



## INFORMATION FOR PROSPECTIVE STAFF

### OVERVIEW

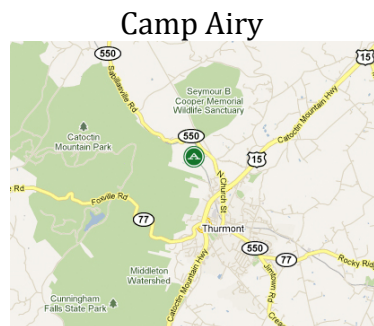
More than eighty years ago, Mr. and Mrs. Aaron Straus agreed to establish two camps in order to provide camping experience for boys and girls of the Jewish faith. Families with limited financial resources were thus able to send children to Camp Louise or Camp Airy because Mr. and Mrs. Straus supplemented the fees in order to keep the rates low.

The Camp Airy and Camp Louise Foundation has continued this policy so that the camps still have a portion of campers who attend camp under a full or partial *campership* arrangement. Agencies such as Jewish Family Services and the Jewish Big Brother and Sister League also make referrals.

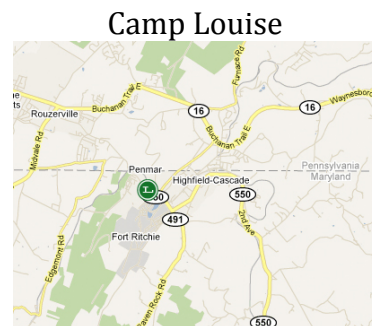
As the capacity of the camps increased, enrollment was opened to families regardless of economic status with priority being given to those who need *campership* assistance.

### LOCATION

Camp Airy and Camp Louise are located in the Catoctin Mountains of Maryland approximately 60 miles from Baltimore, Maryland and from Washington, DC. The camps are approximately 9 miles apart.



14938 Old Camp Airy Road  
Thurmont, Maryland 21788



24959 Pen Mar Road  
Cascade, Maryland 21719

## CAMPER AGE GROUPINGS

In order to provide effective programming that is geared to the needs, interest, maturity, and age of the campers, both camps are organized into sub groupings or *Divisions* and *Units*. Special trips, activities, and Outdoor Living Adventures are planned throughout the season for each of the Divisions or Units.

**CIT Program:** An 8-week training experience for campers who are entering Grade 12.

**TEEN CAMP:** One unit of campers for individuals who are entering the 11<sup>th</sup> Grade (Counselor Aide) and the 10<sup>th</sup> Grade.

**SENIOR CAMP:** Three units of campers for “rising” 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> graders. Campers can participate in either a Full Stay Experience, which is approximately 4 weeks in length, or a Short Stay Experience of approximately 2 weeks.

**JUNIOR CAMP:** Three units for campers entering the 3<sup>rd</sup> and 4<sup>th</sup> grade, 5<sup>th</sup> graders, and 6<sup>th</sup> graders. Both Full Stay and Short Stay Experiences are available.

**ROOKIE CAMP:** Three one-week introductory experiences for campers for children entering the 2<sup>nd</sup> or 3<sup>rd</sup> grade.

### A TYPICAL DAY:

At both Camp Airy and Camp Louise, the campers and staff follow a well-planned daily activity schedule. This schedule provides an age-appropriate opportunity to choose to hone a skill in an area of interest as well as the opportunity to develop an interest in a sampling of activities that may be new.

During a typical day, the schedule is as follows:

Time	Activity
7:30 am	Wake Up
8:00 am	Flag Raising and Unit Lineup
8:10 am	Breakfast
9:00 am	Bunk Clean-up
9:30 am	First Activity Period
10:30 am	Second Activity Period
12:15 pm	Lunch
1:30 pm	Third Activity Period *
2:30 pm	Fourth Activity Period *
3:30 pm	Fifth Activity Period *
5:30 pm	Dinner
7:00 pm	Sixth Activity Period
8:00 pm	Camp-Wide or Unit Evening Activity
9:00 pm	Bunk Time
9:30 pm	“Lights Out” Begin

\* Weather permitting; campers may have one period of Free Recreational Swim per day

## COUNSELOR ASSIGNMENTS:

Three counselors are assigned to every bunk in the Teen Camp, Senior Camp, and Junior Camp. Two counselors are assigned to each CIT Bunk. Responsibilities for supervising the children in the bunk areas, during unit activities, and during camp-wide programs are shared equally. Counselors are designated as either an "Activity" Counselor or a "General" Counselor. During regular activity periods, Activity Counselors report to activity departments to facilitate instruction while General Counselors shadow their bunk at various times throughout the day. When a General Counselor's campers are participating in individualized activities such as a workshop or a clinic, he/she will be assigned to assist in an activity department or program. General Counselors "bunk" in the room with their campers.

