

Pierce Camp Birchmont

Staff Handbook





THERE ARE NO STRANGERS WITHIN ONLY FRIENDS WAITING TO BE MET WELCOME

"CHILDREN FIRST"



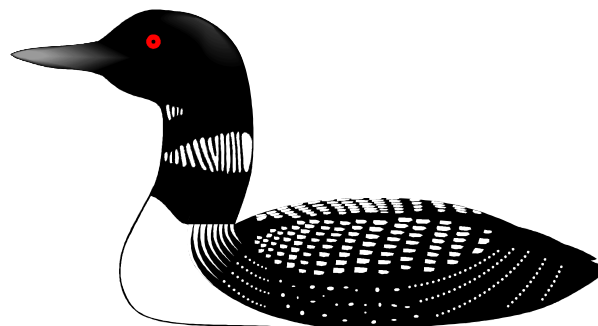
Preface



This handbook is designed to give you a thorough background on how Pierce Camp Birchmont functions. To help insure a safe, healthy, and rewarding summer for our campers and staff, you are asked to completely familiarize yourself with its contents before our campers arrive. During the summer, a copy of the handbook will be available in the office.

AT THE CONCLUSION OF ORIENTATION, YOU WILL BE REQUIRED TO SIGN, AND SUBMIT AN AFFIDAVIT THAT YOU HAVE COMPLETELY READ THIS HANDBOOK AND ARE FAMILIAR WITH AND UNDERSTAND ITS CONTENTS, SEE PAGE 58!

Note: Throughout this handbook, sample forms and checklists have been included. When your group needs a form, they will be available in the camp office.



CHILDREN FIRST



TABLE OF CONTENTS

	PAGE
I INTRODUCTION	
PREFACE	2
TABLE OF CONTENTS	3
GOALS AND OBJECTIVES	6
HISTORY	7
STAFF TABLE OF ORGANIZATION	8
SPECIALIST/GENERAL COUNSELOR AND JC'S	9
HEAD COUNSELOR	9
GROUP LEADER	9
STAFF NOT LIVING IN CABINS/NON SUPERVISORS	9
SUPERVISOR	9
ADMINISTRATION	10
SUPPORT STAFF	10
CAMP STAFF - (WHO'S WHO)	10
HOW GROUPS ARE ORGANIZED	11
II THINGS NOT TO DO	
DRUGS	11
ALCOHOL	11
SMOKING	11
III CONCERNS FOR OUR TIMES	
RECOGNITION OF ACCIDENT RISK (ROAR)	12
CHILD ABUSE	13
CONSTRUCTIVE DISCIPLINARY STRATEGIES	13
BULLYING PREVENTION	15
PRECAUTIONS AGAINST ACCUSATIONS OF SEXUAL EXPLOITATIONS	16
IV SUMMER OVERVIEW	16
CAMP WEEK	17
CAMP DAY	17
TIMETABLE	18
LEGEND	19
A TYPICAL DAY	20
SAMPLE DAY	23
V CAMP PROGRAM	
ACTIVITIES	24
ACTIVITIES BY AREAS	24

VI BIRCHMONT POLICIES	
ACCIDENTS AND/OR INCIDENTS	26
BARBEQUES	26
CABINS	26
CABIN SUPPLIES	27
FIRE	27
GARBAGE AND TRASH	27
INSPECTION	27
REPAIR	28
SUPPORT STAFF AND MARRIED HOUSING	29
CAMP SHIRTS	29
CAMP STORE	29
CAMPER CONCERNS	
COMMUNICATION WITH HOME	29
GHOST STORIES, ROUGH HOUSING AND/OR HAZING	30
LOST, MISSING, OR RUNAWAY	30
RECORD KEEPING	30
RELEASE OF CAMPERS	30
RELEASE OF PERSONAL INFORMATION	30
CAMPER/STAFF CONDUCT	30
CAMPFIRES AND FIREPLACES	31
CANTEEN	31
DINING ROOM	31
FIELDS AND COURTS	32
FLAMMABLE LIQUIDS	32
HEALTH CENTER	
GENERAL GUIDELINES	33
INJURY	33
MEDICATIONS	34
SANITARY PROCEDURES	34
LAUNDRY	34
LODGE	35
MAINTENANCE SHOP	35
NATURAL DISASTERS & OTHER EMERGENCIES	35
NOTCHES	36
OFFICE	36
OTHER STRUCTURES & PROGRAM FACILITIES	36
PERSONAL CONCERNS - STAFF	
ADVANCES	36
AUTOMOBILES	36
BORROWING	37
CHECK CASHING AND CHANGE	37
EXCHANGING DUTY TIME	37
PERSONAL ITEMS NOT PERMITTED IN CAMP	37

PARTICIPATION IN STAFF COMPETITIONS & GAMES	38
SEARCH AND SEIZURE	38
SEXUAL HARASSMENT	38
SICK TIME	39
TELEPHONE, E-MAIL & INTERNET POLICIES	39
TIME OFF, DUTY TIME	43
TRANSPORTING CAMPERS	43
POWER TOOLS	44
STABLES AND RIDING	44
TRIPS	
GENERAL GUIDELINES	44
BUS SAFETY PROCEDURES	45
COOKING & FIRE BUILDING	45
FOOD & EQUIPMENT	46
MONEY	46
OVERNIGHTS	46
STAFFING TRIPS	46
SUPERVISION	46
TRIP PACK	47
WILDERNESS ETHICS	47
UNAUTHORIZED PERSONS	48
WATERFRONT	
GENERAL GUIDELINES	49
EQUIPMENT AND FACILITIES	50
OPTION SUNDAY	50
APPENDIX	
EQUIPMENT CHECK SHEET	51
OVERNIGHT PERSONAL CHECKLIST	53
ETHICS	54
ACCIDENT/INCIDENT REPORT FORM	55
MAP LEGEND	56
CAMP MAP	57
ORIENTATION AFFIDAVIT	58



"CHILDREN FIRST"

GOALS AND OBJECTIVES OF CAMP BIRCHMONT

- * The primary objective is the health and safety of the camper
- * Learning to get along with other people
- * Friendship and cooperation
- * Development of leadership qualities
- * Promotion of democratic ideals in camp life
- * Development of knowledge and skills
- * Appreciation of the natural world
- * Fun and adventure
- * Community values
- * Fulfillment of the camper's potential



CHILDREN FIRST

HISTORY

Camp Birchmont has its roots in a camping history rich in tradition. Through the vision and commitment to excellence of the late Forrester (Pop) Pierce Sr., Pierce Country Day Camp, the first day camp in America, was established in 1918 in Deal, New Jersey. The site of the camp was moved to Great Neck and finally to its present location on the former Villa Marina Estate in Roslyn.

As Pop continued to develop a total program devoted to providing rich and rewarding experiences for children, **Pierce Coach Line** and **Pierce Country Day School** were added. Pierce Coach Line provides necessary transportation for Pierce camps, while during the off season, Pierce Country Day School offers young children strong, sought-after programs in pre-Kindergarten and Kindergarten.

To complete his master plan, Pop ventured and found the location of Camp Birchmont. This serene site, nestled in the foothills of the White Mountains of New Hampshire along the shores of Lake Wentworth, has served as the summer home for many happy campers.

Camp Birchmont offers its campers excellent facilities. The depth of program insures a fun and exciting summer for all, under the guidance of a highly trained staff who leaves no stone unturned. The staff's resolve to excellence can only be matched in resourcefulness and creativity.

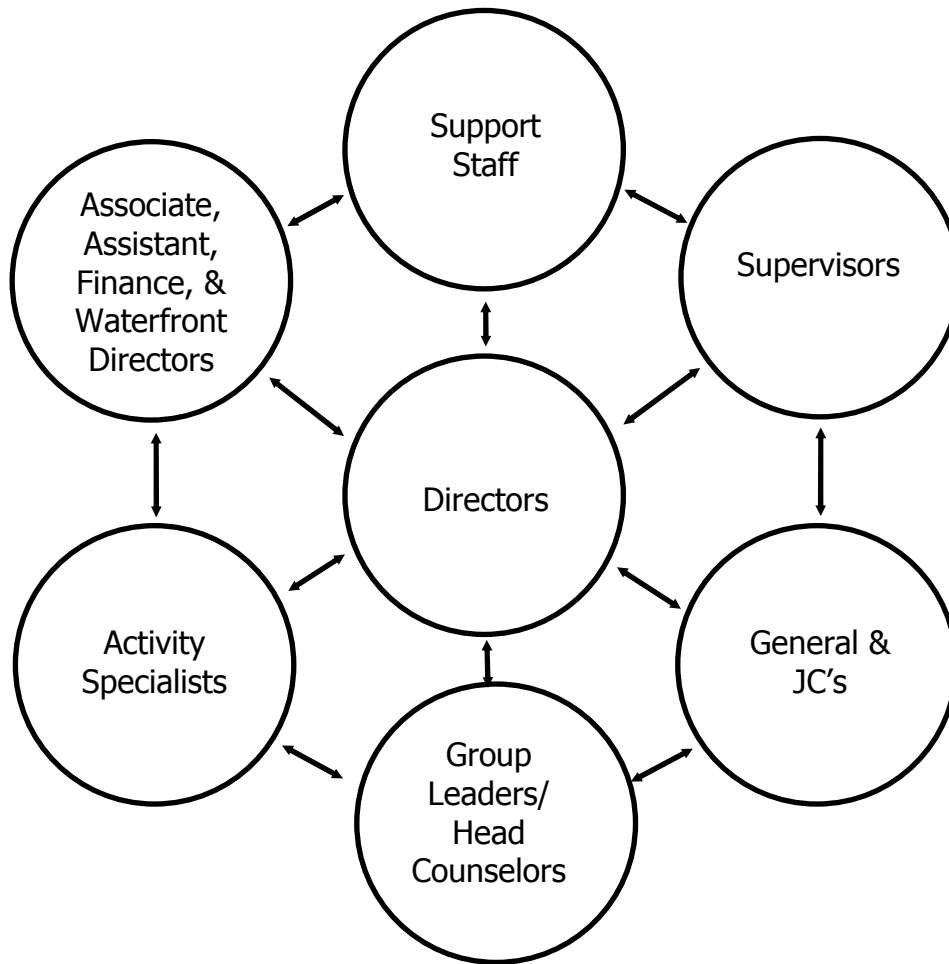
As in 1918, each facet of the Pierce corporation is still owned and operated by a member of the Pierce family. Forrester Pierce Sr. and Forrester Pierce Jr. were the founding directors of Camp Birchmont. Forrester W. Pierce III followed and then in 1989, the mantle of responsibility was passed on to the owner-directors, Greg and Laura Pierce. As you can see, the entire Pierce family is involved, and within arm's reach, you can usually find a Pierce working or camping with you.

When working at Camp Birchmont, you are working with us, not for us -- a mainstay of the Pierce philosophy. The family atmosphere provides the setting where everyone, camper and staff member alike, has the potential for a most enjoyable summer. Our campers are the heart of the Birchmont experience which, down through the years, has earned Pierce the recognition as "the Finest Family in Camping."

Greg and Laura and all the Pierces welcome this opportunity to work with you and invite you to become part of the Pierce camping family.

STAFF TABLE OF ORGANIZATION

As stated in the history of Pierce Camps, we adhere to a code of cooperative efforts -- **"you are working WITH US, not for us."** The model below will help you to visualize this relationship.



- Important ingredients to a successful summer are the ideas, suggestions, and creative energies YOU bring to camp. All ideas and suggestions are welcome and will receive careful consideration.
- To facilitate the decision making process and maximize the articulation of the camp's program, the staff is organized along traditional lines of communication.

SPECIALIST/GEN. COUNSELOR and JC's

At the core of each camper's summer are the friendships he/she forms with the counselors with whom he/she has direct contact. What you bring to each activity and the manner in which you conduct yourself will long be remembered by the campers. Each general counselor will benefit from the close association with the group leader and head counselor. Your role, under the guidance of your group leader and head counselor, will be to help implement the program which was carefully designed and tailored for your specific age group of children. In the case of the specialist/general counselor, while at your specialty area you will be responsible for the overall program, with support from the group leader and head counselor. All specialists are to remain at their specialty area throughout the day, unless you are functioning as a general counselor with your group. When groups are not scheduled, specialists are to use this time to prepare for upcoming groups and competitions and maintain the area's appearance and equipment. When away from your specialty, you are to function as a general counselor in your group.

