



STAFF Handbook

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WELCOME

For 30 years, HFH Summer Camps has been home to over 15,000 New York City campers and staff from all over the world. Each summer, children from NYC get the chance to explore the world beyond the city and experience the peace and beauty of nature, and the wonder of the great outdoors in the historic Harriman State Park. At HFH Summer Camps, staff and campers come together to form a new and enriched family.

You have joined an organization that prides itself on and is dedicated to providing quality services to New York City's most underserved communities, homeless families and children. Guided by that commitment, at HFH Summer Camps we strive to give our campers the love and care they need to grow, learn, make new friends, and hopefully have the best summer experience of their lives. As a staff member you are an integral part of that experience and we thank you for that! We would also like to make your summer as rewarding and as enjoyable as possible. To our returning staff members, thank you for your continued dedication and loyalty. We have aimed for the finest standards in camping and shall always strive to improve our programs.

This handbook attempts to present the information needed to help staff become acquainted with their job and make the most out of their summer at HFH Summer Camps. It contains a great deal of information about camp; the program, guidelines and what is expected from you as a staff member. It does not cover all policies, or all issues related to working at camp, as those will be covered during the pre-camp orientation period. Please take some time to read through our handbook. It is designed to be a working guide and resource booklet. Never hesitate to ask questions for a more thorough understanding on the topics covered or offer suggestions.

We hope that you will find this guide to be helpful. Thank you for choosing to make a difference. Get ready to learn, work hard, and make new friends and memories that will last a lifetime.

We look forward to another fantastic summer!

The HFH Summer Camps Family

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Introduction

In the 1980s, family homelessness became such a visible and serious problem for New York City that the public and the government could no longer ignore it. Homes for the Homeless founder Leonard N. Stern recalls a cold evening in 1985 when he took a walk in City Hall Park and remembers the outrage and sadness, he felt at discovering a large number of homeless families sleeping there. Aware that finding a solution to family homelessness would not be simple, Mr. Stern founded Homes for the Homeless (HFH) in 1986 as a public-private partnership between city government, private business, and the Cathedral of St. John the Divine. This new partnership focused on alleviating the effects of poverty in New York City, and on providing supportive programs and shelter to homeless families.

Founded with the belief that it takes more than housing to end homelessness, HFH created a community of support within each of its family shelters. Over the years, HFH has added valuable new programs into this community of opportunity. In 1989, HFH Summer Camps opened in Harriman State Park, providing unforgettable summer experiences to homeless children in New York City.

Today, HFH operates three transitional living facilities for homeless families with children in NYC. On any given night HFH's sites are home to over 500 families and approximately 650 children. During their stay, HFH offers families access to a variety of employment and education programs, including early learn and after school programs for the children. These programs are also open to the community, providing a much-needed service in high risk and underserved areas. HFH Summer Camps is also a part of HFH programming, servicing children every summer, of which the majority are residing in shelters across NYC or experiencing housing instability.

Mission Statement

HFH Summer Camps provides campers the experience of the great outdoors in a traditional summer camp setting! We want to broaden their horizons by meeting new people, learning different cultures, gaining independence and creating memories that will last them a lifetime.

Values

1. **Not Knowing** - Letting go of preconceived notions about our kids, our peers, and ourselves. We enter into relationships with curiosity and interest, not with stereotypes and grudges.
2. **Respect for Self and Other** – We encounter each other and ourselves with respect and dignity. We give and accept friendship unconditionally. Although actions have their consequences, we value people by communicating their worth and potential so that they may see it themselves.
3. **Commitment to Learning** – We foster a sense of wonder and amazement in our kids by encouraging ourselves to learn in every moment. Our kids have so much to teach us about their lives and about our capacity. We learn simply from their presence.
4. **Respect for Nature** – Because we appreciate the outdoors and wildlife, we respect and conserve its resources. We understand that taking care of each other and ourselves means taking care of our environment. We aim to expand our children's sense of possibility by giving them a taste of a world outside the city.
5. **Diversity** – We value differences while acknowledging the commonality of human experience and emotion. We work to create an environment of harmony, connectedness, and inclusiveness. We celebrate our unique strengths and compensate for our weakness through teamwork and support. We know that the best ideas and solutions come from the creative participation of everyone.

Goals and Philosophies

HFH Summer Camp program seeks to help campers achieve his/her fullest potential in terms of cognitive development, physical well-being, and social growth. We seek to help campers and staff to:

Build Individual Self-Esteem

Daily programs and activities are designed to build self-esteem, self-confidence, respect and appreciation of campers who have often experienced adult stresses like poverty, discrimination and violence. Campers should feel good about the activities they participate in and the goals they achieve (no matter how small). HFH Summer Camps encourages campers and staff to be creative, imaginative, adventuresome, and foster a positive environment in which our campers and staff can begin to open up to new camp experiences.

Build Healthy Groups

The living arrangements and activities are designed to promote healthy group living. Counselors and Activity Specialists are encouraged to design non-competitive and team-building activities. Staff members have an opportunity to role model healthy group interactions; demonstrating respect for every member of the staff team is a priority. It is our goal to build a community based on diversity, respect and care, and make the camping experience fun for all.

Respect the Environment

In learning how to respect themselves and respect others in the group, campers are encouraged to respect the environment they are living in. This means keeping cabins and bathrooms clean, cleaning up program areas and building an awareness of Harriman State Park. Outdoor education programs at HFH Summer Camps are designed to have low impact on the environment. They promote an understanding, respect and responsibility for our natural environment while encouraging conservation and respect for animals and plants.

Learn to Resolve Conflicts

Staff should always promote non-physical resolutions to conflicts between campers. Discussing alternatives to violence on the first day of a session is a good way to establish behavior expectations from the beginning. Staff should also work to diffuse camper conflicts before they become intense and/or physical. Unit Leaders and Directors should be informed if campers are having repeated problems dealing with conflicts or are initiating conflicts within the group.

Embrace A Community of Diversity

HFH Summer Camps offers a unique opportunity for staff and campers to meet people from varied backgrounds and cultures. Our staff is geographically and culturally diverse. They arrive at camp from all over the United States, the Caribbean and Europe, to name a few. Our camp environment is open, positive, supportive and tolerant.

Make Informed Choices

Learning to make informed choices and dealing with the consequences of those choices is one of the most useful life skills. Campers are encouraged to make choices that meet their needs and benefit by learning from the consequences of their choices. Campers who learn to make and practice positive, well-informed choices will be happier and get the most out of their time at HFH Summer Camps.

Having Fun

Camp is a vacation for our campers, and it should be as enjoyable as possible. Campers should feel safe, supported and accepted; allowed to explore HFH Summer Camps and all that we have to offer. Camp is

fun. Campers are definitely fun. Everybody at HFH Summer Camps is encouraged to have a good time at camp while learning.

