



# Life at Clover Patch Camp

~ A Head Cook's Guide ~

## ABOUT CLOVER PATCH CAMP

Clover Patch Camp is located in upstate New York, in the town of Glenville. It has been in existence since 1965. Operated by The Center for Disability Services, Clover Patch serves as a day and overnight summer camp for children and adults with developmental disabilities ages five and older. The campers have a wide range of disabilities including mild to severe mental retardation, autism, cerebral palsy, muscular dystrophy, ADHD, traumatic brain injury and medical frailty. Clover Patch is 100 percent wheelchair-accessible including a specially adapted pool, miniature golf course, playground, nature trails and living quarters. It is approximately 2½ hours north of New York City and 30 minutes northwest of the New York State capital, Albany. Camp is built on 120 acres of forest, but operates on primarily 15 acres. Clover Patch uses international recruiting agencies to hire staff from around the world. The multicultural atmosphere helps enhance the richness of the camping experience. Our goal is to provide each camper with a dynamic, fun, and safe camping experience.



## CONTACT INFORMATION

Dani-Leigh Ross, Camp Director

Off-Season Office Phone: (518) 384-3042 • Summer Office Phone: (518) 399-4759

Camp Staff Phone: (518) 399-4799 • Fax: (518) 384-3001

[www.cloverpatchcamp.org](http://www.cloverpatchcamp.org) • [www.cfdsny.org](http://www.cfdsny.org) • [cloverpatchcamp@cfdsny.org](mailto:cloverpatchcamp@cfdsny.org)

55 Helping Hand Lane, Glenville, NY 12302

## TRAVEL

- ♣ The Cook position may be residential or non-residential.
- ♣ Please let us know when you plan to arrive. We want to make sure that we are at camp to greet you and help you get settled in. Please do not arrive earlier than Saturday late afternoon/evening.
- ♣ Orientation will begin on Sunday at 12 noon.
- ♣ If you are arriving by Greyhound bus or Amtrak train please plan to arrive at the Schenectady station.
- ♣ If you are arriving by Megabus please plan to arrive at the SUNY Albany - Collins Circle station. There are two Megabus stations in Albany. Please take care to choose the correct station when making your travel plans.
- ♣ If you are arriving by plane plan to fly into the Albany airport.
- ♣ Please let us know your travel arrangements as soon as possible. A camp staff member will be at the station/airport to welcome you and transport you to camp.
- ♣ Staff are welcome to bring a car to camp.

### **INTERNATIONAL STAFF**

- ♣ CCUSA will inform you of your travel arrangements and give you an arrival date for when you will be flying into New York City. From New York City you will travel by Megabus to Albany, New York. If you have any questions you should call the agency directly.
  - ♣ Camp Counselors USA: 1-800-999-2267
- ♣ Please call, email or text camp before leaving the city to let us know you are on your way. If you get the answering machine please leave a message. You will likely meet up with other staff people that are coming to Clover Patch. One contact from the group is sufficient.
- ♣ Please do not plan to take an Amtrak train. The Saturday schedule does not allow for afternoon/evening travel to the Schenectady train station.
- ♣ Please do not arrive earlier than Saturday afternoon/evening.

## WHAT TO EXPECT WHEN YOU ARRIVE AT CAMP

- ♣ All staff will arrive on Saturday.
- ♣ When you arrive you will be given a quick tour of camp and shown to your living quarters.
- ♣ Female staff stay in a female staff cabin. There will be no more than 14 staff members in the cabin. There are bunk beds and dressers/bureaus. The windows are screened and there are electrical outlets.
- ♣ Male staff stay in the male staff quarters behind the staff lounge. These are small dorm-type rooms. There will be 2-3 staff in each room. The windows are screened and there are electrical outlets.
- ♣ When you arrive you will have time to unpack, settle-in and meet the other staff. We will have some get-to-know-you games once everyone has arrived in order to meet everyone and learn names.
- ♣ Orientation will start on Sunday afternoon and end Friday afternoon.