HEAD COUNSELOR

The primary role is to coordinate with the group leader to insure program effectiveness and continuity. Your leadership role will enhance the efforts of the general counselor staff. As the group leader's right hand, you will work side by side with him/her in all facets of your group's activities. You will assume all responsibilities of the group leader when he/she is not on duty.

GROUP LEADER

The Group Leader has the all-important job of understanding the needs of his/her group and seeing them into fruition. The Group Leader should understand the "pulse" of his/her group and utilize all of what Birchmont has to offer to insure that each camper has a successful experience. Each group is directed by a group leader. The purpose of this position is to insure that the overall goals and philosophy of Camp Birchmont are kept in clear focus, while providing campers with rich, **FUN**, rewarding, healthy and safe experiences. Group leaders will coordinate programs through close associations with general counselor staff, while profiting from the knowledge and experience provided by the supervisors. You are each camper's surrogate parent and main advocate while they are under your care.

STAFF NOT LIVING IN CABINS/NON SUPERVISORS

Staff who lead activities and are relied upon to assist in all camp-wide events and other assigned administrative duties.

SUPERVISORS

The supervisory level plays a unique role in the functioning of any camp. Their command of the overall program will be an asset to groups as the summer unfolds. The process of supervision and evaluation creates a desire to explore new and exciting activities on the group level and the camp as a whole.

ADMINISTRATION

Camp Birchmont's administration consists of people who collectively have had over 300 years of Pierce camping experience. As the late Thomas (Buddy) Pierce used to say, **"There's the right way, the wrong way, and the Pierce way."** No doubt the Pierce way is the right way; however, each detail of the camp's program is given the Pierce touch and the Pierce seal of approval.

Each element of the Camp Birchmont program has its place in the summer's master plan, not based on how it will impact on program, but rather on whether the individual child will benefit and prosper. The individual child (and all of his/her needs) is at the core of the Directors' every thought. Administration is committed to creating and maintaining a family atmosphere through success with our campers, sound and productive programs, and fostering a healthy camping environment for all. All of our administrators are committed to assisting you in maximizing each camper's summer.

SUPPORT STAFF

Operations of the camp would be severely compromised without the tireless efforts of these staff members. The staffs of Food Services, Health Services, Maintenance, Laundry personnel, and Office, play a key role in the camp's day to day routine. Their daily contact with campers and staff and behind the scenes responsibilities go hand in hand with program.

CAMP STAFF-(Who's Who)

Greg Pierce	Owner-Director	Laura Pierce	Director
Tom Liddy	Associate Director	Greg Howes	Assistant Director

AREA DIRECTORS and SUPERVISORS

Robert Attonito	Waterfront	Ginny Pierce	Finance
Polly Goldman	Waterfront	Martha Robinson	Special Events
Ed Greene	Soccer	Scott Shallcross	Boys' Camp
Ricki Kindler	Special Events	Jim Spatola	Waterfront (Emeritus)
Brian Miller	Field Sup./Athletics	John Striffler	Baseball
Liz Miller	Girls' Camp	Curt Tetreault	Tennis

CAMP SUPPORT STAFF

Dina Altoonian	Office/Admin	Amy Heflin	Health Services
Eduardo Centeno	Assistant Chef	Lisa Johnson	Health Services
Rod Cools	Maintenance	Barbara Kennedy	Health Services
Sandy Cools	Office/Operations	Judy Liddy	Office/Admin
Mary Ellen Davis	Finance & Office	Luanne Mulligan	Health Services
Bob Doe	Maintenance	Helen Roberts	Head Chef
Jose Espinosa	Laundry & Grounds		

HOW GROUPS ARE ORGANIZED

Boys/Girls (B&G) GROUPS	Abbreviations	GRADE FINISHED	BY AGE
Pioneer	PIO B&G	2nd – 4th	8-10
Intermediate	INT B&G	5th – 6th	11-12
Lower Senior	LSR B&G	7th	13
Upper Senior	USR B&G	8th	14
Super Senior	SSR B&G	9th	15

~THINGS NOT TO DO~

We want every staff member to have the best summer possible. Friendships formed at camp are often long lasting ones and your summer experiences should be memorable, *not regrettable*. As staff members you represent the best in camping and the Pierce Family wherever you go.

DRUGS = 0 TOLERANCE

Camp Birchmont **WILL NOT TOLERATE** the possession or use of any illegal drugs on or off camp grounds. *Violators will be prosecuted to the fullest extent of New Hampshire laws which may include substantial fines, imprisonment, or both.*

ALCOHOL = 0 TOLERANCE

Camp Birchmont **WILL NOT TOLERATE** the possession or use of any alcoholic beverages while on camp grounds. Off camp grounds, you **must** be 21 years old or older to drink in the State of New Hampshire. Staff members are reminded that drinking in public places in New Hampshire is both prohibited and enforced. *Violators will be prosecuted to the fullest extent of New Hampshire laws which may include substantial fines, imprisonment, or both.*

SMOKING = 0 TOLERANCE

Camp Birchmont **WILL NOT TOLERATE** smoking at any time while campers are present, on or off grounds. **Smoking is absolutely prohibited in any camp building.** Smoking is permitted, but not recommended, in council rings. Cans for used cigarettes are to be utilized. *Junior Staff are NOT permitted to smoke at any time - on or off grounds.*

**VIOLATORS ARE SUBJECT TO IMMEDIATE DISMISSAL . . .
IT'S JUST NOT WORTH IT . . .**

~CONCERNS FOR OUR TIMES~

RECOGNITION OF ACCIDENT RISK



- ***The single most important responsibility of each staff member is the safety of our campers.*** Our concern in this area can be nothing less than 100%. Children by nature are inquisitive, full of energy, and eager to explore, all of which are natural attributes. The staff member's primary charge is to always anticipate. If you cover the bases in the "what can go wrong" category, you will have taken a major step in minimizing the possibility of an accident. There are times when ROAR is heightened, but one should not take this to mean that at other times the necessary vigilance can be relaxed. Some examples of how ROAR works:

BASEBALL/SOFTBALL

- Be sure only one camper is in the batters' warm-up area at a time. All others should be in the dugout.
- Catcher should always wear a mask.
- At all camp activities, always be sure that you are using the proper equipment for an activity. If you find that there is a shortage of equipment, or equipment is in disrepair, select an alternative activity and report such to your supervisor immediately.

REST HOUR

- Do not become personally involved in any one activity, e.g., playing a cabin game.
- No use of personal electronics (i.e., iPods, gameboys, computers, etc.) while on duty.
- Do not lie down on your bed; circulate throughout your rest period area.
- Never leave the cabin unsupervised. If you must leave the cabin area with a camper, **be sure another staff member covers for you.**

TRIPS

- Keep campers together. Take attendance before each bus departure; count off!
- On the bus, some of the staff should be seated in the back. Staff should watch campers for arms and heads out the window.
- Keep a special eye on your "energetic" campers, or campers who may stray or challenge camp policies.
- Cooking and campfires must always be treated with the greatest respect.
- Observe the "Buddy System" at all times.
- **If you observe any condition which potentially could lead to a camper injuring himself or herself, i.e., fast moving water, dangerous terrain, poorly restricted or supervised areas, let a supervisor know immediately. *We are in no way attempting to create a sterile camping atmosphere; rather we are focusing on the awareness on the part of our staff which will lower the probability of an unwarranted injury.***

CHILD ABUSE

- Child abuse is a possibility wherever children are involved, and translated by many definitions and the Criminal Law in many states. "Child Abuse" can take many forms:
 - Physical abuse
 - Verbal abuse
 - Sexual abuse
 - Mental abuse
- In order to help our staff members develop a constructive, healthy plan of action when dealing with campers, the following guidelines should be used:

CONSTRUCTIVE DISCIPLINARY STRATEGIES

- When working with campers, it is fundamental to remember that their care and well being is entrusted to us by their parents. Campers are children and therefore require a **sensitive, nurturing and supportive environment**. Campers should always be made to feel that the camp and its staff will help them have a productive, fulfilling, **FUN** and enjoyable summer. The staff must create the proper environment. You can begin to do this by knowing your campers and calling them by name.
- Use terms they understand. Take a knee or sit on a bench when talking to campers. This will give campers a sense of communication rather than a lecture. When a disciplinary incident arises, ask the camper to step away from the group (but remain in full view) and point out the nature of the problem in a constructive way.
- Never use abusive language or belittle the campers. **Do not, under any circumstances, touch the campers.**
- Remember, while you are on duty, your first and most important responsibility is the campers. There is more than adequate time to socialize with other members of the staff and take care of your personal errands or needs, while off duty.
- With the counselors always being aware of the situation, efforts are focused on allowing the campers to work out problems themselves to a fair resolution. The situation should not get heated or out of hand.
- The counselor will implement a small degree of help if the situation warrants it.
- For serious conflicts, the group leader should be made aware of any conflicts involved in your cabin, whether it involves two campers, two counselors, or a camper and a counselor. You place the camp administration in a compromising situation if they are not informed.
- The group leader will then report the situation to the supervisor so he or she is made aware of the situation should any further problems arise.
- Supervisor will immediately report the situation to Greg or Laura for possible communication with home.
- Group leaders should be aware that all directors and supervisors of Camp Birchmont are ready and willing to assist in a disciplinary situation. If a visit to

any member of the administration or Greg or Laura Pierce appears necessary, seek them out. If you choose this course of action, please notify your supervisor.

- During any summer camping season, the need for group or individual disciplinary action will surely exist. At Camp Birchmont, there are three all-important basic policies concerning discipline:
 1. **No staff member ever touches, shakes, pokes, slaps, or hits a camper. Constructive verbal discipline is the only form allowed at Pierce.**
 2. When discipline of a group or individual camper is necessary, the senior most staff member present should take the lead. Campers should never be allowed to discipline other campers.
 3. Another adult should be present whenever possible.
- When a general counselor or area specialist has asked a camper or group of campers to refrain from acting in a certain unacceptable manner and the counselor's request is not followed, the general counselor turns to the group leader or head counselor for disciplinary assistance. The group leader is ultimately responsible to insure all campers behave in an appropriate manner.
- Don't be too hasty to resolve a situation. Gather the facts and let the camper know that you will get back to him or her. Take the time to seek out your supervisor for advice. Two heads are better than one! A quick decision may only serve to box you into a corner. Remember, time is on your side.
- **If a group of campers or an individual camper has been disciplined by a group leader or head counselor with unsatisfactory results, the group leader is to turn to his/her supervisor for assistance.**
- With respect to disciplinary technique, Camp Birchmont is a strong advocate of voice control. The staff member should always use positive, constructive statements in order to help the camper resolve the situation. Sternness of voice and facial expression are much more effective than when the camper experiences loud, uncontrolled screaming. Vocal intensity rather than volume is the key to effective disciplinary communication.
- Food, dessert, ice cream, snacks, or beverages **CANNOT** be withheld from a camper as a form of discipline.
- Finally, if you sense that you are becoming too involved in the situation, seek assistance and step aside. Never find yourself in a must win, face saving situation with a camper. Help is always available.
- **Additionally, any form of "rough housing," "hazing" or "fraternity minded" disciplines are grounds for immediate dismissal.** Similar practices that may have been part of **YOUR PREVIOUS CAMP OR SCHOOL EXPERIENCES** are not tolerated at Birchmont. The upside of any rough housing/hazing acts of discipline are at best sophomoric. The downside is **immediate dismissal** and potential involvement of child protection agencies and law enforcement officials.

BULLYING PREVENTION

The Bully Coach Guide to Spotting and Stopping Bullying at Camp: QUICK TIPS for Counselors.

BULLYING is any intentional hurtful act, committed by one or more persons against another. Bullying occurs when there is an imbalance of power between a bully and a victim. The main types of bullying include:

Physical: punching, hitting, shoving, stealing personal things, or getting into someone's personal space when asked not to

Verbal: name calling, hurtful teasing, taunting, unwanted nicknames, gossiping

Relational: exclusion, humiliation, blackmailing, manipulating friendships

Who are the "**bullies**"? Bullies are often smart, popular, well-liked, and have good social skills. They may look like leaders and be liked by counselors and other campers, but bullies lack empathy. The "**victims**" on the other hand show some vulnerability that makes them easy targets. As a counselor, you need to be aware of those kids that may be left out or have a difficult time fitting in or making friends.