The Camper Recruitment Process

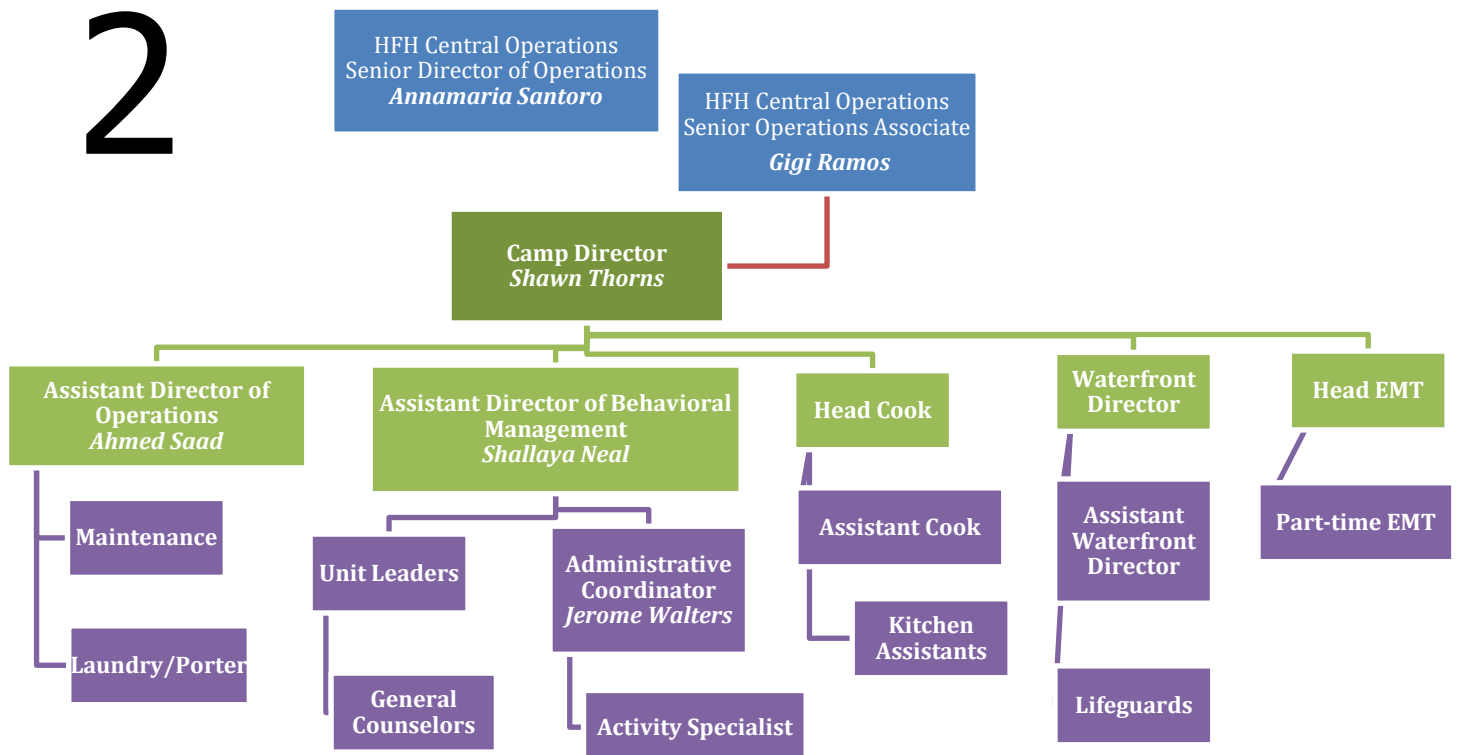
HFH Summer Camps operates three exciting, adventurous, and fun-packed summer sessions for children ages 7 – 10 years old. Each session accommodates approximately 60-75 campers.

Every year the recruitment process involves an extensive outreach campaign in which HFH seasonal recruiters and central office staff team up to recruit campers to attend summers sessions. Not surprisingly, given the housing emergency that homeless families face and a wide variety of other challenges that accompany housing instability, there are many issues to overcome during the recruitment process. One of the biggest is the lack of or incomplete background information available on campers and the challenges they face. Our team works very hard to engage and assist parents, so that in the midst of many pressing priorities they can successfully complete the camp application process and send their kids to camp.

While our campers are like any other child, they face particular challenges that result in part from their experiences with traumatic experiences, including housing instability, hunger and many other contributing factors. At the end of this handbook, we provide you with links to sources of information and invite you to read about the effects of homelessness on children and the educational and socio-emotional challenges faced by homeless children. We believe that every child deserves the same opportunities and should be treated equally. All children need opportunities to experience new things, challenge themselves, socialize and grow. This is not different for the campers of HFH Summer Camps and as a staff member you share a responsibility to make that happen.

Camp Operations

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Role Descriptions

The following summary of camp roles aim to provide you with a general overview of camp operations and structure, and by no means comprises all assigned responsibilities for your position.

HFH Central Operations Team: The Central Operations team works year-round to support camp operations. They are responsible for ensuring that the program aligns to agency standards and that the camp remains compliant with regulatory agency requirements. The Central Operations team works closely with the Camp Director and oversees the administration, camper and staff recruitment process, and overall operations of HFH Summer Camps while in season and off-season.

Camp Director: The Director oversees the day-to-day operations of camp and is responsible for the safety and well-being of camp staff and campers during the camp season. They are responsible for hiring and training staff, as well as all programmatic and administrative aspects of the day-to-day camps operations. They ensure that their camp is compliant with HFH and Camp specific policies and procedures, as well as regulatory agency requirements.

Assistant Directors: The ADs assist the Director with the day-to-day supervision of staff and campers during camp season and with implementing the training schedule during pre-camp orientation. They work closely with Unit Leaders and the Administrative Coordinator to assist with camper issues, programming and activity scheduling.

Administrative Coordinator: The Administrative Coordinator is responsible for the daily program and activity schedule, including the supervision and planning of special events and programs. The Administrative Coordinator assists with the supervision of activity specialist and monitoring program areas, including safety and equipment needs. As a part of the Administrative team, the Administrative Coordinator works closely with the Director and Assistant Directors on creating and implementing the daily schedule of campers. The Administrative Coordinator also works on completing administrative tasks in the camp office.

Head EMT: The Head EMT is responsible for the overall health, safety and sanitation of camp. They are in charge of maintaining medical records for campers and staff, storing and dispensing all prescribed medications (as well as many over-the-counter items) and treating all medical concerns amongst campers and staff. They are responsible for conducting health screenings upon each camper's arrival and making sure that the camp is compliant with any sanitation or health related regulations. The Head EMT supervises the Part-time EMT who is at camp to assist the Head EMT with the health, safety and sanitation of camp.

Unit Leaders: Unit Leaders are responsible for supervising the health and safety of campers and counselors assigned to their cabin. They support and supervise unit staff and help maintain the morale of unit campers and staff. They are responsible for carrying out unit activities and assisting in their assigned activity areas. As part of the supervisory team, they work closely with the Assistant Director of Behavioral Management on resolving issues regarding campers and staff, helping to maintain camp spirit and morale.

General Counselors: General counselors provide the greatest impact on campers as they spend the largest amount of time with their group and gain the closest working knowledge of each camper's stay at camp. General counselors share responsibility of working with their campers during many portions of the camp day including cabin wake-up, meals, cabin cleanup, shower time, evening programs, and camper bedtime. Counselors are responsible for their campers' safety, comfort, hygiene, quality of social interaction, program participation and overall happiness at camp.

Activity Specialists: Activity Specialists share supervision and care responsibilities with the General Counselor during many portions of the camp day. They are also responsible of designing and implementing

program activities in their area of competency. Specialists are responsible for organizing and maintaining their respective program area, including inventory of supply needs. They work closely with the Administrative Coordinator to ensure that campers have a positive experience, learning and enjoying all that camp has to offer.

Aquatics Staff: The Waterfront is the most popular area at camp and aquatics is one of camp's main attractions. Aquatics staff share supervision and care responsibilities with the general counselors during many portions of the camp day. They are also responsible for designing and implementing the swimming programs and all aquatic activities. They are also responsible for the maintenance of the waterfront area and aquatics equipment. Aquatics Staff are responsible for the safety of campers during all Waterfront activities.

