



Camp Gan Israel

Staff Manual

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Introduction

Dear Camp Gan Israel Staff Member:

Camp Gan Israel endeavors to give campers a fun filled, active summer while instilling in its campers self-esteem personally and in a Jewish context. The camp philosophy can be expressed in the following way:

At Gan Israel every child is SPECIAL!

S - You **S**how me that you understand and recognize me for who I am.

P - **P**recious moments when you only compare my achievements with my achievements.

E - **E**ach day, you tell the other children in my group about something I did well.

C - You **C**reate an opportunity for me to do well in an activity and tell me how well I am doing.

I - **I** talk to you. You listen to what I really say when I speak and you understand.

A - You **A**lways pat me on the back for trying and teach me to appreciate my talents.

L - You help me **L**earn from everything I do, how to be a better person and a better Jew.

Program Goals:

- Camp Gan Israel hope to inspire its campers with the pleasure and importance of being Jewish in all aspects, religious, ethical, moral, and emotional. Camp Gan Israel's program brings this message to its campers by engaging them in activities that are fun, educational, and inspirational.
- There will be bi-weekly workshops in which the following will be discussed:
 1. Review of recent programs and goals. How well did they function? How could they be improved? How did the campers react? Were the goals of the activities met?
 2. Review of general camper behavior. We will emphasis practical methods for helping you with "problems".
 3. Instruction will be given on techniques which may be new to you, or reinforce your current skill level. The new techniques should be added to your repertoire of skills and emphasized in the coming week.

Camp Policies

Staff Rules

Your signature on the camp contract indicates that you are in agreement to abide by the personal policies and practices established by the camp administration. These policies have been designed to aid in creating a clear understanding between Camp Gan Israel and the camp staff, as to what is expected of both. These policies and rules were established for the best possible interaction of all members of the staff. We realize that at times individual personalities and varying circumstances call for an interpretation the “letter-of-the-law”. Therefore we respect and exercise the power of interpreting the rules for the general welfare of the camp.

- Each staff member is an “ambassador of good will” between the camp, the camper and his/her parents. Each Staff member is expected to conduct himself/herself in a way as to reflect credit to the camp.
- All staff are expected to attend pre-camp orientation and all scheduled staff meetings.
- Each staff member is expected to dress according to Jewish ways of modest dress.
- The staff is responsible for the care, use and proper maintenance of program equipment such as games athletic equipment, art supplies, etc. If you return equipment to its proper place, it will be waiting for you in the same place when you need it again.
- The camp discourages the use of personal equipment and other personal items during camp programming, to include but not limited to personal sports equipment, vehicles. Camp assumes NO responsibility for damage, loss, or theft of these items.
- Personal animals or any type of weapons are strictly prohibited from camp grounds.
- Report all needed equipment problems and repairs to the camp director at once.
- Smoking is **NOT** permitted anywhere on camp grounds, in the presence of campers, or at camp sponsored activities.
- All staff members are required to submit a health report prior to camp opening.
- The office telephones are available only for business and emergency use.
- First aid to staff and campers is administered only by authorized personnel. The authorized personnel will be responsible for the review of all health histories and to notify you of special requirements for any of your campers.

- Your employment contract may be terminated:
 - by mutual consent
 - when an administrator or member of his/her staff discuss a problem in a regular conference and there is no improvement
 - the work of a staff member is unsatisfactory
 - misconduct or insubordination
 - striking or manhandling a child
 - Verbal abuse of a camper
- Drinking or possession of alcoholic beverages in camp or at camp sponsored activities is prohibited and is cause for immediate dismissal.
- Possession or use of illegal drugs is prohibited and is cause for immediate dismissal. The camp is compelled by law to notify the local law enforcement body of same.
- Staff day begins at 8:45 AM and ends at 3:45 PM.
- Group members and specialists are required to stay late as designated in their contracts.

