



STAFF HANDBOOK

Welcome to the Creative Arts Community! We are so thankful to have you on this journey with us. As we embark, know that this summer will encompass a great sense of accomplishment, responsibility, hard work, lots of terrific memories, and fun. If you take nothing else from the materials in this guide, remember that you are working with children who are counting on you, depending on you, and more importantly, looking up to you. **You will make an impression on a child's life this summer; we expect and encourage for it to be positive for the camper, and therefore yourself.**

We are truly looking forward to the opportunity to get to know each and every one of you on a personal level. We have spent time throughout the year on the phone, on Zoom, and exchanging emails, but soon it will be time to put faces to names and voices. We will all get to create and share wonderful experiences and memories with the campers, staff, and faculty here at URJ 6 Points Creative Arts Academy. Don't lose sight of the fact that, amongst all the fun and excitement, this is a real job for the summer, and that whatever you put into this job, you will receive back ten-fold in return.

We hope that URJ 6 Points Creative Arts Academy will meet all of your expectations, and hopefully far exceed most of them! Remember to stay positive, count on one another for support and advice, and always remember that a smile on your face will go a long way during the summer. We want this to be the most incredible experience of your life, and we are relying on you to make it so! **We value your feedback - please communicate and share your ideas and thoughts with us throughout the summer;** you are a major part of our summer and what you do here will shape our camp's culture for generations to come. We are here to ensure that you as a staff member feel prepared, supported, and well taken care of during your summer months. Let us know what we can do for you to make your summer camp job an even more memorable one!

Wishing you the best summer of your life!

The 6 Points Creative Arts Academy Team

Jay Rapoport, RJE – Director

Samantha Eichert – Senior Assistant Director



The Mission of the URJ

Welcome to the Union for Reform Judaism. No matter which department, regional office, camp, or Affiliate may have engaged you, you are now part of the Union for Reform Judaism ("URJ" or "Union" for short) staff. We are a not-for-profit Reform Jewish organization, founded in Cincinnati, Ohio, in 1873.

Grounded in our values, the Union for Reform Judaism creates, connects, and inspires diverse congregations, camps, and other Jewish communities to pursue our vision.

- *B'tzelem Elohim (Genesis 1:27)* - We see everyone as created in the divine image and, as such, treat everyone with respect, dignity, and kindness.
- *Dirshu mishpat (Isaiah 1:17)* - We seek justice for all people throughout the world.
- *Atem nitzavim hayom kulchem (Deuteronomy 29:9)* - We build, connect, and enrich communities – congregations, camps, programs, social justice work, and more – where youth and adults across all identities, generations, and lived experiences feel a deep sense of belonging.
- *Talmud Torah k'neged kulam (Mishnah Peah 1:1)* - We honor Torah; wrestle with Jewish traditions and beliefs, including God; and engage directly with the difficult questions of our age.
- *U'vtuvo mechadesh b'chol yom tamid ma'aseh v'raysheet (Yotzeir Or, daily liturgy)* - We awaken to new awareness, holding ourselves accountable for changing as we grow.
- *Kol yisrael arevim zeh ba'zeh (Shevuot 39a)* - We are committed to the safety and vitality of the Jewish people and to a secure and just state of Israel as a home – for all Jews and for all its inhabitants.

ABOUT THE URJ CAMPS

The Mission of URJ Camps

It is the Mission of the URJ Camping System to provide high quality and wide-ranging Jewish experiences in a Reform context to North American Jewish youngsters in an expanding system of Camps and Israel Experiences. These experiences must take place in a safe and healthy environment in which all qualified children will have access to the most appropriate and available camping facilities and equipment.

6 Points Creative Arts Academy is one of the 14 URJ Camps located throughout North America. The overall goal of the URJ camping system is the development of a knowledgeable and Jewishly literate community for the future. All of the URJ Camps are engaged in creative education – striving to incorporate learning, recreation and fun in a balanced program of total Jewish living.

