



# Life at Clover Patch Camp

~ A Camp Counselor'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

- ♣ 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

### 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 from camp nurses
- ♣ Staff lounge with telephone and TV/DVD
- ♣ Internet access and Wi-Fi
- ♣ Staff shirt
- ♣ 2 hours off each working day
- ♣ 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. While at camp we expect you to:

- ♣ Work with people who are as old as your grandparents or young enough to be your children.
- ♣ Gain a new sense of understanding about what it means to be disabled.
- ♣ Take care of others' personal needs – and encounter some messy situations.
- ♣ Be proud of your work and know that most people couldn't do what you've done.
- ♣ Be a friend to others who need friendship more than you might ever realize.
- ♣ Maintain a professional appearance and demeanor at all times.
- ♣ Respect the buildings and facilities you use as if they were your own.
- ♣ Be flexible and use good judgment.
- ♣ Be a team player!
- ♣ 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 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, 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.

## 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 during daytime hours.

- ♣ **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 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. A camp camera will be available to take photos.
  - ♦ **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 prior to and after your arrival at camp
    - 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, Instagram, and Snapchat) 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. This includes anything that takes place over social media prior to and during a staff person's tenure at Clover Patch Camp.
- ♣ **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.

## CAMP TRADITIONS

### ♣ *Flag Raising and Lowering*

- ◆ Each day there is a ceremony to raise and lower the flag before breakfast and dinner.

### ♣ *Campfires*

#### **Sunday**

- ◆ *Photos* – Meet at the pavilion to take cabin-group and individual photos
- ◆ *Journals*
- ◆ *Campfire* – Make s'mores and sing songs

#### **Thursday**

- ◆ *Present cabin signs*
- ◆ *Camper awards* – Each camper will receive an award each week. The awards can be for anything. Some will be traditional (e.g. Best Smile, Best Dressed, etc.) and others will be more creative (e.g. Cutest Pajamas, Biggest Flirt, etc.) in order to have a unique award for everyone. Even the most challenging campers receive an award.
- ◆ *Wish Luminaries* – Each week each camper and staff member will make a wish to burn in the fire. The luminaries will be placed around the campfire. Everyone reads his or her wish and burns the paper in the fire.
- ◆ *Sing campfire songs*

### ♣ *Cabin Signs* – Every week each cabin makes a cabin sign to commemorate their week at camp.

### ♣ *Journals* – Each camper keeps a journal throughout the week.

## FREQUENTLY ANSWERED QUESTIONS

### 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 weeks of children ages 5-18
  - ♦ 1 week of young adults ages 18-30
  - ♦ 4 weeks of adults ages 18+ (these sessions are typically attended by middle-aged to geriatric campers)
- ♣ 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

### What is direct care?

- ♣ First take a moment to consider the following. Our campers are used to people helping them with their personal needs. It is uncomfortable to us because we are not used to it. To them, it's just another day.
- ♣ Think of everything you do from the moment you wake in the morning. How many times did you eat today? Drink? Use the toilet? Shower? Change your clothes? Some of our campers need absolutely everything done for them. Others are able to do personal care tasks for themselves with some help and reminders for thoroughness.
- ♣ Dining including hand-over-hand feeding
  - ♦ Some campers are completely independent with dining. They need nothing but dinner conversation and camaraderie with their peers.
  - ♦ Some campers need their meal cut up into bite-size pieces. From there they can feed themselves (not always neatly, but independently). You may need to supervise to make

sure they are eating at a reasonable pace, not putting too much in their mouth at one time, etc...much the same as you would do with a toddler.

- ◆ Some campers need to be fed in the same way you would feed a baby...one spoonful at a time.

**I have never done direct care. How will I know what to do?**

- ◆ Don't worry. We will train you. During orientation you will learn everything you need to know. You will practice on other staff and shadow staff dining with disabled individuals.
- ◆ Remember...we have experienced staff that have done this before and we have a Speech Therapist available to help you. You are never alone and you would never be expected to dine with someone if you are unsure of what to do.
- ◆ We want you to feel confident and we want the campers to be safe.

