

**SUMMER OFFICE**

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OFF-SEASON OFFICE

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Staff Opening Letter For the 2025 Camp Season

Dear 2025 CEH Staff Member,

We would like to welcome you to the Staff of Camp Eagle Hill for the 2025 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.

- **Directors:** oversee the entire operation of camp

Counselors: all live with and concern themselves with the welfare of a specific group of campers (typically 7–9 campers). 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:** typically accompany their group of campers to their scheduled activities. Some may be assigned throughout a camp day to help at a variety of activity areas.

Other Staff:

- **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.
- **Head Counselors/Group Leaders:** Head Counselors help to support all of the work of the counselor staff. Group Leaders support staff working with a particular age group on the Boys or Girls side of camp (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 Director Jesse Scherer at summer@campeaglehill.com.

TRAVELING TO CAMP

Unless we have already worked out individual travel plans with you for a date other than the dates listed below, we would like you to follow one of the sets of directions below.

Support Staff: We are expecting you to arrive at JFK Airport on June 17th. Please plan your arrival at the airport in the late morning or early afternoon as we will be picking you up at the airport at 2:30 PM. Details on where we will be meeting you for this pickup will be sent to you in June after information about everyone's arrivals becomes known to us.

For all staff taking our pre-camp lifeguarding class: We are expecting you to arrive at JFK Airport on June 20th. Please plan your arrival at the airport in the late morning or early afternoon as we will be picking you up at the airport at 2:30 PM. Details on where we will be meeting you for this pickup will be sent to you in June after information about everyone's arrivals becomes known to us. As we will be providing our lifeguards with the cost of the certification as well as transportation to camp and room/board for the days during the certification class, the first day of the Period for lifeguards will be considered June 25th.

For all other international staff members: We ask that you please make your plans to arrive at JFK Airport on June 24th in the late morning. We will be picking up international staff at JFK Airport on June 24th at 2:30 PM. We will be in touch with you in June to help you with details about the meeting place in JFK.

For all American staff members: We ask that you plan your arrival in camp on June 24th for 5 PM. If you need transportation from an airport, we ask that you book your flight into JFK airport for the late morning on June 24th and we will transport you to camp with our international staff members. (see above)

FORMS WE WILL NEED FROM YOU FOR THIS CAMP SEASON

1. **CAMPMANAGEMENT.com** (also known as CampSite) - CampSite is our camper and staff database. When filling out your staff application form (if you are new to camp) you should have received a password from the CampSite system. Once you are officially "hired" by us you will be able to go into your dashboard with your password and fill out all of your personal and medical information in the Camp Forms section. The Camp Forms area will include some areas where you will need to complete and upload some paper forms for us. Please make sure that your CampSite profile is 100% complete (with all sections filled out electronically and all camp forms uploaded) by **June 1st**.

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 CampSite forms area). You must print this form (found in the Healthcare Provider Form section of the Camp Forms area) and bring it to your physician's office. Once the physician's office has completed this form, please scan it into your computer and then upload it into the Healthcare Provider Form section of your CampSite forms area.

3. FORMS TO BE FILLED OUT ON-LINE IMMEDIATELY (if not already completed)

- a. **Staff Application Form** (found in the staff section of our website) – **to be done FIRST**
- b. **Contract** (sent to you individually by e-mail – sign this and upload this into your CampSite forms area)
- c. **Voluntary Disclosure Form** (found in your CampSite forms area)
- d. **Consumer Notification Report** (found in your CampSite forms area)

Please Note: All forms are to be filled out and uploaded to your CampSite account by June 1st, 2025.

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. Our camp office will be open from 7:30 AM to 5 PM. (on Sundays, from 8:30 AM - 5 PM) For incoming calls to staff, we will be taking messages for you and will be providing these messages to you at the next meal. 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.** We insist that this be the case as this is a very important policy for the operation of our camp. In addition, 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 your camp building 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 by family or friends must be shipped to:

“232 White Oak Road” and not our P.O. Box number

Internet/Wi-Fi Staff may use the Wi-Fi service 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 CampSite account and in the “After You’re Hired” section of our website) before arriving to camp. There is no Wi-Fi service located in our camp cabins where counselors will be living.