## TIME OFF

A finely-tuned time off schedule has been established in recognition of the importance of providing staff with adequate downtime away from the hectic pace of camp life to recharge. These policies guarantee that staff has the opportunity to refresh while continuing to maintain the highest level of camper supervision.

Every counselor has six days off during the summer plus the "Turnover" break. The specific hours of days off will be determined by the administrative team and communicated to staff before the start of the season. Security staff will secure the camps' gates at 12:30 AM.

All staff members are expected to attend and participate in camp activities unless they are on Time Off. This includes camp-wide and inter-camp activities.

Camps Airy and Louise work to accommodate requests for extended time off for college orientation programs or military service. In these situations, consideration will be given to:

- The needs of the campers and the total camp program
- Activity department organization and coverage
- Co-counselors' requests

All staff members are provided with Staff ID cards that will be used for entering and exiting the camps' grounds. All staff members are required to sign out when leaving the camp premises and sign in when returning.

## BACKGROUND CHECKS

Under Maryland Law (Family Law Article 5-568 of the Annotated Code of Maryland), all staff must submit an *Application For Criminal Check and Disclosure Statement*. In addition, all new staff members must also submit to a finger print check that can be done by your local police or campus police. These materials are sent to applicants if necessary. Camp Airy and Camp Louise pay for this service. Should this procedure reveal a prior criminal record, Camp Airy and Camp Louise have the right to deny or end employment.

In addition, the Federal Government Department of Immigration and Naturalization requires two proofs of citizenship or eligibility to work in the United States. Foreign citizens are required to show a passport and a J1 Visa or a similar authorization to do work. These documents are checked as part of the staff check in process.

## CONTACT WITH CAMPERS

During the camp season, staff members must maintain appropriate contact with campers at all times. At no time should a staff member be alone with a camper in a segregated location. Camp Airy and Camp Louise have a zero tolerance policy for sexual misconduct perpetrated on children or other vulnerable persons in our care. All staff members are required to participate in an annual staff training and review of this policy and need to sign a written acknowledgement of understanding of this policy.

Communication between campers and staff after the camp season is not permitted without the direct involvement and explicit permission of the child's parents. Camp Airy and Camp Louise will not share staff addresses, telephone numbers, or e-mail addresses with campers or their families. Staff may share this information with parents only following the camp season.

## PERSONAL CONDUCT

Staff members accept the responsibility of serving in a professional manner. As role models for children and representatives of the Camp Airy and Louise community, every statement made and action taken must reflect the staff member's responsibility as caregiver of the campers.

## SEXUAL HARRASSMENT

Sexual harassment is a form of sex discrimination and is prohibited by Title VII of the U.S. Civil Rights Code of 1964, as amended; Article 49B of the Annotated Code of Maryland. Sexual harassment, therefore, is illegal and in conflict with the personnel practices of Camp Airy and Camp Louise.

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used at the basis for employment decisions affecting an individual, or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she has been the victim of sexual harassment should report the alleged incident immediately to the Director. The Director will conduct an investigation of the complaint. Retaliation against an employee for filing a complaint is prohibited.

The issue of whether sexual harassment has occurred requires a factual determination based on all evidence received. Any employee found to have sexually harassed a co-worker would be subject to appropriate disciplinary action. It is imperative that all employees act in a responsible manner so that the work environment is conducive to satisfactory job performance that is free from any form of discrimination.

## SMOKING

Camp Airy is a smoke-free environment. There is no smoking permitted anywhere on the Camp property. Designated smoking area will be identified at Camp Louise. At no time is smoking permitted in the living quarters or in any activity area or building.

## PERSONAL CARS

Camp Airy and Camp Louise assume no responsibility for personal automobile use. Staff members are urged to review their insurance coverage before bringing an automobile to camp. Parking areas will be designated outside of the areas used by campers. Staff members are not to use cars to go from place to place on the camps' grounds. Under no circumstances are staff members to transport campers in their personal cars.

