

Camp Eagle Hill

P.O. Box 12

Elizaville, N.Y. 12523

www.campeaglehill.com

summer@campeaglehill.com

Summer phone: (518) 537-4000

Winter phone: (914) 725-4876

SPRING 2016

2016 International Staff Member,

We would like to welcome you to the Staff of Camp Eagle Hill for the 2016 Camp Season. We are looking forward to a great summer with our camp children and we hope that you will have an enjoyable and rewarding summer with us!

By now, you should have a good idea as to the role you will be playing at camp and we therefore ask that you bring along clothing and belongings that will be most appropriate for this position. **If you have any doubt about what you will be asked to do at camp, please e-mail us at marie@campeaglehill.com**

As you may already know, there are generally speaking, two types of International Staff members that come to summer camps in the United States. We have "counselors" joining us, who are those staff members that live in the bunks with children and work with the children in a general manner at camp as well as activity areas throughout the summer. The second type of staff member is a Support Staff Member. These staff members live separate and apart from our campers and perform administrative and support kinds of jobs at camp. (like working in our kitchen or maintenance areas) For greater detail, we will give you much more information when you arrive at camp itself.

Unless we have worked out some individual plans with you already, we would like to have you follow the following directions for coming to camp:

All Waterfront Staff and those taking our Lifeguard Course: (and those who have been asked to take our lifeguard certification course at our camp starting on June 15th) **We will be picking you up at the Poughkeepsie train station in Poughkeepsie, New York on June 14th**. (we will let you know, when we are aware of all of your flight plans. what Metro North train you should be taking from Grand Central Station in New York City - you will need to get from your airport into new York City to the train station). Our Assistant Director, Marie Peterson, will be in contact with you to coordinate your pickup and transportation to camp on this date. Any questions or issues that arise can be handled directly with Marie by e-mailing her at marie@campeaglehill.com (**as a side note:** please remember that we will be providing waterfront staff with the American Red Cross training program that you will need to have to work at our waterfront .

We appreciate your coming into camp to be provided with this training. Please recall that your first day of work for camp's purposes will be considered June 20th

Support Staff and All International Counselor Staff from all agencies: Unless individual plans have been made with you to arrive on a separate date (in which case we will be talking with you individually), **we will be picking you up on Sunday, June 19th at 2:00 PM at: the main gate to Columbia University (on Amsterdam Avenue and 116th St.) in New York City**, and we will drive you directly to camp. To accomplish this, you will need to take some form of transportation into Manhattan from the airport and find your way to this location. (you can find bus service from any of the airports into Manhattan – typically, there are special buses that make 3 or 4 stops at the train/bus station terminals in Manhattan. They charge a reasonable fee for this short trip.) Once in New York City, you may have to take a subway or bus to get to the above stated location. We will pick you up either by van or with a bus. Please make certain that you are on time and at this location by 2:00 P.M. For international staff members, we ask that you please get a receipt for your travel into Manhattan from the airport. The cost of your travel into Manhattan is something that the camp will be reimbursing you for. We ask that you please take a bus (as outlined above) or a subway ride into the city. **Please do not take a taxi from the airport to Manhattan.** Marie will be in touch with those staff members traveling to the city and share contact information with those staff members who will be traveling from the same location. **Any questions or issues that arise can be handled directly with Marie by e-mailing her at marie@campeaglehill.com**

Once Again This Season: Starting in a few weeks, all of our camp forms will be submittable on-line through an outside company, CampDoc.com. We are supplying all staff e-mail addresses to CampDoc.com. CampDoc.com will be inviting you to create an account with their site and then you will be able to take just a short time to fill out all of the forms needed for this camp season.

There is still a form that will have to be filled out “the old fashioned way”, on paper: (and returned to us in your CampDoc.com account)

THE DOCTOR’S PORTION of THE STAFF MEDICAL FORM - A two page form that your physician will need to fill out. You must print this form (found in the forms at CampDoc.com) and bring it to your doctor’s office. Once the doctor’s office has completed this form, it can be scanned into your computer and then uploaded into your account on CampDoc.com (this is easily viewed and accomplished once you have an account on CampDoc.com).

IF YOU HAVE NOT ALREADY DONE SO, WE NEED YOU TO RETURN THE FOLLOWING TO US:

We need to have **your Contract (sent to you individually by e-mail), an Application Form, a Voluntary Disclosure Form, a Consumer Notification Form and two Reference Forms** in our files **for every staff member, both newcomers and old-timers.**

- Staff Application Form - completed on www.campeaglehill.com
- Voluntary Disclosure & Consumer Notification Forms - completed on campdoc.com
- Two Reference Forms - completed online <http://tinyurl.com/CEHREF2016>

The reference forms must be filled out by people other than relatives. Former employers, teachers, professors, or supervisors work best here. We prefer, wherever possible, to have references from people that know of your abilities to work with children. People that we have already spoken with on the phone may be used as references.