## HELPFUL HINTS

- ♣ It is helpful to bring a collapsible laundry basket or bag for trips to the laundry room.
- ♣ Camp can be very humid during the summer. If you are bringing/purchasing envelopes the peel & stick variety are best. The humidity will seal regular envelopes.
- ♣ Bring athletic shoes and water shoes, Crocs or Teva-type sandals. No flip-flops or fashion sandals are allowed while on duty including pool and shower time.
- ♣ Baskets and cubbies are available in the bathhouse for your toiletries.
- ♣ International staff and any American staff arriving by bus, plane or train will have all bedding and linens provided. Any staff arriving by car should bring bedding and linens with them.
- ♣ The weather in upstate New York tends to be warm and humid in the summer. The average high temperature is 85F (29C) and the average low temperature is 70F (21C). The summer tends to get off to a chilly start especially in the evenings. Pack some warmer layers in addition to summer clothes.
- ♣ There is a telephone in the staff lounge for personal calls (518-399-4799). You will need a phone card for all long distance calls.
- ♣ It is easiest to have a battery-operated alarm clock. There are electrical outlets in the staff quarters but there may not be one close to your bunk. In addition, you will need to bring an alarm clock with you when you are on duty in the camper cabins.
- ♣ It is helpful to have a small light for your bunk. The bunks tend to be a bit dark if you are trying to read or write.
- ♣ We will make a trip out to the store within the first few days. You will have an opportunity to pick up any needed items.
- ♣ The campsite is in a wooded area. Bug spray is highly recommended!

## CLOTHING & EQUIPMENT LIST (FOR RESIDENTIAL STAFF)

### CLOTHING

- ◆ Long pants & shorts
- ◆ Long sleeve shirts & t-shirts
- ◆ Sweatshirt
- ◆ Pajamas
- ◆ Socks & under garments
- ◆ Bathing suit (no bikinis, tankinis or Speedos)
- ◆ Going-out/staff banquet outfit

### SHOES

- ◆ Athletic shoes (no open toe shoes)
- ◆ Water shoes, Teva-type sandals or crocs for pool and shower (no flip-flops)

### OUTERWEAR

- ◆ Rain coat
- ◆ Warm jacket

**BEDDING** (bedding will be provided for all international staff and staff arriving by bus, plane or train.)

- ◆ Twin sheet set
- ◆ Blankets
- ◆ Bath towel/pool towel
- ◆ Pillow/case
- ◆ Wash cloth

### DO NOT BRING

- ◆ Illegal drugs
- ◆ Alcohol
- ◆ Pets
- ◆ Firearms
- ◆ Weapons

### PAPERWORK

- ◆ Photo identification
- ◆ Social security card (American and returning international staff)
- ◆ Passport/visa (international staff)
- ◆ Medical forms/proof of immunization (if not already sent)
- ◆ High school/college degrees
- ◆ Certification cards (if applicable)

### EQUIPMENT

- ◆ Flashlight
- ◆ Alarm clock (battery operated)

### TOILETRIES

- ◆ Personal care items
- ◆ Sun block
- ◆ Insect repellent
- ◆ Medications

### NICE TO HAVE BUT NOT REQUIRED

- ◆ Camera
- ◆ White t-shirt for tie dying
- ◆ Letter writing paper, envelopes (peel & stick variety), pen, stamps, address book
- ◆ Spending money
- ◆ Calling cards
- ◆ Daypack
- ◆ Instruments (harmonica, guitar, etc.)
- ◆ Shower caddy
- ◆ Robe
- ◆ Water bottle

## WHAT YOU CAN EXPECT FROM US

- ♣ Free rustic bunkhouse living quarters
- ♣ All meals provided daily
- ♣ Laundry facilities and supplies provided at no charge
- ♣ Free healthcare for minor illnesses and injuries
- ♣ Staff lounge with telephone and TV/DVD
- ♣ Internet access and Wi-Fi
- ♣ Staff shirt
- ♣ Saturdays off!
- ♣ Transportation to and from buses, trains and Albany airport
- ♣ A one-week orientation to prepare for the summer experience
- ♣ Lifelong interpersonal and leadership skills
- ♣ Opportunities to learn new skills
- ♣ Professional job experience
- ♣ Comprehensive job training
- ♣ Support and feedback during employment
- ♣ A chance to work with staff from across the country and around the world