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. In addition, we ask everyone to wear t-shirts at all times when working with our campers (bring lots of t-shirts) all the way through evening activities.** **Naturally, you may wear apparel of your choosing for nights off and days off.** 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) at all times. 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. We also ask that you bring along a pair or two of beige or white shorts to be used during dates when parents will be dropping off or picking up their children at camp. Finally, we ask that you bring along a couple of red t-shirts and white t-shirts (with or without logos of any type on them), to be used during a variety of events run throughout the camp season.

STAFF PACKING LIST

STAFF SHIRTS - We will not be requiring staff to wear staff t-shirts during our camp season. We will be supplying all staff with 2 camp staff shirts and we will be asking staff to wear them on particular camp days. You will receive these shirts during Staff Orientation. Staff may, at their option, purchase additional camp logoed clothing at our camp outfitter, Bunkline.com

When we require you to wear a staff shirt, these shirts will be worn from breakfast time until the end of our program day (at 4:35 pm) Please note that any staff shirts provided to you during the summer may not be altered in any way during the camp season (e.g. cut, tie-dyed, signed). You will receive all optionally ordered merchandise during Staff Orientation at camp. All apparel ordered must be paid for at the time the order is placed. Please ask Bunkline Outfitters to ship your merchandise directly to camp.

REQUIRED ITEMS:

- **A WATER BOTTLE**
- **Combination Lock** (for storing valuables in a Staff Lounge locker)
- **1-2 Pairs of tan/white shorts** (for days when parents are at camp)
- **Raincoat with a hood** (be prepared to wear it!)
- **A pair of shoes or boots suitable for rainy weather**
- **Whistle**
- **Pens & Paper**
- **Tennis Racquet** (only if a Tennis Specialist)
- **Baseball/Softball Glove** (only if Baseball/Softball Specialist)
- **Soccer Cleats/Shin Guards and Soccer Socks** (only if a Soccer Specialist)

Suggested Items (we recommend you pack approximately 10 days worth of clothing):

- 14 T-Shirts
- 3 Long Sleeve Shirts
- 3 Sweat Shirts
- 3 Sweatpants
- 2 Sweaters
- 6 Pairs Jeans/ Leggings
- 14 Pairs Shorts
- 14 Pairs Underwear
- 14 Pairs Socks
- 2 Pairs Pajamas
- 2 Pairs Sneakers
- 4 Swim Suits**
- 1 Pair of Sandals (good for waterfront/bathroom use)
- 1 Rain Coat/1 Hat or Cap
- 1 Light Jacket
- 3 Towels for waterfront/3 for bathroom use
- Extra Pair of Glasses/Contact Lenses
- Sunglasses
- Flashlight/Batteries
- Toiletry Articles: Toothbrush, Toothpaste, Sunscreen,. Insect Spray, Tissues, Drinking Cup, Deodorant, Soap

****Swim Suits For Female Staff and Lifeguards:** **Female staff**, Please bring along **only one-piece bathing suits** for use at our waterfront. **All Lifeguards/Waterfront Staff** will be asked to purchase red lifeguard bathing suits. Information on these purchases will be shared with you in a separate e-mail shortly. Camp will be reimbursing you for these purchases.

The Last Two Nights of Camp Please bring slightly nicer clothing this year to wear during the last two nights of camp (this year, July 31st will be our “Prom” – a big dance party and August 1st will be our Banquet/Awards Night).

Weather at Camp usually ranges 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 the start of July to the end of 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 t-shirt and tennis attire while at our courts. Please also bring at least one sturdy tennis racket.

Waterfront Staff must wear a **Red Camp Certified Lifeguard** swim suit (we will reimburse for the purchase of 2 suits) and camp supplied lifeguard shirts when working at our waterfront. (we will supply these at camp) 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 their swimsuits. For all staff, please do not bring cutoffs to wear in our swimming pools or our lake during the course of this camp season.