URJ Camps and Immersive programs enrich and transform lives by strengthening identity and knowledge, instilling Reform Jewish values, and cultivating lifelong friendships. A central purpose of URJ Camps and Israel Immersives is to provide a safe environment in which young people come together in sacred community to build Jewish identity and pride. Staff members play a critical role in ensuring the success of a URJ Camp and Immersive experience ensuring that campers/participants have a wonderful summer experience in an environment filled with positive Jewish values.

The Mission & Vision of URJ 6 Points Creative Arts Academy:

Mission: A creative and inclusive Jewish community where one connects to their people, artistic voice, and authentic self.

Vision: We forge connections between the Arts and Judaism, building a sacred space to inspire personal growth and artistic development.

AIMS AND OBJECTIVES OF URJ CAMPS

1. To aid in the development of knowledgeable, believing, and practicing Reform Jews.
2. To provide campers and staff with rewarding, challenging, and pleasant experiences in a religious environment.
3. To provide opportunities to study Torah at graded levels of understanding & appreciation.
4. To develop through the natural setting of a URJ Camp an awareness of the presence of God in all life.
5. To develop an appreciation and understanding of the sacred relationship between humanity and God and among all human beings.
6. To develop an understanding that life is filled with purpose and is good beyond its materialistic manifestations.
7. To provide youth, adults and families with opportunities to experience the fullness of Jewish life through prayer and other meaningful religious experiences.
8. To provide youth & adults with opportunities for extensive training to assume roles of lay and professional leadership within both the Reform Jewish community and the Jewish community at large.
9. To translate religious concepts into real experiences, developing or modifying personal character and group behavior in consonance with Jewish ideals.
10. To provide a creative setting for Jewish learning and living through integrated and confluent religious camp programming.
11. To serve as the informal education resource center for congregations of the region.
12. To promote the use of Hebrew as a living and modern language and the learning of Hebrew for purposes of greater Jewish literacy.
13. To implement the awareness of *K'lal Yisrael* in general, and of the State of Israel in particular, and to offer campers the opportunity to find their own creative and active rolls in the process.

GENERAL JOB DESCRIPTION FOR ALL STAFF MEMBERS

You have been hired as a staff member at URJ 6 Points Creative Arts Academy. Before tasks assigned to your specific position are completed, the care for all campers is every staff members' priority. **All staff members are expected to satisfy the qualifications and fulfill the responsibilities outlined below.**

Qualifications:

- ◆ Desire and ability to work with children in Camp setting.
- ◆ Ability to relate to one's peer group.
- ◆ Ability to accept supervision and guidance.
- ◆ Be of good character, integrity, and adaptability.
- ◆ Enthusiasm, sense of humor, patience, and self-control.
- ◆ Well-developed sense of responsibility, good judgment, common sense, and professionalism.
- ◆ Must be adult role model of responsible, mature living.
- ◆ Must have an understanding of the potential, characteristics, and issues of young children.
- ◆ Must be sufficiently mature to guide impressionable youth through their stay at Camp.
- ◆ A parental attitude. Must respect the feelings of both children and their parents at all times.

Responsibilities:

- ◆ Be responsible for the needs of the campers, fellow staff members, and yourself.
- ◆ Be safety conscious always.
- ◆ Provide fellow staff members with your support.
- ◆ Maintain strong lines of communication with all other staff members. This includes formal and informal evaluations with your supervisor.
- ◆ Behave appropriately and maintain proper decorum.
- ◆ Be an exemplary role model of Jewish living.
- ◆ Be actively engaged in interactions with campers, as opposed to just "watching" them.
- ◆ Be on time and present for all assigned activities.
- ◆ Have fun!

STAFF BEHAVIOR AND EXPECTATIONS

Staff Orientation Week

The first week of our summer season is designated for staff orientation week. **Staff members are required to participate in this training.** Our orientation week is a crucial time where important details and procedures for the summer are covered in detail; it is also a time when the staff community is formed.

Staff members should not schedule other commitments during staff orientation. If you cannot attend all of staff orientation, you must notify the Directors immediately.

You can expect staff training prior to the official prep week through Zoom meetings and modules as outlined in contracts.

URJ CAMPS INTERNET STATEMENT

I acknowledge that as an employee I am a representative of URJ 6 Points Creative Arts Academy and that campers, parents, and other staff members may associate me and my actions with the Camp. I recognize that my actions can positively and negatively impact on the Camp, thus I hereby agree to be bound by the general camp rules as well as those governing online communications both during the period of my employment and after I cease to be employed by the Camp.

