

Camp Eagle Hill

Summer: P.O. Box 12
Elizaville, N.Y. 12523

Summer phone: (518) 537-4000

Summer Fax: (518) 537-6800

www.campeaglehill.com

Winter: 33 Barclay Road
Scarsdale, N.Y. 10583

Winter phone: (914) 725-4876

Winter fax: (914) 725-3311

summer@campeaglehill.com

Dear 2016 Camp Eagle Hill Staff Member,

We want to officially welcome you to our camp family for the 2016 camp season, our 54th summer in camping. In a short time we will be together at camp. We are getting set for your arrival and look forward to greeting you soon.

This letter will serve as a checklist for all of your camp preparations. Please refer to it regularly to make certain you are on track with the various forms, records and communications that require your attention.

The Camp Winter Office moves to our Summer Office at camp itself on Monday, June 13th, 2016. Any forms that you will be mailing as of June 6th or thereafter, should be mailed directly to our summer office in Elizaville. As of Tuesday, June 14th, you may contact us by telephone at our Summer Office. The phone number at camp is (518) 537-4000.

While planning for the summer, please be sure to think about "extra" items you may wish to bring to camp that are not on the enclosed list. Books for bedtime stories, musical instruments and other items may make for a great sharing experience with our campers and staff and may be a great source of fun during your stay with us.

As you prepare your clothing and other items for camp, please remember, for those of you who will be living in a building with our campers, that you will be living in a "group setting" with certain limitations regarding storage space. Please pack your personal items accordingly. In addition, we strongly urge you to label all clothing and equipment with your name so that what is yours will be easily identifiable at camp.

We are looking forward to a great summer, and with your help, we know that it will be one of our very best summers to date. As a staff member at Camp Eagle Hill, you are very important to us and we want your preparations for camp to be easy. If you have any questions or concerns, please give us a call or e-mail us in our camp office.

2016 STAFF INFORMATION

Unless otherwise noted on the face of your contract, or discussed directly with our Camp Director, Jesse Scherer or Assistant Director Marie Peterson, **we are expecting your arrival at camp on Monday, June 20th**. (some staff have been asked to arrive as early as May 30th or shortly thereafter) We are looking forward to having lunch together as a full staff at 12:00 P.M. on June 20th so for those of you joining us on this date, we would like you to plan your arrival at camp in the morning between 11:00 A.M. to 12:00 P.M. As lunch for the entire staff will be our first meal served at camp and the official start to Staff Orientation, we ask that you please make every arrangement to plan for this arrival at camp. **If you will be unable to arrive on June 20th as requested, we ask that you e-mail Marie at marie@campeaglehill.com right after June 1st so that we will know what your status is and when we should expect you to arrive at camp. We do expect that you will make every possible effort to arrive in camp on the assigned date.** For those staff that have been asked to arrive at camp before June 20th, Marie will be in contact with you to coordinate your arrival to camp.

*****A. IF FLYING TO CAMP: We are going to ask that you make your plans to fly into the New York City area on Sunday June 19** (preferably JFK Airport)

We will pick you up on June 19th in Manhattan at 2:00 PM. at the following address: **The Main Gate of Columbia University (Amsterdam Avenue at 116th Street)** 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 those 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. (international staff members should see a separate letter providing all details for their stay with us at camp) 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.

Provisions for luggage: We strongly encourage you to ship luggage to camp in advance of your arrival and it is best to consider using UPS as they seem to be pretty reasonably priced and reliable. UPS delivers items to our camp on a Monday through Friday basis. If choosing to use UPS, please make certain that you are aware of all of their provisions regarding weights of packages, means of closing and securing packages, number of days needed for delivery (we suggest shipping your items at least 6-7 days ahead of your arrival to camp), insurance amounts available, etc. At camp, we can only be responsible for the receipt and temporary storage of your shipped items once they have arrived in camp itself. **Ship your items to: "Your Name"/Camp Eagle Hill/232 White Oak Road/Elizaville, N.Y. 12523**

B. IF DRIVING TO CAMP: please plan your arrival at camp for 11:00AM - 12:00PM on June 20th.

DRIVING DIRECTIONS TO CAMP

From South of Camp: Find your way to the Taconic State Parkway heading north. Travel on the Taconic for about 45 minutes north of the intersection of the Taconic and Route 84 and exit from the Taconic at "Jackson Corners Road". Off the exit, turn left and drive for about 4.5 miles into the town of Elizaville. At the first fork in the road, bear right and travel about 1.5 miles on Columbia Route 19 to White Oak Road. Turn right on White Oak Road and drive about 1 mile down the road and into camp. You can park your car across from our camp office in the middle of camp.