Laundry is done once per week for everyone in camp, so **please bring 10 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. **For international staff**, there will be no need to bring linens to camp. We will be supplying pillows, pillow cases, blankets, sheets and towels. (although it is a good idea to bring a couple of towels with you). There will be a \$40 fee for the entire camp season for any staff member that opts to have their laundry done by the camp. Laundry will be done on a once per 7-8 day cycle. If camp does your laundry, you will be dropping off your dirty laundry before breakfast and picking up your clean laundry right after dinner. Camp will supply you with a laundry bag that you will be able to keep as your own.

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** on the next page.

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 is suggestive in nature (please be careful in your choice of clothing here), clothing that displays crude/vulgar language or images (e.g. alcoholic beverages, cigarettes, drugs). The camp's administration retains the right to ask a staff member to change their clothes in the event a staff member's appearance is not in keeping with a look that our administration deems to be wholesome for a camp setting.

In general, we ask that staff dress at camp be kept appropriate and neat at all times. As role models, we ask that staff wear clothing at camp that is appropriate based on weather conditions and for particular camp activities. All staff must wear sneakers, socks and t-shirts throughout each camp day. 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 on the previous page. Camp will not be responsible for damaged, lost, or stolen items. However, we have recently installed lockers for staff in our Staff Lounge. In these lockers, you may store important items (e.g. money, ID, 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.

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 11:30 p.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 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 8:15 p.m.–11:30 p.m. every night. Days Off are scheduled to take place on an approximately once-per-week basis with time off extending between 7:30 a.m.–11:30 p.m. We will be providing optional transportation out of camp this season for Nights Off and Days Off. This optional service is offered to you at a rate of \$40 for the entirety of your stay with us at camp this summer for an unlimited number of times on camp provided vehicles per a schedule of destinations set up by the camp prior to the camp season. If you do not wish to use this service, please let us know at the beginning of the camp season.

Personal Vehicles All staff members (except for Junior Counselors) are welcome to bring cars to camp. We ask that staff cars be stored in our staff parking lot when not in use and that those staff members with cars abide by all rules set forth by camp regarding personal vehicles. 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 staff to provide camp with information regarding their vehicle so we are aware of all staff vehicles being kept in our staff parking lot.

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 should be obtained prior to your arrival at camp. 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 American and International Counselor Staff will be paid at the end of the camp season. 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 dinner on June 24th through the evening of June 28th. Our sleepaway campers arrive at camp on Sunday, June 29th. Our day campers start their program with us on Monday, June 30th.

For International Staff: At some point during the camp season we will take international staff members into the city of Hudson, NY to get social security numbers. We will be able to tell you much more about this when you arrive at camp. As an international staff member, your commitment to us at camp is a 63 day commitment. For all international staff members (counselor staff living with campers) and as a reminder for those staff receiving Lifeguard certification prior to camp, your official start date of your Employment Period will be on Wednesday, June 25th.

Changeover Days By way of this summer's schedule, there will be a few days when some campers will be scheduled to go home and other campers arrive at camp later that day. Our sleepaway camp season will run this year from Sunday, June 29th through Saturday, August 2nd.

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 (our end of the season big dance) will be held on July 31st and our final night Banquet and Awards Ceremony will take place on August 1st.

Postcamp Work at Camp for International Staff: After our sleepaway campers leave on August 2nd, we will have three weeks of a combination of our Day Camp program to run, along with programs for a few rental groups at the same time (we will assign you to your responsibilities for these weeks a little before the end of July) At this time of the summer your work may include working as a General Counselor for a specific day camp group or living with a group of campers whose group will be renting our facility. We will be discussing the role that we will need you to play with these other groups when you are with us at camp. Your departure date from camp will be on August 24th. We will be driving you to a local train station after breakfast on August 24th so that you will be able to get to New York City on this date to start your postcamp travels. If going to the airport to fly home or somewhere else, please make arrangements for flights on August 24th at 6 PM or later as it will be a busy day getting everyone out of camp.

WE ARE LOOKING FORWARD TO A GREAT CAMP SEASON AND WE ARE REALLY HAPPY TO HAVE YOU WITH US! If you have any questions about camp, please e-mail our camp office at summer@campeaglehill.com.

We will see everyone very soon! Be well!

The Scherer Family
Camp Eagle Hill