Kitchen Staff: The Kitchen staff are composed of the head cook, assistant cook and kitchen support staff and are responsible for all daily meals of campers and staff. They ensure that the kitchen is maintained in accordance with health and safety regulations, inventory and supplies are in stock and equipment is functioning. The Head Cook is responsible for designing the meal plan in accordance to SFSP guidelines and providing delicious and nutritious meals for all.

Support Staff: The Support team is composed of laundry/housekeeping staff and maintenance. Laundry/housekeeping staff are responsible for the sanitation of common areas, including bathroom and shower facilities, laundry house and dining hall areas. They are also responsible for doing camp laundry and organizing the "lost and found". Maintenance staff is responsible for day-to-day maintenance and repairs needed to keep the camp operational, including plumbing, electrical, and carpentry needs as well as lawn care/gardening and assisting with cleaning.

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Employee Policies and Procedures

Affirmative Action/Equal Opportunity Statement

It is the policy of HFH Summer Camps to provide for, and promote, equal employment opportunity, and to comply with all applicable federal, state and local laws. Employment compensation and other terms and conditions of employment are made without judgment based on an employee's or applicant's race, color, religion, creed, sex, sexual orientation, national origin, age, ancestry, ethnicity, disability, citizenship, marital status, familial status, military or veteran status, status as a victim of domestic violence or any other status protected by law.

HFH Summer Camps is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of HFH Summer Camps to make reasonable accommodations to a qualified individual with a disability or who may be a victim of domestic violence to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed, unless doing so would result in an undue hardship on HFH Summer Camps. Furthermore, it is the policy of the organization to provide reasonable accommodation for an individual's religious beliefs and practices.

This policy applies to all employment practices and actions including but not limited to recruitment, advertising, hiring (or failure or refusal to hire), employment, training, job assignment, working conditions, rate of pay or compensation, benefits, promotions, discipline and terminations and other obligations and privileges of employment.

At any time, even after separation of employment, any individual who feels this policy has been violated should immediately contact HFH Summer Camps' designated person for issues concerning Equal Employment Opportunity – Niasia Johnson, Human Resource Generalist, 36 Cooper Square, 3rd Floor, New York, New York 10003, (212) 529-5252.

Employee's Responsibility

It is essential to the protection of our values and the meeting of our responsibilities that every individual employee has a strong commitment to meeting ethical standards in the performance of his or her duties. It is important that each employee be: loyal and dedicated to the achievement of our goals; honest and trustworthy in personal and business matters; competent, reliable and cooperative in the completion of his or her duties.

Standard of Compliance

Employees of HFH Summer Camps must comply fully with all policies, procedures, laws and regulations applicable to job activities at HFH Summer Camps. Violations of laws and regulations may result in criminal and civil prosecution of the offender, the supervising employee(s) and the company. Persons who show a pre-disposition to engage in illegal or unethical activities will be disciplined as appropriate, including reduction or elimination of their discretionary authority or termination of employment.

It is contrary to HFH Summer Camps policy for any person, regardless of position, to request, pressure or order an employee of HFH Summer Camps to act in violation of the law. Any such action must immediately be brought to the attention of your immediate supervisor or to a director.

Standards of Conduct

Personal Behavior

HFH Summer Camps expect all employees to strive to promote our mission rather than detract from it. Your behavior here at camp is important to us, as is your behavior outside of camp. Once an employee of HFH Summer Camps, you are truly a representative of our program 24/7, no matter where you are. Your behavior at local businesses impacts HFH Summer Camps reputation in the community. It can also alter the kind of welcome you and the other HFH Summer Camps staff will receive when at these local businesses. Please act accordingly when you are off camp grounds.

Personal Property

HFH Summer Camps is not responsible for the loss, theft or damage of any personal property, including but not limited to electronic devices, clothing, recreation gear, etc. If you are driving to camp, all staff vehicles must be parked in the staff parking lot. Valuables should not be left inside vehicles.

Harassment

Every employee is entitled to be treated with respect and to be free of any conduct that is offensive, hostile or intimidating. The camp environment must be free from harassment, whether verbal, visual or physical, based on race, gender, religion or any other protected condition or status.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

We will not tolerate any forms of harassment and any other conduct that creates an intimidating or otherwise offensive work environment. Similarly, the use of racial and religious slurs, or any other conduct that breeds an offensive work environment, will not be tolerated. Any employee, regardless of position, who is found to have acted in violation of this policy, will be subject to discipline, including termination.

If you have reason to believe that the policy against harassment is being violated, you are urged to bring the matter to the attention of a Unit Leader, Director, or Central Program Operators. **See Reporting Procedures** (pg. 21)

Dress Code

We trust that you will use good judgment in personal appearance and grooming habits. Neat appearance, good grooming and personal hygiene are important upon arrival at camp and throughout the season. Please do not drastically alter your appearance once you are at camp. There should be no offensive tattoos that display inappropriate words or images. During your summers with us, you are a role model for campers and represent HFH Summer Camps to visitors and the community. As such, we will ask you to help us maintain appropriate standards of appearance. There are certain days and times when you are expected to wear HFH Summer Camps staff shirts.

As it pertains to swim activities, we recommend one-piece bathing suits for women and swim trunks for men.

Visitors

Staff members are not permitted to have visitors come to the campgrounds. When you see visitors in camp, please smile, and if appropriate, inquire if you can direct them to the office. Please notify the camp office immediately if you notice anybody on campgrounds who is not a part of our camp community. All visitors should park directly next to the Main Office. Visitors can affect camp security and camper emotions.

Camp Property

The property of HFH Summer Camps - whether it is money, tools, office equipment or vehicles - may be used only for conducting camp business. Employees may not use company property for personal use. Unless you have proper authority, you may not take, sell, give away or loan any camp property under any circumstances. Always use camp property in a manner that appropriately protects it from loss, theft or damage.

Alcohol and Substance Abuse/Smoking/E-Cigarettes

Camp Staff is **NOT** permitted to consume or bring alcoholic beverages, illegal substances (including the misuse of any prescription drug), and tobacco on campgrounds or return to camp intoxicated. HFH Summer Camps is a smoke and drug free environment. Smoking, or the use of other tobacco products, is strictly prohibited anywhere on campgrounds. These policies apply to all staff during the entire contract period. We reserve the right to test any employee for use of drugs. Please also be advised that furnishing or consumption of alcoholic beverages by minors (under 21) while employed by HFH Summer Camps is against the law in New York and is grounds for dismissal. Failure to abide by this policy will lead to immediate termination without exception and may lead to legal prosecution.

Weapons

At no time are weapons of any kind permitted in Harriman State Park or at HFH Summer Camps. Do not bring firearms, knives, and handmade weapons or any legal or illegal weapons, will lead to immediate dismissal.

HFH Summer Camps forbids the possession or use of any substances or weapons on camp grounds and extends this prohibition to off-camp grounds where a staff member is directly or indirectly involved with the interaction of campers. If you are found with any of the above, you will be terminated, and the local law enforcement may be notified. **There is zero tolerance for the above.**

Fraternization

We understand that camp is a social environment, but appropriate behavior is expected at all times. Campers emulate counselors and our job is to place campers in the most relaxed emotional and psychological environment possible. We encourage discretion and integrity in all actions within personal relationships. Personal relationships should not interfere with the performance of assigned duties, the atmosphere of the camp community, or the general purposes and philosophy of the program which is to provide campers with a fun-filled camp experience.

