

**SUMMER OFFICE**

White Oak Road
PO Box 12
Elizaville, New York 12523
phone 518.537.4000
fax 518.537.6800

OFF-SEASON OFFICE

33 Barclay Road
Scarsdale, New York 10583
phone 914.725.4876

WEBSITE

www.campeaglehill.com

E-MAIL

summer@campeaglehill.com

2018 Camp Season

Dear International Staff Member,

We would like to welcome you to the Staff of Camp Eagle Hill for the 2018 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.

TRAVELING TO CAMP

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:

Our Assistant Director, Marie Wood, will be in touch with you at the beginning of June. Please plan to be in camp on June 14th so that you may begin your Lifeguard Course the following day on June 15th. 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 19th.

All International Counselor Staff from all agencies:

Unless otherwise noted on the face of your contract, or discussed directly with our Camp Director (Jesse Scherer) or Assistant Director (Marie Wood) we ask that you please make your plans to fly into the New York City area on Monday, June 18th to JFK Airport. Marie will be in touch with those members traveling to the airport in order to share details about your transportation from the airport to camp.

We will be picking you up as a group at a particular spot at approximately 2 p.m. EST, so please select a flight that arrives in the morning. Depending on scheduling arrangements, we may pick you up at the airport itself or at a designated point in Manhattan. For those staff members who must fly into Newark Airport due to extenuating circumstances, you will also need to make your way to the pick-up point (either JFK or Manhattan).

Please Note: If you are unable to meet up with the pick-up group at the designated location and time (once Marie contacts you with this information), please contact our camp office as soon as possible so that we may provide with you instructions on the available trains to take to a station nearest camp. Any questions or issues that arise can be handled directly with Marie by e-mailing her at marie@campeaglehill.com.

All Support Staff:

Our Assistant Director, Marie Wood, will be in touch with you individually at the beginning of June. Any questions or issues that arise can be handled directly with Marie by e-mailing her at marie@campeaglehill.com.

INFORMATION WE WILL NEED FROM YOU FOR THIS CAMP SEASON

1. **CAMPDOC.com** — Starting in a few weeks, all of our camp forms will be submittable online through an outside company, CampDoc.com. We are supplying all staff e-mail addresses to CampDoc.com. This site will be inviting you to create an account with them and then you will be able to take just a short time to fill out all of the forms needed for this camp season.
2. **THE DOCTOR'S PORTION OF THE STAFF MEDICAL FORM** — 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): This is a two page form that your physician will need to fill out. Despite the fact that you have an agency medical form, it is important that we have our form filled out by your physician's office. You must print this form (found in the forms at CampDoc.com) and bring it to your physician's office. Once the physician'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).
3. **FORMS TO BE FILLED OUT AND RETURNED IMMEDIATELY** *(if not already completed)*
 - a. We need to have your **Contract** (sent to you individually by e-mail)
 - b. A **Staff Application Form** (found on our website)
 - c. **Two Reference Forms** for every staff member except first time international staff who already have reference forms in their international agency profile (reference forms can be found on our website and sent off to those filling out references) 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.
 - d. 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 on our website as well. It must however, be printed, filled out and returned to us as an electronic file.

All Forms (including the doctor's Medical Form) are to be filled out and returned to us, including those at CampDoc.com by JUNE 1st.

THE FOLLOWING INFORMATION WILL HELP TO CLARIFY SOME IMPORTANT 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. 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, NY 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: 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 (i.e. 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. *We will be making a trip to a store shortly after your arrival should you like to purchase some items after arriving instead of bringing them with you.*

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 (Lifeguards, please refer to separate email sent to you in the spring regarding lifeguard shirts). 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 whistle, pens and paper.

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

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

**** Attention All Female Staff:** Please bring along only one-piece bathing suits for use at our waterfront.

Attention All Staff: 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 2nd will be our "Prom" – dance party and August 3rd will be our Banquet/Awards Night).

We will be making a trip to a store shortly after your arrival should you like to purchase some items after arriving instead of bringing them with you.

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

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, large speakers, DVD players, tablets, iPads, or laptop computers
5. Any dangerous items (i.e. knives, items made of glass, etc.)
6. Expensive or valuable items (i.e. 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 (i.e. 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.

STAFF SHIRTS All staff working in any capacity at camp will be asked to purchase 8 staff shirts this season (at \$8 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. (i.e. 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 (Lifeguards must order 2 Red Shirts, 1 White Shirt and 5 Lifeguard Shirts)**

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 **RED CAMP CERTIFIED LIFEGUARD** swim suit & shirts that have 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/shirts. 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 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 a.m. 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 prearranged 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 throughout the camp season. 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 19th and June 23rd. The children arrive at camp on Sunday, June 24th. 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 start on your **first full day of work** at our camp and will end on August 26th (unless previously advised). Due to the Lifeguard Certification Course, the official start date for Waterfront staff receiving lifeguard certification will be Tuesday, June 19th. 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 14th. Our four-week campers are scheduled to go home, and second half campers arrive, on Saturday, July 21st. 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 2nd, and our final night Banquet and Awards Ceremony on August 3rd. Please bring some slightly nicer clothes for these 2 evenings. The last day of camp for our campers is August 4th.

We will be hosting a few additional camp groups after the departure of our own campers on August 4th 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 August 26th. We will be making plans to have you leave camp on the morning of August 27th.

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 27th. 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 Sunday, June 10th.

We are looking forward to a great summer!

The Scherer Family

Camp Eagle Hill