I will not send, share or post e-mail, blogs, images, or Internet content that are cruel, demeaning, disrespectful or intentionally hurtful to a member of the camp community or that present the Camp or its programs in a negative manner. I will not download, share, send or post material of a sexual nature, or which includes nudity, violence drug or alcohol use, illegal actions, or any activity which is against the camp rules. I will respect the boundary between campers and staff members particularly when it comes to my online communications by not “adding”, following, friending, etc. current campers or their families without explicit permission from their parent/guardian.

I agree that such actions are not in line with the values of the camp, or the teachings of Reform Judaism which value compassion, empathy, and tolerance. I agree that the harm caused by such actions may have a negative impact on my reputation and may injure the self-esteem of members of the camp community. I understand that the Directors reserve the right to ask a staff member to remove any material in question.

Personnel Files

The URJ maintains up-to-date personnel files on all employees. It is essential for each employee to furnish correct and if necessary updated information to the **Camp business office** promptly as well as to maintain the names of persons to contact in case of an emergency. The URJ will utilize this information to implement benefits, **if applicable**, and to provide information, where necessary, to those who permissibly need to know. Such information would include: (a) Home address; (b) Home telephone number, fax or e-mail; (c) Emergency contact; (d) Marital status and number of dependents; (e) Military status; (f) Medical insurance status. An employee can arrange to review your personnel file by contacting the Camp Office.

Release of Information

Records and information that the URJ is legally required to furnish will be provided only by Camp office, as necessary. Regarding “reference” checks, the only information that HR will routinely provide to third parties is the employee’s position, date of hire, and current or last position.

Being a Mandatory Reporter:

“The PA Child Protective Services Law (CPSL) was signed into law in 1975. It was enacted to protect children from abuse, allow the opportunity for healthy growth and development and, whenever possible, preserve and

stabilize the family...Mandated reporters do not have to determine whether or not the person meets the definition of perpetrator in order to make the report.”

What is child abuse?

Child abuse, according to the CPSL, means intentionally, knowingly, or recklessly doing any of the following:

- Causing bodily injury to a child through any recent act or failure to act.
- Fabricating, feigning, or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- Causing sexual abuse or exploitation of a child through any act or failure to act.
- Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- Causing serious physical neglect of a child.
- Causing the death of the child through any act or failure to act.
- Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).

Child abuse also includes certain acts in which the act itself constitutes abuse without any resulting injury or condition.

These certain acts include any of the following:

- Kicking, biting, throwing, burning, stabbing, or cutting a child in a manner that endangers the child.
- Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
- Forcefully shaking a child under one year of age.
- Forcefully slapping or otherwise striking a child under one year of age.
- Interfering with the breathing of a child.
- Causing a child to be present during the operation of a methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
- Leaving a child unsupervised with an individual, other than the child’s parent, who the parent knows or reasonably should have known was required to register as a Tier II or III sexual offender or has been determined to be a sexually violent predator or sexually violent delinquent.
- Failure to Thrive, Filth & Infestation, Medical Depravation, Environmental Depravation, Exposure, Closeting, Lack of Supervision

“Recent” is defined as an abusive act within two years from the date the report is made to ChildLine. Sexual abuse, serious mental injury, serious physical neglect, and deaths have no time limit.

Rule of Three

No staff member should ever be alone with a camper. It is fine to have one- on-one conversations with a camper. These conversations should take place in a public area (outside, in a room with the door open and visible to other staff, etc.) When in doubt, ask yourself: is this conversation visible AND interruptible? Otherwise, staff should always have another staff member or another camper present for conversations. Campers should always have a staff member with them during transitions or movement around camp – 3 unsupervised campers do not fulfil the Rule of 3.