Phone and Cell Phone Use

Cell phone reception is limited at camp and we strongly encourage you to keep your cell phones away and limit use to your time off. We do not encourage campers to be making phone calls, especially during the first week and without approval from the Director or AD, and this is certainly easier if they don't see staff using their phone. For this we ask that you store your cell phones out of the view of campers and use your cell phones on time off and out of the view of campers. Staff may make calls from the office on their periods off or nights off.

Camper phone calls will be made from the camp office during pre-arranged appointments approved by the Director or AD of Behavioral Management. For some campers, making these phone calls home will be very difficult and the cause of some anxiety and upset. Please be supportive and empathetic when one of your campers has a scheduled phone appointment.

Please be aware that HFH is not responsible for any cell phones lost at camp.

Pets

Pets are not allowed at camp.

Cabins and Graffiti

To reduce the risk of loss of property, HFH Summer Camps requests that all staff and campers avoid entering cabins other than their own. In addition, no camper or staff should write on or markup cabins or any camp property. One of our goals is a graffiti-free camp. If graffiti appears, please report it to your Unit Leader. Those found responsible for creating graffiti at camp will be responsible for cleaning it up.

Social Media Use

While employees have the right in their private lives to engage in social media, they may be held accountable with respect to social networking information published. HFH Summer Camps reserves the right to monitor an employee's use of social media regardless of location (i.e. at work on a company computer or on personal time with a home computer).

Personal websites are allowed as long as they do not detract from your image as a positive role model for children. Be mindful not to post or promote inappropriate content in public places including online areas such as Facebook, Twitter, Instagram, or other social networking sites. Foul language (even acronyms for foul language), suggestive photos, links to crude music, etc. are all things that you should reconsider posting on social media.

HFH Summer Camps' policies on anti-harassment, ethics and company loyalty extend to all forms of communication (including social media) both inside and outside the workplace. Be reminded that making disparaging, discriminatory, or defamatory comments when discussing HFH Summer Camps, supervisors, coworkers, or campers can lead to consequences at work. You do not have legal authorization from parents to post pictures or videos which contain campers on your personal social media sites. Engaging in any private messaging with campers is **STRICTLY PROHITED**. Please read the Dos and Don'ts of making memories at HFH Summer Camps.

Communication with the Media

Rumor during a crisis or emergency can create confusion, spread misinformation, and promote disunity. Consequently, only an authorized spokesperson will meet or speak with the media during **ANY** situation. All requests for information from reporters or the media must be directed to HFH Central Program Operators. No other staff member should discuss HFH Summer Camps matters with a reporter or member of the media.

Employment Procedures

Employment Agreements (Offer Letters)

Employment Agreements (Offer Letters) are issued to summer staff prior to the start of the camp season and will detail work schedule and salary. Work assignments will be based on staff availability and camp needs. Staff will be given a specified amount of time to review and return their signed Employment Agreement. When submitting a signed Employment Agreement, the employee should note any changes to assignments made by the employer on the initial Employment Agreement. HFH Summer Camps views a signed Employment Agreement as an employee's commitment to the organization.

Payroll

All payroll checks are issued in three (3) installments. Payments are received by check at the end of each session.

If your contract is terminated prior to its completion, the portion allocated as base salary will be prorated for the time worked. Depending on the circumstances of an early departure, compensation may be issued at the completion of the summer at the same time as other payroll checks are issued.

Please do not ask to leave camp prior to the date spelled out in your contract.

Insurance Coverage/Injuries

HFH Summer Camps provides **worker's compensation** for employee work related injuries/illnesses. This does not cover non-work-related injuries/illnesses. HFH Summer Camps also provides liability insurance, which covers each employee carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities.

Work Schedule

When committing to work for HFH Summer Camps, employees are expected to be available 24/7 for the time specified in their contracts.

Reporting Responsibilities

Each employee should report what he or she believes to be a violation of the law or camp policy, whether accidental or deliberate, to his or her immediate supervisor. Your report will be held in confidence (except as may be otherwise required by law) to the fullest extent consistent with HFH Summer Camps' obligation to conduct an appropriate investigation.

It is better to err on the side of caution than let a possible violation go unreported. A knowing failure to report is itself a violation. Employees will not be disciplined for reporting in good faith an actual or suspected violation of law or camp policy. Penalties for both the wrongdoers and the camp are likely to be less severe if the responsible employees come forward early.

Finally, HFH Summer Camps will not tolerate any direct or indirect retaliation against employees who report, in good faith, actual or suspected violations of law or camp policy. HFH Summer Camps will discipline any supervisor or other employee found to have engaged in any such retaliation. Any employee who believes that he or she has been subjected to retaliation should contact a director immediately.

Staff Dismissal

We are committed to having all of our staff at camp for the full season. We know that when a staff member leaves it can disrupt the flow of camp and can affect the campers and staff morale.

There are times, however, when it is in the camp's best interest for a counselor to leave camp. When the administration decides to ask a counselor to leave, it is rarely a surprise. Counselors are evaluated and will know if their job performance is deemed unsatisfactory. Counselors will be given the time and support to make necessary improvements.

On a rare occasion, a counselor may be asked to leave with no prior warning. This would happen only if a counselor has done something that is blatantly detrimental to the physical or emotional well-being of a camper; or if a counselor has violated one of the camp's policies that are vital to the camp's reputation and smooth functioning.

In the event of termination, the employee is paid the actual number of days worked. An employee may be dismissed for any of, but not only, the following violations:

- Unethical or dishonest behavior
- Conduct which violates or interferes with the customs, policies and ideals of camp
- Excessive absences
- Neglect of duties and/or insubordination
- Physical disciplinary actions of campers/violence toward any camper or staff

Conclusion

This content should not be viewed as defining the precise limits of what is expected. Situations will undoubtedly arise which have not been specifically mentioned but we hope these guidelines presented in this handbook will help you address those matters or will motivate you to seek appropriate guidance on how to proceed.

4 Health and Safety

At HFH Summer Camps our main concern is the health and safety of all campers and staff. It is important to us that you have a positive experience while working at our camps and we recognize that feeling healthy and safe are key components. Each camp has a designated clinic area and health personnel to tend to basic health needs. There is also an accessible health center within 20 minutes of camp. The Director works closely with the camps EMT to ensure that campers and staff's daily health needs are taken care of and that the camp can adequately respond to any unforeseen emergencies.

Staff Health and Safety

We want to stress the importance of providing accurate disclosure of your medical needs and health history in the ***Staff Health History and Examination Form***, as this information will allow us to appropriately provide for your health needs. Once you arrive at camp you will visit the clinic and turn in your medical forms, insurance and medication. To protect the safety of campers and staff, all medications will be securely stored under supervision of health personnel.

What are your responsibilities?

- You are responsible for disclosing all important information regarding your medical history and current mental and physical health.
- You are responsible for bringing ANY medication that you take on a regular basis, ensuring that you bring enough for the duration of your employment at camp.
- You are responsible for giving Director and Health personnel all pertinent medical forms and medication.
- During your stay at camp, you are responsible to communicate to your Supervisor, Camp Director or Health Personnel, any situation/change you experience that affects your physical or mental health.
- During your stay at camp, you are responsible to communicate to your Supervisor, Camp Director or Health Personnel any situation/change that you notice affecting the physical or mental health of your fellow staff members.

- You are responsible for attending all orientation trainings and for familiarizing yourself with any relevant general camp and job specific safety plans and procedures.