## WHAT WE EXPECT FROM YOU

You will have a lot of fun at camp but, a summer at Clover Patch is not for everyone. You will spend the summer living, eating, playing and sharing first with the campers and then with the entire camp community. Your first and foremost responsibility while at camp will be the campers' well-being and happiness. Your influence on their lives is profound. Your own personal example will influence them more than your words. We expect you to:

- ♣ Maintain a clean and professional appearance at all times.
- ♣ Respect the buildings and facilities you use as if they were your own.
- ♣ Demonstrate your loyalty to the ideals of Clover Patch Camp by participating in all activities and events with your campers.
- ♣ Foster an uplifting environment with your infectious enthusiasm and by keeping your speech free from negative comments and profanity.
- ♣ Keep the camp free from alcohol and controlled substances, which are strictly prohibited anywhere on campus.
- ♣ Be well rested. While at camp, you need to get enough sleep to get you through long active days. You are dealing with campers whose physical and emotional safety is in your hands.
- ♣ Be a positive representative of Clover Patch Camp. Both within and outside camp your actions bear directly upon our reputation and campers' attitudes.
- ♣ Be open to change, new experiences, hard work, long hours, fun personal development, and sharing yourself with others.
- ♣ Enjoy working in the outdoors in all the weather that is part of a summer in Upstate New York.
- ♣ Be flexible and use good judgment.
- ♣ Be a team player!

## CODE OF CONDUCT

- 📖 As a member of the Clover Patch Camp team, you will have an incredible opportunity to impact the lives of our campers. With this opportunity comes great responsibility to present yourself in a manner that any parent or caregiver would want their loved one to emulate.
- 📖 All employees agree that while at camp they will adjust personal habits and actions to the customs, policies, procedures and ideals of camp. Staff members will conduct themselves at all times in such a manner that they will be of credit to themselves and to the camp. This includes activities at camp, away from camp and online.
- 📖 **Professional Responsibility:** All staff members are expected to demonstrate:
  - ⇒ Regular attendance and promptness
  - ⇒ Alertness and fitness for duty
  - ⇒ The practice and promotion of a safe working environment
  - ⇒ The highest standards of honesty in all aspects of work
  - ⇒ Pride in his or her personal work and in providing quality services to campers
  - ⇒ Cooperative team spirit and respect for all individuals
- 📖 **Appearance:** All staff members should dress appropriately.
  - ⇒ You will be working in an outdoor environment. It is expected that you will dress according to the weather (t-shirts, shorts, athletic shoes).
  - ⇒ Fashion extremes, skirts/dresses and revealing attire are not allowed while on duty or in the presence of campers.
  - ⇒ Open-toed shoes, fashion sandals and flip-flops are not allowed while on duty. At all times staff should wear athletic shoes. During showering and pool time water shoes, Crocs or Teva-type sandals are acceptable.
  - ⇒ Visible body piercings (with the exception of earrings) are not allowed. Staff with visible piercings are required to remove them while on duty or in the presence of campers. It is recommended to bring plastic retainers to keep piercings from healing and closing. Earrings worn while on duty should be simple and small.
  - ⇒ Excessive or offensive tattoos are not allowed. Discrete tattoos or those that may be reasonably covered by clothing are acceptable.
  - ⇒ Swimwear should be modest in nature. Ladies are not permitted to wear swimwear that exposes the midriff (bikinis or tankinis) or is excessively low cut in the front or high cut in the back. Men are expected to wear boardshorts or swim trunks (no Speedos).
- 📖 **Staff Lounge:** The staff lounge is a quiet retreat area for staff members on their time off. Staff members are required to adhere to all policies and procedures while using the lounge.
- 📖 **Living Areas:** All living areas will be inspected daily, with the expectation that they will be clean and neat at all times.
- 📖 **Pool:** The pool is only available for use when there is a certified lifeguard on duty.
- 📖 **Laundry:** Staff laundry can be washed free of charge at the camp in the facilities provided. Laundry must be done during off-duty hours.

📖 **Electronic Technology Usage Policy:** We understand that employees utilize cell phones and other electronic devices in their daily lives to keep in contact with family, friends, and colleagues. As a family focused organization we respect this but there are a few guidelines to keep in mind while at camp.