♣ Toileting including changing children and adult diapers

- ◆ Some campers are completely independent with toileting. They can tell you when they need to go and take care of everything once they get there.
- ◆ Some campers may be toilet trained. They may just need to be reminded to go, possibly may need help getting on the toilet, and/or wiping thoroughly.
- ◆ Some campers wear diapers (children and adults). The children are pretty easy...just like changing a baby. The adults require a little more technique.

**I have never done direct care. How will I know what to do?**

- ◆ Don't worry. We will train you. During orientation you will learn everything you need to know. You will practice on other staff (with clothes on, of course), shadow staff toileting disabled individuals and practice on disabled individuals with assistance from a professional caregiver.
- ◆ During the first session staff new to direct care are paired with experienced staff. You are never alone and you would never be expected to assist someone if you are unsure of what to do.
- ◆ We want you to feel confident and we want the campers to be safe. You will be surprised how quickly you will catch on and it becomes second nature.

♣ Bathing/showering and personal hygiene activities including teeth brushing, washing, etc.

- ◆ Some campers are completely independent.
- ◆ Some campers may need help washing and rinsing but are able to assist somewhat.
- ◆ Some campers need to be fully bathed and cannot assist in any way. We have equipment such as bathing chairs and tables that you roll right into the shower. Our shower stalls are not typical to what you have in your home. They are large enough to fit the camper, equipment and two staff.
- ◆ Remember...the campers do this every day. It is not uncomfortable to them to be unclothed in front of you. This is just a part of their life.

♣ Dressing

- ◆ Similar to the above, some campers can do it themselves, some need a little help, and others need it done for them. We will help you. You are never alone.

### **Will I have to administer medications or be certified in first aid/CPR?**

- ♣ A nurse is on site 24 hours a day.
- ♣ The nurse administers all medications, treatments, and first aid.
- ♣ You are responsible to bring the campers to the nurse at their designated medication times. The medication times are posted outside the nurses' office and at the cabins. Most campers receive medication before breakfast and before bed. Some get more, some get less.
- ♣ You are responsible to bring the camper to the nurse if they are injured, if you notice a bump or bruise of unknown origin, or if they just don't seem themselves.

### **What will I need to know before the campers arrive?**

- ♣ All staff complete an intensive pre-camp orientation training including:
  - ◆ hands-on direct care
  - ◆ child abuse awareness
  - ◆ review of disabilities
  - ◆ how to manage challenging behaviors
  - ◆ seizure management
- ♣ Prior to each session you will have an opportunity to review each of your assigned campers' applications as well as the other campers assigned to your cabin. The application contains specific details regarding the level of care and supervision each camper requires. You will have the opportunity to ask questions to the directors and nurses.
- ♣ The majority of the campers have attended camp previously, so we are familiar with the level of care they require.

### **How is the camp structured?**

- ♣ Each cabin typically has six direct care counselors working directly with eight campers.
- ♣ As a team, the cabin staff work together twenty-four hours a day to meet their campers' daily living needs.
- ♣ Every morning begins with reveille and the flag raising.
- ♣ The counselors escort their cabin through the daily programming and help them to participate and enjoy the fun.
- ♣ Each session begins and ends with a special campfire ceremony during which we anticipate the fun and celebrate each individual.
- ♣ A variety of structured activities are offered to enhance the camping experience including:
  - ◆ Arts & Crafts
  - ◆ Music & Drama
  - ◆ Sports & Recreation
  - ◆ Swimming
- ♣ A variety of Outreach Programs are offered including:
  - ◆ Pet Therapy
  - ◆ Fire Safety Demonstrations
  - ◆ Musicians

### **What is the time-off schedule?**

- ♣ Sessions begin at 11 am on Sunday and end at ~3 pm on Friday.
- ♣ Each staff person has two hours off during the day (Monday-Thursday) and 1-2 nights off per week.
- ♣ Friday night, all-day Saturday, and Sunday morning off!