Appropriate Boundaries

- Always be in view of others
- No campers in private quarters
- Supervise in pairs
- Follow the rule of three
- No kissing of campers
- No butt slaps
- Respect the privacy of campers

- Use caution in what you share
- No sitting on laps
- No tickling
- Director Discretion

If you notice a fellow staff member does not maintain appropriate boundaries with campers, ask yourself the following:

- Is the person physical with campers?
- Does the person create reasons to be alone with campers?
- Is the person giving unnecessary gifts or rewards to certain campers?
- Does the person spend time off with campers?

If you answer “yes” to any of these questions, relate this information to the Directors immediately.

How To Handle Disclosure of Abuse

Appropriate Responses to Reporter/Victim: “Thank you for telling me.” – “I believe you.” – “You did nothing wrong”. - “I will get help for you.”

Reporting Regulations for Suspected Abuse in Camp or Outside of Camp

If a person, including any member of camp staff, a camp counselor, or camp director has cause to believe that a minor has been or may have been abused or neglected as those terms are defined by law, and the abuse or neglect occurred at the camp, then that person shall immediately make a report, in accordance with local laws to the Health and Human Services Commission.

If a person, including any member of camp staff, a camp counselor, or camp director has cause to believe that a minor has been or may have been abused or neglected as those terms are defined by law, and the abuse or neglect did not occur at the youth camp, then that person shall immediately make a report, in accordance with local laws.

Drug-Free Workplace

URJ maintains a drug-free workplace in all its offices or facilities and requires drug-free performance of its employees wherever they may be assigned. The implementation of this policy will, of course, be consistent with the Americans with Disabilities Act and other applicable laws. Drugs may not be brought to, used, offered, or sold at any URJ gathering or facility. Employees in violation of this aspect of the policy are subject to immediate termination for gross misconduct. The use of alcohol except for ceremonial requirements only is likewise prohibited. Any staff aware of another staff members’ use of any of the above, must immediately report the interaction to the Director.

Employees who report to work in an apparently impaired condition will be sent home in such a way as to maximize safe arrival. Employees who reveal a substance abuse problem prior to its discovery by the URJ will be encouraged to seek appropriate treatment.

Smoking Policy

Smoking is prohibited throughout all URJ workplaces. Compliance with the URJ’s smoke-free workplace policy is mandatory for employees as well as other persons visiting the URJ and its facilities. Smoking, including e-cigarettes (including but not limited to, e-cigs, vapes, e-hookahs, vape pens, Juuls and electronic nicotine delivery systems (ENDS)), is prohibited throughout all the URJ workplaces. There are no exceptions, and this includes all Camp/Program property and property where Camp/Program operates.

Phone, E-Mail and Internet Use

In accordance with the policy of the URJ Camp of your employment, and the policy set forth below, the use of phones, email and internet should not interfere with employees’ responsibilities.

The use of computers, e-mail, and the Internet is available to URJ employees on a limited basis. Along with this right to use the Union's equipment and resources and to obtain and exchange necessary information on the Internet and through e-mail transmission comes the obligation to use the Union's equipment and resources reasonably, responsibly, and in a manner that promotes the goals of the URJ and in no way interferes with employees' performance or functions at the URJ.

Inappropriate use of the Union's equipment, programs or accounts may result in termination of the right to use these items and, depending on the circumstances, may also result in discipline, up to and including discharge.

The following are rules that are to be applied consistently and reasonably to any employee using a computer, computer equipment, or computer programs or accounts owned or maintained by the URJ, including use of such items or accounts to access the Internet. When using any Union-owned or -maintained computer equipment or resources, an employee should adhere to the following guidelines:

1. Employees should not transmit, publish, display, retrieve, or store any information or material in violation of state or federal law. This includes but is not limited to actions that would be in violation of federal copyright laws.
2. Employees should not transmit, publish, display, retrieve, or store any information or material that is obscene, profane, sexually abusive or sexually explicit.
3. Employees should not transmit, publish, display, retrieve, or store any information that reasonably could be construed to create a hostile or offensive environment for members of a particular sex, religion, race, age group, or ethnic background or for individuals with physical or mental disabilities except as necessary for the employee's performance or functions for the URJ.
4. Employees should not engage in conduct reasonably likely to disrupt use of the Internet or use of other URJ computer equipment or resources.
5. Personal computer use is allowed during staff off-time, as long as it does not interfere with employee's performance or functions for the URJ. Personal electronic use should be out of camper's view.
6. Employees should not engage in conduct reasonably likely to compromise any system security device or security program.
7. Employees should not install, download, copy, or run any non-URJ approved software, hardware, or programs on the URJ's computer equipment that might possibly damage the Union's computer system.
8. Deletion of any files or data should not occur without the user's express consent. Employees should not engage in conduct likely to harm or destroy data or software maintained by another or harm or destroy computer equipment.
9. While legally the computer and records on the computer are the property of the URJ, employees should respect the privacy of other employees and not access the files of other employees' computers unless: Employees have the permission of that other employee; or, access to the other employee's computer or its records are necessary for the employee's performance or functions for the URJ.

