

Bnot Jersey Girls Handbook

Summer 2018

(A comprehensive counselor guide to a safe fun and unforgettable summer)!

EXPECTATIONS & GOALS

 Upon accepting this job we expect everyone to give 100% of themselves in every area at all times. We know you will be great, now’s your chance to prove it!

 We’ve worked endlessly to plan a summer of a lifetime, now all we need is YOU to make it #1! We love you and we can’t wait to create the most amazing memories together! We’re so excited for all the fun to begin, and we know that as a team this summer is sure to rank top rate!

 Here is your opportunity to have an effect on someone! Your efforts, energies and input will not go unnoticed! As a counselor in Bnot Jersey Girls you stand as a role model for all of your campers, co-workers and everyone around you.

A little girl hanging up a new calendar exclaimed, “It’s going to be a beautiful year.” A friend said, “How do you know?” A year is a long time, you never know what will happen.” “Yes,” the girl said, “but a day is not a long time. I will take one day at a time and make it beautiful. Years are only days put together and I will see that every day gets something beautiful in it.” “If you really do that,” replied the friend, “It will surely be a beautiful year.”

 Wishing each and every one of you, our dear counselors, much *hatzlacha* this summer in camp Bnot Jersey Girls!

Love,

Esther Dayon & Rachel Avram

USEFULL TIPS

* THINK before you speak and do! Everyone has feelings and is sensitive to the way you behave. People will learn from you! Telling a child to be quiet can hurt! Showing favorites hurts more.
* LOVE!!! Every camper should feel more loved when she leaves camp then she felt when she came in the morning. If you learn one thing from this manual learn to love! You will only be loved back!
* STAY POSITIVE!!! It might be hot out or a very busy day but that same day can be sunny and full of energy! It’s your choice how it will turn out. Talk about how awesome camp is. Make a big deal out of everything & make it happen. If you talk about something coming up on the calendar and rev it up, and count down the days it will add so much more excitement to the activity etc. Kids are happy with an ice cream cone, imagine how happy they should be with all we do! Your campers should be on a high! Don't forget to smile!
* WHAT TO SAY? WHEN TO SAY IT? Try not to embarrass your campers. If they did something wrong you could approach them quietly in a loving manner. Never accuse a camper or blame them for something unless you saw it with your own eyes. Don’t pick sides. If you're not sure how to handle a situation please come to us, we're here to help. Obviously don’t speak badly about any of your campers. All the parents want to know is that their child is safe and happy! Always be reassuring when speaking with a parent. Be confident in telling them positive things about their child.
* DO, DO & DO! You are here to work and give your campers a good time! What’s more fun swimming with or without counselors? Playing with your counselors or letting them watch? Going on a ride with your counselor or alone? Do you want to be a good counselor?
* BE A “MENTCH”: Baruch Hashem we have an unbelievable air-conditioned facility that has so many things to offer. Please make it your priority to watch over it. Take responsibility for the actions of your campers. Balls should be played with in the gym or outdoors.

Walls and tables are not for writing or coloring on. Garbage belongs in a proper receptacle! If you see something on the floor, you could even pick it up instead of stepping on it. This shouldn’t be too much to ask and it will only enhance the building for everyone to enjoy! Keep in mind we cant be everywhere at once. It is part of your job to make sure the kids are not damaging the building/buses (especially during color war). If you see somebody violating the property please notify us so we can take care of the matter.

* MAKE A KIDDUSH HASHEM: We are so lucky that we can enjoy the summer going on so many special trips and outings. Remember to set the tone for your campers. We should always be viewed as the girls who go on trips in a dignified and refined manner. We should stand out from the crowd. Words like please and thank you should be frequent utterances. When traveling on buses, you are expected to take control of your group and make sure they stay seated and don’t use extremely loud voices. Please situate yourselves spread out at the front, middle, and rear of the bus so that you can control what is going on. It goes without saying that arms and heads must stay inside the windows.

THE DAILY ROUTINE

* ATTENDANCE & PUNCTUALITY:

 All counselors must arrive in camp 10 min. prior to the start of the day. (8:50 a.m.) You must sign in near the front office upon arrival. Failure to sign in will result in a tardy. You may not sign in and then leave to get a coffee or anything else. Once in camp, you assume all of the responsibilities of the job.