From North of Camp: Travel south on the Taconic State Parkway. Exit at "Jackson Corners Road" and turn right off the exit and head toward Elizaville. Follow the directions above to get to camp.

C. IF COMING TO CAMP BY OTHER MEANS - train, bus, etc.: please make certain to supply us with this information on our Staff Information Form at CampDoc.com.

D. IF COMING INTO CAMP ON A DAY OTHER THAN JUNE 20th: please confirm your arrival with Marie Peterson at marie@campeaglehill.com to discuss arrival times and getting to camp - we will be helping you with transportation to get to camp.

Once Again for 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:

This form is the two page form that your physician will need to fill out. You can print this form in your account at CampDoc.com. 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

This year, at camp itself, you will be filling out during Staff Orientation:

A **W-4 Form (will now be filled out at camp during Staff Orientation this year - you need not mail it in to us)** which we will use as our official documented record of your name, permanent address, and social security number. If you are a student, you need not concern yourself with allowances and exemptions on this form. For staff living here in the states, **we will only be taking a FICA deduction from your earned wages.** (if you are a student) We do not withhold federal or state taxes from salary payments for students, therefore we need only the top of the W-4 form filled out. For staff members with other earnings during the calendar year, we do withhold federal or state taxes from your final compensation given to you at the end of the camp season based on the information regarding your allowances and exemptions supplied on this W-4 form. We ask that everyone please sign and date this form before returning it to us.

An **I-9 Form (will now be filled out at camp during Staff Orientation this year - you need not mail it in to us)** 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 important things: (please be aware that most of the following information applies to those staff members that will be living in the buildings with our campers. There will be some variation for those staff members living in private buildings or rooms at camp. There will be plenty of time to clarify things during Orientation prior to the arrival of our campers. Where doubt exists, please feel free to send us an e-mail or give us a phone call)

TELEPHONE CALLS: 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 counselors living with campers along with the mail. Those staff members living in private rooms or buildings will have mailboxes in the camp office where messages from phone calls can be found. 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 phone cards 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:

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 living in buildings with our campers, you will be receiving your mail with your group of campers after lunch each day, Monday through Saturday. There will be no mail delivered on Sundays. Staff living in private rooms or buildings at camp will be able to pick up their mail from the mailboxes after lunch each day on an individualized basis. **Regarding packages, please be aware that we have asked our camp parents, with health and hygiene considerations in mind, to refrain from sending packages to their child/children that contain snacks, candies, food, cup-a-soups or beverages in cans or bottles. In an effort to provide proper follow through for everyone involved, we ask that you not have these items stored in the bunks nor mailed to you 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 dangerous items, glass items in bottles or otherwise. (please see our list below of things that you should not bring to camp)**

INTERNET USE: Access to the internet will take place for all staff members at our Staff Lounge. You will be able to use the computers in the Staff Lounge during periods off, nights off, and days off until 12:30 AM.

CLOTHING, EQUIPMENT, and VALUABLES: Below is a basic clothing list. As space and storage area is limited in our buildings, especially for those living with our campers, it is important for staff to bring only those things to camp that will really be needed. We have also included a short list of things that should not be brought along to camp. We appreciate your efforts in attempting to pack your belongings accordingly. (all international staff should see our international letter for all details regarding camp clothing)

Suggested Staff Clothing List

Required Items: **8 staff T-Shirts** purchased prior to camp through use of the staff section of our website at www.campeaglehill.com. You **MUST** order: 2 Red Shirts, 1 White Shirt & 5 Shirts of your choice. Please bring a nice pair of tan or white shorts for use on the days at camp when parents will be on our grounds. Please bring a raincoat with a hood and be prepared to wear it!!! Bring a watch, a battery operated alarm clock, a clipboard, a whistle, pens and paper, plus all linens (blankets, pillows, sheets, towels, etc.)