Campers Health and Safety

All staff plays a role in ensuring the health and safety of campers. Once in camp, during orientation, you will receive training in basic first aid skills and techniques, universal precautions and clinic procedures. Staff that directly supervises campers must be aware of their campers' health conditions at all times and will receive training to help them identify and assess their campers' need of medical attention.

During orientation you will go over all pertinent Health, Safety and Emergency policies and procedures. It is your responsibility as a staff member to be knowledgeable of general procedures but also of those specific to your role at camp. For this we recommend that you read all relevant materials, pay careful attention during all orientation trainings and ask as many questions as you feel necessary to fully comprehend your responsibilities and role in making camp safe for staff and campers alike.

What are your responsibilities?

- You are responsible for always putting the safety and well-being of campers first.
- You are responsible for communicating to your Supervisor, Director, AD and/or Health Personnel any situation/change observed in a camper that may present a risk to their physical or mental health.
- If you directly supervise campers, you are responsible for becoming familiar with the health needs (physical and mental) of every camper in your unit/group.
- You are responsible for protecting the privacy of your camper, especially as it relates to their physical and mental health.
- You are responsible for attending all orientation trainings and for familiarizing yourself with any relevant general camp and job specific Safety, Health and Emergency Plans and Procedures.
- You are responsible to know what your responsibilities are regarding Preventing and Reporting Abuse and/or Neglect. You will receive training on identifying possible signs, as well as the Camps policy for dealing with suspected cases.
- If after receiving training you feel that you still do not understand or know what you need to do in case of an emergency or accident, or what your general and job specific responsibilities are in regard to the health and safety of campers:
 - You are responsible for communicating this to the AD or Director and ensuring that they satisfactorily answer all your doubts and/or questions.

5

Program and Activities

A Typical Day at Wakonda

7:30 - Wake up
8:10 - Table setters
8:20 - Flag raising
8:30 - Breakfast
9:15 - Community Service
9:35 - Cabin Clean up
10:00 - First activity period
11:10 - Second activity period
12:20 - Unit line up
12:30 - Lunch
1:15 - Rest hour
2:40 - Third activity period
3:45 - Snack time
4:20 - Fourth activity period
5:25 - Table setters
5:35 - Flag lowering / Unit line up
5:45 - Dinner
6:30 - Evening program
7:30 - Bed prep
8:00 - Bed time
8:30 - Lights out

- *Showering times for the campers will take place between 7:30 (wake up) and 8:20 (flag raising) and will be rotated on a daily basis. A schedule for morning and evening shower times will be provided to staff.*
- *Community service will encompass the completion of daily chores, such as trash pick-up, emptying trash cans or even watering the camps flowers.*
- *Activity periods can include various activities such as dance, swim, sports, arts and crafts and many more. These activities will be led by an activity specialist.*
- *Evening program is a time where we play camp-wide games such as scavenger hunts or have theme nights such as Halloween or Christmas.*

HFH Summer Camps runs a traditional, quality camp program with a variety of scheduled activities throughout the day. Campers rotate to various established areas to sample all qualities of camp life. We feel that group activities provide for a source of daily bonding between the campers and teach them the important skill of sportsmanship. Given the proximity of our camps to the lake and the belief that it is

important for campers to develop swimming skills, the swimming program is the backbone of the camp program and it is included as a mandatory group activity.

Activity Structure and Program Areas

Each day there are 4 group activities. Campers travel to and participate in these activities as a cabin. As skill development is a vital part of the group activity, a portion of each activity is allocated towards skill development and skill-building tasks. Another portion of the activity is allocated towards recreational play, where campers have the opportunity to apply the skills taught during a given period.

Group Activity Expectations

It is expected that:

- All campers and counselors are at their activities on time.
- Specialists develop a routine, so campers understand what is expected of them upon their arrival to the activity area.
- The Specialist will have a prepared agenda for each activity period. While this does not need to be formally prepared on paper, it is essential to the success of the activity that there be a structured plan to the drills, games, etc.
- The Specialist will ensure proper use and care of the equipment, including storage at the end of an activity.
- The Specialist will ensure that campers are wearing appropriate attire before participating. This includes appropriate footwear, clothing, athletic or safety equipment.
- The Specialist will ensure that all campers are participating in the activity.
- When teams need to be made, a staff member will do them with sensitivity to the feelings of the campers as they relate to athletic ability.
- If a General Counselor is assigned to an activity, it is expected that they too will be held to the same standards of attire and are fully prepared to participate in the activity.

Swimming and Boating: Swimming is a focal point of the summer camping program. All campers swim during the day. Many of the campers are non-swimmers or beginner swimmers, and the waterfront staff works to provide basic swimming skills. Campers swim in enclosed swim areas in the lake (called "cribs") that maintain a depth of 3.5 – 4 feet. All staff members are encouraged to participate in swimming with campers to help them feel comfortable with the water. Older campers can make use of the deeper swim area in the lake (9 to 16 feet deep) if they have passed the deep-water swim test. The waterfront staff also facilitates a basic boating program with canoes, paddleboards and rowboats. The waterfront staff is highly qualified and certified by the American Red Cross.

Counselor Led Activities: Counselors can make use of other activity areas during the day. Unit Leaders also develop activities for groups in their units from time to time. On rainy days, unless there is thunder and lightning, activities will proceed as normal (but may be moved to indoor areas). During severe weather, counselors may need to entertain the campers in the cabins or may be asked to bring all of the children to the Rec. Hall. Evening programs may also be altered depending on weather conditions.

Rainy Days

In general, we will try to run regular activities unless the weather is really bad or there is a thunderstorm. If it starts to rain and the program activity is cancelled an announcement will be made for campers and counselors to return to their cabins. If the rain is very heavy, announcements will instruct you to the nearest indoor location.

If it is raining hard all day, we will not follow the regular activity schedule. Instead we will create special block programming in which campers will travel in cabins to special activities in or out of camp. All counselors will travel with their cabins on rainy days.

Changeover Days

Changeover Day is the day in which one session closes and a new one begins. This year, they will occur on:

- **Session Start Dates:** Campers arrive between 11AM-1PM on July 1st, July 14th, July 30th
- **Session End Dates:** Campers depart between 9AM-10AM on July 7th, July 27th, and August 13th.

At the end of Session one and Session two no camp staff are permitted on camp site after 3:00pm.

During these dates staff must look their best and wear a camp t-shirt. Staff may be asked to help with transportation, luggage transfer, etc.

It should be noted that staff cabin changes might be required in conjunction with Changeover Day. We appreciate your cooperation with this.

The Role of the Camp Counselor

While every staff plays a key role, that of the counselor is particularly important given that they spend the largest amount of time with campers and can potentially have the greatest impact, helping them to adjust and enjoy their camp experience. While the relationship between campers and counselors is a close one, it should not take the form of a friendship between peers. The role of the counselor goes beyond that of a “friend” and should resemble more of a mentor or role model. Sure, counselors can be playful and helpful, and have fun with campers, but they also have the responsibility of always ensuring the safety and well-being of their campers. For the physical and emotional safety of campers, it is very important that counselors set boundaries in their relationship with campers. Counselors should not engage in certain kinds of activities with a camper that they might with friends. Counselors should not confide in or share details of their personal life with campers, nor expect to get advice from or lean on a camper as one might on a friend. The best analogy might be that a counselor is like a big brother or sister. Counselors should refrain from telling campers “I love you,” as this could confuse a camper or cause excessive sadness once camp comes to an end.