We will need a **Camper Application Form** from every staff member that has a child or children participating in our camp program, **The camper application form can be found at www.campeaglehill.com**

All Forms (including the doctor’s Medical Form) are to be filled out at CampDoc.com by JUNE 15th

The Following two Forms will be Filled Out by You During Orientation at Camp:

A **W-4 Form** which we will use as our official documented record of your name, permanent address, and social security number. We do not withhold federal or state taxes from salary payments for international students, therefore we need only the top of the W-4 form filled out.

An **I-9 Form** which will allow us to document the eligibility of each employee to be employed by the camp.

The following information will help to clarify some things:

Telephone Calls, Mail, and E-mail: You are welcome to have friends and relatives call you at camp. The phone number in our camp office is (518) 537-4000. For incoming calls to staff, we will be taking messages for you and will be providing these messages to you along with mail. By way of policy, we do not bring staff members to the office to answer incoming calls unless there is an emergency. If you would like to make an outgoing phone call, you are welcome to use the phone in our camp’s staff lounge. We ask that you make all return phone calls or outgoing calls during your time off during a given camp day or night. The phone in the staff lounge is not coin operated and therefore requires the use of a phone card when using it. Should you be bringing a cell phone to camp, we ask that you keep it out of sight of our campers at all times and use it only when you have time off away from any children in camp. As we are particular in our policies regarding camper phone communications with their homes, we must insist that you not at any time share the use of your cell phone with any camper.

Mail can be sent to you at the following address:

Your Name/Camp Eagle Hill/P.O. Box 12/Elizaville, N.Y. 12523

For those staff members that will be living in our buildings with our campers, we ask that you not have **packages** sent to you containing gum, snacks, candies, food, cup-a-soups or beverages in cans or bottles. We have asked our camp parents to refrain from sending these items to camp for their children and therefore in an effort to provide proper follow through for everyone involved, we ask that you not have these items stored in the bunks as well. In addition, as a measure of safety, we ask that you not bring with you to camp, nor have anyone send to you at camp, any glass items in bottles or otherwise. (please note: any packages sent to you through any company other than the United States Post Office must be shipped to “232 White Oak Road” and not our P.O. Box number)

Internet & Skype Use: will take place at our staff lounge where you will be able to use computers during periods off, nights off, and days off.

Clothing, Equipment, and Valuables: As space and storage area is limited in our buildings, especially for those living with our campers, we ask staff to bring only those things to camp that will really be needed. Camp life is very casual in nature. As such, you need only bring comfortable and casual clothing with you. Naturally, you should bring clothing that will be usable for your position in camp. **All staff will be expected to wear sneakers and socks every day** so having a couple of pairs of sneakers with you at camp makes good sense. Support staff working in the camp's Dining Room, Kitchen, Maintenance, or Laundry areas, should bring along clothing that will get a little dirty when working in camp at these positions. All support staff will be expected to work in a form of closed footwear. (ie: sneakers or shoes, not open footwear like sandals) You might like to bring along a few nice casual shirts and pants as there are a few evenings in camp where you might like to look a little more presentable. In addition, we ask that all staff bring along one pair of nice beige or white shorts to wear on days when parents are with us in camp. We would also like you to bring some red and white clothing articles. They will come in handy for some special events at camp.

Regarding weather at camp, the days at camp usually range in temperature from the high 80s Fahrenheit (approximately 30 degrees Celsius) during the month of July to the low 70s Fahrenheit (approximately 22-24 degrees Celsius) during the month of August. The nights do get somewhat cooler as we move from July into August. We suggest that you bring at least a sweater and/or sweatshirt or two, as well as a light jacket. During rainy weather at camp, it will be helpful if you have a raincoat or some type of waterproof jacket, as well as some shoes and a hat appropriate for rainy weather. Please do not forget to pack your toilet articles and other miscellaneous items that you may need at camp.