## CAMP CLOTHING

All staff members are expected to present a “clean” and neat appearance using simple and conservative clothing. “Flip Flops” or other backless shoes and sandals are not to be worn. Some staff clothing (shirts, etc) will be provided and must be worn by staff for registration days and for designated activities or trips.

## MEDICAL SERVICES

Every staff member must file a medical history form and documentation of a recent medical examination upon arrival at camp. This form needs to include information regarding insurance coverage and medications that are currently being prescribed.

Both camps are staffed by at least one registered nurse and physician at all times. Their treatment is primarily of a first-aid nature, but they will make diagnoses and recommendations in more serious situations. Nearby hospitals provide emergency treatment.

## ALCOHOLIC BEVERAGES AND DRUGS

The possession or use of alcoholic beverages and/or controlled substances, or the effects of such, during contracted time is forbidden within the camp area. The use of alcoholic beverages and/or controlled substances will result in immediate dismissal for the person involved. Controlled substances include any form of cocaine, marijuana, heroin, hallucinogens, ecstasy, methamphetamine, or the unauthorized possession of a prescription drug. Any incidents occurring out of camp which might jeopardize the camp and its reputation could also lead to dismissal.

## PERSONAL MEDICATIONS

Staff members living in a bunk with campers must be certain that all medications are stored in and distributed by the camps’ Health Center. This includes over the counter medications such as aspirin or Tylenol. With the approval of the Health Center staff, medications that are required for immediate relief such as inhalers and epipens may be kept in the bunks.

## SAFETY REGULATIONS

All staff members will be made aware of specific safety rules and regulations for specialized activities and they must adhere to these policies. Airy and Louise will have designated safety systems and standard safety practices that will be reviewed

during staff orientations. All staff members are required to actively participate in events such as fire drills.

Staff members should report any potentially hazardous condition to the Camp Director or to the staff member in charge of Risk Management immediately. Staff members are accountable for assuring that all campers are present at their designated activity.

## PETS

Dogs, cats, or other pets are not to be brought to camp without the written permission of the Camp Director.

## SPECIAL DIETS

Meals are provided three times each day that are geared to the needs of the campers. Staff members are served the same menu. Camp Airy and Camp Louise cannot undertake all special dietary needs or personal preferences for foods. Vegetarian meals and kosher meals can be accommodated. Any other requirement should be brought to the attention of the Camp Director to determine if the need can be met.

## VISITORS

Staff members can have visitors during their "time off" provided there is no interference with assigned responsibilities and programs. Arrangements for visitors must be made at least 24 hours in advance and with the approval of the Camp Director. Visitors must be signed in and out upon arrival and should be introduced to the Camp Director at the time of arrival. The Camp Director must approve use of any camp facilities by visitors.

There are no overnight accommodations for visitors at camp. Staff members are responsible for their guests' adherence to policies such as alcohol use, smoking, drugs, and the use of cars.

Each staff member is limited to having a guest for two meals during the season. The Camp Director must be made of these plans in advance so that proper seating arrangements can be made.

Former staff members who wish to visit must write or call the Camp Director in advance in order to receive permission to visit. No arrangements for visiting camp are made for the parents of current campers.

## PERSONAL POSSESSIONS AND CAMP LIABILITY

A list of suggested items to bring to camp will be provided as a guide. Staff members should be aware that personal possessions and money are the responsibility of the staff member. Camps Airy and Louise cannot be held liable for loss or damage of any personal belonging. Camps Airy and Louise recommend that staff members make certain that personal belongings are covered by your insurance policies.

Hunting equipment and weapons are not allowed in camp at any time. This includes, but is not limited to handguns, rifles, shotguns, hunting bows, and knives.

Sheets, pillowcases and blankets are provided. Staff members should bring their own towels, washcloths, and toiletries. Staff members may send their laundry to the camp laundry or use one of the limited "laundromat" facilities that are at each camp.

## INSURANCE

Camps Airy and Louise, through Workers Compensation coverage, assume some responsibility for injury while staff members are engaged in activities within their "lines of duty". No responsibility is assumed for illness or injury occurring during time off either in camp or outside of camp. For these circumstances, staff members should be certain that they have some kind of personal health insurance and accident insurance. International staff members often carry their own insurance policies through the sponsoring organization.

## TIPPING AND GIFTS

Camper's parents will be encouraged to make a donation to a "counselor fund" that will be equally divided between both General and Activity Counselors periodically during the course of the summer. Tipping of individual staff members is not permitted.