As a **counselor**, your role is to be a **hero**! You need to discuss camper rules and role model the behavior that you ask them to follow. Let campers know that bullying is unacceptable and won't be tolerated. Do not play favorites with some campers since that would show them that it is okay to "exclude" others. Bullying usually occurs in places when counselors are not around, so it is important to make bullying a regular topic of discussion with your campers on a weekly basis at a minimum, so they know you take it seriously.

When a counselor observes bullying of any kind, they must intervene by stepping in and separating the children involved. **Support the victim**, and report any bullying behavior to your leadership team (Group Leader, Head of Boys' or Girls' Camp) immediately. Teach your campers to be a real "caring" community and let you know when they see someone left out, teased, or upset by someone else. Teach campers the difference between **reporting**: getting kids out of danger and into safety and **tattling**: telling on others with the intent to get someone in trouble. When a camper reports that he or she is being picked on, support him or her and keep an eye on the situation.

When you **role model** to your campers that you want them to be heroes themselves and step in to help another camper or find a counselor when there is a bullying problem, you have done a great job! Campers follow your actions much more than they follow your words. Make camp a place where everyone feels valued by how you bring everyone together.

This guide is a summary of some important information found in the "Bully Coach Counselor Guide."

PRECAUTIONS AGAINST ACCUSATIONS OF SEXUAL EXPLOITATIONS

- Child abuse is a serious criminal offense. Precautions must be taken to guard against accusations of sexual exploitation child abuse. As a camp counselor with the responsibility of caring for children 24/7, you may be placed in sensitive situations, making you vulnerable to charges of child molestation. If you take these simple precautions, however, you need not be afraid of groundless accusations:
- **Rule of Thumb**-A Staff member should never touch an area of the camper's body that is normally covered by a bathing suit.
- **Respect the privacy of the child.** Do not become intrusive or curious more than is necessary to monitor the health and safety of the child, i.e., bathrooms, bedtime, sitting on each other's beds, etc.
- **The child has the right to reject displays of affection if he/she feels uncomfortable about them.** Not every child comes from a background in which affection is openly displayed. Respect the child's wishes.
- **Protect your own privacy.** In camp living situations, counselors room with their campers. There will be a natural curiosity about boyfriends or girlfriends, personal relationships. You should use common sense in discussing sensitive subjects with your campers, or while they are in hearing distance, and you should not go into the details of your private life.
- **Sexual exploitation should not be confused with physical contacts that are true expressions of affection.** A warm and healthy relationship can exist between the camper and camp staff if staff members respect the child and place reasonable limits on their physical interaction. High five's, piggyback rides and the like fall under the "good touch" category.
- **You are not a sex therapist.** If a camper comes to you with an innuendo about a staff member or a camper, it is your responsibility to locate the group leader or supervisor immediately.

At no time should a staff member find himself/herself alone with a camper, out of sight of others.

~SUMMER OVERVIEW~

For the majority of our campers who will be with us for the entire summer camp is 7 weeks in length. In addition, some campers will stay for the first session and others will join us for the second session. Remember, the beginning of the second session brings new campers whose summer is just beginning! Be sure to integrate these new campers into all aspects of camp life including participation on inter-camp competition teams.

CAMP WEEK

Scheduled Days

These days are Monday through Saturday. On these days, the activities will be scheduled for the campers.

Trip Day

Each group will have assigned trip days. Trips are designed to be fun and informative. Your group will be traveling to exciting places. Some trips are more than one day in length.

Option Sunday

On option day, after a major morning clean up and inspection, each camper has the option to participate or not in activities. Many camp wide special events take place on Sundays.

CAMP DAY

Scheduled Days

Page 22 details the framework for a scheduled day. Times are to be adhered to. See page 17 for the Timetable. The few unscheduled times during the day will give the group needed recharge time and the opportunity to deal with group matters.

*To read the schedules, turn the handbook sideways
and read from left to right.*

Option Sunday

- **Quiet Hour** - This is a special time when camper and staff member will have some time and serenity to contemplate, reflect, and take in the abundance of nature and beauty at Camp Birchmont. This time is also to be used for a camp-wide gathering with staff. Quiet hours are not scheduled every week. Rather, they are strategically placed throughout the summer.
- **Optional Activity Periods** - On Option Sunday, campers may choose activities or they may elect no activity at all and relax. There are some activity areas such as Swim and Tennis that have "scheduled" times during which the group scheduled has priority.
- **Staff Expectations** - On Option Sunday on duty staff should maintain a sense of heightened awareness. While campers are in unstructured activities, they must be actively supervised by **all** (Supervisors, Support Staff and Cabin Staff) who are on duty. Staff should not engage in personal pursuits such as weight lifting, running, tennis unless the campers under their supervision are involved with them. If you have any questions, see Scott or Liz.

As you read the remainder of this Handbook, the group names are abbreviated. Please refer to page 11.

TIMETABLE

7:45	Reveille
8:05	Breakfast Bell
8:15	Breakfast for PIO B&G
8:25	Breakfast for INT B&G, LSR B&G
8:35	Breakfast for USR B&G, SSR B&G
8:30	LATE REVEILLE
8:50	LATE REVEILLE BREAKFAST BELL
9:00	BREAKFAST FOR PIO B&G
9:10	BREAKFAST FOR INT B&G, LSR B&G
9:20	BREAKFAST FOR USR B&G, SSR B&G

9:15 - 12:10

MORNING ACTIVITIES

12:05	Lunch Bell
12:15	Lunch for PIO B&G
12:25	Lunch for INT B&G, LSR B&G
12:35	Lunch for USR B&G, SSR B&G

2:00 - 5:35

AFTERNOON ACTIVITIES

5:50	Dinner Bell
6:00	Dinner for PIO B&G
6:10	Dinner for INT B&G, LSR B&G
6:20	Dinner for USR B&G, SSR B&G

Note: "Senior Saturday" Dinner is **reversed** with SR & SSR eating first.

7:00 - 8:00

EVENING ACTIVITY

8:30 - 9:30

LATE NIGHT








9:30	LIGHTS OUT
10:00	PIO B&G
10:30	INT B&G
10:45	SR B&G
	SSR B&G

See Option Sunday Daily

OPTION SUNDAY

Cabin Supplies	8:30 - 9:00	Daily from the shed behind the Dining Room
Camp Store	1:00 - 2:00	Mon., Wed., Fri.
Support Staff	2:00 - 4:00	Daily
Net Nook Use		
Ice Cream	2:30 - 4:30	Daily, except Sunday
Inspec. Prizes	1:00 - 2:00	Sunday, at office

LEGEND

A	Baseball/Softball
B	Basketball
	Campfire
CLUB	Club = Small Group Activity
	Group Option – includes games activities
	HILLTOP (Weights, Aerobics, Yoga, Pilates, and Mountain Biking)
 /Ho	Lacrosse/Hockey
	Lodge
N	Notches (A&C; Ceramics, Nature; Woodworking)
PA	Performing Arts
R	RAG (Riflery; Archery; Golf)
Ro	Ropes
 A	Special Activity
S	Soccer
T	Tennis
	Bungee Trampoline
V	Volleyball
/	Camper's Choice of Activity

DAILY SCHEDULE LEGEND

- To simplify our daily schedules (a sample of which can be found on page 22), a code system (**Legend**) has been developed. If, for example, you are scheduled for soccer from 9:15-9:55 (Period "1"), you will not see the word soccer in that period of the schedule; rather, the letter "S" will appear there.
- There are many scheduled activities where campers may exercise options. Such as RAG; Notches; GO; or an activity with a "slash" for example A/S = Baseball/Soccer. If the entire group elects one activity over the other, the Group Leader is responsible for letting the other specialist know. While at Clubs, the camper again may choose the area in which he or she would like to focus.

A TYPICAL DAY

REVEILLE

A traditional reveille will be broadcast via the camp public address system. This signal announces the start of the camp day. Campers and staff members will then have time for personal clean-up.

BREAKFAST

- A schedule of seatings can be found on page 17. Note: Only one bell will be rung. Therefore, groups should assemble in time by the dining rooms (as directed by the supervisors of girls' and boys' camp) **and wait to be called in.**
- As with all meals, campers and staff will dine using a family buffet style of service. At each meal, campers can choose from the hot entree or the variety of offerings at the salad bars. All campers and staff share in the responsibility of keeping the dining room clean. Proper dining manners are anticipated and appreciated. Seating in the dining room is assigned by area to each group. A separate "seconds" serving area will be open. Announcements will be made by the supervisors of girls' and boys' camp. Once plates have been cleared and condiments stored, campers and staff will be dismissed together. Campers should remain in the Dining Room until the entire group, staff and campers, are ready to leave. A summary of Dining Room Procedures can be found on page 30.

CABIN CLEAN UP

This is the time of day when the cabin is prepared for daily inspection by the group leader (details begin on page 26). Responsibilities are divided among the campers and staff and rotated so that each person will share in all the responsibilities equally. A major inspection will be held every Sunday by the supervisors and camp Administration. A point system is in effect for each week. The cabin receiving the highest point total for the week including Sunday's inspection will be awarded a

prize. A copy of the inspection form can be found on page 27. When disposing of garbage, follow the procedures on page 26. Finally, this is the time of the day to prepare your laundry. A list of laundry procedures can be found beginning on page 33.

"Sick Call" hours are held after each meal.

MORNING ACTIVITIES

This will be dictated by the particular day. As stated previously, the camp has obvious depth of program through a broad spectrum of offerings. Camp Birchmont has made a commitment to its campers and parents that each portion of each day will be purposeful and stimulating. From the start of these periods through lunch, campers are to be totally involved in the program. Adhere to each period's activities. Group leaders, head counselors, and counselors will assist campers in decisions regarding group activity.

LUNCH

See timetable, which can be found on page 17.

REST ROAR

The rest period will begin immediately following lunch. During this time campers will return to their cabins to participate in rest games, etc. Specialists may use this time to organize team practices. The music and drama specialist may use this time to instruct and organize groups. This is one of the times during the day when risk of accident is greatest and a heightened awareness to the potential through **ROAR** should be the first priority. Staff not assigned to rest hour are free until afternoon activities begin at 2:00. (A full description of Time Off, Duty Time is on page 42.)

AFTERNOON ACTIVITIES

- The same philosophy holds here equally as well, similar to the morning activities. Group leaders or designated staff member (campers may assist) should select a time from 2:30-4:30 to get the daily (*except Sunday*) ice cream for their group (to be picked up at the shed behind the kitchen).
- Since afternoon activities end by 5:40 and groups have about 20 minutes until the dinner bell, this time period is the second major ROAR period of the day.
- If groups adhere to the camp's philosophy, then campers will enjoy an opportunity to relax for a few minutes, clean up for dinner, and return personal equipment (i.e., tennis racquet or baseball glove) to their cabins.

DINNER

The same procedures will be followed for dinner, except there will be an opportunity for co-ed seating for Seniors and Super Seniors. **Mail and packages are to be picked up daily after dinner by the group leader or their designee. Campers are not to be brought into the office.**

EVENING ACTIVITIES

Each day there will be an activity period from 7:00 to 8:00, where each group will participate in activities ranging from field activities to clubs. An exception may be the eve of a trip. That evening, the group may concentrate on (1) equipment check; (2) cabin cleaning; (3) bunk straightening; and (4) preparation of laundry. Groups will use the Lodge on a rotating basis. If outdoors, all campers and staff should use bug spray. Dusk is the most active time for mosquitoes.

LATE NIGHT, TAPS AND LIGHTS OUT



After taps, each group and counselor on duty will receive a snack which will be brought to the office by a kitchen staff member, except when snacks are distributed during an evening's special event. A member of the cookie patrol staff will deliver the snacks to the cabin. Late Night for Inters, Seniors and Super Seniors is a period from 8:30-9:30 at the Lodge or the lighted basketball or tennis courts. Taps will be played over the camp's public address system at 8:00.

If you are on duty that night, the safety and well-being of the campers in your cabin must remain your ultimate concern. Details concerning this responsibility will be under cabin dynamics in your job description.