Employees should remember that unlike documents that are typewritten or written by hand, any document, e-mail, accessed Web sites, or other communications created with the URJ's computer system remains in the URJ's system.

If any employee has questions about whether a certain activity is prohibited by the above rules or if the employee believes that an exception to any of the above rules is warranted, the employee should seek advice concerning the issue or request an exception to a specific rule from the Camp Director. Such requests will be responded to in an expeditious and reasonable manner.

Solicitation and Distribution

Employees must not solicit other employees or distribute non-URJ literature during employment at URJ Camps to the extent that such conduct would interfere with employees' performance or functions at the URJ. This also includes solicitation and distribution using phone, e-mail or internet.

Non-employees of the URJ and those who are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on URJ property.

Housing

Staff are to only be in the living quarters in which they inhabit. Unless performing responsibilities of the job, staff should not enter other staff living spaces.

Dress code and personal appearance

All Camp staff members serve as role models for all our campers. Maintenance of appearance is permitted, but please refrain from drastically changing your appearance during camp (shaving head or new haircut, new tattoos/piercings, etc.). **Keeping in mind that campers will want to dress like you dress, please carefully consider your attire for the summer.**

Clothing worn by all members of the Camp community – and particularly staff members – should be conservative and respectful of others. This includes the following - no muscle shirts, belly/crop tops, or cut clothing.

Appropriate undergarments must be worn at all times. Undergarments should not be visible either through or around clothing. Clothing should not be sheer or see-through.

We strongly discourage staff members from wearing “inappropriate attire.” This applies to such items as t-shirts bearing ads and/or iconography depicting alcoholic beverages, drugs, inappropriate sexual behavior, and foul language, and clothing that is overtly revealing.

We ask that you observe the same neatness in dress and **personal cleanliness** that you expect of your campers. Remember: your conduct and standards of behavior will be copied by your campers and will reflect the public image our Camp displays.

Directors, at their discretion, may ask you to change should they feel an outfit is not appropriate.

Caring for the Camp and its Property

All staff members and campers are required to respect the Camp’s property and premises. We are guests of the Westtown School and must always treat the facility with respect. The Camp is not responsible for the individual property of staff members or campers; care should be taken in the storage and management of individual property, and missing items should be reported to the administration. Valuable items may be locked in the office. Individuals who steal or damage Camp property will be subject to disciplinary action.

We invest resources in new equipment to improve our offerings or we replace worn out items. Help us take care of the facilities and all the equipment that we own. We are proud of our Camp and what the community continues to give us. Please emphasize that all the buildings are beautiful, and graffiti is not appropriate.

Community Curfew

Your responsibility to your campers should never be affected or hindered by lack of sleep or fatigue. Therefore, we ask that you use good judgment in getting proper amounts of rest and relaxation. Everyone must be in their dorms by 12:00AM. The right to impose earlier staff curfew is maintained by the Camp Director.

If, for any reason, you feel you need to stay up past the designated curfew time, you must speak with your direct supervisor who will in turn clear it through the Camp Director.

Personal Cell Phones and Computers

Staff are expected to carry a personal device, stored away unless at designated times. At the change of each activity time, staff are expected to check devices to confirm it is safe to proceed to the next activity, then store the device away again. You may not take calls or personal texts when you are on duty. Personal phones may ONLY be used in these three scenarios:

1. Communication via our Whatsapp Group
2. Alarms (morning, time changes)
3. To play camp approved music

Staff may use their technology for personal reasons during time off ONLY! If staff are using personal technology around campers unsuitably (texting, making phone calls, taking photos of campers, etc.), the full-time, year-round staff will take appropriate measures.