Clothing and Equipment: (suggested list - there may be other small items that you might like to bring)

<u>Bring Your Own Linens</u>	8 T-Shirts (for evenings)	1 Laundry Bag
	3 Long Sleeve Shirts	2 Pairs Sneakers
	3 Sweat Shirts	1 Pair of Shoes for Rain
	2 Sweaters	1 Pair of Sandals (good for waterfront/bathroom use)
	6 Pairs Shorts	<u>All Toilel Articles:</u> Sunglasses, Flashlight/Batteries,
	3 Sweatpants	Sunscreen, Insect Spray, Tissues, Drinking Cup,
	6 Pairs Jeans/Belts	Extra Pair of Glasses or Contact Lenses,
	14 Pairs Underwear	1 Rain Coat/1 Hat or Cap, 1 Sleeping Bag
	14 Pairs Socks	
	2 Pairs Pajamas	1 Baseball Glove/Tennis Racket (optional unless your activity)
	4 Swim Suits**	Lots of Towels for waterfront and bathroom use
	1 Light Jacket	

**** Attention All Female Staff: Please bring along only one piece bathing suits for use at our waterfront. In Addition, we are asking campers and staff to bring slightly nicer clothing this year to wear during the last two nights of camp. (this year, August 7th will be our "Prom" - dance party and August 8th will be our Banquet/Awards Night.**

Please do not Bring the following items to Camp:

1. Fans with electric chords, extension chords, or adapters for electrical outlets
2. Water Guns or Super Soakers
3. Game Boys or other hand-held electronic games
4. TVs, stereos, DVD players, tablets, or laptop computers
5. Any dangerous items (ie: knives, items made of glass, etc.)
6. Expensive or valuable items (ie: expensive jewelry) - we cannot be responsible for these items
7. Suggestive or crude posters or clothing
8. Hammers/nails for hanging things
9. Beach chairs, folding chairs, or other lounging-type equipment (ie: large bean bag chairs)
10. Cardboard or plastic shelving systems for extra clothing space (small plastic boxes for books, letters, etc. are o.k.)
11. Food, soda, soups, gum

Please Note: What is listed above are items that may not be present in the buildings that house our campers. Any questions regarding whether or not any of the above listed items may be used in private rooms should be directed to the camp office individually.

FOR ALL STAFF MEMBERS TEACHING IN ACTIVITY AREAS: Please bring proper attire to camp for your position with us. (If you have any doubt as to what your position at camp will be, please e-mail us) Naturally, tennis staff must wear our staff t-shirts and tennis-type shorts and sneakers while at our courts and bring at least one sturdy tennis racket. Female Waterfront Staff (and all female staff) must wear one piece bathing suits at all times. (we have no requirement concerning the color of the suit for general staff) 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.

LAUNDRY is done roughly once per week for everyone in camp. 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 not to bring expensive clothing items to camp, and when having things washed in the camp's laundry system, not to include items that are either expensive or delicate in nature.

This camp season once again, **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 expected to accept 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.

A Few Other Things To Know:

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. **Please bring one pair of tan or white dressier type shorts (not athletic shorts) for use on days when parents will be in camp...** You can go to our website at www.campegglehill.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.**

YOUR PERSONAL APPEARANCE AT CAMP - Your everyday personal appearance 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 or images. You will be able to wear your own personal shirts to dinner and into the evenings. Shirts that advertise alcoholic beverages or cigarette brands 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 as well as wear clothing that is other than suggestive in nature. We will be asking all staff to wear sneakers and socks each camp day so that you may be appropriately dressed for a large variety of activities that take place throughout the day. With regard to **piercings**, pierced ears are certainly acceptable at camp. 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 other types of piercings while with us this summer. We also ask that you refrain from making public other piercings and 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 these matters.

STAFF CARS AT CAMP are welcome, except by our Junior Counselors. We ask that cars be stored in our staff parking lot when not in use and that those staff members who do have cars at camp abide by all rules set forth by the camp for their use while at camp. At no time may any camper/CIT or Junior Counselor be driven in a staff member's car without the express permission of the directorship of the camp. We will be asking those that have cars at camp to fill out a form at camp to let us know of the existence of your vehicle in our staff parking area at camp. We will be more specific about our thoughts on this subject when at camp.

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 for all Counselors living in bunks with the kids, will take place **in most cases this season on either Tuesdays or Thursdays**. Group leaders, some Activity Area Leaders and some Administrative Staff may have their days off during other days of the week or possibly on weekends. Staff is allotted four days off this season during the course of the six and a half weeks when our campers are with us in camp. Days Off run from wakeup at camp (7:45 AM) until after midnight, specifically, 12:30 AM. More specifics regarding Days Off will be discussed during Staff Orientation. **Please note that we will once again provide transportation out of camp for staff on both nights off and days off. This season, there will be a \$25 full season charge for unlimited transportation out of camp.** This fee will be taken from compensation for staff at the end of the camp season when salaries are paid.

