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Opening Letter For 2019 Camp Season

Dear International Staff Member,

We would like to welcome you to the Staff of Camp Eagle Hill for the 2019 Camp Season. We are looking forward to a great summer with our campers and we hope that you will have an enjoyable and rewarding summer with us!

We want to make sure that you feel as prepared as possible for the upcoming camp season. This letter will cover a lot of important information on a wide array of camp topics that you should know about in order to have a successful summer.

By now, you should have a good idea as to the role you will be playing at camp. To give you a better sense of our staff community, here are some of the many different positions that keep camp running all summer long.

Counselors: all live with and concern themselves with the welfare of a specific group of campers (typically 7–9). There are two types of counselors:

- **Specialists:** assigned to work at specific activity areas around camp and receive groups of campers throughout the camp day (e.g. Waterfront Staff, Sports Instructors, Arts Instructors, etc.)
- **General Counselors:** many accompany their group of campers to their scheduled activities. Others are assigned throughout the course of a camp day to varied activity areas.

Support Staff: live separate and apart from our campers and work in our kitchen, dining room, laundry, or maintenance areas.

Head Staff: live separate and apart from our campers and play a supervisory role for specific age groups or activity areas.

- **Directors:** oversee the entire operation of camp
- **Head Counselors:** the head of either the Boys or Girls side of camp
- **Groupleaders:** the head of an age group of Boys or Girls side (e.g. Inters, Teens, Seniors, CITs)
- **Department Heads:** the head of a specific area of camp (e.g. Arts Director, Athletics Director, Theatre Director)
- **Program Office:** coordinate the daily and overall camp schedule, in addition to planning special events and evening activities

If you have any questions about your role at camp, please e-mail our Assistant Director, Marie Wood, at marie@campeaglehill.com.

TRAVELING TO THE UNITED STATES

Unless we have already worked out individual travel plans with you, we would like you to follow the directions below for coming to camp. If you have any questions regarding your transportation to the United States/Camp, please email marie@campeaglehill.com.

All Waterfront Staff (and those asked to take our Lifeguard Course):

Unless otherwise noted in your camp agreement, 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 **John F. Kennedy Airport (JFK)** in New York City on **Saturday, June 15th**. Your American Red Cross Lifeguard Course will begin the following day on June 16th, but your first day of work for camp's purposes will be considered June 21st (first official day of Staff Orientation). We thank you for coming into camp early to be provided with this training.

Marie will be in touch with you at the beginning of June to share details about your transportation from JFK airport to camp. We will be picking you up as a group at a particular spot (either at JFK or a designated point in Manhattan) at **4:00 PM (Eastern Standard Time)**, so please select a flight that arrives in the morning/early afternoon. For those staff members who have arrived in the United States prior to June 15th or who must fly into Newark Airport on June 15th 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 Marie as soon as possible so that she may provide you with instructions on the available trains to take to a station nearest camp.

All Other International Counselor Staff (from all agencies):

Unless otherwise noted in your camp agreement, 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 **John F. Kennedy Airport (JFK)** in New York City on **Thursday, June 20th**.

Marie will be in touch with you at the beginning of June to share details about your transportation from JFK airport to camp. We will be picking you up as a group at a particular spot (either at JFK or a designated point in Manhattan) at **4:00 PM (Eastern Standard Time)**, so please select a flight that arrives in the morning/early afternoon. For those staff members who have arrived in the United States prior to June 20th or who must fly into Newark Airport on June 20th 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 Marie as soon as possible so that she may provide you with instructions on the available trains to take to a station nearest camp.

All Support Staff:

We will be having you arrive at camp on different dates. Please make travel plans to **John F. Kennedy Airport** in **New York City** based on the date in your camp agreement that you have been asked to come to camp. Our Assistant Director, Marie Wood, will be in touch with you individually at the beginning of June (or in May for those arriving at the end of May) to share details about your transportation from JFK airport to camp.

All Head Staff (Groupleaders, Program Staff, Department Heads, etc.)

We will be having you arrive at camp on different dates. Please make travel plans to John F. Kennedy Airport in New York City based on the date in your camp agreement that you have been asked to come to camp. Our Assistant Director, Marie Wood, will be in touch with you individually at the beginning of June to share details about your transportation from JFK airport to camp.

YOU MAY NOW BEGIN BOOKING YOUR FLIGHTS (HOORAY!)