All absences and lateness will be deducted from your salary on a pro-rate basis. Each absence equals one days pay and each late equals half a days pay. If you plan to be absent or can't come for any reason, it is your responsibility to find a suitable replacement. The camp must approve of your replacement ahead of time.

* BUS COUNSELORS:

 Bus counselors should always be cheerful and confident in the morning when receiving a camper and in the afternoon by drop off. You must ALWAYS see a parent when receiving and dropping off a child. ALWAYS cross a child if need be. Attendance must be taken before leaving camp and you must SEE the child! Hearing a yes when calling out their names is NOT enough.

Nobody is allowed to get off the bus anywhere unless otherwise indicated on your attendance sheet of the day. It is your duty to make sure the bus remains under control. Voices should be kept down and everyone must remain sitting at all times!!! Garbage must be thrown away!

**Before getting off the bus at camp or at your home you MUST check the entire bus for any sleeping children or valuables.** As always, if any issues arise please notify the head staff so we can handle the situation.

**Bus Emergencies:**

Bus counselors will be held responsible to perform emergency evacuation bus drills and record results in the logbook.

In case of emergency when riding a bus:

Concerning Bus counselors AND counselors -When the evacuation alarm goes off, all people in the bus must evacuate in a quick and orderly manner using front and back exits. Once outside the bus, the bus counselor/counselor should take attendance for all campers in their charge. The camp director must be notified and will take account for all staff members. If someone is unaccounted for the camp director must be informed immediately and will advise of any further measures that should be taken.

* ARRIVING IN CAMP:

 Preschool counselors: The bus counselors will walk your campers to your classroom. Please be there waiting with smiles ready to start the day. Your campers should be greeted warmly and assisted in getting settled in.

 K-4th grade counselors: By the time your campers begin to arrive you must be waiting for them with **SMILES** in the gym. Each group will have a designated spot for them to line up. Morning songs and cheers will soon begin and of course your motions and voices should be seen and heard.

 5th-9th grade counselors: By the time your campers begin to arrive you should be waiting for them upstairs in their designated rooms.

* PRAYING:

 K-4th grade counselors are expected to pray out loud with their campers. Obviously if a child needs help finding the place you should be ready to help them. Praying in the morning should be an experience enhanced with songs and familiar tunes for everyone to enjoy.

 5th-9th grade counselors are expected to supervise and make sure that their campers are praying and the room remains quiet so that everyone can concentrate.

**COUNSELORS OF ALL AGES MUST PRAY AT HOME!**

* TAKING ATTENDANCE:

 Every morning a designated counselor will take 2 attendance sheets from the office. She will then keep one for her records and give the second one to the office. If a camper comes late to camp or is leaving early, it is your duty to notify the office.

 Your attendance sheet must be attached to you!!!!

You must always know where every one of your campers is at all times! No camper should ever be found roaming without his/her group or be found lost! For this reason you should take attendance before and after each activity. There is absolutely **NO COUNTING HEADS** allowed!!! It is suggested that campers be assigned a buddy.

 If a child tells you they are being picked up early or by dismissal, you must notify the office. You have no right to take a child home without notifying the parent and the office. You may not let a child go to her friend’s house without a note and without telling the office. Even if a child tells you they are going to their friends house you must check with the office and have consent from the parent. Train your campers to tell you by lunch time about any plans they might have for after camp so that it doesn’t cause havoc during dismissal.

 If a child is absent it would be so nice of you to call that night to make sure she’s feeling o.k. and to tell her she was missed. If a child is absent for 2 consecutive days you must call her to check in and notify the camp mother of her absentees. The supply room manager can make a card for you to send home to her.

If at any time in or outside of camp, someone is unaccounted for, the counselor whose camper is missing must immediately inform the camp director and follow any instructions given.

 IN CASE OF EMERGENCY:

 When an alarm goes off, EVERYONE in the building should immediately evacuate in a quick and orderly manner. Campers should line up in the field along the fence. Once outside counselors MUST take attendance of their campers. The camp director will account for all staff members. If someone is unaccounted for the counselor who is in charge of the missing child should immediately inform the camp director! Everyone should remain in place until further directions are given!

* RESPONSIBILITY:

 It is your job to make sure your campers are safe and comfortable at all times. Be there when getting on and off buses. Watch for traffic while kids of any age cross. There must be a **DESIGNATED** counselor in front in middle and behind the group when crossing whether you’re in or out of camp or getting on and off a bus! (We will have practice drills). Never ever leave a child at the end of the line of a ride, or send a child to the bathroom alone in a park. Remember, you can never be too safe!!! Help your campers take responsibility for their belongings. Make sure everyone has all their stuff before leaving an activity.