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. There are medical offices in the area surrounding camp and staff will have access to see a doctor 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. Camp Eagle Hill does not provide medical insurance for staff working at camp nor does it pick up any of the expenses involved with doctor visits or use of prescribed medications. Naturally, 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 - Typically, our camp salaries are paid to staff at the end of the camp season. In addition, we will have two specific dates during camp 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 WHO HAVE CHILDREN OF THEIR OWN - Please refer to our Opening of Camp Letter for campers (with Medical Forms, Camper Information Forms, Clothing Lists, etc.). **This letter can be found under the ALL ABOUT US section of our website and it will help you to prepare for your child's/children's experience with us at camp this summer.** If possible, it is best if our staff's children start with us at camp on Opening Day, Saturday, June 25th with the rest of our Eagle Hill campers. This will allow you the time to make your own individual preparations during Staff Orientation. If this is not possible, then we will make plans with you for the supervision and care of your child/children while you are with us for Orientation. We will be speaking with your family at the beginning of June to clarify your family's plans for arrival. Should you have questions, please feel free to call or e-mail us.

STAFF PLACEMENT INTO GROUPS - For those staff members that will be living and working with a group of campers, you will be receiving your placement with a particular age group a few days into our camp Staff Orientation. We make this placement after having had an opportunity to get to know the staff a little, after having had the time to evaluate staff personalities and look at potential combinations of counselors that would work together best in pairs. We will try our best to honor as many staff requests for work with particular age groups but may naturally ask a few staff members each year to work with age groups based upon the camp's needs and camp's plans.

In addition, as we have a **Changeover Day** in the middle of camp where some campers go home and others arrive at camp, it is possible that some staff may be asked to work with one age group during the first half of the summer and another age group during the second half of the summer. While not always easy to create this transition, or ask you to switch groups, it is a fact of life at our camp and something, for the sake of providing the best arrangement of supervision and care for our campers, we may have to ask you to do. In advance, we thank you for your cooperation with this possibility.

STAFF ORIENTATION, SCHEDULED DATES OF CAMP, AND THE LAST DAY OF CAMP - Our Full Staff Orientation Program will start after lunch on **Monday, June 20th** and will run through the evening of **Friday, June 24th**. Our campers will be arriving in camp on **Saturday, June 25th**. During Orientation, many camp policies will be covered regarding Days Off, Staff Curfew, "O.D." (*On Duty* coverage of the camp at night), and many other topics of importance. By Opening Day on June 25th, you will have received all the information needed to do a great job.

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**. Our "Teens" three day trip to Philadelphia and Amish country, for some selected staff members working with campers coming out of 7th and 8th grades, will take place on **July 27th - 29th**. A 6 DAY TRIP for "Seniors" and "CITs" (those campers coming out of 9th and 10th grades) going through New York State to Niagara Falls will take place **July 27th - August 1st**. We will be taking some selected staff on this trip as well.

We will be ending our camp season with our traditional Red and White Camp Olympics event, a Prom, and our final night Banquet and Awards Ceremony. The last day of camp will be **Tuesday, August 9th**. We will have transportation available on August 9th to get those staff members who will be flying from the New York City area, back to the airport in the late afternoon. We anticipate transportation for staff leaving from camp at around 1-2 P.M. so please schedule all flights out of the New York City area on August 9th for 6 P.M. or thereafter. If there will be any problems with this, please contact us individually and we will help take care of this with you.

FOR INTERNATIONAL STAFF: There is a separate Opening Letter for you. Please see this letter for all details for your stay at camp. It should be noted that many (or all) international staff members will be expected to fulfill their full obligation of 9 weeks at camp and will be asked to stay at camp until the end of August. We will have a few "post camp" groups that will be using our camp facility after August 9th and we will need to make use of our international staff with these groups. If you are an international staff member, please leave your after camp plans open until we have had a chance to meet with you around the 4th - 5th week of camp to tell you of our post-camp staffing needs.

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

We are looking forward to a great summer and we can't wait for you to join us at Eagle Hill.....

The Scherer Family
Camp Eagle Hill