### **Where do I sleep?**

- ♣ Counselors are required to sleep 1-2 nights per week in the camper cabins. You will be sleeping, however, you would be expected to get up if the campers need something, typically a visit to the bath house. Some nights you will sleep straight through without interruption, other nights you will be up a few times.
- ♣ Support staff and off-duty counselors sleep separate from the campers in shared living quarters in a rustic cabin with screened windows and bunk beds. There are dressers and bureaus to hang clothes.

### **How do I get around?**

- ♣ Camp is located a short walking distance (1 mile/1.6 kilometers) to a city bus line with easy access to stores, shops, entertainment etc.
- ♣ Camp is convenient to the Albany-Collins Circle Megabus and Schenectady bus & train stations 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, tablet, etc. to camp.
- ♣ Internet access is also available at 2 local libraries and many cafes/restaurants within walking or 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 need to provide their own padlock.
- ♣ The lockers are the perfect size to store purses/wallets, passports, plane tickets, electronics, etc.
- ♣ Larger items can be stored in the camp office.

### **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

#### **Can we use the kitchen?**

- ♣ 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, with soda, cookies, 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.

#### **What do I do after camp?**

- ♣ You are scheduled to depart camp on the Saturday after the last day of overnight camp. Due to insurance regulations staff cannot stay beyond this date.
- ♣ Camp staff will transport you to the train/bus station or Albany airport.

## DAILY SCHEDULE

- ♣ *Sunday*; 11:00 am – 9:00 pm
- ♣ *Monday – Thursday*; 7:00 am – 9:00 pm (with a 2-hour break on a rotating schedule)
- ♣ *Friday*; 7:00 am – ~3:00 pm (ending time dependant on when the last camper leaves)
- ♣ *TAPS* – Sleep in the camper cabins 1-2 times per week
- ♣ *On/Off* – Off duty but must remain on camp property 1-2 times per week
- ♣ *Off/Off* – Off duty and free to leave camp property 1-2 times per week

### Monday – Thursday

<b>7:00 am</b>	Staff Rise & Shine
<b>7:30</b>	Camper Rise & Shine – Help campers get up, get dressed, make beds, tidy the cabin, medications
<b>8:15</b>	Flag Raising & Breakfast
<b>9:00</b>	First Activity Period – Cabin Group
<b>9:45</b>	Second Activity Period – Cabin Group
<b>10:30</b>	Third Activity Period – Cabin Group
<b>11:30</b>	Fourth Activity Period – All Camp
<b>12:15 pm</b>	Lunch
<b>1:00</b>	Rest Hour
<b>2:00</b>	Swimming/Showers
<b>5:00</b>	Afternoon Activity Period – All Camp
<b>6:00</b>	Flag Lowering & Dinner
<b>7:00</b>	Daily Journals
<b>7:30</b>	Evening Activity Period – All Camp
<b>8:30</b>	Prepare for Bed & Medications/Treatments
<b>9:00</b>	Camper Lights Out
<b>12:00 am</b>	Staff Curfew & Lights Out

## Sunday

<b>11:00 am</b>	Staff Report to Camp
<b>11:30</b>	Staff Meeting
<b>12:00 pm</b>	Lunch
<b>1:00</b>	Campers Arrive & Check-in Unpack – Clothing & Equipment Log
<b>5:00</b>	Afternoon Activity Period – All Camp
<b>6:00</b>	Flag Lowering & Dinner
<b>7:00</b>	Daily Journals & Cabin Photos
<b>7:30</b>	Evening Activity Period – All Camp
<b>8:30</b>	Prepare for Bed & Medications/Treatments
<b>9:00</b>	Camper Lights Out
<b>12:00 am</b>	Staff Curfew & Lights Out

## Friday

<b>7:00 am</b>	Staff Rise & Shine
<b>7:30</b>	Camper Rise & Shine – Help campers get up, get dressed, make beds, tidy the cabin, medications
<b>8:15</b>	Flag Raising & Breakfast
<b>9:00</b>	Pack – Clothing & Equipment Log Individual Activity (Counselor-led) Camper Check-out (by 12:00 noon) Staff Clean-up Assignment
<b>~12:15 pm</b>	Lunch (after last camper leaves)
<b>~1:00</b>	Staff Meeting
<b>~2:00</b>	Shopping Trip