Big brothers or sisters...

- Wouldn't let a younger sibling do something to hurt him or herself or others.
- Would intervene when a younger sibling was getting too wound up.
- Would care for his or her siblings, have fun, and take an interest in them while still being able to put on the brakes when needed.
- We all know that younger siblings can be curious. An older brother or sister would know this was natural but unlike a friend, would not share with a younger brother or sister certain confidences because it would be confusing, upsetting, or put too much of a burden on them.

Get to Know Your Campers: Tips for Success

The time that you spend at the beginning of a session getting to know campers and establishing a group meeting time will pay dividends during the rest of the season. This is the time to establish routines, create a rapport, and win the trust of your campers. Make a ritual of meeting at the same time every day for five to ten minutes to simply check in or acknowledge how helpful or considerate campers have been to one another during the day. Positive reinforcement and encouragement should become part of your cabin or group culture.

Allow your campers to solve problems as a group right from the start. For example, instead of you and your co-counselor imposing your system of cleanup jobs on the campers, have them brainstorm how the system should work. Remember, lay down your ground rules for group problem solving right from the start.

A Good Camp Counselor:

- Enjoys working closely with children
- Has good character, health habits and integrity
- Is a role model for campers and others and exhibits appropriate behavior at all times?
- Is enthusiastic, warm, nurturing and understanding
- Is not afraid to seek advice, asks for feedback and gives suggestions for improving the summer
- Understands and empathizes with children
- Is a team player and an active participant at all activities and special events
- Is emotionally mature and uses sound judgment
- Sets reasonable boundaries and limits for campers
- Remembers that camp is for the campers and *always puts the Safety and Wellbeing of campers first!*

What We Expect from You as a Camp Staff Member:

Staff members are the backbone of any good camp. While we hope and expect that you will have a great summer with us, we expect you to put the campers first at all times. As members of this program, we are here to serve the needs of our campers. All staff should cheerfully and willingly carry out camp policies and regulations. Some guidelines to help accomplish this are:

1. It is important to get to know the campers as soon as possible. Interest in, and warmth for, the individual camper is vital. Be friendly but never partial. We are attracted to the appealing, successful child. The shy, unsuccessful, or rude child needs equal thought and attention.
2. Learn the names of your campers as quickly as possible. Learn what is important or special to them. Learn the name each child likes to be called and be sure to use this name and see that the child's cabin mates do so as well.
3. Respect the dignity of each camper. Remember the rate of growth in mental, physical, social and emotional development varies in each child.
4. Be firm but not bossy. Make only reasonable requests that you are sure can be carried out.
5. Enjoy the experiences with the campers- enter into their fun and spirit of adventure. Enthusiastic staff means enthusiastic campers!
6. Give constructive criticism- never in an irritable or sarcastic fashion. Your unfailing sense of humor will save the day. Never play practical jokes.
7. **It is a firm policy that HFH Summer Camps does not permit physical or verbal punishment, no matter how slight or indirect. The use or threat of any physical force or corporal punishment against a camper is not permitted.**
8. We expect your personal behavior to be worthy of emulation. We expect both staff and campers to avoid use of obscene and profane language.
9. Never discuss your after-hour activities with your campers. Please also refrain from discussing with campers the actions of your fellow staff members during their time off.

10. Never speak unfavorably about camp policies or another staff member in the presence of a camper. Do not disagree or argue with another staff member in front of a camper.
11. If a camper has a grievance or problem, and you are unable to help, feel free and welcome to discuss the situation with your Unit Leader. Never hesitate to seek help.
12. Remember, each camper is someone's son or daughter. Try to remember what it was like to be a kid.
13. Unit leaders should feel responsible for helping their staff grow professionally and, in turn, activity counselors and general counselors should make every effort to cooperate with their supervisors.
14. You should dress appropriately for all activities, wearing sneakers and socks throughout the entire six period day.
15. Staff is expected to keep campers safe at all times and therefore should not encourage nor participate in horseplay.
16. Camp Specialists are expected to demonstrate a high level of interest not only in their own program offerings but in the total camp program as well.

From time to time, a change in camp position assignment is made. You may be asked to perform a role other than the one you were originally asked to play. Your help in this instance will be appreciated.

6 Camp Life

Daily Routines

Wake Up

The cabin counselors rise prior to their campers so that they can give the campers guidance as they go about getting up and readying for the day. Camper showers will be distributed throughout the morning between 7:30 (wake up) and 8:20 (flag raising). Cabin counselors should help their group get ready before heading to breakfast (brush teeth and hair, clothes on etc.). Campers should not come to breakfast wearing pajamas.

Cabin counselors should make sure that campers are dressing appropriately for the weather. If it is a sunny day counselor should dress appropriately. When everyone is ready to move out of the cabin, the group should move as a whole.

Meals

Please let the Camp Director know if you have a special diet (vegan, vegetarian) or food allergies so that we can have your needs met when you arrive. We routinely order low fat, lactaid and soymilk. You should not have to bring your own food if you have a special diet. Your comfort is important to us.

Cabin Clean up and Inspection

Campers and staff return to their cabins after breakfast for cabin clean up. Cabins are inspected by Unit Leaders on a daily basis and are given a rating from 1-10 in each of 10 categories. We will be awarding the cleanest cabin from each division every week. The cleanliness of the cabins, however, is not restricted just to the Cleanup Time after breakfast. Cabins should be clean at all times.

Camper Rest Time

Given the age differences of campers, rest time varies at each camp. At Wakonda, there is a structured rest time after lunch, in which both campers and counselors return to their cabins. This is a very good time to spend “quality time” with the campers in your cabin. Use the time constructively but be alert. When campers are not in structured program, accidents, cabin squabbles, and other issues are more likely to occur. For this reason, Rest Hour is a time of day where a strong amount of diligence is required. No staff may leave camp during this time.

Evening Program

Evening Activity takes place every night after dinner. It is important that all counselors report to evening activities with their campers on time and are prepared to give assistance to the staff member in charge of the activity. The success of all evening activities is closely linked with the enthusiasm, participation, and interest shown and exhibited by the staff.

Evening program is a time where we play camp-wide games such as scavenger hunts or theme nights such as pirate night or medieval night. They are the last formal activity that the campers do before they go to sleep and they often set the tone and create the last memory for the day. They are an extremely important part of the camp program.

Preparation for Bed

Bedtime is important! Cabin Counselors should end the camper’s day in as friendly a manner as possible. As the campers prepare for bed counselors should encourage them to brush their teeth and use the toilets. We encourage you to read or tell a story to your campers, discuss the next day’s program or a special cabin event or talk individually with each camper about something they have interest in. This time with the campers pays the biggest dividend of all! Counselors are encouraged to plan occasional special activities

for their campers during this time in the cabin. When a special activity is being planned, you must be sure to get approval from your Unit Leader and make sure that staff on ND (Night Duty) are notified.

All groups must be given 20 minutes to get ready for “lights out” once the group has arrived back at their cabin regardless of what time they return to the cabin. Once the group has settled into their beds and the lights are out, campers may talk quietly or read with their flashlights for a time. The specific amount of flashlight time allowed is determined by the Unit Leaders. Loud talk, unnecessary walking around, and playing are not allowed. Campers may not be outside of their cabins at any time after lights out.

Bedtime curfew for Wakonda staff is 12:00am. STAFF IS EXPECTED TO BE IN BED BY CURFEW TIME (NOT ON THEIR WAY TO BED) AND THERE IS NO SOCIALIZING PAST THAT TIME.