* SCHEDULE:

 Endless hours went into making your daily schedules! Each and every minute consists of an exciting activity. There is a reason for everything and its order, so for the sake of maximizing its potential please stick to the schedule!!! When looking over the schedule of the day, chances are your campers are looking at you to see what’s in store. Make sure your expressions show how excited and eager you are to do everything that is planned for you. If for any reason you feel the something doesn’t make sense on your schedule please discuss if with one of the head staff ahead of time so we can review it. Your presence, help, and cooperation during any and all activities are 100% required!

 Preschool counselors alike must make sure the day runs smooth and everything in your power is done to enhance the schedule and make it as fun and safe as possible. During the course of each and every activity throughout the day you are expected to **HAPPILY AND ACTIVELY PARTICIPATE!** (Ex: swim, in the classroom, gym time, outdoors, trips, show time…

* SWIM:

 Swim is not a counselors’ vacation time! It is of utmost importance that our campers want to go swimming! This should be the highlight of every day! Get wet, and have fun! Our lifeguards are here to ensure the safety around the pool. If they make a rule, it is yours to follow. Younger children will need your help changing in and out of their bathing suits, please make sure to help them. There will be no eating in the pool area. Before leaving the pool make sure to look around for anything that might be left behind. Make sure all your campers have their belongings. Nobody is allowed be outside of the pool area without being fully dressed!!! (pool drills)

* RSS:

 Ready Set Score designed by Sara Abadi is a program made to achieve supreme sportsmanship and camaraderie amongst our campers. Our goal on the court or in the field is to bring out the best in all the children and help them to succeed. During these sessions the campers will learn different drills and skills that will teach them how to play each sport correctly.

* DISMISSAL:

 Obviously a camp day is not over for you until all the buses pull out. Preschool campers will dismiss out of the side doors. All children should be safely sitting on the grass area until time to load the buses. Only once attendance is taken and all your campers are strapped in can you leave the bus. K-4th graders will be dismissed out of the gym one bus at a time. 5th-9th graders will board their buses at the same time. As a counselor, you must be available and ready to help out until the last bus departs. If you must leave early you need to notify the office and sign out.

CAMP RULES:

* FOOD POLICY:

 All foods served in camp must be chalav yisrael.

We do not allow any foods containing nuts or traces of nuts in camp or at any camp activities. All snacks sent to camp must be sealed in their original packages and anything containing nuts must be confiscated. Remember to be sensitive to the child and try to arrange to give her another snack. Telling the office to notify the childs home so that they don’t send such snacks again would be a great idea.

All counselors must pay for all canteen products they wish to have.

* CAMPER DRESS CODE:

 All campers are required to wear their camp shirts every day no matter what! Socks and skirts (adequate in length) must be worn as well. If you notice a child that is dressed inappropriately please notify the head staff so we can handle the matter.

* CAMPER CELL PHONE POLICY:

 Campers may not use their phone or your phone in camp. If somebody needs to make a call they can use the office phone. Please understand that the use of personal i-pods is prohibited being we can’t monitor what they contain.

* COUNSELOR DRESS CODE:

 All counselors must wear the camp shirt and stockings on a daily basis. Elbows and knees must be covered generously. Your responsibility in this matter knows no bounds because your campers will undoubtedly learn from you, and we hope they will look up to you!

* COUNSELOR CELL PHONE POLICY:

 No counselor will be allowed to speak on the phone during the camp day. This includes bus rides to and from trips as well.

The head staff members will take away your phone if you are found using it. Of course playing videos and or unapproved music is unacceptable. We especially don’t want to have to take away anybody’s belongings, so please make it easy for us and stay off your phones! You may never allow a camper to use your cell phone. Please come to the office with your camper if they need to make a call. REMINDER: You may not speak to any parents regarding their child or any other child without consent from the office.

* AFTER CAMP MEETINGS:

 Meetings will be held twice a week after camp in camp. Full attendance is required. These meetings will play an extremely instrumental role in doing our jobs properly.

* THANK YOU:

 We would like to extend a thank you to all of you who chose to be a part of camp this summer! We are so happy you are joining us for what we are sure will be an unforgettable experience! We love you all, and we hope you enjoy being a part of camp as much as we enjoy having you!