Camper Discipline

A camper who is busy, happy, and socially accepted will rarely present a problem. If you do have a camper with an adjustment problem, try to look for the cause, rather than the effect. "David is always acting out, and never wants to participate." Why? What need is he expressing? Try to understand what David is really trying to tell you.

A Few Simple Do's and Don'ts

- Do be consistent. Decide what the rules are to be and set limits. The child who knows you will not let him/her go out of bounds will be happier. However, expect him/her to test you frequently.
- Do treat children with the same degree of courtesy you would expect to give a fellow staff member. This will help to give the camper the feeling that he/she is special, and worth your time.
- Do expect the best from each child. Children can "read" you. If you expect them to do well, they will. If you expect them to do poorly, they will.
- Do avoid unnecessary issues. Sometimes a nasty situation can be averted by ignoring attention

seeking behavior. If you get into a “jam” with a child and can’t think of a solution or a way out, look for help before you or the camper gets too emotionally involved. This is the time to call upon the head counselor.

- Do try to find at least **one** (many if possible) thing(s) to love about each of your campers. If you are having trouble doing this speak with your head counselor before your summer and the camper’s is ruined.
- Don’t make promises or threats you can not carry out. If you need to deny a privilege to a misbehaving camper make sure that you can carry it through. For example, don’t say, if you don’t dress now you will not be able to eat lunch.
- Don’t sprinkle your speech with too many “don’ts”. Don’t constantly tell a camper he/she is naughty or misbehaving. The child will fulfill your “prophesy” about him/her and become a problem.
- Don’t give choices when there is no choice. For example don’t say “Who wants a story?” when you intend to read a story anyway.
- Don’t be afraid to admit your mistakes. Children will respect you for it. You will not lose “face”.
- Avoid “horsing around” with campers. Don’t try to get “down to the campers level”. If you do the camper will treat you like another camper and not his/her counselor.
- **Never**, under any circumstance, **is a staff member allowed to strike or manhandle a child**. This is called corporal punishment. It is grounds for immediate termination of your employment
- **Verbal abuse is also prohibited**. You may not use harsh or foul language when disciplining a camper, or for that matter ever in front of campers or camp sponsored activities. Use of inappropriate language is grounds for immediate termination of your employment.
- In no instance shall a camper be deprived of food, isolated, or subjected to corporal punishments or abusive physical exercise as a means of punishment either by staff or by another camper.
- Any camp employee who has any reason to believe that a camper is being subjected to any kind of abuse shall immediately report such allegation to the Department of Human Services, Division of Youth and Family Services, Office of Child Abuse Control 1800-792-8610 or 609-292-0616

Other Basic Rules

- 99% of all discipline problems can be solved with good common sense. Remember to be Firm, be Fair and be Gentle. Ahavas Yisrael will get you farther than you may think.
- Strict discipline must be maintained with no infractions of the rules allowed near transportation

(BUSES) and near and in the POOL.

- Campers and staff are not to eat candy or chew gum at any time other than lunch or designated snacks times when all campers or a whole bunk of campers are eating.
- Campers and staff are to wear sneakers and not open faced shoes, flip flops or sandals.
- No personal sports equipment, other than baseball mitts are allowed in camp without express permission from the camp director.
- Gan Israel Staff is one team! Staff members are to treat each other as professionals. Arguments and disagreements are never to be held in front of campers. They are to be mediated by head staff. Respect and politeness with each other is required for the smooth operation of camp.

Child Abuse

There are serious consequences to child abuse, which includes immediate dismissal from employment and legal penalties which include, fines, community service and prison time. For that reason never place yourself in a situation where you could be accused of child abuse. The basic rule of thumb is never to do anything with a child alone. For example, if a child needs help in a restroom or changing area have another staff member present to assist and assure that there are no problems.

If you see behaviors listed below report them to your supervisor who may remove the camper from the group if necessary. Supervisor will notify head staff and directors who will in turn consult with camp director and attorney to notify State authorities. Do not discuss them with the camper or other campers:

- Excessive and inappropriate touching of themselves and others campers or staff
- Inappropriate request made of staff by the camper to do things with them privately
- Or any type of behavior which may indicate child abuse.

Sensitive issue policy

Since we have a diverse group of campers, staff must exercise sensitivity to the following issues when brought up by campers: (staff should never bring up these issues with campers of their own accord!)

1. Smoking,
2. Drugs,
3. Sexuality,
4. Religion and ,

5. Staff private life.

Staff should postpone any discussion and tell camper that these issues need to be discussed with the camp director.

Arrival At Camp

- Cars pull in line in front of building, parent takes child out of car and walks them to staff member at door
- Staff member marks them down as present
- A staff member directs campers to their morning line-up location, where they are greeted by their counselor.
- The Head Counselor will make sure that campers daily medication, if brought to camp is collected to be stored in the Camp office

Departing From Camp

- Campers wait in bunks until their name is called over the radio
- Staff member walks child to exit do where they are checked out by director and brought to parents car .

Release of Campers to Guardians

No camper is released to any adult besides their parent or legal guardian without explicit written permission from them.

Verification of Absentees

- Staff member present list to office of all present children, office prepares a corrected attendance list for end-of-day attendance check.

Camper / Staff Supervision Ratios

We conform to the requirements of ACA which are:

Camper Age	No. of Staff	No. of Campers
4 - 5 years	1	6
6 - 8 years	1	8

9 - 14 years	1	10
15–18 years	1	12

All staff must be older than 16 and at least two years older than the campers they supervise in order to be counted into our camper staff ratio

All staff is required to attend our pre-camp staff orientation.

All campers are permitted all activities on the camp sight. All counselors must be present with their campers for all their activities. In this way we are assured that proper camp staff ratios are maintained for all activities.

There are no exceptions to this general ratios during any camp day.

Rules For campers and Staff when intermingling with the public (camp sponsored trips)

These rules are to be followed when you are with campers outside the camp grounds during a camp sponsored activity.

- All campers are to have buddies assigned before leaving camp grounds. Buddies are to be together during transportation to, while at, and during transportation back from the “remote” site.
- All counselors for the campers bunks are expected to be on the trip. No staff member will be responsible for more than 10 campers.
- Either the camp health care manager or a certified water front staff member will accompany each offsite trip. This person is responsible for all health care, routine or emergency, during the duration of the trip.
- Behavior of staff is to be exemplary so that it complements the camp.
- Staff who will be on the trip will be briefed before the trip. A written itinerary will be given to each staff member who will be on the trip. The itinerary will note times and places of all activities and where buddy checks will be made.
- All staff on the trip should have watches and adequate money to make a phone call to camp.
- Any fees to be paid will be handled only by the staff member in charge of the trip. This staff member will have adequate funds for the trip as well as some emergency money.

- The group moves only as fast as the slowest camper.
- A “smart” staff member is constantly checking on his/her campers.
- Public rest rooms or facilities.
 - A camper or staff member never goes to a public rest room alone.
 - A staff member must be in the rest room with a camper, and another staff member should be with the other campers in that group.
- If the trip is to a natural sight then all materials (which includes packaging and trash) brought in are to be brought out. Remember “pack it in, pack it out”.
- Strangers who approach your camper(s).
 - Immediately intervene.
 - Remove campers from stranger
 - Notify other staff of your predicament, call out to other staff members, if required. Don’t be embarrassed to yell for help.

Cooking off site

When off site activities require food preparation please follow these rules

- All eating utensils are plastic and to be “packed out”.
- Preparation utensils are to be cleaned and sanitized after each use. They are to be stored in separate and clean containers.
- Perishables must be cared for and stored at the proper temperatures. Use the coolers and make sure they have enough ice. Make sure the coolers are kept clean.
- Camp fires are to be constructed as specific park rules allow. Each staff member required to help in cooking will be instructed as to the proper methods for cooking at the trip orientation.
- Storage of flammable materials are to be handled **ONLY** by the staff member designated for this task. His/her instructions for use of flammable materials is **LAW** and unquestioned on the trip.

General Safety

Safety comes first. The safety of our campers and our staff is our first concern. No one can have fun if they are not safe. This means that any camper who does not feel safe in any activity is not to be “forced” to participate in the activity. For example, if a camper does not want to try a new skill during

instructional swim, then the instructor is to devise another activity that the camper will want to try.

Aquatics

Whenever you are at an aquatic event you are to follow the instructions of the person in charge. Know the rules for the aquatic location, at either one of the pools. If off sight at a public pool be sure to familiarize yourself with the pool rules. The person in charge of the aquatic activity is to be obeyed.

At the Pool

- Whenever your bunk is swimming you are to be pool-side ready to assist the life guard.
- He/She will assign one staff member at the pool to hold the swimmer's hook. That staff member is required to pay full attention to what is happening in the water, and be ready to assist the life guard with the swimmer's hook.
- Other staff are there to help any campers in the pool area.
- Required ratios:
 - For instructional swim there are no more than two (2) bunks in pool
 - For free swim there are no more than 35 persons in the pool
- Your assignment at the pool is not rest time
- Below is a system of supervising and checking bathers using the buddy system.
 - The system shall be supervised during swimming periods by a member of the aquatics
 - Bather checks shall Be conducted at least every ten minutes

Swimming Rules

- All campers must enter the pool area as directed by the waterfront director.
- Campers report to their assigned swimming area when the waterfront director gives the instruction.
- Staff members may not swim during instructional swim.
- Follow all posted pool rules unless told otherwise by the waterfront director. These rules are:
- Horseplay, running pushing, and any unnecessary roughness is not allowed.
- No eating or chewing gum is allowed in the pool area.

- Counselors are required to be in the pool area when their campers are there for instructional swim. Assist the waterfront director as instructed.
- When guarding, talking with other staff members is not allowed.
- All campers must have a buddy during free swim.
- All questions and/or problems should be referred to the waterfront director.
- Campers and their counselors must leave the pool area together and take with them their personal belongings.

Canoeing & Boating

- A life guard will be present whenever activities take place.
- At least one staff member must be in each canoe or boat.
- All campers and staff members are required to wear life vests.

Power Tools

No power tools may be used in camp or near campers at any time.

Strangers On Camp Site

Staff should, in addition to paying attention to campers, be alert for strangers. You need to be aware of both your surroundings and that of the campers. Should you see a stranger or somebody you suspect should not be at the camp site:

- Alert head staff, immediately. If there is more than one staff member present, send one staff member to alert head staff. If there is no other staff person around, don't be embarrassed, **yell** for help. Better to bring help that identifies the "stranger" than be sorry later.
- Check that all your assigned campers are with you and move away from the stranger as quickly as possible. Move to a place that can be secured, if possible. Do not scare your campers, make it a game, race, or anything that will get them moving away from the stranger.

Camp Provided Transportation

- On camp trips, a staff member on the vehicle will have a copy of each campers medical form.

- During daily pick up and drop off of campers, medical & permission to treat forms will be available when needed from the camp office.
- Campers and staff should be seated at all times on the vehicle and should use seat belts at all times.
- Never fill a camp vehicle over the seating capacity.
- Staff is **NOT** “off duty” when on a bus with campers.
- Staff should maintain a controlled environment. Campers should be either resting, quiet, or involved in a safe travel activity.
- Always consider the age and condition of the campers for which you are responsible, and then choose appropriate bus activities.
- Managing unruly behavior
 - Issue a warning to the offending camper.
 - If warning is unheeded, safely move offending camper to another more closely supervised location on the vehicle
 - As with any other inappropriate behavior at camp, always report it to head staff.

