch, as tent counselors receive one snack each when campers are served.

Employees who take camp food/supplies for their personal use are subject to immediate termination.

Water Coolers – During the day, Hill Heads and Leadership Team members are responsible for making sure that all water coolers are full, have ample cups, and nearby garbage cans are neat. Please inform a supervisor if you notice that a water cooler and/or cup holder is empty, damaged, or dirty. Please council campers who play with the water coolers, waste water, or waste cone cups.

HARASSMENT/BULLYING

Definition - BDC recognizes that a person's right to freedom from discrimination includes the opportunity to work in an environment untainted by bullying or harassment. Harassment includes all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks concerning a person's gender, gender expression, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, religious, or political affiliations that are offensive to any person associated with the camp program. (See "Harassment Policy" in Staff Training Manual for complete definition and description.)

Reporting Procedure - If a staff member believes that he/she is experiencing harassment in the workplace, only the offended person must do the following in this order:

1. Let the offending party know that his/her behavior is inappropriate, unwelcome, and that the behavior must stop by saying, "NO" firmly and by not apologizing.
2. Follow the Complaint and Grievance Procedure below.

Complaint and Grievance Procedure - Any staff member who has a complaint or grievance about anything at BDC should go immediately to his/her direct supervisor. The supervisor and staff member will problem solve together. If further help is needed the staff member and supervisor will go to the next higher level of the administration chain to rectify the situation. This policy pertains to any and all problems including complaints from parents or campers, issues with other staff members, problems with a child's behavior, financial concerns, and the physical or emotional well-being of staff members, campers, or families. In the event of sexual harassment, any member of the BDC community may bypass the chain of command and go directly to a director to seek help. Formal Complaints and Grievances will be written down by the responsible director who will inform the Camp Director. The information is placed in the appropriate location as a record of the event and appropriate action will be taken by the Camp Director.

Bullying – Bullying, in any form, between campers, staff or families, is not tolerated at BDC. If a staff member suspects bullying, the incident should be reported to a supervisor immediately. Adults who fail to report bullying in a timely manner, risk termination and legal action being taken against them. Please consult the BDC Bullying Policy* for any questions or for best practices regarding bullying identification and prevention.

HEALTH

Health Office - Staff members may visit the health office for a wellness consultation. If the health office staff deems the staff member to be too sick to perform his/her duties at camp, that staff member must leave camp. In order to return to work, a staff person may be asked to obtain a doctor's note or permission by the camp health staff. Staff members are invited to remain in the health office for a consultation visit only and should go home if rest is required.

Doctor visits - If a staff member must be seen by a doctor, the staff member or his/her health insurance company is financially responsible for that exam.

Health Forms - A Staff Health and Information Form must include Immunizations Records signed by an examining physician. Both of these forms must be in the staff member's file prior to the start of each camp season.

Immunizations - All required immunization must be up to date and this must be documented in the staff file.

Long Term Health Conditions - Staff members' prescription drug use, chronic, or long term illnesses must be disclosed on the Staff Information and Health Form and reported to the health staff prior the start of employment at camp. This information is kept strictly confidential in accordance with HIPA regulations.

Mandated Reporter - Each BDC staff member, by virtue of working at a summer camp, is a mandated reporter and as such, must act accordingly when necessary. Please see details in the Staff Training Manual.

Physical Exams - All staff members are to have had a physical exam within one year of employment at BDC.

Sickness - Staff members are expected to come to work each day healthy and ready to execute all of their duties. Staff members calling in sick MUST speak directly with a member of the administration team. A message left on the camp

answering machine is insufficient communication. Proxy notification (sending word with another staff person) of absenteeism is unacceptable at BDC.

LUNCH

Breaks - During Staff Training Week, Hill Heads will schedule Tent Counselor breaks so that all tent groups have continuous coverage while tent counselors are on break. Program Staff generally break from 12:00-1:00 and Hill Heads and Tent Counselors generally break for one hour between the hours of 10:30-12:00am or 1:00-3:00pm.