- ⇒ **Cell Phone Use:** Cell phones should not be used while on duty. Please refrain from taking incoming or making outgoing calls or text messaging while on duty.
- ⇒ **Cell Phone Use While Driving:** Cell phones and other hand-held devices are strictly prohibited while driving any Center for Disability Services' vehicles or personal vehicles while on duty. Using cell phones and other hand held devices while driving is illegal in New York State and puts you and our local community in unnecessary danger.
- ⇒ **Internet Use:** Internet use is not permitted while on duty. Internet use includes but is not limited to use of desk top computers, personal laptops, Smart Phones, or tablet computers. All Internet use should be restricted to off-duty hours.
- ⇒ **Unacceptable Internet Behavior**
  - visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal, immoral or unethical material
  - using the computer to perpetrate any form of fraud, or software, film or music piracy
  - using the internet to send offensive or harassing material to other users
  - hacking into unauthorized areas
  - revealing confidential information in a personal online posting, upload or transmission
  - introducing any form of malicious software

📖 **Internet Publishing:** Staff members agree not to publish any information that may be offensive, illegal or violate the rights, harm, or threaten the safety of any person. Personal websites including social networking sites (e.g. Facebook, SnapChat, Instagram) may not reveal any camper's photograph, name, e-mail address, phone number, home address, date of birth or any other personal identifying information. Anyone suspected of objectionable online activity will be reviewed immediately and disciplinary action up to and including termination will be implemented.

📖 **Photo Releases:** Photographs are limited to those campers that have written approval from a legal guardian.

📖 **Curfew:** Curfew is 12:00 midnight for all staff while camp is in session. At no time are the campers to be outside or left unattended without their counselor. Disciplinary action will be taken if a cabin is not properly supervised with two staff members.

📖 **Lights Out:** Staff members are expected to maintain hours and habits that will help them to remain in excellent physical, mental and emotional condition.

📖 **Staff Visitors:** Visitors are allowed on days off with the approval of the camp director. When camp is in session, staff members will be very busy with campers and visitors become a distraction with camp's routine. At any time, the camp director may ask a visitor to leave.

📖 **Dating and Personal Relationships:** Dating and personal relationships are permitted but should never become the focus of the camp. It is expected that staff refrain from showing any undue attention to their significant other and maintain a professional demeanor while at camp. Staff are not permitted to discuss their personal dating relationships with or in front of the campers. Sexual activities, cohabitation and public nudity are prohibited on camp property.

- 📖 **Use of Camp Facilities and Property:** All camp staff members are responsible for the care and usage of camp facilities and property. Due to the limited amount of funds available and the cost of materials and equipment, care must be taken to avoid waste. Please report misuse of camp property to the camp director. (Please note. Staff members are not permitted to use materials for personal projects.)
- 📖 **Camper Property:** Use of camper property by the staff for personal use or pleasure is strictly prohibited. Any misuse or abuse of camper property will result in disciplinary action.
- 📖 **TAPS:** Two staff members must be in each unit (TAPS) after campers are in bed. Loud talking, shouting and obnoxious behaviors after lights out are to be avoided at all costs and may result in disciplinary action.
- 📖 **Tobacco Policy:** Staff who choose to use tobacco products must do so in the designated area, during time off. At no time is the use or possession permitted in the view of campers. Tobacco use is allowed in the clearing behind Brigadoon Lounge only. All other grounds and facilities are restricted.
- 📖 **Parking:** The parking lot at the end of the driveway at Helping Hand Lane is available for staff parking. At no time should any staff member or visitor drive into camp while camp is in session.
- 📖 **Camp Bicycles:** Camp bicycles are available for staff use only! Bicycles must be stored behind the laundry when not in use. All staff members must wear a helmet when on a camp bicycle.
- 📖 **Workplace Violence:** Clover Patch Camp has a zero tolerance policy regarding workplace violence against or by employees.
- 📖 **Drug/Alcohol Free Workplace:** Clover Patch Camp has a zero tolerance policy regarding the use of illegal drugs and alcohol on camp property or in the close vicinity of the camp community. No illegal drugs or alcohol may be consumed, stored or sold on camp property or in the close vicinity of the camp community. Camp property consists of all camp buildings and grounds including the nature trail, woods, parking lots and all property up to and including the main office building. All staff are expected to be “fit for duty” when returning to camp after time off. Anyone suspected of breaking this policy or knowingly allowing this policy to be broken will be reviewed immediately and disciplinary action up to and including termination will be implemented.
- 📖 **Harassment:** Clover Patch Camp has a zero tolerance policy regarding harassment. We recognize that a person’s right to freedom from discrimination includes the opportunity to work in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operations of the camp program. Harassment has the potential to create an intimidating, hostile, or offensive work environment and may unreasonably interfere with an individual’s work performance, which could adversely affect an individual’s employment opportunity.  
  