Emergency Procedures

The emergency procedures described in the following sections were developed to help staff handle emergency situations in as quickly and effectively a manner as possible. There is no need to second guess them or enhance them. They are designed to be easily understood, as often in emergency situations quick action can make the difference between resolving the problem or exacerbating it.

During staff orientation these procedures will be discussed and practiced. Ask questions and make suggestions or criticisms, if you have them, now, not during an actual emergency.

Contact with parents and media

This is strictly the responsibility of head staff. Under **NO** condition are you to speak with any parent or media person without permission from head staff.

Should permission be granted to a staff member to speak with a parent, and when any head staff member speaks with a parent a communication log form must be filled out. Failure to do so is cause for dismissal.

Transportation & Off-Site Emergencies

- **Always** carry change for a phone call or have a cell phone available.
- Your first responsibility is for the safety of the children. Make sure they are taken care of. If anything not normal happens, always call the local authorities; even if no one is hurt.
- After you have called the authorities call camp **(856) 458-0607** (or one of the emergency numbers).
- If children are hurt make sure to get the name, location, and phone number of the health care facility to which they are being taken. Get the names of the people who will be caring for and transporting the camper(s) to the health care facility. This is very important. Write down the information. The excitement of the moment will cause you to forget. Write down the information.
- Don't discuss the accident or problem with the other driver(s). Just get his/her name, address, insurance policy number and insurance company, licensee of the care, the licensee number of the other driver(s), make and model of the car(s) involved. Don't offer any information to the authorities. They will ask you questions when they need answers.
- As soon as you get to camp see Tova in order to make a full report.
- Remember at all times that your first responsibility is the physical and emotional well being of the campers.

In Case of Fire

1. Emergency warning bell will be rung (continuous buzzing).
2. Everyone should leave classrooms and building in single file without taking anything with them.
3. Lights should be shut off.
4. Children should walk quickly and quietly.
5. No running is permitted.
6. Exit the building promptly, and stay with your groups outside.
7. Do not return to the building until you are notified by the proper authorities that it is acceptable to do so.
8. Campers are to be taken to the large field away from the fire.
9. Each counselor is to seat his group of campers and count them. Report the number and any missing campers to the head counselor who will report it to Rabbi Yitzchok Kahan.
10. If a camper is missing, don't go to look for him/her. Rabbi Yitzchok Kahan. will direct a specific person to search for the missing camper. This way no one, camper or staff member is unaccounted for.
11. Rabbi Yitzchok Kahan will notify the fire department.
12. Every two weeks a fire and emergency drill will be conducted to assure that all staff and campers know proper fire procedures
13. As part of staff orientation we will conduct a fire drill so that staff is properly trained in the event

of an emergency.

In case of Lightening

1. Campers are to be taken inside nearest building
2. Each counselor is to seat his group of campers and count them. Report the number and any missing campers to the head counselor who will report it to Tova.
3. If a camper is missing, don't go to look for him/her. Tova will direct a specific person to search for the missing camper. This way no one, camper or staff, member is unaccounted for.

In the Event Of a Missing Camper - At camp

1. Counselor notifies head counselor who will report it to Rabbi Yitzchok Kahan.
2. All bunks are to stop activities and perform a head check to see if they have the missing camper.
3. All specialists will check their specialty areas to see if the missing camper is there.
4. Rabbi Yitzchok Kahan, will select other staff to check common areas, dining area, parking area, and other areas on the campgrounds.
5. If all these checks do not turn up the missing camper Rabbi Yitzchok Kahan will notify the local authorities.

As part of staff orientation we will conduct a fire drill so that staff is properly trained in the event of an emergency..