Please do not Bring the following items to Camp: fans w/electric chords, water guns or "Super Soakers", "Game Boys", TVs, Stereos, Laptop Computers, Tablets, DVD players, any Dangerous Items (ie: knives), Suggestive or Crude Posters, and Beach or Folding Chairs

STAFF SHIRTS All staff working in any capacity at camp will be asked to purchase 8 staff shirts this season (at \$8.00 each for the standard camp t-shirt available in a few colors) prior to your arrival to camp. These shirts will be worn every day from breakfast time to the end of 6th activity period in the afternoon. During certain days throughout the summer, use of either a red or white staff shirt will be required. These red and white shirts are a part of the eight shirt requirement now in place for all staff members. Please note that any staff shirts purchased for use during the summer may not be altered in any way during the camp season. (ie: cut, tie-died, signed, etc.) We have provided an opportunity for the purchase of a few different styles of shirts at your option. Any shirt of any style with this year's staff logo (or from the last 6-7 seasons for now) will be suitable for wear on a typical camp day other than days where specifically a red or white shirt is called for. You can go to our website at www.campeaglehill.com to the "After You're Hired" page to find the link for purchasing shirts. You will receive all ordered shirts during Orientation at camp. All apparel ordered must be paid for at the time the order is placed. **You MUST order: 2 Red Shirts, 1 White Shirt & 5 Shirts of your choice**

Laundry is done once per week for everyone in camp, so please bring a little more than one week's worth of clothing. You are welcome to have your laundry done by the camp, or if you would like, you may find it more convenient to do your laundry on your own off camp's grounds, during a day off or night off. We strongly encourage you to leave all valuable clothing at home as our laundry service is not set up to handle the cleaning of these items. **We will be providing you with all linens needed at camp** so there is no need for you to bring blankets, pillows, sheets, or towels. This camp season, **Laundry Service provided by the Camp** will be available **on an optional basis** for a fee of **\$25 per camp season** or any part of the camp season. This fee will cover service provided by the camp roughly once per week while you live on the grounds of camp. As part of this fee, we will provide a color coded laundry bag which must be used when having your laundry washed at the camp's laundry facility. All staff will own the laundry bag once it has been provided to them. There will be no pro-rating or return of any portion of this fee once the camp season has started as the camp's laundry expenses for the summer have been predicated upon the number of staff members that we will expect will be using this optional service in advance of the start of the camp season. The fee will be deemed earned by the camp at the completion of the first time laundry service is provided to any individual staff member. The fee for Laundry Service will be deducted from your compensation at the end of the camp season.

Tennis Staff and Waterfront Staff: should bring proper attire to camp. Tennis Staff must bring at least one sturdy tennis racket and wear a staff t-shirt and tennis attire while at our courts **All Female Staff, working at the waterfront or otherwise, must wear one piece bathing suits at all times** when at the waterfront. Waterfront staff must wear a **CAMP CERTIFIED LIFEGUARD** swim suit that has been designed for lifeguards working at a waterfront. We will be e-mailing lifeguards shortly to let them know where they can get this type of swimsuit. We ask that no staff member wear cutoffs or anything not designed to be worn into swimming pools (or our lake) during the course of this camp season.

A Few Other Things To Know:

Your Personal Appearance at Camp is very important to us. As such, we ask that all staff be aware of clothing that they choose to bring to camp and try to avoid bringing clothing that displays crude or vulgar language. You will be able to wear your own shirts to dinner and in the evenings. Shirts that advertise alcoholic beverages or cigarettes should not be worn at camp. In general, we ask that staff dress at camp be kept neat at all times. As role models, we ask that staff wear clothing at camp that is appropriate based on weather conditions. We also ask staff not to wear clothing that is suggestive in nature. With regard to **piercings**, pierced ears are acceptable at camp (for both guys and girls). Piercings of other types, however, are not part of the everyday look that we would like at our camp and we therefore ask staff to keep from using or displaying other types of piercings while with us this summer. We also ask that you refrain from making public any **tattoos** that could be easily covered by articles of clothing. Regarding hair color, we ask that you come to camp with a natural hair color and that you maintain this color while with us during the summer. We appreciate your help with this matter.

Valuables – Should not be brought along with you to camp as we do not have a place for you to store them. We will, however, be collecting at the beginning of your stay with us, all of your plane tickets, passports, visas, and other important paperwork, as well as any money that can be stored. We will put these things away for safe keeping and will make them available to you at specific times throughout the days and weeks during the summer.

Visitors to Camp may be invited to visit on Days Off only. We will ask staff to meet these visitors at our camp office and to entertain your friends and relatives off the grounds of camp.

Days Off will take place for most staff on either a Tuesday or Thursday and every staff member has four days off while the campers are with us during the six and a half week camp season. Days off beyond these four days (there will be additional days off for international staff with us for 9 or 10 weeks) and other thoughts on this subject will be discussed at camp as a part of Staff Orientation. We will be providing transportation out of camp this season for nights off and days off **at your option**, at a **full season rate of \$25 for unlimited transportation service**.

Staff Curfew is 12:30 AM every night. This means that we will be asking all staff to be back at the buildings where they live at this time. More on this during Staff Orientation.

Medical Care and Medical Insurance – Our Camp Infirmary is staffed with medical professionals that are available to both campers and staff alike on a 24 hour per day basis, without any expense to you. Doctors, just a few minutes off the grounds of camp will be available to staff when needed. Staff visits to the doctor, as well as any visits to hospitals or receipt of medications that might be prescribed as a result of such visits, are the responsibility of the individual staff member. You will have to pay for such things immediately after receiving them. Camp Eagle Hill does not provide medical insurance and this is something that must be obtained prior to your arrival at camp. It is policy that all international staff members have their own health policy individually or through their family, but more common is the idea that you have already been asked to buy a short term policy through the agency that has sponsored you. As a New York State business, we are required by law to carry a Worker's Compensation policy for certain job related injuries or medical issues. We will talk about this in more detail when you arrive at camp. .

Salaries and Payment Advances – Contracted salaries or “Pocket Money” for International Staff (or the pre-arranged amount of money that you are scheduled to take home with you at the end of your stay with us at camp as a result of our agreement with the agency that you have used to join us at camp), is given to staff at the end of the camp season. **We will however, be paying all Support Staff on a weekly basis.** In addition, we will have available during the summer two specific dates when staff will be able to receive salary advances for time already spent working at camp.

Drugs, Alcohol, and Smoking – Please evaluate and understand, prior to your arrival at camp, the commitment made to us when you decided to join our camp staff for the upcoming camp season. We have hired you because we felt that you possess good judgment, strong values, and a sincere interest in the welfare of children. We know that we can count on you this summer to help us operate a fun and safety conscious camp. On the basis of our experience over many years in the camping industry, we remind you of the importance of the trust that we have in you and tell you that the use or possession of illegal drugs on or off the grounds of camp, or the use of alcohol on camp property, is strictly prohibited. Returning to camp from time off while under the influence of drugs or alcohol is similarly prohibited. In addition, cigarette smoking is allowed only in a very restricted area of camp, and only during scheduled time off from the care of our campers. Should you feel that you will be unable to abide by these briefly stated policies, please contact us immediately so that we may discuss these concerns with you.

STAFF ORIENTATION, THE SCHEDULED DATES OF CAMP, THE LAST DAY OF CAMP, and AFTER CAMP GROUPS

We will be having a Staff Orientation Session at camp prior to the children's arrival between the evenings of June 20th and June 24th. The children arrive at camp on Saturday, June 25th. We will be able to tell you much more about Camp Eagle Hill and your position with us when you arrive at camp. Your commitment to us at camp will end on August 31st (unless previously advised), **starting with your first full day of work at our camp. (Waterfront staff receiving lifeguard certification will have a start date of Monday, June 20th. All other international staff arriving early will have the first full day of work counted as your initial day at camp)**

By way of this summer's schedule, there is a Parents Visiting Day planned for Saturday, July 16th. Our four week campers are scheduled to go home, and second half campers arrive, on Saturday, July 23rd. There will be a few extended trips from camp for some of our older campers during the second half of the summer for which we will be selecting certain staff members as chaperones. You will be learning much more about this at camp.

We will be ending our camp season with our traditional Red and White Camp Olympics event for a few days, we will have our annual Prom (a big dance) on August 7th, and our final night Banquet and Awards Ceremony on August 8th. (please bring some slightly nicer clothes for these 2 evenings) The last day of camp for our campers is August 9th.

We will be hosting a few additional camp groups after the departure of our own campers on August 9th and you have been employed with us on the basis of your ability to remain with us to help with these groups. Unless otherwise suggested to you during camp itself, the last day of your work with us this season will be on Tuesday, August 30th. We will be making plans to have you leave camp on the morning of August 31st.

We will discuss your role with these groups and any particulars regarding your stay in camp and your departure from camp as the summer progresses. We will alert you around the 4th – 5th week of camp as to our particular "post-camp" needs. Until this point in time, we ask that you please make any tentative post camp plans for after August 31st. At the end of your stay with us, we will help you with your transportation plans for getting to where you need to be for travel home or travel around the states.

Please e-mail us or call us in our camp office if we can be of any help to you. We will be moving our camp office to camp itself on Monday, June 13th

We are looking forward to a great summer.....

The Scherer Family

Camp Eagle Hill