	"1"	"2"	"3"	"4"	"5"	"6"	"7"	"8"	"9"	"10"
	LATE REV BRK 9:15-9:55	10:00-10:40	10:45-11:25	11:30-12:10	2:00-2:50	2:55-3:45	3:50-4:40	4:45-5:35	7:00-8:00	8:15-9:15
	BRK 8:05			LUNCH 12:05				DIN 5:50		LIGHTS OUT
P10 (BOYS)	9:00 GO	10:20-11:05 B	10:20-11:05 A/Ro	3:15-4:15 T	3:15-4:15 T	3:15-4:15 T	3:15-4:15 T	3:15-4:15 T	3:15-4:15 T	3:15-4:15 T
INT (GIRLS)	9:10 /B	10:20-11:05 SWIM	10:20-11:05 SWIM	12:25 GO	12:25 GO	12:25 GO	12:25 GO	12:25 GO	12:25 GO	12:25 GO
L&S (BOYS)	9:10 V	10:20-11:05 R	10:20-11:05 R	12:25 R	12:25 R	12:25 R	12:25 R	12:25 R	12:25 R	12:25 R
USR (BOYS)	9:20 V	10:20-11:05 R	10:20-11:05 R	12:25 S/A	12:25 S/A	12:25 S/A	12:25 S/A	12:25 S/A	12:25 S/A	12:25 S/A
SSR (BOYS)	9:20 L&S	10:20-11:05 R	10:20-11:05 R	12:35 T	12:35 T	12:35 T	12:35 T	12:35 T	12:35 T	12:35 T
P10 (GIRLS)	9:00 L&S	11:05-11:50 T	11:05-11:50 B	3:15-4:15 SWIM	3:15-4:15 SWIM	3:15-4:15 SWIM	3:15-4:15 SWIM	3:15-4:15 SWIM	3:15-4:15 SWIM	3:15-4:15 SWIM
INT (GIRLS)	9:10 T	11:05-11:50 A/N	11:05-11:50 SWIM	12:25 V/GO	12:25 V/GO	12:25 V/GO	12:25 V/GO	12:25 V/GO	12:25 V/GO	12:25 V/GO
L&S (GIRLS)	9:10 L	11:05-11:50 B	11:05-11:50 SWIM	12:25 N	12:25 N	12:25 N	12:25 N	12:25 N	12:25 N	12:25 N
USR (GIRLS)	9:20 L	11:05-11:50 B	11:05-11:50 SWIM	12:35 Ro/GO	12:35 Ro/GO	12:35 Ro/GO	12:35 Ro/GO	12:35 Ro/GO	12:35 Ro/GO	12:35 Ro/GO
SSR (GIRLS)	9:20 PA	11:05-11:50 B	11:05-11:50 SWIM	12:35 T	12:35 T	12:35 T	12:35 T	12:35 T	12:35 T	12:35 T

CABIN SUPPLIES: AFTER BREAKFAST 8:30-9:00 OPPOSITE THE KITCHEN.
CAMP STORE: OPEN AT REST 1:00-2:00 ON MON., WED., FRI.
ICE CREAM: DIST. DAILY EXCEPT FOR SUNDAY 2:30-4:30.
MAIL INCLUDING PACKAGES: PICK UP AND DISTRIBUTE DAILY AFTER DINNER.
LATE REVELLE: NORMAL ACTIVITIES WILL BEGIN AT 10:00 AM.
"0" PHONE & COMPUTER NOOK USE: STAFF MEMBERS MAY USE THE PHONE AND COMPUTER NOOK ON NIGHTS OFF. DAYS OFF AND REST HOURS OFF.
INSPECTION PRIZES: CAN BE PICKED UP ON SUNDAY AT THE OFFICE 1:00-2:00.
RAINY DAY: LATE REV. FOLLOWED BY LATE REVELLE BREAKFAST. ACTIVITIES WILL BEGIN AT 10:00 AM.
LAUNDRY: SHOULD BE BAGGED AND PUT OUT BEFORE BREAKFAST. RE-TURNS ARE GENERALLY AFTER REST. L=LAUNDRY AND S= SHEETS. THE INFIRMARY AND KITCHEN ARE PICKED UP DAILY, EXCEPT SUNDAY. STAFF CABINS ARE PICKED UP WEDNESDAY & SATURDAY. GROUPS ARE ASKED TO FOLLOW THE DAILY SCHEDULES.

~CAMP PROGRAM~

ACTIVITIES

Birchmont's program philosophy is synonymous with sports and healthy competition. The goal of each summer is to have our campers leave with improved athletic talent and a better understanding of good sportsmanship. Throughout the summer, each camper will be instructed in a series of carefully tailored lessons in each of the major sports. As the summer progresses, so too do the expectations in each sport. We are in no way a specialty camp but we are committed to helping the camper improve. While at activities, each staff member is to be a model for campers by being up, encouraging campers to do the same and actively participating with the group, i.e., instructing, coaching, and insuring fair play to enhance the fun had by all. **In general, participation in activities is not optional**, except for Option Sunday (which will be described on subsequent pages).

ACTIVITIES BY AREAS

CLUBS – *Listed below is but a sampling . . .*

Crafts	Field Hockey	Fishing	Fitness
Gaming	Garden	Indian Village	Mountain Biking
Newspaper	Rocketry	Lacrosse	Waterskiing

Court Sports

Basketball	Hockey	Tennis	Volleyball
------------	--------	--------	------------

Field Sports

Baseball/Softball	Soccer	Games	Lacrosse
-------------------	--------	-------	----------

Performing Arts

Dance	Drama	Music	Productions
-------	-------	-------	-------------

Horseback Riding

Notches

Arts and Crafts	Nature	Woodshop	pOTTERY
-----------------	--------	----------	---------

RAG

R = Riflery	A = Archery	G = Golf
-------------	-------------	----------

Ropes

Obstacle Course/Problem Solving	Zipline	Climbing Wall
Giant Swing	Burma Bridge	

Specials - Listed below and on the next page is but a sampling. . .

Apache Relays	Athletic Awards	Barbeques	Campfires
Lodge	Booth Carnival	Track & Field	Weekly Trips
Option Sunday	Quiet Hour	Special Guests	Special Enter.
Sunset Cruises	DJ Socials	Inter-camp competitions	
Spirit Day			

Hilltop

Aerobics	Bungee Tramp.	Mt. Biking	Pilates
Weights	Yoga	Dance	

Waterfront

Red Cross Prog.	Lifesaving	Sailing	Waterskiing
Canoeing	Fishing	Windsurfing	Wake Boarding
Kayaking	Tubing	Paddle Boarding	Inflatables

REMEMBER EACH ACTIVITY COMES TO LIFE THROUGH THE EFFORTS OF THE STAFF. Children quickly sense your feelings and react to them. They deserve the best and we will provide the best, each and every time.



~BIRCHMONT POLICIES~

ACCIDENTS AND/OR INCIDENTS

- The person in charge at the site will contact the directors or area directors of the camp immediately. If off grounds, the person at the site has the authority to contact local authorities and emergency services for assistance.
- The directors are the only ones authorized to make initial contact with parents/guardians.
- The directors are the only members of the camp authorized to deal with media.
- Using the accident/incident form (which can be obtained from the office or the Health Center), all significant incidents requiring medical and/or outside assistance must be reported in writing to the office, immediately upon return to camp.

BARBEQUES



Barbeques are held next to the Dining Room, or at the waterfront. Do not arrive before your scheduled time as it will only lead to needless waiting and create a **ROAR** situation. Barbeques for the entire camp will be scheduled on Sunday. A barbeque is a perfect opportunity for the counselors to eat with the campers in their groups. **IT IS NOT AN OCCASION FOR COUNSELORS TO EAT TOGETHER WHILE THE CAMPERS ARE IGNORED. GROUPS ARE EXPECTED TO MAKE SURE THEIR AREA IS CLEAN BEFORE LEAVING THE BBQ AREA.** **NOTE: WE ARE AT HALF STAFF ON SUNDAYS!**

CABINS



- **A camper is never permitted in a cabin which is unattended.** The cabins are where you and the campers will be living for the next 7 weeks. If the proper tone is set early, then one can expect to reside in comfortable living conditions. It is not acceptable to think it is always someone else's responsibility to make the cabin a clean, comfortable place to live. Cabins housing campers are to be arranged so that: (1) campers alternate in their bunks head to toe; or (2) there exists 30 inches between beds; (3) all aisles and floor areas are kept clear at all times; (4) cross ventilation is maintained, (5) windows marked as Fire Exits must remain clear for emergency use. Campers and staff members should not utilize sleeping bags as a replacement for clean sheets and blankets. Long term use of sleeping bags is not hygienic and is forbidden.

CABIN SUPPLIES

All cabins are equipped with:

smoke alarms	mirrors	shower doors	shower mat
fire extinguisher	3 - brooms	1 - mop	1- mop bucket
1 - dust pan	1 - toilet brush	cleaning solution	2 - sponges
2 - waste baskets/recycle baskets		supply of laundry bags	
1- outside garbage can (burnables)		1 - outside garbage can (recycling)	
Universal Precautions Kit		Interior & exterior door mats	

- All counselors are initially responsible for the above items. If your cabin is missing any of these, please see your group leader.
- During the season, the counselors are responsible for replacing any depleted items from the shed opposite the kitchen, after breakfast. Check time with timetable. **Do not send campers.**

FIRE   **ROAR**

In the event of fire:

- All campers and staff are to leave the structure using the clearly marked avenues of egress.
- Assemble in front of the cabin, 50 feet from the cabin, and take roll call/count off.
- Staff members are to alert adjacent cabins for possible evacuation.
- Alert camp administration or the O.D after taps.
- Each cabin is equipped with a fire extinguisher next to the main door.

GARBAGE and TRASH



- Soda cans must be recycled/separated into "cans only" garbage cans.
- All other trash is to be put into "unmarked" garbage cans.

INSPECTION



Inspections take place daily. Inspections are conducted during the week by the group leader and on Sunday by the camp's administration.

AREAS TO BE INSPECTED

BATHROOM:

- ☺ sinks:
- ☺ toilets & urinals (including base) **CABIN STAFF ONLY are responsible for cleaning toilets & urinals, not campers.**
- ☺ shower (no shampoo, soap, etc.)

BEDS:

- ☺ behind and top neat and clean;
- ☺ under covers free of sand and pine needles;
- ☺ shoes neatly placed under bed.

COBWEBS:

- ☺ eliminate from corners and crevices indoors and outdoors

COUNSELOR ROOM:

- ☺ neat and organized

BIRCHMONT - A Pierce Camp

DRESSERS:

- ☺ behind and top neat and clean;
- ☺ drawers neat and organized.

FLOORS:

- ☺ swept clean

SHELVES:

- ☺ neat and organized

WINDOW SILLS:

- ☺ dusted, not used as storage area

ENTRANCE MATS:

- ☺ Swept clean and dry

OUTSIDE:

- ☺ No litter in front, back, sides, and underneath cabins;
- ☺ Wash line neat and organized;
- ☺ Trunks stored off the ground.

- **Inspection Points** - 10 points per day per cabin is the maximum that a group leader may assign. Sunday inspection by the supervisors is worth 40 points.
- **Inspection prizes** will be distributed on Sunday from 2:30-3:30 from the office.
- **Job Wheel** is used to assign cabin clean up responsibilities for each camper and **counselor**. The concept is that all campers will rotate all jobs during the course of the summer. The above areas to be inspected can serve as the basis for the Job Wheel.
- **Touring Visitors** may enter a cabin at any time of any day. It is the counselor's responsibility to have the campers keep the cabin neat and clean.

SAMPLE INSPECTION FORM (GL's only)

GROUP: _____		WEEK: _____						
CABIN:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	TOTAL
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
WINNER: _____					GROUP LEADER: _____			

REPAIR



- Obtain a form from the office. Please write clearly and explain exactly what needs to be repaired. You are expected to keep these repairs to a minimum. Offenders may be held responsible for any needless damage.
- **Do not allow any marking, writing, or defacing or graffiti on any surface or structure in camp.** Cabin counselors will be held responsible for any damage. Note that campers "create" a cabin plaque at the end of each season where names and sentiments are written; the plaques are hung in each cabin as a memento.