In the Event Of a Missing Camper - Outside camp

1. All other campers are to be collected together. A buddy check should be performed to determine who is missing.
2. The staff member in charge of the trip should be told who is missing.
3. No one is to go running off looking for the missing camper(s). The staff member in charge of the trip may select specific counselors to search for the missing camper(s).
4. If the missing child can not be found within 15 minutes of his/her being reported lost, then local authorities should be notified and camp should be called.
5. If it is thought that the missing camper(s) may be at a location that has been left, i.e., it would take longer then 10 minutes to return to the location, then regardless of how long they are

missing local authorities should be notified and camp should be called.

6. The staff member in charge of the trip in consultation with Rabbi Yitzchok Kahan will determine how to handle the remainder of the trip.

Search for Missing Swimmer

1. Call a buddy check.
2. Check buddies, check pool or creek for swimmer in danger.
3. Instruct everyone to get out of the water and sit quietly by the side of the pool or creek.
4. Search the water again.
5. Have counselors perform a head count for their campers.
6. While continuing to search the pool and creek areas the missing camper name is reported to Rabbi Yitzchok Kahan. The child is called over the PA system and asked to report to the camp office.
7. Pool areas are searched until the child is found.

Procedure for Near Drowning

In the event of a near drowning, or panicky swimmer the following procedures are to be followed:

1. The staff member seeing a camper in trouble alerts the water front staff.
2. A water front person will then take the proper rescue measures, after giving three short blasts on the whistle (to alert other water front staff).
3. The pool is cleared and staff take their bunks from the pool.
4. The water front director will send a runner to the camp office to arrange for first aid, nurse, and to alert camp staff.

Procedures for health surveillance of campers and staff

The Staff are instructed to immediately report to health director of any child exhibiting signs that might indicate communicable disease. Similarly all supervisor personal are to report to health director any signs from the people they supervise.

First Aid Procedure

Administering first aid is a serious issue at camp with potentially serious legal ramifications. It is important that the following policies concerning the administering of first aid be strictly adhered to.

1. Aside from immediate first aid, bleeding, choking, or heart attack, all first aid is to be administered by the Nurse or the water front specialist.
2. During orientation staff certified in first aid and/or CPR will be identified to all. Only these people are qualified to deal with bleeding, and heart attacks in emergencies.

If there is an injury requiring first aid:

1. If hurt individual is ambulatory and there is no visible bleeding, or evidence of back injury, heart attack, or head trauma, escort the individual to office staff.
2. If hurt individual is showing evidence of massive bleeding, or evidence of back injury, heart attack, or head trauma Call at once for the nearest assistance. Send someone at once to get certified waterfront staff. Do not leave the injured person until assistance is present. When assistance has arrived:
 - a. Keep other children and onlookers away.
 - b. Keep sun off the injured person
 - c. Do NOT voice opinions about the injury or how to treat it or how care is being given. Don't allow any one else to do so either.
 - d. Assist care giver when asked to. Do what ever they say, no questions. This is not the time for a discussion.
 - e. If for some reason you have or are required to come in contact with blood or any body fluids then:
 1. Always wear gloves, and masks, and always use a mouth protector if supplying mouth-to mouth resuscitation.
 2. Any garments or medical supplies that have come in contact with body fluids must be "red bagged", i.e., discarded in a special medical waist garbage bag. This bag must be disposed of by a certified medical waist facility. Do NOT dispose of medical waist in garbage or trash.

Rabbi Yitzchok Kahan will be responsible for notifying the parents or guardian of the injured camper or staff member. Under no circumstance are you to notify any one of the accident until Tova or Rabbi Bernstein is informed of the accident, and has given permission specifically to you to notify or discuss the accident with any one.

If you witnessed the accident, let the Rabbi Yitzchok Kahan know so that after the first aid procedures are completed you can assist them with filling out an injury report.

Acceptance

Please sign and return this page of your staff manual on the last day of orientation.

I have attended and been trained at orientation for the Camp Gan Israel season of _____. I have read and understand the staff manual in its entirety.

Name (Print) _____

Signature _____

Date _____