Harassment includes all unwelcome advances, written or verbal innuendoes, threats, insults or disparaging remarks concerning a person’s gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability or religious beliefs that are offensive to a person associated with the camp program. Examples include verbal harassment (epithets, derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.) and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc.).
- 📖 **Sexual Harassment:** Clover Patch Camp has a zero tolerance policy regarding sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually related

jokes and comments, unwanted touching, sexually-related gestures, pictures and postings and other verbal or physical conduct of a sexual nature.

 **Rules and Other Policies:** It is expected that you will take all rules, regulations, and policies seriously. Rules are designed with safety in mind. As a staff member, we ask that you set the tone and lead by example not only to campers but also to your fellow staff.

## FREQUENTLY ANSWERED QUESTIONS

### Do I have to live at camp?

- ♣ No. Living at camp is not required. However, room and board is available if desired.

### How many staff members work at camp?

- ♣ 18 direct care staff    ♣ 4 support staff    ♣ 2 nurses    ♣ 3 administrators

### Where are the staff members from?

- ♣ 30% from Europe    ♣ 5% from Asia    ♣ 65% from USA    ♣ 75% are college-age students

### How many campers attend each session and what is the camper to staff ratio?

- ♣ Maximum of 24 campers per session (7 sessions total)
- ♣ 2:1 camper to staff ratio

### What types of disabilities do the campers have?

- ♣ A range including:
  - ♦ autism    ♦ cerebral palsy    ♦ Down Syndrome    ♦ medically frail    ♦ ADHD
  - ♦ traumatic brain injury    ♦ mild to severe mental retardation    ♦ Asperger's
- ♣ 35% non-ambulatory
- ♣ 40% non-verbal

### What are the ages of the campers?

- ♣ 5%    5-9 years old    ♣ 25%    10-19 years old    ♣ 15%    20-29 years old
- ♣ 20%    30-39 years old    ♣ 35%    41+ years old

### How do I get around?

- ♣ Camp is located a short walking distance to a city bus line with easy access to stores, shops, entertainment etc.
- ♣ Camp is convenient to the Schenectady bus & train station and Albany airport for extended trips
- ♣ Taxi service is available
- ♣ Staff bicycles are available

### Is there Internet access at camp?

- ♣ Yes, there is a shared staff computer with Internet access at camp.
- ♣ Wireless Internet is available for staff that choose to bring a laptop computer to camp.
- ♣ Internet access is also available at 2 local libraries.
- ♣ Both libraries are within cycling distance.

### **Is there a place to secure my valuables?**

- ♣ Yes, there are small lockers available for staff members to store their valuables. Staff members will need to provide their own padlock.
- ♣ The lockers are the perfect size to store purses/wallets, passports, plane tickets, electronics, etc.

### **What are the meals like at camp?**

- ♣ We provide campers and staff with healthy, well-balanced meals.
- ♣ Please keep in mind that everyone has different likes and dislikes. We do our best to provide a varied menu throughout the summer but there will be meals that are not to your liking.
- ♣ Campers and staff dine family-style while sitting with their cabin group. Off-duty staff may eat with their cabin, in the staff lounge or outside at the picnic tables.
- ♣ Menu items are selected to provide nutritional meals that appeal to our campers.