SUPPORT STAFF and MARRIED HOUSING

Like your cabins, these facilities are serving as home and therefore should be treated with the same degree of respect. From time to time, campers may be invited in. Otherwise, these premises are off limits.

CAMP SHIRTS

Each staff member will be given two staff shirts and all campers are required to own at least one. Campers and "on duty" staff are to wear the camp shirt when they are off the grounds. This is to aid in easy recognition and proper supervision. **On Saturdays each supervisor is asked to wear a white collared Birchmont shirt. All other staff members must wear one of their Birchmont shirts.**

CAMP STORE

Staff and campers may purchase items of necessity as well as articles of camp clothing. The store is open Mondays, Wednesdays and Fridays during rest. The store's philosophy is based on **needs**, not wants. Please discourage campers from overcharging or buying items for other campers. It is against camp policy for a camper to buy anything for a staff member from the camp store.

CAMPER CONCERNS

COMMUNICATION WITH HOME

Camper letters, postcards and phone calls

- **All** campers are **required** to write HOME on Wednesdays and Sundays. Letters to other relatives or friends are to be in addition to, not in place of, letters to parents.
- Writing is certainly not limited to those days only.
- The letters to parents on Wednesdays and Sundays must be handed in by dinner to the group leader. **Group leaders must be vigilant in this regard. This tends to be a frequent parental complaint.**
- Help those younger campers with writing letters and/or reading letters from home, if necessary.
- Group leaders will function as the first line of communication with the home.

Medical Situations:

- Laura Pierce or her designee will keep parents updated on any medical problems a child might be having.
- If a situation warrants further communication with home, the camp's administration and supervisors will determine the best course to follow and act accordingly.

GHOST STORIES, ROUGH HOUSING and/or HAZING

These are forbidden: telling ghost stories to campers, rough housing and/or hazing campers may cause a camper to become frightened and fearful of camp.

LOST, MISSING, OR RUNAWAY

NON WATER-RELATED – Take action immediately; seconds count!

- Administrators and supervisors will conduct a discrete search of likely locations directed by either the head of boys' camp or girls' camp.
- All non-group staff members will assemble at the office to conduct a coordinated controlled grid by grid search of peripheral areas.
- If you are on a trip, contact the "Park's" Administration and call camp immediately.

RECORD KEEPING

The keeping of accurate records during the camp season is very important. Group Leaders, in conjunction with their respective Supervisor, are to keep an on-going written record of any camper or staff member problems.

RELEASE OF CAMPERS

Camp policy states: under no circumstances can a camper be released to a person other than the parent or legal guardian unless written permission is obtained in advance from that parent or legal guardian and that person assigned to take responsibility for the camper presents satisfactory proof of identity. Campers may not be released to parent(s) while on trips, without prior approval of the Directors.

RELEASE of PERSONAL INFORMATION

No personal information may be released pertaining to any camper (or staff member) without approval from the Directors.

CAMPER/STAFF CONDUCT

Everyone at camp is a member of the Camp Birchmont family and as such, each person must play a role, campers and staff members alike. Behavior which results in stress to the family is unacceptable. Therefore, it is unacceptable and the directors will not tolerate any camper or staff member who is found fighting, using drugs or alcohol, or engaging in any other behavior that may potentially compromise the health and safety of others.

CAMPFIRES & FIREPLACES



- Before starting a fire, obtain permission from either Scott or Liz. Fires should be started and tended only by staff and kept to a small size.
- Screens must be kept in front of fireplaces at all times.
- Fires should never be left unattended.
- An adequate source of water and tools for tending the fire should be easily accessible.
- Fires should be out before the staff member in charge retires for the night.
- Nothing should be on the mantel of a fireplace while in use.
- Never use gasoline or other accelerant to start a fireplace fire.

CANTEEN

Canteen will be held on Sundays. Groups will line up outside the office in an orderly fashion. Campers may choose up to 3 different types of candy. **Make sure wrappers are disposed of properly.**

DINING ROOM



- Announcements are made during meals. When announcements begin, assist in quieting your tables and focus campers and yourself on the content of the announcements.
- Campers and staff can move to line up for either the hot meal or the salad bar.
- No one is to run to the food lines. **There is no running whatsoever in the dining hall.**
- Be aware of what your campers are eating. The campers should never leave the table without eating (substitutes are always available). Any pattern of not eating should be brought to the attention of the Directors.
- Meal time is for socializing, but keep the noise level to an acceptable level.
- **Depriving a camper of dessert is not an acceptable method of discipline.**
- Good table manners are expected. It is your responsibility to lead by example.
- The meal is over when everyone at the table has finished eating.
- Throw out paper products only. Separate silverware; be very careful that silverware is not thrown out.
- Leave condiments on one bench.
- Each table is to be dismissed as a group. **On duty staff should not linger behind.**
- Everyone returns directly to their cabin area, **as a group.**
- Food served at mealtime is to be kept in the dining room only, by both campers and counselors.
- Evening snacks - after evening activity, all campers and on duty counselors will receive a snack.
- Any problems or concerns involving the food or service should be directed to the dining room line supervisor.
- The **kitchen** (which consists of food preparation and cooking areas, serving area, and dish washing area) is **off limits** to campers and staff. **Toasters and microwave ovens are strategically located in the dining room for staff and campers' use.**
- Should you suspect a camper having an allergic reaction, contact a supervisor immediately!

FIELDS AND COURTS



- The Group Leader knows the children; the Activity Specialist knows the activity. Only through **TEAM WORK** on the part of the Group Leader and Specialist can a camper get **the most** from an activity. Group staff should be actively involved whenever possible.
- The Field Supervisor or Area Director is given the overall responsibility for the use and management of the field facilities, courts, and equipment. As mentioned before, the Field Supervisor, in cooperation with group supervisors, group leaders, and head counselors, will work diligently to improve a camper's athletic skills. Intra-camp competitions will be managed on the group level, while inter-camp competitions will be arranged through the Field Supervisor.
- Scheduled activities have the primary use of a facility. If you wish to use a field/court, you must first "reserve" it with the Field Supervisor.
- All equipment is to be returned to its storage location after every activity.
- Arrive and depart on time (**ROAR**). All camper movements are done as a group.
- No camper should move about unescorted. We are not looking for military precision, but whenever possible, a group should have one staff member in the lead, one in the middle, and one to bring up the rear.
- Be aware of campers engaging in activities which could damage equipment, e.g., hanging on the volleyball net.
- Never take your group through another group's activity, such as walking through a baseball game. Field courtesy is a safety issue and appreciated by all.
- Equipment can be obtained from one of two sources: (1) most field activities have a storage area adjacent to that field; or (2) make arrangements with the Field Supervisor to obtain the necessary equipment from the equipment shed.
- **Be prepared to organize an activity or game if for some reason the specialist is not there.**
- Campers will emulate your behaviors while at activities. At all times you should set a good example. Use positive sportsmanship. Be involved at the activities even if you are not proficient, and always be ENTHUSIASTIC, no matter what!

FLAMMABLE LIQUIDS



GENERAL GUIDELINES

🔥 Under no circumstances should a camper or staff member handle gasoline, diesel fuel, oil, kerosene, etc. Other flammables, such as, charcoal, wood, approved starter fluids and matches, may be handled by staff for the express purposes of barbecues and campfires. At all times, such activities should be under the direction of the group leader or head counselor.

When handling flammable liquids:

- 🔥 Keep container sealed until needed.
- 🔥 In the case of pumps, be sure to relock pump.

- Lock all storage facilities of such liquids.
- Do not expose to a flame or cigarette.
- Clear area of all campers.
- If fueling a vehicle or boat, be sure to stop engine.
- In the case of watercraft, be sure to vent properly.
- Avoid topping off.
- Never refuel lawn mowers, blowers, etc., after they were in use.
- If there is a spill, contact the head of maintenance immediately.

HEALTH CENTER



GENERAL GUIDELINES

- Nurses are there 24 hours a day.
- The Health Center will be open 24 hours a day on an "as needed" basis. Sick call hours will be after meals. See page 17.
- Personal use of the Health Center scales are after lunch only. The morning and evening hours are too busy.
- There are no visiting hours. **NO EXCEPTIONS** other than group counselors visiting a camper in their group.
- When you escort a camper to the Health Center, you may be asked to leave by one of the nurses or directors to insure the camper's safety and comfort. You are asked to fully cooperate.
- If staff needs to see the doctor, this can be arranged, but doctor visits, as with our campers, are charged to the patient. \$80.00 is the fee for an illness related visit and will be deducted from salary. Injury due to work is covered by our Workman's Compensation policy.

INJURY or OTHER MEDICAL EMERGENCIES

- Do not move an injured person. Move other campers away and try to keep the injured camper calm. Send for the nurse.
- **Never diagnose an injury or state your opinion about a medical situation. It is, after all, uneducated, and only an "opinion." Diagnosis is solely the responsibility of the camp nurses and doctors.**
- When escorting a camper to the Health Center, please wait outside the Health Center on the porch, unless you are asked to assist by the camp nurse or doctor.
- If you must take a child to the Health Center, do not leave your group or cabin unsupervised. Go next door and advise the counselor of your situation and ask for help. Once you arrive at the Health Center, depending on the situation, you may be asked to leave for the comfort of the camper. Please cooperate.
- In general, counselors are not to administer medicine or medical treatment except when you are away from camp on a trip, ICC, etc. or the camper requires immediate treatment such as an allergic reaction requiring an Epi-pen stick. Prior to leaving camp the nurse will brief you on all camper medical conditions.
- All camper complaints of a medical nature, no matter how insignificant or trite

they may appear, shall be checked by the camp nurses.

- ***Be aware that some campers do not complain.*** For example, if you see a bite, cut or abrasion that looks infected, or is worsening day by day, please bring it to the attention of our nurses. The same pertains to a persistent cough that may be keeping a child awake, etc.
- All communications between camp and home involving a medical situation will come from Laura Pierce or her designee only.
- Any camper who must be sent out of camp for medical treatment will be accompanied by a supervisor. In such cases, Greg or Laura will make the final decision in consultation with the nurse. If Greg and Laura are not available, then Tom Liddy will substitute, followed by Greg Howes. The parent(s) or guardian(s) are notified as soon as possible.
- Nurses are expected to be awakened during the night to handle any medical emergency situation, but are not be wakened due to a non-medical situation.
- **First Aid Kit and ice taken on every off campus trip;** contains written specific instructions necessary for providing emergency first aid care.
- **An accident/incident report form must be completed by the staff member directly involved in any accident incident, on or off camp grounds.**

MEDICATIONS

- All medications are kept in the Health Center and are to be distributed by the nurses, with the exception of "Puffers" and epi pens for asthma sufferers and those who are extremely allergic. Group Leaders will hold inhalers and epi-pens in their backpacks.

SANITARY PROCEDURES

- All staff will follow acceptable sanitary procedures when dealing with First Aid situations.
- In each cabin, there is a "universal precautions" kit to protect you from blood-borne infection.

LAUNDRY



- **The laundry facility is off limits to campers and staff.**
- Please follow the procedures below: (Note: Groups should prepare their laundry in advance when departing for overnight trips, as part of their evening activity or prior to lights out.) Do not leave empty laundry bins outside when it is raining.
- Each cabin has been assigned two days per week. **One day is also designated for sheets and pillowcases.** It is imperative that you send all dirty laundry out on these assigned days.
- **Laundry bags are part of your cabin inventory**
- The laundry will be picked up in front of the cabin door according to the schedule prepared by laundry.
- White bags and predominantly white bags are for all white clothing, sheets, and towels. (No colored articles in these bags.)

- Gold/yellow bags are for light colored clothing.
- Green bags are for dark colored clothing.
- Make sure that no colors are mixed.
- Be sure all campers check all pockets for contents.
- Bags should not be **overstuffed** as the clothes will not get cleaned or dried and/or the bag may open. **Be sure the bag closure is on properly.**
- **Diligence to the precautions above will insure that ALL laundry will return clean and undamaged.**
- Delivery is the following afternoon (possibly the same afternoon, depending on the quantity collected in the morning). Sort and put away as soon as possible to avoid getting the clothing dirty.
- Group leaders should advise their supervisors of any problems or concerns about the laundry.
- Laundry pick up days appear on your group schedule.
- When your laundry basket is empty place outside your cabin door, **upside down**, unless raining.
- Cabin laundry bags are not for personal use.