UD (Unit Duty)

Counselors are required to remain in camp on certain nights throughout the summer to provide supervision for a cabin. Depending on the Camp, Counselors are on “unit duty” from the moment campers go to bed right before staff curfew begins (approximately from 9:45pm to 12:30am). Counselors can find their UD assignments each day on the Daily Program.

The importance of UD cannot be overstated. Although camp is fully staffed during the day, after 9:30 pm the staff population is greatly reduced. For this reason, we take UD very seriously. UD is not a time for socializing with friends or taking a nap. It is perhaps the most vital time for you to be alert and aware.

At the beginning of each session, you will be assigned your UD evenings. Those evenings will not be changed for the duration of the session. Sometimes, because of days off, you may have UD twice in a row. We try and spread out the evenings off, but with days off and the like, scheduling can be difficult. All staff must be in camp on several nights during the summer:

1. The first night of camp
2. The night prior to changeover day
3. The last two nights of camp and evenings where there is an all staff meeting at night.

CQ

CQ is the done by the Administration team and Unit leaders. The CQ is to lead the camp throughout the entire day. CQ is the timekeeper for wake up and all mealtime. CQ is to ring the camp bell for morning wake up and, for each mealtime, this gives all of camp the signal to line up for all camp gatherings. The CQ is in constant communication with the other administration team, for any issues or concerns. The CQ is to do cabin clean up inspections for cabin clean up awards and is to conduct and lead cheers at each unit line up. The CQ is to be energetic and excited, the CQ is the host for the whole camp, and the type of energy and excitement you give is important.

Night Patrol

Counselors are required to remain in camp on certain nights throughout the summer to provide supervision for all of camp. Depending on the Camp, Counselors are on “Nigh Patrol” from (10:00pm -12:00AM Hourly) Counselors can find their Night Patrol assignments each day on the Daily Program.

The importance of Night Patrol cannot be overstated. Although camp is fully staffed during the day, after 10:00 pm the staff population is greatly reduced. For this reason, we take Night Patrol very seriously. Night Patrol is not a time for socializing with friends or taking a nap. It is perhaps the most vital time for you to be alert and aware.

Night Patrol is two staff members going around at the top of each hour checking on ALL units and the Unit Duty staff member, who is on duty. They are also to report any issues and behaviors that may occur, with

campers or staff, if any. The Night Patrol staff should do a total of three walk throughs by the end of their night patrol duties. A walk through at 10:00pm, 11:00pm and 12:00am.

At the beginning of each session, you will be assigned your Night Patrol night with your partner who will be assisting you with the walk around. Those evenings will not be changed for the duration of the session. Sometimes, because of days off, you may have Night Patrol twice in a row. We try and spread out the evenings off, but with days off and the like, scheduling can be difficult. All staff must be in camp on several nights during the summer:

1. The first night of camp
2. The night prior to changeover day
3. The last two nights of camp and evenings there is an all staff meeting at night.

Staff Time Off: Rest & Relaxation

To be an effective counselor, you need to get away and recharge your batteries. We also know that a happy counselor will be to the campers' benefit. For that reason, we have devised the following Staff Time Off program that allows for a blend of free time without adversely affecting the operation of camp. Please be sure to ask your Unit Leader if you are unclear of any of these guidelines. During orientation, they will become more familiar to you.

Daily Time Off

Every counselor has time off during the day.

During time off, you may swim and use other camp facilities, subject to availability and the rules governing them. For instance, you may only swim with a lifeguard present, etc. It is your responsibility to learn and follow the rules for any activity in which you want to participate. You must get permission from the respective Head of a Program Area if you would like to use facilities - this is especially true during activity periods.

You may NOT leave camp during this time off. You may stay in your cabin, but if doing so, you must be receptive to your campers. You may also use the time to attend to personal business, use the Staff Lounge, or simply walk around the camp.

You may use your cell phone on time off as long as you are not in the sight of any campers. When using your own phone or a phone in the Staff Lounge, please do not order any food deliveries to camp as these deliveries will not be allowed.

Nighttime Off

Staff are given nights off periodically throughout the session. You are free to stay at camp and participate in any HFH Summer Camps events or use the Staff Lounge during your nights off. If you decide to leave camp you are expected to arrive back to camp by curfew, 12:00am. You are also responsible for finding transportation to and from wherever you are going. It is not camp support or the Administrative team's job to drive you during your nights off. Uber is available in the area for staff to leave camp and go offsite into town. *HFH Summer Camps is not responsible or liable if staff decide to go off site and use a cab service.*

Days Off

Every counselor is entitled to days off during the summer, which are scheduled in between sessions. Days off are established at the beginning of the summer for each session and are noted on the Master Calendar. These dates cannot be changed. Staff gets 2-3 days off in between each session.

Before leaving camp on your days off, staff must sign out at the office on a sign out board. You are required to sign in on return from your days off.

Staff Lounge

The Staff Lounge is available for staff during their free time. It contains email and Internet access, movies, refrigerator and microwave. It is the staff's responsibility to keep it clean. Staff may NOT take any food and/or beverages out of the Staff Lounge. Campers are not allowed in the Staff Lounge. When using the Internet, it is asked that staff do not download files or applications onto the computers. As always, we ask that you use good judgment when using the camp computers. This means avoiding web sites with inappropriate content, illegally downloading files, etc.

A Final Word About Time Off

Staff who are off duty are most welcome, of course, to stay in their cabins, eat in the dining room and participate in activities during off time. However, we do insist that when you are off, you understand you are obligated to be a "working" counselor. We ask that you respect the rules of camp and participate fully as staff members when you are in view of the campers.

Accommodations and Facilities

Showering

Given that there are a limited number of showers, shower time is distributed throughout the morning by unit. Shower Time is an important time at which counselors must supervise what takes place in their cabins and bathrooms. It is expected that:

- Counselors must wait near sink area of the bathroom to give children privacy but must address any unsafe or inappropriate behaviors.
- Counselors supervise the order with which the campers use the showers, seeing to the fair distribution of showering first, last, or somewhere in-between, on a regular basis (camper). We recommend that you place a "shower order" on the job chart so that it is decided before the campers arrive.
- Counselors will monitor the length of showers to ensure that all campers will have time to shower and have use of hot water.
- Counselors will oversee the use of shampoo and soap by all campers as well as the use of the showers themselves (keeping shower curtains inside the showers).
- Counselors should take note of campers that may avoid taking showers.
- Counselors should NOT shower at the same times as campers. Counselors may use showers during their period off, before breakfast or after children have gone to bed. Staff should not shower until he/she is certain that his or her group is being supervised by the second counselor in the group. Remember that cabin time is the most likely time for injury.

Bedding

All campers and counselors sleep on twin size beds and mattresses. HFH Summer Camps provides sheets, pillowcases, pillows and blankets. Each morning, we ask all campers and staff to tuck in their sheets and blankets as they make their beds. HFH Summer Camps provides every individual their own bed and at no point should a camper and staff member share a bed.

Laundry

Laundry is not done individually but by cabin group, once a week. Staff within the cabin should put their laundry together. Each camper must take their sheets off their bed to be washed. All laundry, including the sheets and pillowcases, should be placed in laundry bags without regard for light or dark laundry. These bags will be carried to the laundry room. Cabin staff is responsible for putting laundry together and redistributing clean laundry afterwards.