In general, camp staff members should not use the Camp phones for personal calls. Our phones are very busy during the summer and we need to ensure that our lines are available for camp purposes. If you receive a call in the office, a message will be sent to you. Phones in the Camp Office are for camp business only.

STAFF CANNOT POST PHOTOS OF CAMPERS ON PERSONAL SOCIAL MEDIA ACCOUNTS AT ANY TIME. Staff ARE allowed to re-share any posts that the official CAA social media has posted first.

Time Off

Counselors, Logistics and Media Team will be off from wake-up through curfew one day each session, one evening, morning, or afternoon to be taken during week 2, 3, 4, or 5, intersession unless requested and/or interested in staffing, and at least one hour daily.

Usually, a day off begins in the morning and ends at curfew. All staff must sign OUT and IN on the clipboard outside the *Misrad* (office) when leaving and returning to campus. An evening off, for counselors, begins at 6pm and goes through curfew of the same night. Mornings off, for counselors, begin at 8am and goes until lunchtime. Afternoons off, for counselors, begins at 1pm and goes until dinner.

All staff members receive one day off per session, to be determined by Directors and supervisors.

Every effort will be made to accommodate your desired days off. However, please understand that the campers are our priority. College orientation, weddings, life cycle events, etc., will count as days off. **Sickness that requires two or more days of absence from the dorm may affect days off.**

Staff members are responsible for making sure that on-duty and other assigned duties are covered before you leave. Failure to ensure proper coverage may result in the loss of future time off privileges.

Intersession

Campers registered for multiple sessions have the option to remain at camp between sessions. Programming for intersession campers includes field trips to local amusement parks and other attractions. Staff asked to work intersession will receive an additional day off during the following session.

Staff visitors

Staff members may not have visitors at Camp. Exceptions may be made at the discretion of the Camp Director. This same rule applies to campers. From time to time, there will be important Camp visitors; these are related to the business and welfare of the Camp.

Director-approved visitors may never stay overnight in the Dorms. All approved overnight visitors are subject to background checks.

Cars/Parking

The speed limit on Campgrounds is 5 miles per hour. Help us to observe this limit as a safety precaution for our campers, and on camp's behalf, stop anyone who exceeds that limit. Staff cars are never to be driven on Campgrounds. Campers are forbidden to ride in a staff member's private vehicle. All cars will be registered with the Camp Administrator and Westtown Office upon arrival and should only be parked in the designated staff parking. Please note we are not liable for damage that may occur.

Staff bringing a car to camp should be conscious of offering rides/seats to others without transportation on time off.

Professionalism

Because 6 Points Creative Arts Academy is a service-based organization, our staff must pride themselves on their professional portrayal to our clientele (parents, campers, volunteers, and the community). You represent 6 Points Creative Arts Academy and the URJ (on AND off campgrounds) at all times for the duration of your employment. Your words, actions, and online presence must reflect a positive image of the camp and the URJ.

Your choice of words that you use while at camp matter in many ways. The message we strive to send home with our children is one of love, support, and appropriate connection. Music, conversation, and language should all be reflective of this message. Cursing/swearing, sexualized jokes, and music which do not represent the CAA values are to be avoided. As part of our staff, we trust all employees to use their best judgement in interacting with our campers and other staff members.

Private life stays private. Campers are not privy to know about staff lives outside of camp. Conversations about experiences with relationships, sex, alcohol, drugs, and other adult activities are prohibited. If a camper asks you a question about your private life and you are unsure how to answer, please ask a member of the full-time, year-round team. "I'm not comfortable answering that question" is always a safe answer.

Salaries

Your salary is negotiated individually and based upon prior experience as a staff member in camp or outside of camp and your specific skills or knowledge.

Paychecks are generally handed out at the end of our first and third sessions. You may request your salary in one lump sum at the termination of camp, if you prefer. If you are unable to pick up your check in person, we will mail it to your address on file.