LODGE



- The lodge is used on a scheduled basis for each group at least once a week.
- The lodge is for group socialization, discussions, and movies. The lodge contains a variety of games to play.
- It is an alternative for indoor entertainment.
- The lodge houses our music and drama programs. It will also be used on rainy days for indoor activities.

MAINTENANCE SHOP



The maintenance shop is off limits to all staff and campers.

NATURAL DISASTERS & OTHER EMERGENCIES

In the event of a natural disaster or emergency:

- 3 sets of 2 sharp blasts each will be sounded by air horn.
 - All campers are to report to their cabins for roll call.
 - Once group counts are verified, campers will move to the dining room and wait for further instructions.
 - Buses will be moved to the circle in the event of evacuation.
 - In the event transporting camp population is not possible, camp population will be instructed to move to the open field and lie flat until the disaster passes.
- Only the directors are authorized to deal with the media or make public comment.

NOTCHES



This structure houses nature, arts and crafts, ceramics, and woodworking. **This building is off limits unless your group is scheduled to be there.**

OFFICE



- Camp announcements will be made from here by office personnel.
- Directors, supervisors, and group leaders are asked to check their mailboxes after every meal. One purpose will be to alert staff of changes in plans.
- Cabin supplies should be obtained after breakfast from the shed opposite the kitchen.
- **THE OFFICE IS OFF LIMITS. Staff members and campers are to use the office window during the times specified.**

OTHER STRUCTURES & PROGRAM FACILITIES



All other structures, including but not limited to, the pump houses, Pop's cabin, boat houses, etc., are off limits. All program facilities, including but not limited to, archery, riflery, ropes, waterfront, woodworking, gymnastics, are off limits. ***If in doubt, abide by a simple axiom: If you are not scheduled to be there, you do not belong there.***

PERSONAL CONCERNS-STAFF

ADVANCES

- You will be paid twice during the camp season, i.e., **Friday, July 20th and on the final day of camp** after the campers are dismissed and your cabin is checked out by one of the supervisors.
- Advances are available by written request only. Forms are available in the office.
- Advances will only be issued on Wednesday and Sunday with 24 hours advance notice in writing.
- One week prior to pay day, there will be no more advances. This time is needed for preparation of payroll by an outside company.
- All advance requests should be made in writing to Director of Finance.

AUTOMOBILES

- Counselors should park in the staff lot only; cars are not to proceed past this point. The Camp speed limit is 10 MPH!
- Taxis are not permitted past the staff lot.

- If you are being picked up or dropped off by a parent or friend, you must exit the car at the staff parking lot. **No cars are permitted anywhere else on the property.**
- Speed limit should not exceed 10 MPH, with pedestrians having the right of way. No exceptions.
- Camp accepts no responsibility for personally owned cars and their passengers.
- Appropriate signs indicating that camp is in operation are clearly posted.
- All staff members (except those authorized by administration) may not drive on camp grounds except between the staff parking lot and the main gate.
- The majority of vehicle traffic is limited to golf carts and driven by those approved by the directors.
- When it is necessary to use vehicles other than golf carts, they are restricted to the paved and unpaved road network throughout the camp.
- All delivery vehicles are restricted to the main access road and the front circle.
- The waterfront road is clearly marked for a pedestrian path and is strictly off limits when campers are at the waterfront, except for the buses transporting campers from the waterfront.

BORROWING



Under **NO** circumstances is a staff member to borrow ANYTHING from a camper at any time. **THIS INCLUDES BUT IS NOT LIMITED TO: MONEY, CLOTHING, SPORTS EQUIPMENT, CAMERAS, CD'S, ELECTRONIC GAMES, ETC.**

CHECK CASHING and CHANGE

- Check cashing is available to all campers and counselors from the Finance Director, after breakfast, on days off, and after dinner all other days.
- Change is available at the office window.

EXCHANGING OFF/ON DUTY TIME

- **Must be arranged at least 24 hours in advance. NO EXCEPTIONS!**
- Must be approved in writing, first by your group leader and area supervisor, and finally by the head of boys'/girls' camp.

PERSONAL ITEMS NOT PERMITTED IN CAMP



Archery Equipment
Fireworks
Electric Fans
Hot Plates
Laser Pens

Hunting Traps
Firearms
Pets
Martial Arts Apparatus
Televisions

PARTICIPATION IN STAFF COMPETITIONS & GAMES

- It is a Camp Birchmont policy that all staff competitions should fairly represent a broad and diversified cross-section of the entire staff.
- **All staff members understand and accept that they participate in competitions at their own risk and on their time. Further, staff members realize that any necessary medical attention and resulting fees for such medical attention including but not limited to: consultations, office visits, treatment, surgery, and drugs resulting from an injury during such competitions are not covered under camp insurance and therefore is the sole responsibility of the staff member.**

SEARCH and SEIZURE

"All employees and their possessions, including vehicles, are subject to search while on camp property." Remember, you have an absolute right, in fact, an obligation, to insure that your camp is free of prohibited items. And those who refuse to allow you to exercise YOUR rights at YOUR camp must leave immediately.

SEXUAL HARRASSMENT

The Owner/Directors of Pierce Camp Birchmont have embraced Title VII of the Civil Rights Act of 1964. In keeping with this policy, no conduct toward any employee which may be viewed as harassing, discriminatory, intimidating, offensive, violent, abusive, or otherwise improper will be tolerated. The management of Pierce Camp Birchmont reserves the right to discipline any employee who violates the spirit of this federal law. Disciplinary action may include job termination.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is sometimes described as unsolicited advances. It may range from inappropriate sexual suggestions to coerced sexual relations. Harassment is viewed as a situation in which an individual in a position to control, influence, or affect another's employment, compensation, promotion, or job assignments uses that power to coerce a person into sexual contact or relations or punishes the refusal. The harasser may be the victims' employer, supervisor, co-worker, or employee. Sexual harassment may also include:

Unsolicited verbal sexual comments; Subtle pressure for sexual activity; sexist remarks about a person's body or sexual activities; patting, pinching, or unnecessary touching; demanding sexual favors, accompanied by implied or overt threats involving one's employment; compensation, promotion, or job assignment; physical assault; displaying or passing around posters, pictures, screen saver, e-mail or other printed materials in the workplace which might be sexual or otherwise offensive to other employees; making jokes, insults, or comments in the presence of others who may find it offensive.

The sexual harassment policy includes all eight of the above statements that occur between non-supervisory employees as well as those who are employed as staff in this camp.

COMPLAINTS OF SEXUAL HARASSMENT

All complaints must be reported to GREG or LAURA PIERCE. Any complaint or report of harassment is serious and will be acted upon promptly. As owner/directors of this camp, we accept full responsibility to maintain a harassment-free work environment. To that end, we will: investigate the complaint with objectivity and fairness; request written statements as well as a verbal accounting of the allegation; conduct interviews with the complainant as well as any witnesses; attempt to maintain confidentiality as is practical; interview the alleged offender individually as well as with the complainant if deemed appropriate.

Immediately following our investigation, if it is determined that inappropriate conduct has occurred, we will act promptly to impose an appropriate resolution to the incident.

SICK TIME

- There are no sick days allotted for sickness. You will receive as many as deemed necessary by our Health Services professionals.
- If you are ill, you will stay in the Health Center. Do not take it upon yourself to rest in the cabin.
- The nurses will determine if rest away from your activities and responsibilities is needed.
- If you miss your on duty night due to illness, you will be required to make it up. In general, if someone covers for you, you must pay back the coverage.
- If you are sick in the Health Center during the day, you should not expect to go out in the evening.
- All illness related coverage/arrangements must be approved by the group leader, head counselor and group supervisor.
- **There is no medical coverage for illness. Full insurance is provided for any on-duty, job-related injury. You will either have to provide your own insurance, or pay out-of-pocket for health care that results in medical bills. Our camp doctor charges \$80.00 per visit and has hours at camp two mornings a week. Should you visit the hospital emergency room, you are to use your home address for billing purposes, not camp's.**

TELEPHONE, E-MAIL & INTERNET POLICIES

- 📞 At the Net Nook, there are two "0+" telephones available to you during your rest hours off, nights off (after 8:30 PM), and days off. There are also "0+" phones available on the office porch. Any other time you need to use the telephone, see Greg or Laura. The phones inside the office are off limits (except for Supervisors and Group Leaders calling parents).
- 📞 If you receive a telephone call during your working day, a message will be taken and given to the Group Leader to give to you. You may return the phone calls when you are off duty.
- **Email:** Just inside the boys' dining room there are Internet ready computers. These computers will be available to staff members to send e-mails. Staff members may use these computers when you are **OFF DUTY ONLY**. A daily sign up sheet will be posted on the computer room door. Staff member will

have a fifteen-minute period, so plan what you want to say in advance. Additionally, we have a password protected wireless router for staff use in the same area.

- **Personal Cell Phones:** are to be used only when you are off duty and not in front of campers. This also includes using your cell phone for emails and texting

PIERCE CAMP BIRCHMONT STAFF INTERNET USE POLICY

At Camp Birchmont, we share a year round commitment to our campers' healthy development. We work diligently, in our hiring practices, training programs, and communication policies, to educate, protect, and nurture our campers. Above all, we seek to set a sterling example, knowing that our own behavior – throughout the year – is our most powerful teaching and leadership tool.

At Camp Birchmont, we also recognize that all of our staff members are adults who are entitled to a private life outside the boundaries of the camp community. Our hope is that you, as a Camp Birchmont staff member, will lead all aspects of your life with pride and integrity. We expect you to recognize that private aspects of your life, such as your computer life or the manner in which you spend leisure time with other adults, must remain private. This includes the presence you maintain at "on line" social sites such as Facebook, Twitter, et al.

Our internet use policy is consistent with the values expressed above. We encourage you to read this policy carefully and ask questions about it before signing your orientation affidavit.

Safety

First and foremost, we are concerned with your safety and the safety of our campers. This means:

- The only type of relationship that is permitted between a camper and a staff member at Camp Birchmont is a professional leadership relationship.
- Romantic or intimate relationships, at any time, in person or on the internet, are never permitted.
- Socializing in the off season is permitted only at official, supervised camp functions or with **permission from the campers' parents.** (See "**Community**" below.)
- No camper should be given access to or information about your personal "on line" profiles such as (but not limited to) www.MySpace.com or www.Facebook.com. **Never "friend" a camper!**
- If you become aware of any in-person or cyber-bullying among our campers or peers on staff, contact the camp director immediately.
- If a camper reveals to you – in person or on the internet – any information that makes you concerned about that camper's safety, contact the camp director immediately.

Reputation

As a Camp Birchmont staff member, you represent camp ***before, during and after***

the season. This means:

- How you behave is a reflection on both you and camp, especially when you are at camp, wearing camp gear outside of camp or refer to camp when posting "on line."
- How you behave in public spaces, whether that be on the internet or the street corner, enhances or erodes your reputation as a persona and as a youth development professional which directly affects Birchmont as a business.
- **Once parents are introduced to you and have your name; it is not unlikely that they may search for your name on these sites so they can review your internet presence.** It is important that you have taken this into account and that you do not have any inappropriate content. Even if you do not grant access to your private "space" your initial picture and verbiage on your home page should be carefully chosen. This is a life lesson that you should take to heart!

Camp Birchmont reserves the right to not hire you, terminate your employment or not rehire you if your offline or online behavior – at any time before, during or after the camp season – causes serious concern about your judgment and professionalism.

Privacy

We respect your privacy and that of our campers. This means:

- **Staff members are never allowed to possess, share, modify, or send photos of campers in the off-season.**
- **Staff members are never, at any time, permitted to post photos of campers on the internet.**
- Only our staff photographer is permitted to photograph campers during the season, for our yearbook and website, but those photos (and any copies or modifications) are the property of the camp director. It is against camp policy to have camper photos on their cameras, computers or cell phones.
- Staff are never permitted to photograph any camper engaged in any private activity, including sleeping, using the bathroom, or changing.
- Your presence on the internet should restrict camper access. This means:

Do not share your personal email address, cell/telephone phone number or screen name with any camper.

Do not permit current or past campers to have access to your pages or photos on any social networking site, such as Facebook.

Never IM (instant message) or "chat" with campers on line.

If you receive any internet communication from a camper you are not allowed to respond other than stipulated in this policy (see below).