Camper Lunches - All campers (including CL's) are to remain seated for a thirty minute lunch on campus. Tent groups are expected to eat at their designated picnic tables with a monitoring adult sitting in the green counselor chair and remain seated at the picnic table from 12:00-12:30 or for at least ½ hour in order to rest active bodies.

On-Duty Lunch Etiquette - Campers and staff must remain seated at picnic tables for 30 minutes during lunch. While monitoring campers at lunch staff members are expected to model appropriate behavior and staff should expect the same from campers i.e. sit while eating, chew with mouth closed, engage in interesting and appropriate conversation. Staff members are required to teach campers good table manners. *Staff members are only permitted to sit in the green counselor chairs. Campers sit on the picnic table benches.*

Staff Lunches - Staff members are encouraged to eat lunch with their campers. Staff may bring their own lunches or eat on a break. Staff food is for themselves only.

PARKING LOTS

Church - Staff members are to use the Church parking lot only for parking staff cars. The church designates the specific parking area for BDC activities should take place on our main campus only and not in the church parking lot.

Laurino's - At times, the church has functions (funerals, Bible Camp) which prevent BDC from using their lot in the morning. During these times, BDC Staff Members are notified to use Laurino's Restaurant parking lot from 7:30am until 12:00 Noon. Laurino's asks that all BDC cars be removed by lunch so that room exists for their lunch patrons.

SWIMMING AT BDC

Attire - Bathing suits are required in the pool at all times – clothing such as cut off jeans or cotton t-shirts clogs the pool filters. Hair long enough to be tied back must be so regardless of the gender of the owner of the long hair. When swimming in the pool, at the waterfront, or on a BDC Trip, women's stomachs must be covered. (I.e. Bikini bathing suits for campers and staff are inappropriate attire at BDC.)

Aquatics Teaching Staff - Anyone working in the pool or at the waterfront must wear a specific uniform bathing suit which BDC designates yearly. BDC provides the link to the specific uniform suit which designated aquatics staff must purchase.

Life Guards - Any staff member who guards campers – either at the pool or at any beach – as part of his/her job description must wear a uniform Lifeguard bathing suit.

Pool Use - The pool is only open to staff members who are off duty from 7:30-8:30AM, 12:00-1:00PM, and 5:00-6:30PM Monday-Friday. A BDC lifeguard must be on duty for all pool use. Entrance to the pool is only through the pool gate and between the hours of 7:30am-6:30pm.

Professionalism/Water - Staff members are expected to use professional behavior at all times in and around the swimming pool, at ponds/ocean, or on a water related trip. Roughhousing, pushing, splashing, chicken fights, diving etc. are prohibited in and around water at BDC. When in the BDC pool area, at the beach, or on a water related trip, all staff members are expected to be aware that safety is always of utmost concern in and around water. Pool fence jumping, unauthorized use of the pool/waterfront keys, or any other unauthorized pool/waterfront use, during or after camp hours, is grounds for termination.

SAFETY at CAMP

General Safety - Safety at Brewster Day Camp should be of serious consideration by all staff members at all times. Staff members must always station themselves in full view of the group that they are monitoring either on the playground, beach, or elsewhere. When working with a small group or an individual within that group, staff members are expected to assure the safety of the entire group by following these guidelines:

1. Observe the entire group at all times.
2. Remain in full view of the entire group.
3. If the above is not possible, place the entire group under the care of another staff member.

Monitoring Tent Groups/General – The following guidelines are always considered when monitoring a Tent Group:

1. A staff member must always be present inside the tent while campers are changing. (Exception: Admirals Hill tent groups where those tent counselors may monitor camper behavior from outside the tent and attentively listening to appropriate camper behavior going on inside the tent.)
2. Staff members should always know the number of children present in their group at any given time.
3. A tent group should always be monitored during transition times such as lunch, moving to/from activities, arrival and departure times from camp.
4. When one staff member assumes the responsibility from another staff member for the monitoring of a group, both staff members should discuss any pertinent information regarding the group such as – the number of campers, the next activity, or any specific information about individual campers.
5. When a tent group is at an activity, Tent Counselors are expected to assist Program Staff by participating in the activity and by monitoring camper attention at the activity.

Monitoring Tent Groups @ Beach/Pond/Ocean – Staff members are expected to use professional behavior at all times in and around the water. (See “Professionalism” in “Swimming Pool” section above.) All staff members are expected to be aware that safety is always of utmost concern as water represents the most dangerous area in any camp setting. All staff are expected to remain awake, alert, and engaged with campers when monitoring children at beaches, ponds, or pools. (Reading, sleeping, using a phone, or any other manner of distraction while monitoring campers around water is grounds for immediate termination.)

SAFETY AROUND WATER

The following must be done by the lifeguard in charge prior to leaving for the beach/pond/ocean:

1. The Swim Director must first be notified of the desired swim off campus.
2. A designated BDC Lifeguard signs out of the BDC Office indicating names and number of campers going to the beach, name and number of staff members on trip, location of beach, and cell phone number.
3. LGT must have rescue buoy, cell phone from BDC Office, first aid kit, sun screen, and Camper Emergency Forms, water for drinking, cups, and plastic trash bag.
4. LGT must know tides at designated beach.
5. Swim Director meets LGT/Campers/Staff and checks safety equipment and procedures before allowing group off campus by bus or by foot.

The following is the BDC Beach Monitoring System used by Brewster Day Camp at all times:

All counselors must be on their feet and stationed in following triangle:

- A designated BDC Lifeguard (LGT) in a guard bathing suit *stands in* the water depth equal to the waist of the shortest camper in the group. (Deep water swimming takes place only in the BDC pool.)
- LGT holds Rescue Tube and continually scans the water and counts the campers in the water.

- All remaining counselors must stand on the beach to the right and left of and facing the LGT thus designating the area within which campers are to remain and they too campers in the water and on shore.
- When the LGT raises his/her arms above head and says “*Everybody Out!*” remaining staff do the same. All campers exit the water and sit on the beach to be counted by the LGT and staff members.

Failure to employ the BDC Beach Monitoring System may result in immediate termination.

TECHNOLOGY

Contacting Campers Electronically - BDC encourages all campers and counselors to have positive relationships. Any staff contact with campers outside of camp must remain professional. BDC campers are minors and as such any off-campus contact with campers must be at the discretion of the camper’s parents and does not include email, text messaging, instant messaging, or “friending” via a social networking sites. Staff contacting campers via email, mobile calling and mobile phone peer-to-peer applications, text message, instant messaging, Skype, FaceTime or friending via social networking sites such as Facebook, Snapchat, etc is prohibited and grounds for termination.

Digital Photos/Video- Staff members may ONLY use the camp camera to take photos at camp. Personal cameras or cell phones may not be used to make photographs at camp. When posting photos of off hours events, using a web site or web application (Pinterest, YouTube, Facebook, Flickr, Instagram, Twitter, etc.) leave the name “Brewster Day Camp” or “BDC” out of all photo titles so that when a potential new camp family looks for BDC using a web search engine, they do not end up seeing casual staff photos on the internet. All posts which reference BDC, shall be professional in nature.

Representation - BDC reminds everyone that how you represent yourself on the internet should be how you represent yourself in any public place. You are expected to always represent BDC professionally both at camp, off campus, and on the internet. YOU are the BDC brand. Every interaction with a customer or potential customer, either in person or on the internet, must be in keeping with the expectations of the BDC brand and reputation. Any action which causes damage to, or potential damage to the brand or reputation of BDC will meet with severe consequences potentially including termination.

Social Networking - BDC cares deeply about its reputation and trusts its staff to ensure that everyone representing BDC remain professional in their representation. Any staff behavior shown on the internet must remain professional and appropriate at all times. The consumption of alcoholic beverages, drug use, implied or actual sexual activity, inappropriate behavior, etc. shown on the internet may result in termination.