FORMS WE WILL NEED FROM YOU FOR THIS CAMP SEASON

1. **CAMPDOC.com** — You should soon be receiving an invitation to create a profile on CampDoc.com, our online staff database. Your profile will include sections for you to fill out with your personal and medical information. In addition, CampDoc will include a collection of forms we will need you to complete and upload. Please make sure that your CampDoc profile is 100% complete (with all of our camp forms uploaded) by June 1st, 2019.
2. **STAFF MEDICAL FORM (Healthcare Provider Form)** — This is a two-page form that will have to be filled out “the old fashioned way” on paper by your physician (and uploaded into your CampDoc profile). Despite the fact that you may have completed your agency’s medical form, it is very important that we have a Camp Eagle Hill medical form on file for you, as well. You must print this form (found in the Healthcare Provider Form section of your CampDoc profile) and bring it to your physician’s office. Once the physician’s office has completed this form, please scan it into the medical form section of your CampDoc account.
3. **FORMS TO BE FILLED OUT AND RETURNED IMMEDIATELY (if not already completed)**
 - a. **Contract** (sent to you individually by e-mail)
 - b. **Staff Application Form** (found in the staff section of our website)
 - c. **Two References.** We will need two references from every staff member except for first-time international staff who already have references in their agency profile. The link to our reference form can be found in your CampDoc profile as well as the staff section of our website. These reference forms should be filled out by your former employers, teachers/professors, or supervisors, and not friends and relatives. 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. **Voluntary Disclosure Form** (found in your CampDoc account)
 - e. **Consumer Notification Report** (found in your CampDoc account)
 - f. **Camper Application Form.** If you have a child/children participating in our camp program, we will need you to submit a Summer 2019 application form (found in your CampDoc account).

Please Note: All forms (including your Staff Medical Form) are to be filled out and uploaded to your CampDoc account by June 1st, 2019.

COMMUNICATION AT CAMP

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 your 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 on a given camp day or night. With regard to your cell phone, we ask that you keep it out of sight from 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

Packages 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 (e.g. bottles). **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/WiFi Staff may use the WiFi and computers in our staff lounge during periods off, nights off, and days off. Please be sure to review our Staff Internet & Communication Policies (found in your CampDoc account and in the "After You're Hired" section of our website) before arriving to camp. There is no WiFi located in our cabins.

STAFF CLOTHING & EQUIPMENT

As space and storage area are 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. Please do not bring expensive or valuable clothing items to camp. 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). Everyone should also 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 dressed up. 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, which will come in handy for some special events at camp.

STAFF PACKING LIST

Required Items:

• 8 STAFF SHIRTS

- **You MUST order:** 2 Red Shirts, 1 White Shirt & 5 Shirts (your choice of color/style). **Lifeguards** must order 2 Red Shirts, 1 White Shirt and 5 Lifeguard Shirts (available through our camp's outfitter, Bunkline Outfitters).
- All staff working in any capacity at camp will be asked to purchase **8 staff shirts** this season prior to your arrival at camp. The standard staff t-shirt is \$8 each and is available in a few colors. These shirts should be purchased through our camp's outfitter, Bunkline Outfitters (link found in the "After You're Hired" section of our website). Returning staff may use their staff shirts from previous summers as long as they are still in good condition. 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 (e.g. cut, tie-dyed, signed). You will receive all ordered shirts during Staff Orientation at camp. All apparel ordered must be paid for at the time the order is placed.

STAFF PACKING LIST

- **Combination Lock** (for storing valuables in a Staff Lounge locker)
- **Pair of tan/white shorts** (for days when parents are at camp)
- **Raincoat with a hood** (be prepared to wear it!)
- **Whistle**
- **Pens & Paper**
- **Tennis Racquet** (only if Tennis Specialist)
- **Baseball/Softball Glove** (only if Baseball/Softball Specialist)

Suggested Items (we recommend you pack approximately 9-days worth of clothing):

- 8 T-Shirts (for evenings)
- 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
- 3 Towels for waterfront/bathroom use
- Extra Pair of Glasses or Contact Lenses
- Sunglasses
- Flashlight/Batteries
- Toiletry Articles: Toothbrush, Toothpaste, Sunscreen, Insect Spray, Tissues, Drinking Cup, Deodorant, Soap

****Swim Suits For Female Staff:** Please bring along only one-piece bathing suits for use at our waterfront.

The Last Two Nights of Camp Please bring slightly nicer clothing this year to wear during the last two nights of camp (this year, August 1st will be our “Prom” – dance party and August 2nd will be our Banquet/Awards Night).

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, please make sure to pack a raincoat or some type of waterproof jacket, as well as some shoes appropriate for rainy weather.

Tennis Staff must wear a staff t-shirt and tennis attire while at our courts. Please also bring at least one sturdy tennis racquet.

Waterfront Staff must wear a **Red Camp Certified Lifeguard** swim suit and shirts that have been designed for lifeguards working at our waterfront (see Staff Shirts section above). All Female Staff, working at the waterfront or otherwise, must wear one piece bathing suits at all times when at the waterfront. We will be e-mailing lifeguards to let them know where they can get these swimsuits. Please do not bring cutoffs to wear in our swimming pools or our lake during the course of this camp season.

Laundry is done about once per week for everyone in camp, so **please bring 9-days 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 summer, laundry service will be available on an **optional basis** for a fee of **\$30**, which will be deducted from your compensation at the end of the camp season. 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.

PROHIBITED ITEMS AT CAMP

Please do **NOT** bring any of the following items to camp:

1. Expensive or valuable items (e.g. expensive jewelry)*
2. Prohibited Electronics: TVs, large speakers, hand-held electronic games, DVD players, tablets, iPads, or laptop computers*
3. Any dangerous items (e.g. knives, items made of glass, etc.)
4. Fans with electric chords, extension cords, or adapters for electrical outlets
5. Water Guns or Super Soakers
6. Suggestive or crude posters or clothing
7. Hammers/nails for hanging things
8. Beach chairs, folding chairs, or other lounging-type equipment (e.g. large bean bag chairs)
9. Cardboard or plastic shelving systems for extra clothing space (small plastic boxes for books, letters, etc. are OK)
10. Food, soups (e.g. Cup-a-Soup), soda, gum

*We do not recommend bringing valuable items to camp, as camp cannot be held responsible for these items. If you do choose to have anything valuable with you at camp, we strongly advise you to store these items in a locker in our Staff Lounge. For more information on this subject, please see the **Valuables section below**.

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/vulgar language or images (e.g. alcoholic beverages, cigarettes, drugs). You will be able to wear your own shirts to dinner and in the evenings. 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 and 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 these matters.

Valuables should not be brought along with you to camp as stated in the Prohibited Items list above. Camp will not be responsible for damaged, lost, or stolen items. However, we have recently installed lockers for staff in our newly renovated Staff Lounge. In these lockers, you must store important items (e.g. money, visa, passport, your grandma's famous cookie recipe). Camp will not be providing locks, so make sure to **bring your own lock to camp**. We suggest that you purchase a combination lock to minimize the risk of losing any keys at camp. For your reference, the size of each individual locker is 12x12x10 inches (or about 30x30x25 cm).

Visitors to Camp may be invited to visit camp on Days Off only. We ask that staff meet these visitors at our camp office and entertain them off the grounds of camp. Please let our camp office know in advance if you plan to have visitors.

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 information regarding curfew will be provided during Staff Orientation.

Time Off during a typical camp day is scheduled by our Program Office. Camp also provides evenings off (on a scheduled basis) with a regular rotation of staff asked to supervise our campers between 9:30 PM–12:30 AM every night. Days Off are scheduled to take place on roughly a once-per-week basis with time off extending between 7:45 AM–12:30 AM. We will be providing optional transportation out of camp this season for Nights Off and Days Off at a full season rate of \$30. If you do not wish to use this service, please let us know at the beginning of the camp season.

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. You should already have a health insurance policy in place, as it is a requirement of all visa-sponsoring agencies. 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 will be paid at the end of the camp season. On the basis of New York State law, Support Staff will be paid 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 Prior to your arrival at camp, please evaluate and understand 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 camp 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 and vaping 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, SCHEDULED DATES OF CAMP, THE END OF THE CAMP SEASON

Staff Orientation will run prior to the children's arrival at camp between the afternoon of June 21st through the evening of June 25th. The children arrive at camp on Wednesday, June 26th. 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 (June 21st) and will end on August 22nd (unless previously discussed). As a reminder, for those staff receiving Lifeguard certification, your official start date will also be Friday, June 21st.

Visiting Day/Changeover Day By way of this summer's schedule, there is a Parents Visiting Day planned for Saturday, July 13th. Our Session 1 (4 weeks) campers are scheduled to go home on Sunday, July 21st, before the Session 2 (2 weeks) campers arrive at camp later that day. Our Full Season (6 weeks) campers will be with us throughout the entire course of our camp season from Wednesday, June 26th through Saturday, August 3rd.

Extended Trips from camp for our older campers will take place during Session 2 of the camp season. We will be selecting certain staff members as chaperones. You will be learning more about this at camp.

End of Camp Season We will be ending our camp season with our traditional Red and White Camp Olympics event during the last week of camp. Our annual Prom (a big dance) will be held on August 1st, and our final night Banquet and Awards Ceremony will take place on August 2nd. Please bring some slightly nicer clothes for these two evenings. The last day of camp for our campers is August 3rd.

POST-CAMP GROUPS

We will be hosting a few additional camp groups after the departure of our own campers on August 3rd 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, the last day of your work with us this season will be on August 21st. We will be making plans to have you leave camp on the morning of August 22nd.

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 22nd. At the end of your stay with us, we will be providing transportation to a location that will be helpful for your travel plans after the camp season.

If you have any questions about camp, please e-mail our Assistant Director, Marie Wood, at marie@cameaglehill.com. We will be moving our camp office to camp itself on Tuesday, June 11th.

We are looking forward to an unforgettable summer!

The Scherer Family

Camp Eagle Hill