We remind you that the internet is a public space. Your behavior online is, ultimately, not private rather very much public. Keeping that in mind will help you make good decisions about what you say and do.

Community

Camp Birchmont recognizes that the foundation for growth, for campers and staff alike, is the strong bond that forms between campers and staff. These child-caregiver relationships are the prerequisite for development in social skills, independence, self-esteem, and an adventuresome spirit. One of our goals is to nurture those relationships before, during and after the camp season, in sanctioned, supervised ways. This means your off-season contact with campers is encouraged in two (2) ways:

- 1) By sharing your personal good news and accomplishments with us during the off season which we will reprint in our "off season" newsletters distributed by Birchmont to all of the previous season's campers.
- 2) If a camper initiates an email to you the staff member may only reply to that camper by forwarding the request via email to mail@campbirchmont.com. At that point in time we will contact the parent via a **verified parent email account** requesting permission for you to email/correspond with their child. We will forward that reply and parental decision onto you.

That said:

- No staff or camper may use the camp's **NAME or OFFICIAL CAMP LOGO** to create any unofficial internet sites.
- We recognize that you are part of many communities, such as your school and your family, where the rules about what can be discussed or shared are different. In accord with our mission, we ask that when you communicate with the camp community, your behavior be honest and appropriate.
- We remind you that child pornography is illegal. Visiting child pornography sites on the internet, purchasing, possessing, posting or exchanging child pornography are all criminal acts. Engaging in such crimes can permanently scar your reputation and potentially that of the camp.
- During the season, staff are permitted to use the camp computers or their personal computers during specified times (e.g., free periods or days off) and in specified places (e.g., staff media center & dining room). Camp computers may be used for correspondence and research, but may not be used for gaming, commerce, or viewing any sort of pornography. ***This applies to personal computers or hand held devices that access the internet via the camp Ethernet or Mobile/Cellular network.***
- Whether you realize it or not, you are a role model and we encourage you to behave at all times in ways that reflect the seriousness of that responsibility.

In closing we hope that this policy and the discussion thereof helps you to recognize the power of the internet and the responsibility to which you will be held accountable by not only us at Birchmont, but that of future employees.

TIME OFF, DUTY TIME

- No visitors are permitted on grounds without the prior approval of the Directors.
- Counselors will receive specified evening and rest hours off as well as days off, as per the summer's calendar.
- Time off for rest hour begins when your table is dismissed from lunch. You are to be back with your group before 2:00 PM.
- Evenings off begin after the sounding of taps, and only if there is coverage in your cabin. Bring any coverage issues to the attention of the OD or your Group Leader.
- If a staff member misses their scheduled time off (rest hour, night off, day off) due to a trip, they should trade with a staff member not on the trip. Remember, all arrangements are not finalized until approved by the group leader, head counselor, and group supervisor.
- Days off begin *after cabin clean up*.
- Staff members are not to take orders for food, etc., from campers.
- Returning staff members should be quiet and respectful as they enter camp.

TRANSPORTING CAMPERS

- Under no circumstances is any staff member to provide transportation for campers and/or staff unless it has been expressly approved by the directors, possess the proper license or participate in the camps approved training program and the vehicle to be used conforms to all federal and state regulations for transporting individuals.
- **Unless injured, campers are not to be transported from the waterfront on golf carts. They are to take the bus.**
- No camper may be transported off grounds unless he/she has obtained all necessary prior approvals from the director. The camper must be in the company of a trained staff member who will:
 1. in the event of any injury, apply general first aid to the best of his/her ability and make the camper as comfortable as possible
 2. supervise those who are not injured
 3. contact the camp in the case of an accident and brief directors regarding specifics;
 4. gather all necessary information at the time of the accident and complete the forms. See sample form in the Appendix;
 5. in general, whenever a group of 16 or more campers leaves the camp grounds, the group will be accompanied by at least one other adult other than the driver who will fulfill the guidelines above.
- Any staff member driving a bus or van will demonstrate the use of:

Emergency Exits	Flares	First Aid Kits	Fire Extinguisher
-----------------	--------	----------------	-------------------

- Perform an approved pre-trip vehicle inspection including:

back up tone	brake lights	directionals	driving lights
emergency brake	emergency exits	fire extinguisher	first aid kit
flashers	gauges	reflectors	tire pressure
windshield wipers			

Drivers must turn in the vehicles' pre-trip inspection slip before leaving camp.

POWER TOOLS

- All power tools are to be operated only by staff members trained in their use.
- Training is through the head of maintenance.
- Operation of such power tools is restricted to those described by the manufacturer.
- The head of maintenance is responsible for regular inspections to see that an adequate supply of safety devices is on hand and that safety devices that are part of a tool are in proper working order.

STABLES AND RIDING



- **Group staff is responsible for making certain the campers GO to their scheduled lessons. GLs check your mailboxes for schedules.**
- Campers will be asked to sign their attendance card each time they ride.
- Stables are completely off limits to campers and staff, unless involved in the program - no exceptions.
- Campers will be pulled out of regular activities in order to participate, with the exception of swim period.

TRIPS



GENERAL GUIDELINES

- Campers and staff members approach all trips with understandable excitement and anticipation. They provide yet another exciting facet to the summer's experiences. However, because the camper and staff member are out of the usual environment, it is a **ROAR** time period.
- Each trip your group is scheduled to go on has been specifically selected with the group's age, interests, and size in mind. Each trip should have a specific focus, well-developed by the group leader, a major purpose of which is so the group can actively participate in all aspects of the trip while complementing the environment. Great care should be taken by all participants to exercise practices considered to be "low impact," which includes but is not limited to: staying on trails, the pitching of tents without trenching; using biodegradable cleansers and practicing sanitary procedures which comply with all state and local codes.
- Groups should begin preparing and discussing trips well in advance, especially if the trip will be more than one day in duration. All equipment to be used should be checked out the day before.
- All trips will be coordinated by the group's supervisor who will actively work with: (1) the group leader and head counselor on the group level; (2) the associate director on the administrative level; and (3) the office manager.
- Groups will depart only after a supervisor gives the O.K.
- The group leaders will leave a group attendance sheet in the office.
- Trips must depart on time.
- **As soon as you arrive at your location, be sure everyone knows where**

to go if they get separated ("HOME BASE") and post a staff member there at all times. A rotation for staffing this location should be worked out in advance, but under no circumstances is this position to be left unattended.

BUS SAFETY PROCEDURES

- Bus Safety Procedures should be reviewed with campers before leaving:
 - ♦ Follow directions of person in charge.
 - ♦ Stay seated at all times, with seat belts properly worn.
 - ♦ Staff should be seated throughout the bus with campers
 - ♦ No shouting or horseplay.
 - ♦ Two or three persons per seat as needed.
 - ♦ Head, hands, and feet, etc., inside windows.
 - ♦ No pushing or shoving, etc.
 - ♦ Do not touch emergency doors or windows
 - ♦ Keep feet, equipment and baggage out of the aisle.
 - ♦ All emergency exits must be kept clear of all obstacles.
 - ♦ Do not board a bus without a driver or counselor.
 - ♦ Do not throw objects of any kind from the bus.
 - ♦ Obscene language and gestures are not acceptable

COOKING & FIRE BUILDING

- When cooking, groups should be divided into three separate sections:
 - ♦ cooking ♦ fire ♦ clean up
- Counselors should show campers how to do it (***lead by example***).
- All perishable foods are to be stored in their given containers throughout the trip.
- All food handlers are to proceed under the direction of the group leader and head counselor.
- Extreme care must be taken to follow sanitary codes before or during the preparation of any and all foods.
- All non-disposable utensils used in the preparation of food is to be washed using a customary 3 step process: (1) wash water; (2) a separate rinse; and (3) completed by a sanitizing rinse.
- Everyone aids in final police up.
- Do not pour cold water on hot griddles.
- Be sure to drown out hot fires or hot coals prior to departure.
- All inexperienced group leaders and head counselors will be instructed by administration regarding acceptable methods of starting, maintaining, and extinguishing a cooking or campfire.
- Group leaders and counselors are responsible for cleaning and returning all equipment to the back of the kitchen area upon returning to camp.
- Safety, preparation, and cooperation are paramount for a successful trip.

FOOD & EQUIPMENT

- "Outgoing Food Services" counselors ("OFS") will assemble the necessary food (under the direction of the chef) and group equipment for the trip.
- Group leader or designated staff member should check all items on the equipment checklist sheet with the outgoing food counselor 30 minutes prior to departure. A sample checklist can be found in the appendix.
- The OFS counselor is responsible for loading all food and equipment after being checked out by the group leader or designated staff member.
- The group leader will use the personal equipment checklist found in the appendix to prepare campers for overnight trips.
- **The group leader is responsible for bringing the first aid kit, cooler with ice, and medical forms on all trips.**

MONEY

The Finance Director will provide the necessary funds the day of the trip. Arrangements should be made with the Finance Director the day before. All receipts must be kept and a summary of expenses submitted at the end of the trip.

OVERNIGHTS

- **Call camp daily BEFORE 7:30 P.M. (if possible) on private line (603) 569-5861.**
- Bed checks should be made.
- Staff members are to take turns staying on duty.
- Campers are to be instructed not to talk to strangers and are to remain with their group.
- Notify camp and authorities as soon as possible if a problem develops (always use the private line, **603-569-5861**).
- If a problem develops with a camper, never call home directly; call camp.
- Utilize "Buddy System" to enhance group cohesiveness.

STAFFING TRIPS

- Group leaders and head counselors will accompany all trips.
- Specialists will be asked to accompany at least one trip per season.
- Whenever water activities are part of the trip, waterfront staff **MUST** accompany the trip.

SUPERVISION



- When asked to go on a trip, you are expected to supervise the campers. **IT IS NOT A DAY OFF. - "CHILDREN FIRST!"**
- Supervision will be maintained at or above normal operating levels. Staff to

BIRCHMONT - A Pierce Camp

Camper ratios for trips: PIO B&G (1:6), INT B&G, SR B&G (1:8); and SSR B&G (1:10).

- Group leaders must maintain vigilant attendance at all times by a head count or count off process. An attendance form will be part of your trip pack. Use it regularly.
- Campers should observe the "Buddy System" at all times.
- Staff members accompanying trips should anticipate being assigned to an area to supervise, in plain view of all campers, i.e., main gate, bathroom area, locker areas, main attractions.
- Take attendance before you leave and regularly while you are on the trip.
- With younger groups, campers should be assigned to specific staff members.
- Prior to trips, the group leader is to be notified by the camp medical personnel as to any existing conditions of campers going on the trip.
- Establish a **HOME BASE** where rotating staff are assigned and where campers/staff may go with any problems.
- While on the trip, groups should not leave an area until accurate visual attendance has been taken.
- Campers are to be shown where security stations or offices of public facilities are located before group breaks down.
- Group should settle on an assembly area and agree on a time one half-hour before departure.
- Recognize that once we enter a public situation the potential risk to our campers increases, therefore, supervision should be heightened.
- Staff should never wear head phones or cell phones while on duty.

TRIP PACK

- The office will be responsible for putting the trip pack together. The trip pack consists of:

• Attendance sheets	• Accident/Incident sheets
• Camper medicals (overnights)	• Details of trip
• Directions/Map	• Emergency phone numbers & procedures
• Hospital address/phone number	• Large & small plastic bags
• Trip checklist	

- The person in charge will be asked to prepare a trip evaluation which highlights the major points of interest, situations to avoid, traveling times, etc. These evaluations should be turned into the office upon return, as they will be used to update current trips. An evaluation form will be part of your trip pack.