******Remember that personal computers, cell phones, & the internet, remain a public place******

TRAINING

All staff members are expected to be on time, present, and fully take part in all aspects of Staff Training Week with starting dates and times to be designated in individual contracts depending on staff position. (See *Staff Training Week Calendar* for specific dates and times and *Individual Contracted Days Schedule*.) Any time missed during Staff Training Week must be permitted only with prior approval by the Camp Director and is deducted from the next pay check on an individually pro-rated basis at the Camp Director’s discretion. On-going staff training takes place in weekly team meetings and with the Camp Director and members of the Leadership Team as needed. (See *Staff Training Manual* for details.)

TRIPS

Trip Leader - BDC Trips are organized by the Off Campus Director in conjunction with members of the Leadership Team. A designated Trip Leader is appointed by the Off Campus Director for each trip. Tent Counselors and Program Staff accompany the Trip Leader as needed.

Breaks - When on a BDC Trip, break time is provided during travel to and from the trip location. Breaks are scheduled by the Trip Leader.

Responsibilities - All BDC Staff are entirely responsible for the health and safety of all campers and fellow staff members during the trip. The Trip Leader is responsible for adhering to the trip schedule. While on the trip, the Trip Leader is responsible for tone and tenor on the trip, for communicating directly with vendors, and keeping in telephone contact with the BDC Office. When the trip returns to camp, all staff and campers from the trip remain as a group until the

Trip Leader dismisses the group. Staff members are dismissed from the trip to join their other responsibilities only by the Trip Leader. (For further details regarding Trips, see “Extras” in *Staff Training Manual*.)

UNEXPECTED/UNAUTHORIZED PEOPLE

Unauthorized people who visit camp or wish to pick up a child must be immediately escorted by a BDC Staff member to the BDC Office. Expected delays will occur while the child’s family is contacted. Staff is required to bring all Unexpected/Unauthorized people directly to the BDC Office regardless of the time of day. Any unknown person or child seen on campus should be brought directly to or reported to the BDC Office immediately. All BDC staff members have the responsibility to immediately report suspicious persons or activity which they observe on campus, in the parking lots, or while off campus accompanied by BDC campers. The camp/school office will contact local law enforcement regarding unauthorized people, when deemed necessary by a Director.

VISITORS

Visitors/Guest- All visitors to campus will be accompanied throughout the visit by a member of staff. All staff members must immediately report to the BDC Office any unaccompanied visitor. Visitors will wear an identifying Visitor Name Tag while on campus and staff members are expected to greet the visitor and introduce themselves when appropriate. All visitors are expected to behave in accordance with BDC Staff and Camper Policies. Visits last ½ hour or less. Any visitors wishing to volunteer (remain on campus more than ½ hour) must be CORI and SORId prior to arrival, and only with prior approval from the Camp Director.

Visitor Name Tags - If a visitor is remaining on campus for any length of time beyond a quick drop-off or pick-up, he/she must wear a name tag while on campus. These name tags are obtained in the BDC Office.

Office Check-In - Parents/relatives/guardians of campers who are visiting during the camp day (9:00-4:00 and not during busy drop-off from 7:30-9:00am or pick-up from 4:00-5:00) must first check in at the BDC Office and receive a Visitor Name Tag.

Visitor Safety - BDC welcomes visitors to camp. For the safety of our campers and staff, ALL visitors must first come to the BDC Office and be introduced to a Director, sign in, receive a Visitor Name Tag. All visitors are accompanied by a member of staff for the duration of the visit. All BDC staff members have the responsibility of immediately reporting suspicious persons or activity which they may see on campus, in the parking lots or while off campus accompanied by BDC campers.

THE MOST IMPORTANT STAFF POLICY:

You are required to share your *Courage, Hope, Good Spirit, and Peace* with everyone at ALL times!

* A hard copy of the Online Staff Training Manual and/or specific policies, are always available in the camp office, during normal business hours. These policies are subject to change.