Repairs

If items need repair in your cabin, notify the Unit Leaders. Do not stop maintenance staff and ask them about repairs. They are extremely busy and cannot be expected to remember something you mention to them in passing. Please be patient and they will get to your repair as soon as possible.

Miscellaneous Things Counselors Should Watch for:

- Broken fire extinguisher seals
- Smoke detectors not in working order
- Exit signs not in working order
- Broken receptacle covers
- Exposed wiring
- Exposed nails or screws
- Broken or burnt out light bulbs
- Broken windows or doors
- Torn screens
- Dripping in sinks or showers
- Torn shower curtains
- Broken mirrors

If any item needs repair, notify your unit leader who will notify the director or maintenance staff.

Keep Away from Dangerous Areas

Certain equipment and facilities have an added amount of inherent risk. Under no circumstances can anyone be at, or use any of the following equipment or facilities unless it is with authorization or during an assigned time:

Lake

Maintenance Area

These are other dangerous areas that you should be aware of. These areas should be avoided by all children and staff:

- The woods
- Swampy areas on outskirts of camp
- Water supply equipment (hot water heaters)
- Traveling on the road
- Any animals (day or night)

Office Needs, Valuables and Mail

Hours

Unless there is an unexpected situation, we recommend that you take care of all office business between the hours of 8:00AM and 8:00PM. Please keep in mind that even if the office is closed your Director or AD will be available 24/7 if an emergency or unexpected situation arises.

Valuables

All clothing and personal effects are stored in your closet or dresser. Your belongings need to be secured by a padlock which camp does not supply. Theft, if it occurs, is never pleasant. Any valuables should be kept in the office for both campers and counselors. No money should be kept in the cabins. Each counselor will be given an envelope in which to store items such as passports and money. You will have access to these items during regular office hours.

Mail

Mail is given to Unit Leaders who will then distribute mail to the cabin. Any camper that receives a package will receive a slip at lunch, which will direct that camper to go to the office after lunch to retrieve the package. All camper packages are to be opened in the office and all food will be confiscated. Outgoing mail

can be dropped off in the office at any time. On certain nights all campers will be required to write a letter home and those letters will be collected by the Unit Leaders at the cabins prior to dinner.

Vehicle Usage

Who May Drive Camp Vehicles?

Only persons holding a valid vehicle operator's license for the size and type of camp vehicle, and with the specific knowledge and approval of the Senior Director of Operations, Annamaria Santoro, are permitted to drive camp vehicles on or off camp property with campers on board.

Drivers must pass our driving test, which is conducted during orientation. This test consists of checking to see how each potential driver handles the camp vehicles through accelerating, steering, and braking.

Staff approved to drive camp vehicles will receive the appropriate training on Vehicle and Transportation Policies and Procedures, including Safety Procedures.

Personal Vehicles

Private Vehicles must be parked in the designated parking area and should not be used to transport campers. In the event that the vehicle will be used to transport other staff, staff must have proof of insurance and registration, and all occupants of the vehicle must sign appropriate legal waiver releasing HFH of any responsibility.

We are not responsible for any vehicles brought to camp, or for any damages incurred to the car or its contents while on campgrounds.

7 Preparing for Camp

Get to know Wakonda:

The following is a Glossary of names/terms that you will get to know while working at Wakonda.

Wakonda: means "the Great Spirit"

- A **unit** is a group of camper cabins located near each other and headed by a unit leader. There are 4 units:
 - **Tuscarora** - Younger Girls
 - **Hopi** - Older Girls
 - **Apache** - Younger Boys
 - **Sioux** - Older Boys
- **Lower Twin Lake** - is the lake that we swim, fish and boat in.
- **Cookout** - A meal cooked by counselors at campfire circles.
- **Harriman State Park** - The New York State Park that Wakonda is located within.
- **Baileytown Road** - our camp road.

What to pack for your summer at Wakonda?

Clothing

You should bring clothing for all kinds of weather (rain, extreme heat, cold nights, and everything in between!) Staff laundry is cleaned with camper laundry once a week. **DO NOT BRING GOOD/BRAND NEW CLOTHES** as we are out playing in the woods. We suggest that staff bring no more than two bags/luggage. Packing suggestions include:

- 3 pairs of jeans or track-pants
- 3-4 pairs of shorts
- 6-10 t-shirts
- Lots of long/high socks
- 10 pairs of underwear
- 2 –4 long sleeve shirts
- 2 sweatshirts or sweaters
- 1 warm jacket
- 2 towels
- Coffee/tea mug + reusable water bottle
- Pre-paid phone cards, as your cell phone service may be poor.
- Wristwatch
- Mosquito and Tick Repellant
- Toiletries (shampoo, soap, toothbrush, etc.)
- Poncho
- Waterproof shoes
- Good hiking shoes or running shoes
- Swimsuit (2 recommended)
- Stationery and Journal
- Photos of friends and family!

Suggested Reading List & Suggested Websites

- Kenneth Kusmer, *Down and Out, On the Road* (* a must read—very interesting history of homelessness)
- Elliot Liebow, *Tell Them Who I Am*
- Judith Berck, *No Place to Be: Voices of Homeless Children*
- R.D. Nunez, *Dreams, and Promise: The Future of Homeless Children in America*
- Betty Smith, *A Tree grows in Brooklyn*
- Jacqueline Woodson, *Brown girl Dreaming*
- Julia Álvarez, *How the Garcia girls lost their accent*
- Johnathan Safran Foer, *Extremely loud and incredibly Close*
- Bryan Collier, *Uptown*
- Piri Thomas, *Down these mean streets*

Suggested Websites on Family Homelessness and Homeless Children and Youth:

- Homes for the Homeless: <http://www.homesforthehomeless.com/>
- Institute for Children, Poverty and Homelessness: <https://www.icphusa.org/>

Directions to Camp

International Participants

Staff will most likely fly into JFK or Newark Liberty International Airport in Newark, NJ and be greeted by a Camp Representative who will accompany you to a nearby hotel where you will stay for the night. The following morning you will be dropped off at the Port Authority Bus Terminal. Follow “By Bus directions below”.

By Bus from New York City Port Authority Bus Terminal:

Take the Short line Bus (3rd Fl) to the Woodbury Common Outlet Mall in Central Valley, New York. The ride is about an hour and the bus runs every few hours. Please call camp at the number provided prior to boarding the bus to notify us, and a staff member will meet you at the bus station.

Camp Wakonda: 1 (845) 928 - 1370

By Car from New York City: *Do not use GPS. Follow the directions below.*

- Cross the George Washington Bridge to New Jersey (Take upper level)
- Take Exit 74 to merge onto the Palisades Interstate Parkway N (approx. 35 miles)
- Take Exit 18 (on the left) toward Central Valley
- At the traffic circle, take the second exit onto US Route 6 West (toward Central Valley), then stay on it for about 3 miles
- The turn off to the camps is on the left – Once you pass the sign on the left that says LT-7, you know you're getting close. **SLOW DOWN** and watch out for the sign for Camp Wakonda
- Camp Wakonda is the first camp on the left after you pass through the entry gate.

From NYS Thruway (I-87N or I-87S):

- If you are coming up the NYS Thruway, take the exit to Woodbury Commons, then get on US Route 6 heading east. Stay on Route 6 (on the right, do not take the truck route) and the turnoff to the group camp road will be on the right, immediately after the first lake that you pass (a couple of miles from Woodbury). If you need to use GPS enter **YMCA of Middletown Camp Discovery**. When you enter Bailey Town Road, Camp Wakonda is the **FIRST camp on the left side, up the hill.**