WILDERNESS ETHICS

- As camp people we have a unique opportunity to teach youngsters and adults to care for and respect, to feel at ease in, and to come to love the natural world around them.
- We should always seek to go through the woods and forests, the deserts, and canyon lands and across the mountains so no one will know we have passed

that way. We should seek to instill a reverence for all living things and, where possible, point out their interrelationships. Procedures consistent with this philosophy would include the following:

- **WATER** - Bathing, laundry, and scrubbing pots/pans should be done well back from the shores of streams or lakes. If soap is used, a good biodegradable soap (not detergent) such as Ivory (Campsuds, Dr. Bronner's, Bio Suds, Sutter's Camp Soap, etc.) is recommended, with rinsing by bucket or wash basin.
- **CAMPSITES** - Choose locations well back from lakeshores, streams, and trails (100 yards where practical) and away from fragile vegetation, or known animal habitats or breeding grounds. Never cut boughs or poles or put nails into trees or dig trenches around tents. As general rule, don't use the same campsite more than one night, and when breaking camp, leave no evidence that you were there.
- **FIRES** - Stove cooking is recommended (required) in increasing numbers of areas. If a fire is built, use an existing site if one is there, or if none is available, remove topsoil in an open area (never against trees or rocks and don't circle with rocks). Never leave unattended. To extinguish, sprinkle with water and stir until cold. Scatter ashes over a wide area or bury. Restore topsoil. Leave no tell-tale evidence. Conserve wood. Use small down wood only - do not use axe/saws or break off branches from living or dead trees. Picking plants and flowers or collecting natural objects is discouraged.
- **GARBAGE** - Pack out all garbage including plastic bags and foil, tin cans, and tabs. Orange peels are not readily biodegradable. Foil will not burn. Leftover food, fish heads, entrails, etc. should be burned or packed out (never buried).
- **TRAILS** - Where marked trails exist, stay on them; don't cut across switchbacks or corners. Be careful not to kick loose rocks, and NEVER throw them. Give horses the right-of-way by stepping well off the trail but in clear view, and wait quietly for them to pass. If hiking cross-country, don't blaze trees or leave other signs.
- It is recognized that particular wilderness areas may be under the jurisdiction of locally administered federal and state agencies having specific policies regarding campsites, fires, and sanitation. In the event that defined policies exist, they should be followed.

UNAUTHORIZED PERSONS



- Camp policy states that all visitors must check into the office upon arrival and receive a Visitor Badge. If in the event an unauthorized person(s) is noticed on the grounds, the office is to be notified immediately. Groups should continue activity with either the group leader or head counselor engaging the person in conversation.
- During the camp day, all areas of the camp are under the supervision of administration and supervisors. In the evening, a senior staff member is assigned Officer of the Day (O.D.) responsibilities.

WATERFRONT



GENERAL GUIDELINES

- The swimming program at Camp Birchmont is a mainstay of our activities. Without question, this is a time when staff members should be especially observant **(ROAR)**.
- Group leaders need to encourage campers in this area. As campers progress and pass lap equivalencies, they will be permitted a wider range of the waterfront's activities.
- While at the waterfront, group staff are responsible for camper behavior and conduct while on the beach or deck.
- Group leaders should seek the advice of the Waterfront Directors when noticing a camper's lack of progress. This is one area where we must maximize our efforts for success.
- When arriving at the waterfront, groups should leave their clothing and towels in the designated area. You will notice that the wall has been labeled and divided into groups. Keep your group confined to its specific area. This area should also be used as a point of assembly before and after swim.
- When groups arrive at the beach, no one is to enter the water until told to do so. The group staff is responsible to seat the children on the beach and maintain appropriate behavior until the waterfront staff takes over. All campers will sit on the beach in their appropriate groups until attendance has been taken.
- While in the water, campers will swim using the "buddy system." When the whistle blows for a buddy check, all swimming will stop until attendance has been verified. In the event a camper is missing, the waterfront director will proceed through a series of steps until the camper is located.
- **Upon completion of swim, groups will not leave the beach area until attendance has been taken by the group leader.**
- No one can participate in other waterfront activities until they have passed the required lap equivalencies and are under the trained supervision of those staff members responsible for that activity.
- **(ROAR)** Supervisors and group leaders need to be especially vigilant during the transition between swim periods. Proper care and caution must be exercised, with groups being moved as efficiently as possible. Group leaders also need to be involved in the Post Swim Period. During this time, campers must be moved efficiently from the dock area to where they left their towels, etc., and finally, back to the cabins. A bus is available to groups to go back to cabins from swim. The bus will leave from the turnaround area 5 minutes after your swim period is over (check your schedule).
- The driver has been instructed to pick up and discharge campers and staff only at the top of the waterfront path adjacent to the turnaround area.
- The bus driver will completely turn around before boarding passengers, and will discharge passengers before starting the turnaround sequence.
- Campers may, of course, elect to walk.
- Campers and staff are restricted to the footpath to the side of the road when

walking to and from the waterfront. This path is on your left on the way to the waterfront and is clearly marked with a white line; on your right on your return. Campers must be made aware how much time they have if they elect to walk. If a straggler pattern develops with certain campers, they must, in the future, take the bus. Group leaders and head counselors must also make sure that all towels, sneakers, etc., are taken back to the cabins. No article of clothing is to be left behind.

- **The Waterfront Directors have absolute authority when groups are in this area.**
- Waterfront hours are daily from 9:35 to 11:50 A.M. and from 2:15 to 5:35 P.M.; Sunday from 2:00 to 5:00 P.M.
- **With the exception of some clubs, no one is permitted at the waterfront at any other time.**
- Campers are first in using the waterfront and its equipment.
- As a staff member, you must check with the waterfront directors before entering the water and/or using any equipment.
- Any time you are at the waterfront, you must be wearing a bathing suit, unless otherwise instructed. You must be prepared to swim. Remember, the staff sets the example.
- All staff members must successfully pass the staff swim test in order to be eligible to enter deep water or utilize waterfront equipment.

EQUIPMENT AND FACILITIES:

- Roped in swimming areas consisting of 6 lanes,
- 3 crib areas, and 5 floating rafts;
- Sailboats, canoes, fun-yaks,
- Kayaks, 4 motor boats, water trampoline, water "climbing wall" & floating mat
- Water skiing; paddle boards;
- 3 bathroom facilities;
- Deck and Look-Out Pavilion for shade and/or shelter.

OPTION SUNDAY

- It may be option Sunday, but be sure you know where all your campers are at all times. A staff member should still go down to the waterfront with the campers.

EQUIPMENT CHECK SHEET

ALL TRIPS - GROUP LEADER

- First aid kit, meds, and medical forms
(overnights only - pick up from nurse)
- Camper attendance list (left in office)
- Cooler with ice and zip lock bags to be used in the event of an
injury (obtain from kitchen)
- Flashlight
- Trip Pack (obtain from office)
- Necessary cash (obtain from Finance Director)
- Two-way radios, where appropriate
- Tents (obtain from OFS)
- Tarps (obtain from OFS)
- Rope (obtain from OFS)

- The head counselor will attend to the items listed below in cooperation with the "Outgoing Food Specialist" kitchen personnel. As each item is prepared the OFS will check it off and as it is loaded the head counselor will cross off the check mark.

Sandwich lunch

- Sandwiches
- Cups
- Dessert
- Drinks in a cooler with ice
- Napkins

Cookouts (the above items should also be included)

- Forks, knives, spoons
- Plates
- Spatula
- Can opener
- Matches
- Pot holder
- Pots
- Pans
- Griddle

EQUIPMENT CHECK SHEET

(continued)

- Ice packs
- Shovel (overnight)
- Ax (overnight)
- Toilet paper (overnight)
- Tarp (overnight)
- Salt and pepper
- Ketchup and/or mustard
- Coolers
- Charcoal
- Charcoal lighter fluid

Cleaning equipment

- Brillo
- Scouring powder
- Towels
- Pail

- **Group leaders are to send a carrying committee to the kitchen to assist with the loading. Group leaders will be held responsible for seeing that all issued equipment is returned and properly cleaned upon return.**

OVERNIGHT *PERSONAL* CHECKLIST

EACH CAMPER AND STAFF MEMBER WILL PACK:

- Sleeping bag (with optional pillow)
- Toothbrush and toothpaste
- Soap
- Change of shirt (2)
- Change of shorts or jeans (2) (one should be jeans)
- Change of underwear (2)
- Hooded sweatshirt
- Change of footwear
- Rain gear
- Light weight jacket
- Flashlight
- Bathing suit
- Towel
- Sleepwear
- Insect repellent
- Sunscreen (at least #15)
- Camera (optional)

(PLEASE, NO "GAMEBOYS"!)

ETHICS

Code of Ethics for Camp Counselors and Staff

The American Camping Association recognizes the camp counselor and camp staff person as the primary instrument through which the objectives, goals, and philosophy of the camp director/owner are transmitted to the child/camper. As such, the counselor/staff person should be aware of the following recommended ethical practices.

- I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and all staff.
- I shall conduct myself in an exemplary manner recognizing that I am an adult role model for my campers. By my behavior I will always try to demonstrate high moral values. I recognize that my conduct when I am away from the camp premises also reflects on the camp.
- I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff including directors.
- I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain in self-confidence and self-concept, and of teaching them new skills.
- I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.
- I shall be accepting of the diverse racial, national, religious, and cultural background of my campers and not seek to impose my own particular views. (It is recognized and accepted that a camp operated either by or in behalf of an established church for bona fide religious purpose may include religious teachings as part of its program.)



AMERICAN CAMPING ASSOCIATION

BIRCHMONT - A Pierce Camp

Accident/Incident Report Form FM 01

Developed by the **American Camping Association**
(Fill out 1 on each incident or person)

Camp Name _____ Date _____

Address _____
Street & Number City State Zip

Name of person involved _____ Age _____ Sex _____ Camper Staff Visitor
Last First Middle

Address _____ Phone _____
Street & Number City State Zip Area/Number

Name of Parent/Guardian (if minor) _____

Address _____ Phone _____
Street & Number City State Zip Area/Number

Name/Addresses of Witnesses (You may wish to attach signed statements.)

1. _____

2. _____

3. _____

Type of incident Behavioral Accident Epidemic illness Other (describe)

Date of Incident/Accident _____ Hour _____ a.m. p.m.
Day of Week Month Day Year

Describe the sequence of activity in detail including what the (injured) person was doing at the time _____

Where occurred? (Specify location, including location of injured and witnesses. Use diagram to locate persons/objects.)

Was injured participating in an activity at time of injury? Yes No If so, what activity? _____

Any equipment involved in accident? Yes No If so, what kind? _____

What could the injured have done to prevent injury? _____

Emergency procedures followed at time of incident/accident _____

By whom? _____

Submitted by _____ Position _____ Date _____

Phone number _____

Copyright 1983 by American Camping Association, Inc. Revised 1990, 1992, 1999.
Printed with permission of and under license of American Camping Association, Inc.

~The Birchmont Map follows on the next page~

MAP LEGEND

RESTRICTED		BOYS' CABINS		GIRLS' CABINS	
1	Gate House	B1	Saco	G1	Kickapoo
2	Laundry	B2	Tamworth	G2	Knoll
3	Barn	B3	Cranmore	G3	Mt. Delight
4	Jefferson	B4	Devils Den	G4	Pagus
5	Shaw	B5	Umbagog	G5	Sugarloaf
6	Windemere	B6	Kancamagus	G6	Red Hill
7	Weetamoo	B7	Maze	G7	Ellacoya
8	Equipment Shed	B8	Passaconway	G8	Arethusa
9	Maintenance Yard	B9	Moat	G9	Andoscoggin
10	Copplecrown	B10	Washington	G10	Mooselauke
12	Director's Cottage	B11	Chocorua	G11	Balck Cap
13	Lower Pump House	B12	Ossipee	G12	Sunapee
14	Shingobeek	B13	Orchard	G13	Belknap
15	Overlook	B14	Whittier	G14	Hurricane
16	Abenaki			G15	Techumseh
17	Upper Pump House				
18	Trip Shed				
19	Maneeto				

 **SUBMIT TO OFFICE
BY JUNE 24**



PIERCE CAMP BIRCHMONT 2012

Orientation Affidavit

This is to certify that I, _____ have read the handbook provided by **Pierce Camp Birchmont**.

I have completed the American Camp Association's prescribed Orientation Training Topics including but not limited to the following areas: Staff-Camper Interactions; Camp, a Safe Environment-Knowledge and Skill Development; Behavior Management and Discipline Techniques; Site and Food Service; Transportation; Health and Wellness; Operation Management; Human Resources; Program Design and Activities.

Further, I have participated in Pierce Camp Birchmont's Orientation Program where procedures for proper child care, procedures for maximum child safety, curriculum, and instruction were discussed.

(Your signature)

(Date)

NOTE: All staff are **required** to sign and submit this Affidavit to the office at the conclusion of Orientation (by June 24, 2012).