At every meal we offer:

- ◆ Plain & Flavored Water
- ◆ Skim Milk
- ◆ Hot Chocolate/Tea/Coffee
- ◆ Hot & Cold Cereal
- ◆ Wheat Bread
- ◆ Peanut Butter & Jelly

Our main courses vary daily. Selections may include:

#### **BREAKFAST**

- ◆ Pancakes/Waffles
- ◆ Egg & Cheese Sandwiches
- ◆ Bagels
- ◆ Corn & Blueberry Muffins
- ◆ Scrambled Eggs with Bacon or Sausage

#### **LUNCH**

- ◆ BLT Sandwiches
- ◆ Chicken Caesar Wraps
- ◆ Deli & Tuna Sandwiches
- ◆ Pasta Salad
- ◆ Grilled Cheese
- ◆ Turkey Club Sandwiches

#### **DINNER**

- ◆ Grilled Pork Chops
- ◆ Chicken Quesadillas
- ◆ Teriyaki Beef Stir Fry
- ◆ Baked Potato Bar
- ◆ Cheese Ravioli w/ Sauce
- ◆ Chicken & Veggie Kabobs

### **Am I responsible for ordering the food?**

- ♣ The camp director is responsible for ordering all food and kitchen products.

### **What meals will I prepare?**

- ♣ Sunday
  - ♣ Dinner
- ♣ Monday – Thursday
  - ♣ Lunch
  - ♣ Dinner

### **How will I know about the campers' special dietary needs, required food consistencies and allergies?**

- ♣ Each camper has a dining facts sheet detailing his or her special dining needs.
- ♣ The director or assistant director will review the charts and provide you with a list of special preparations and allergies.
- ♣ During orientation a speech therapist will be available to train you on how to prepare specific food consistencies.
- ♣ A speech therapist will be available for Sunday and Monday evening meals to answer any questions about food consistencies.

### **Will I have help in the kitchen?**

- ♣ There are two support staff members to help with meal prep, delivery receipt and clean-up.

### **Will I prepare the menus?**

- ♣ No. All menus are prepared ahead and approved by a nutritionist.

### **Will I have to prepare meals for the staff on the weekends?**

- ♣ No, the cook is not expected to prepare meals on the weekend.
- ♣ Deli, PB&J and other sandwich items will be available for staff.

### **How will I know about the specific rules and regulations for sanitary procedures?**

- ♣ You will be trained during orientation regarding proper safety practices in the kitchen.
- ♣ All rules and regulations are posted throughout the kitchen.
- ♣ There is a reference book available for additional information.

### **How much interaction will I have with the campers?**

- ♣ The amount of contact you have with the campers is completely up to you. Some cooks enjoy mingling with the campers and joining in with activities. Others prefer to keep their distance.

### **Can staff use the kitchen on the weekend?**

- ♣ Use of the kitchen is up to the discretion of the head cook and camp director. As long as everyone uses the kitchen responsibly, everyone has the privilege of using the kitchen.
- ♣ When we are in session all meals are prepared by the head cook. On the weekend staff will often prepare meals together and enjoy the quiet.

### **Are there vending machines at camp?**

- ♣ No, there are no vending machines at camp. There is a camp store, open to campers and staff, which sells soda, candy and chips.
- ♣ At the end of each week we will make a trip to the store.
- ♣ There is a staff refrigerator in the dining hall.

**Are there vegetarian options at camp?**

- ♣ Yes, there are vegetarian options. Please be aware, however, that vegetarian options are limited. Camp provides vegetables, pasta, breads and cheeses. Staff are expected to provide their own vegetarian products such as tofu, legumes, nuts, seeds, etc.
- ♣ Please inform the cook and administrators ahead of time if you follow a vegetarian diet.
- ♣ Staff that follow a vegan or other specialized diet are expected to provide and prepare their own meals.

## DAILY SCHEDULE

 *Sunday*; 3:00 pm – 7:00 pm

 *Monday – Thursday*; 10:00 am – 7:00 pm

### DAILY SCHEDULE

#### Monday – Thursday

**10:00 am** Lunch Prep

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**12:15 pm** Lunch

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**1:00** Lunch Clean-up

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**4:00** Dinner Prep

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**6:00** Dinner

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**7:00** Dinner Clean-up

#### Sunday

**3:00 pm** Dinner Prep

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**6:00** Dinner

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**7:00** Dinner Clean-up