Tipping

As indicated in the staff contract and camper application form, gratuities are not to be accepted by any staff member. Accepting tips is against camp policy and creates negative feelings in the staff community. If parents insist on showing their financial appreciation, please feel free to suggest a contribution to the 6 Points Creative Arts Academy Scholarship Fund or participate in our Playbill Fundraiser.

Weapons

Possession of weapons, projectiles or blades of any kind (for example: knives, fireworks, etc.) while on the campgrounds or during performance of camp duties is strictly prohibited unless authorized by the Camp Director.

Animals in Camp

Personal animals are not allowed on the Campgrounds without the explicit permission of the Director.

Evaluation/Performance review

All staff will be provided with an informal mid-summer and a formal end-of-summer performance review with their direct supervisor. In addition, there will be many times during the summer where staff have informal discussions/evaluations with their supervisor. This process is important because it gives us the opportunity to guide the culture and environment of the camp and it provides staff with the opportunity to show improvement in their skills. Formal staff evaluations are written and discussed with you by your direct supervisor.

All staff will be provided the opportunity to evaluate the camp leadership, program, and summer.

You may ask for an evaluation at any time outside of the formal review blocks listed above.

CAMPER HYGIENE

A camper can amass an amazing amount of dirt and grime in one day. Swimming is no substitute for a good soapy shower. Every camper should have at least one hot shower a day. There are many designated times during the day in which campers can shower: **before breakfast, Nikayon, Menucha, before bed**. Showers should be between 4-5 minutes each. During shower times, we expect counselors to supervise the following:

1. Campers are getting their entire body clean.
2. There is only ONE camper per shower stall.
3. There is no rough-housing or bullying.
4. Hair is washed **with shampoo**.

5. Campers are free of rashes, fungi and ticks.

Washing hands:

Washing hands is one of the most important things you can do to ensure a safe and healthy summer. By washing your hands and supervising the campers' hand washing, you safeguard against getting nasty infections like H1N1 Virus, pink eye, MRSA, and E-coli. Hands should be washed each time after using the bathroom and before eating. There are waterless sanitizers in the dining room if you can't make it to the bathroom beforehand. Please demand that your campers WASH THEIR HANDS after using the bathroom and before they eat and each time they cough or sneeze. Exhibit proper behavior by coughing/sneezing into your elbow rather than into your hand.

Teeth Brushing:

Dental health is a critical part of maintaining hygiene at camp. All campers should brush their teeth, with toothpaste, two times a day, once in the morning and once in the evenings. Campers with braces should take extra care to clean their teeth and brackets to avoid orthodontic needs.

Eating habits:

Maintaining a healthy diet is essential to keeping up with the fast pace at camp and living a healthy lifestyle. Make sure your campers are eating balanced meals, not overloading on carbs or fatty foods, and limiting themselves to desserts. The most effective way to encourage healthy eating habits is to model them yourself. CAMP IS NOT THE TIME TO GO ON A DIET! We are not the food police. While we encourage healthy eating habits, many campers have particular tastes or dietary restrictions. Not every camper will eat a daily vegetable and that is okay!

If campers display signs of an eating disorder, bring this issue to the attention of a leadership team member quickly and confidentially – **DO NOT APPROACH THE CAMPER.**

Sunburn:

Watch carefully that campers are not getting sunburnt. Although many of our Arts programs are inside, remind campers to apply sunscreen in the morning and during *Menucha*, before leaving their dorm rooms. Pay special attention to the nose, cheeks, and backs of the ears and neck. Some campers may need assistance in making sure they have covered all the necessary spots. Assist as needed.

Sunstroke and Dehydration:

Make sure campers drink plenty of water during the day. All campers should have a water bottle with them. Remember, if a camper wants a drink, he/she must be given one. If a camper complains of a headache, take the camper (and a water bottle) to an air-conditioned, supervised area to cool down.

These policies and procedures are in place for the health and safety of everyone at camp. Thanks for your support and cooperation in upholding our community standards.

If you have any questions, please contact:

Director, Jay Rapoport, RJE – Jrapoport@urj.org

Senior Assistant Director, Samantha Eichert – Seichert@urj.org

Recognition of Receipt and Acceptance:

Name:

Date:

Signature: