



S. Barbara, California
Summer Day Camp

Camp Policy

“Where every Jewish child is Family”

Camp Gan Israel of S. Barbara

Camp Policy

(Last Updated February 2012)

Introduction

Camp Gan Israel S. Barbara is part of the world's largest network of Jewish camps. We take great pride in offering a program that is safe, fun and educational to promote each of our camper's physical, emotional, social and spiritual growth. Presented here are policies that ensure these goals are met. These policies are designed to comply with the American Camp Association accreditation standards.

Codes in parenthesis correspond to American Camping Association accreditation standard number. For more information on ACA accreditation visit www.campparents.org

Site and Food Service (SF)

Maintenance and Facility Care (SF.7.1)

1. Camp Gan Israel prides itself in having a safe and welcoming facility for our campers. Our 3 and half acres are maintained to meet the highest standards of cleanliness and safety.
2. Coverall is contracted to clean the camp facilities. Santiago Tree and Garden is contracted to maintain the gardens and property of Camp Gan Israel by Chabad of S. Barbara. The Camp Director does a walkthrough of camp each morning to ensure that the camp meets all cleanliness standards.
3. If a staff member sees a maintenance concern, he/she should fill out a maintenance request form and leave it on the director's desk. Repairs and corrections will be performed on a priority basis.
4. Each classroom is equipped with garbage cans, next to the eating area is a garbage can, and all around the camp site there are garbage cans. All garbage cans are emptied at least once daily.
5. The building is to be cleaned every single day after camp. Counselors should sweep floors and wipe down tables. Garbage and Diaper Genies should be emptied and new bags should be prepared for the next day. (This includes bathrooms and classrooms.)
6. Food Service areas are to be cleaned after each use. Food should be disposed of into the

covered garbage cans. Doors are to be kept closed and windows are to be screened. All food is sealed and stored in proper storage containers. (SF.15.1)

7. Refrigeration is monitored on a daily basis on Camp Days. The camp director must be notified immediately if the temperature exceeds 40°F. The Camp Director will immediately call a refrigerator repairman if temperatures exceed 40°F. All food in the broken unit is to be discarded. (SF.16.1)

Equipment Maintenance and Safety Checks (PD.8.1)

1. The Head Counselor, is responsible for safe storing and the maintenance of, all of our sports equipment and arts and crafts equipment. Equipment should be stored in the designated areas.
2. The Camp Director maintains sports and play equipment and replaces equipment as needed.
3. Waterslide and kiddie pools are inspected annually by Lunas Jump. All necessary repairs are made. Camp Director inspects the following waterslide components each morning for safety:
 - a. Stakes are secure in ground, straps are strong
 - b. Ladder handles and foot holds are secure
 - c. Safety net is securely in place
 - d. Inflation pump is operating and air is not leaking
4. Please see Archery equipment policies.

Playground Safety

1. Our Playground is inspected at the beginning of each day by the counselor of the first group to use the playground. A safety checklist is kept on a clipboard hanging on the office wall near the playground exit, if there is a concern it is noted on the checklist. All safety concerns are reported to the Camp Director immediately. (SF.10.1)

Health Care Plan (HW.11)

1. Camp Gan Israel's Health plan as outlined in the Staff Handbook is reviewed at least every three years by a licensed physician, who also serves as a consultant with access by phone throughout the summer. (HW.11.1)

Review of Foundational Practices

1. The Camp Director must review the Foundational Practices recommended by the ACA on an annual basis and record the results of the review. The Board of Directors is to hear a summary of this report in their annual meeting.

Incident Analysis (OM.2)

1. Camp Gan Israel annually reviews and analyzes incident reports to collect data as to when and where incidents, accidents and injuries may have occurred. The data is reviewed by the Camp Director as well as by the Board of Directors of Chabad of S. Barbara to ensure that our policies, protocols and risk-management plan are adequately addressing any risk or hazard.
2. The director will coordinate with Healthcare professionals, insurance personnel, legal consultants and other camp directors to identify steps to reduce incidents, accidents and injuries.
3. Procedures are modified and changes are implemented based on the results of this annual review. The Camp Director is responsible for coordinating with legal personnel, health-care personnel and other appropriate advisors to maintain safe and effective strategies.

Protective Headgear (PD.29)

1. Helmets must be worn by all cyclists on 2-wheel bicycles. Helmets must be checked for correct fit before biking. (PD.29.1)
2. When camp goes go-karting, all staff and campers are required to wear helmets, provided by the go-karting facility. Helmets are checked for proper sizing. (PD.29.2)
3. Camp Gan Israel chooses go-karting facilities that utilize roll bars and restraint devices in their go-karts. (PD.27.1)

Program Eligibility (PD.4.1)

1. Most Camp Gan Israel activities are geared for campers of all levels of ability. However, there may be trips that have rides or attractions that are only available to campers of a certain height.
2. Archery is only available to campers over age 7.
3. Hiking and overnight camping is only available to campers in first grade and older.

Specialized Activity Operating Procedures

Camp Gan Israel Archery Program (PD-22)

Operating Procedures

General:

1. Archery is not recommended for campers under age 7. A participant in archery activities must be old enough to understand safety procedures and handle equipment correctly. Archery may not be appropriate for some older campers. Evaluate your campers before signing up for archery. (PD.4.1)
2. A ratio of one qualified instructor for each 8 participants shall be maintained. (PD.22.1)
Instructors must have thorough knowledge of safety practices, equipment use and technique. A minimum of two staff must be with campers in the archery area, in order to supervise both the shooters and non-shooters. (PD.22.2)
3. Staff will be instructed during pre-camp in the areas of safety procedures and teaching techniques by the Archery Supervisor with Level I Archery Instructor certification or documented experience indicating knowledge and skill in teaching and supervising an archery program. The supervisor will observe counselors to verify knowledge and skill in teaching and supervising; knowledge of safety practices, equipment use and maintenance, and technique.
4. Each group going to archery must have a walkie-talkie.
5. Bunks may only use archery range when a Level I Archery Certified Instructor or a staff member trained by the supervisor is at the range. (PD.20.1)
6. There will be available an assortment of bows and arrows suitable for camp archery.
7. Staff are responsible to check equipment before use. Broken arrows or bows should be taken to camp office immediately following the activity.
8. First aid kit will be located in archery supplies storage box. Please notify the health care supervisor when supplies are used so they may be replaced. A First-Aider is always present when campers are in the Archery Range. (PD.17.1)
9. After arriving at archery range, explanation of safety rules posted at the archery range, and demonstration of equipment must be completed. (PD.18.1)
10. The instructor is responsible to supervise campers using the archery equipment, carefully

monitoring the performance of each camper until competency is demonstrated. (PD.19.1)

Safety considerations: (PD.23.1)

1. Maximum of three (3) shooters at a time.
2. Archery equipment must be stored in the shed and locked when not in use. (PD.20.1)
3. Don't use broken/cracked arrows. Always check arrows, especially if they have hit the ground.
4. In case of accident; remain calm, take command, and give clear instructions. Follow staff manual Emergency Procedures.

Safety rules: (PD.18.1, PD.23.1)

1. Arm guards and finger guards are provided and must be used. (PD.31.4)
2. Never point a bow and arrow at a person, even when not drawn.
3. Arrows are not picked up until "fire" command is given with One Whistle Blast.
4. Never draw the string without an arrow, overdrawing can occur and break the bow.
5. When aiming arrow, keep tip pointed toward the target. Shoot only at target, never at anything else (trees, animals, etc.). Never shoot an arrow straight up into the air! One never knows exactly where that arrow will fall.
5. After completing round, campers place bow in the quiver and step back behind line to wait for others to finish and Three Whistle Blast command to "retrieve arrows."
6. Campers waiting a turn to shoot must wait at the benches behind the archery shooting line.

Commands used:

1. Two Whistle Blasts – Walk to shooting line and place one foot on each side waiting and preparing to shoot
2. One Whistle Blast – Load and shoot arrows. Campers put bow in quiver when finished and return to the waiting line.
3. Three Whistle Blasts – campers WALK to the target line and wait for instructor to announce "Retrieve Arrows" to get arrows after all have finished.

Demonstration of equipment: (PD.23.1)

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1. Correct stance:
 - a. straddle shooting line
 - b. shooter's body in a "T" formation
2. Terms describing arrows:
 - a. odd-colored feather is called the index feather
 - b. two matching feathers are called the fletching feathers
 - c. the open slot end is called the nock
3. How to nock arrows:
 - a. use three middle fingers, one above the nock, two below – or- three below.
 - b. do not pinch the arrow, hold gently between fingers, slight pulling tension on the string.
4. Aim and shoot:
 - a. pull back with even pressure to the corner of your smile
 - b. release by letting the string roll off the fingers while the arm continues to move beside the ear in a flowing manner
5. Removing arrows:
 - a. hold the target flat close to the arrow with one hand
 - b. pull gently, twisting slowly to remove arrows

Camp Gan Israel Pottery Program

Operating Procedures

General:

1. Pottery activities may be attended by all campers of all ages. Work on the wheel, can only be performed by campers 1st grade and older, and only while being supervised by the Pottery Instructor. (PD.4.1)
2. A ratio of one qualified instructor for each 8 participants shall be maintained. Instructors must have thorough knowledge of safety practices, equipment use and technique. At least one counselor must be supervising campers during archery.

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3. The Pottery Instructor is responsible to check equipment before each use. Tools that are unsafe will not be used. (PD.8.3, PD.8.4)
4. A First-Aider is always present with campers at the Pottery Program. (PD.17.1) First aid kit will be located in the classroom nearby. Please notify the health care supervisor when supplies are used so they may be replaced.
5. Safety Rules for campers are reviewed before each pottery activity and are: (PD.18.1)
 - a. Campers must listen to all instructions of the Pottery Instructor.
 - b. The wheel and tools may not be used or touched without the permission of the Instructor. The wheel may not be used by a camper or staff member, unless the Pottery Instructor is actively supervising.
6. The Pottery Instructor is responsible to supervise campers using the pottery equipment, carefully monitoring the performance of each camper until competency is demonstrated. (PD.19.1)
7. Counselors are responsible for camper behavior during archery. Counselors should also ensure campers are involved in the activity and should lend a hand to campers who are struggling with the activity.

Specialized Activity Emergency Procedures: (PD.23.1)

1. Extreme Emergency:
 - a. Dial 911
 - b. The appropriate First Aid/CPR
 - c. Contact Director
 - d. Follow Emergency Plan detailed above.
 - e. Fill out Incident Report
2. Minor Injury:
 - a. First/Aid CPR
 - b. Contact Director
 - c. Fill out Incident Report

Procedures for Supervising Campers in Public Areas (OM.12.1)

1. Campers are told to remain with their counselors at all times. Campers are never allowed to be without counselors. Campers must always be accompanied by a counselor when using

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restrooms. All camp behavior rules should be enforced – even more strictly when campers are off campus. Specifically, campers must: (OM.12.1-B)

- a. Stay with their group
 - b. Report to meeting areas on time
 - c. Listen to all staff member instructions.
2. On out of camp trips the camp will maintain at least the age appropriate staff to camper ratios as advised in other ACA Standards. The director and section heads will determine if proper supervision is being maintained. (OM.12.1-A)
 3. Counselors will remain with their groups. Each trip will be led by a section head or the Camp Director who will circulate amongst all groups to determine if proper supervision is being maintained.
 4. On trips counselors, section heads and Camp Director will be in constant contact via cell phones and 2-way radios.
 5. On full day trips, the camp will get together for periodic check-ins for a headcount. Upon entering the Public Attraction, counselors will be visually shown the meeting area.
 6. At Public Attractions, the campers will be divided according to age and fear factor. The counselors will ask their campers what rides they would prefer to go on. After determining where each camper fits, the section head will split the campers into groups.
 7. Campers are advised that if they become lost or separated, G-d forbid, they should inform a Camp Gan Israel staff member, uniformed security guard or policeman and go to a pre-designated meeting area. All campers will be wearing the camp T-shirt and hat. They will also have to wear security bracelets with identification details. All counselors are equipped with pouches that contain all vital information regarding their campers. The Camp Director will have all vital information for the entire camp. (OM.12.1-C)

Staff responsibility when off-site or with public providers (PD.39.1)

1. When on trips to public facilities, or when public providers are used for specialized program activities our staff are trained in the following supervisory roles and responsibilities:
2. To be present and attentive to the campers at all times and keep count of campers continuously.
3. To be responsible for inappropriate behavior or conflicts that arises amongst campers.
4. To set a good example of cooperation and participation in the specialized activity, as well as

modeling proper safety techniques as appropriate.

5. Staff are responsible for the health and welfare of campers and should follow emergency procedures outlined. A first-aider is always present with campers. (OM.12.1-A, PD.17.1)
6. If a problem arises, staff are to follow outlined communication procedures to inform the head counselor or camp director as necessary.

Criteria for Selecting Public Providers of Specialized Program Activities (PD.38.1)

1. Camp Gan Israel only uses public providers of specialized activities where an adequate number of instructors/leaders whose qualifications have been verified by the provider are present.
2. These providers must also use equipment that is appropriate in size and type and be in good repair.
3. Public Providers that uphold these criteria include: Golf 'n Stuff (Go-Karting) and Lake Cachuma Boating Rentals.

Camp Swimming/Boating Program (PA.8.1)

Operating Procedures

General

1. The camp director is responsible for scheduling qualified personnel for the pool and boating activities during operation of the summer camp. Aquatic facilities are inspected to be in good repair with strong management with adequate safety standards that are regularly checked and maintained. (PA.16.1-D)
2. Each aquatic activity shall be staffed by certified lifeguards in accordance with the ratios established for the activity. There must be a person or persons certified in Standard First Aid and age-appropriate CPR and a stocked first-aid kit at each aquatic activity. (PA.10.1)
3. Campers and staff must follow all safety rules as posted at waterfront areas. Staff accompanying campers are expected to assist in enforcing rules and in keeping their campers always in sight.
4. The pool/lake will be inspected by the lifeguard prior to swimming to ensure it has:
 - a. Access controlled to the pool/dock (PA.16.1-C)
 - b. Rope is in place to separate shallow and deep ends of the pool. (PA.16.1-C)
 - c. Facility is in good repair (PA.16.1-D)
5. The buddy system is always in use at the waterfront areas. (PA.12.1)

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6. If severe weather approaches (thunder and lightning) all waterfront areas will be closed and campers must leave the area immediately. Other weather conditions (fog, high winds, mist) which may close down the waterfront areas will be up to the discretion of the waterfront director and/or camp director. (PA.16.1-B)
7. Parents are to send a swimming suit and towel in a tote bag on swimming days.
8. The following ratios must be maintained when we go swimming or boating: (PA.7.1)
 - a. Lifeguard/Camper 1:25
 - b. Staff/Camper 1:10
 - c. A minimum of one other staff member, besides the lifeguard, must be present to assist in an emergency. When more than 10 campers are in the pool, additional staff are required per the ratio above. (PA.7.2)
9. The aquatics manager must be present when camp goes boating. Although Lake Cachuma provides rangers who are certified, and are at the Lake during Boating hours, Camp will bring their own lifeguard along as well. All of our staff will be present on the boating trip. (PA.7.1)
10. Lifeguard and staff members must be alert and attentive at all times to the children in the water.
11. Campers with impaired mobility that may be in a wheelchair must be supervised by a counselor at all times to prevent accidental access to the water. (PA.11.2) Campers in wheelchairs may be removed from the wheelchair to participate in a boating activity, provided that a staff member will be providing one-on-one supervision and supervision ratios can be maintained without that staff member. (PA.11.1)

Pool

1. Swimming pool will be locked when not in use. A certified lifeguard must always be present when swimming occurs. (PA.16.1-C)
2. Each camper will be tested within 24 hours of arrival and placed in a swimming group based on ability. In order to swim in the deep end (past the rope), campers must swim two laps across the shallow end without a break. Based on this evaluation, a designated area of the pool, marked by a rope, will be assigned for each level of swimmer. (PA.13.1-A) Swimmers who are able to swim in the deep end, will wear an orange wrist band to identify them as a deep water swimmer. (PA.13.1-B)
3. Instruction in basic swimming safety rules is given each day before swimming, namely: (PA.8.2-A,

PA.16.1-A))

- No running
 - No horseplay
 - Don't touch the rope between deep and shallow ends
 - Jumping only in deep end, no diving, no flips
 - Balls stay in shallow end
 - No gum or Band-Aids®
 - Swim with a buddy and swim in the same designated area that both buddies are allowed to be in, based on deep water test. (PA.12.1)
 - No breakable beverage containers (e.g., glass or mugs) are allowed in pool area
4. Reaching devices, backboards and rescue tubes as well as first aid kits are made available by the swimming facility. Lifeguard must check before each swim that they are in good repair. (PA.16.1-E)
 5. Campers must always be supervised at the changing room by at least 2 staff members. (HR.9.2)
 6. Staff accompanying campers to the pool should plan to have the campers ready to enter at the scheduled time. Campers line up outside the gate in a buddy-line until previous group leaves the pool area. (PA.12.1)
 7. Upon entering the pool area, campers will sit on designated deck area.
 8. Whenever a whistle is blown all swimmers will immediately go to the side of the pool, find their buddy and wait for instructions. (PA.12.1)

Lake

1. Camp Gan Israel performs their watercraft activities at Lake Cachuma, we provide staff who hold current appropriate watercraft, First Aid and CPR certifications. (PA.31.1)
2. All campers and staff must properly wear a personal flotation device (PFD) while in a canoe or on a party boat. (PA.32.1)
3. All staff and campers are instructed in safety rules and given basic instruction, including dry land practice before going out on the lake. (PA.33.1) Training to include:
 - a. Boat handling, boarding, debarking, trimming, loading, and changing positions
 - b. Donning and use of PFD
 - c. Self-rescue in case of capsize or swamping

4. Safety rules to be reviewed and enforced
 - a. Must wear a Coast Guard approved PFD of the proper type and size. (PA-10, PA.32.1)
 - b. No horseplay
 - c. No standing in canoes
 - d. Paddle on opposite sides
5. No swimming is allowed in lake at any time.
6. A staff member (watcher) must always be present on the shore.
7. Buddy system must be used while on the lake. (PA.12.1)
8. There will be one certified boating instructor for each six boats on the lake. The overall ratio of one staff person for each ten participants must be maintained at all times. (PA.7.1)
9. Before boating, staff at Lake Cachuma Boating, will orient staff and campers to the rules and boundaries of the lake and the boat. (PA.8.2-A, PA.34.1)
10. Campers may not enter the dock without a watercraft lifeguards permission. Staff and lifeguards prevent unauthorized access. (PA.34.1-C)
11. Boat only if the Head Ranger at Lake Cachuma deems it appropriate to boat (PA.16.1-B, PA.34.1-B)
12. At Lake Cachuma, facilities are well-maintained and appear to be in good repair (PA.34.1-D). Rescue equipment is readily available and in good repair. (PA.16.1-E, PA.34.1-E)

Inflatable Waterslide

1. The inflatable waterslide should be used only when staff members are present and actively supervising. Staff should supervise from the base of the waterslide near the pool.
2. Campers may only slide when the pool is clear of other children. After a camper slides, he/she should quickly exit the pool to allow the next camper to slide. Multiple campers may climb the slide, as long as the staff member on duty feels the behavior is under control.
3. SLIDE FEET FIRST ONLY! No head first sliding ever.
4. Campers, who are not behaving safely or are not following waterslide rules, should be asked to sit next to on-duty staff member for 2 minutes. If behavior is repeated, water-sliding privileges may be suspended for the day.

Staff Use of Aquatic Facilities

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1. Staff may not swim unless a certified lifeguard is on duty on the deck. At the lake the guard may be supervising from the shore or in a canoe. The guard must be attentive to duties!

Staff Responsibility at Public Aquatic Facilities (PA.16.1-F, PA.35.1)

1. Each counselor is responsible to ensure that their campers follow these regulations.
2. Staff members are responsible to keep their campers in sight at all times.
3. Staff are responsible to resolve behavior management issues.
4. If a camper seems in distress, alert the lifeguard immediately. When an injury is involved, follow emergency procedures outlined above.
5. The Head Counselor will supervise the entire staff to make sure that everything runs smoothly and on schedule.

Emergency Procedures (OM.8.1)

1. Count to ten and evaluate the overall situation. Do not rush or panic.
2. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
3. CALL 9-1-1 if there is severe bleeding, breathing difficulty or serious injury beyond your first aid training. If possible send someone else to make the call. When in doubt, Call 9-1-1.
4. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim. The person rendering first aid must enter the information in the camp health log within 12 hours of the incident.
5. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one staff member at the scene of the accident with the victim.
6. Contact the health-care supervisor as soon as possible. Provide a clear description of the emergency and your location.
7. Notify the Camp Director or other administrative staff in the camp office. If someone else answers the call, tell them: "This is an emergency, I must talk to the Camp Director." Do not discuss the situation with them.
8. Fill out and copy Incident Report. (OM.5.1)

Staff Training (HR.10.1, HR.12.1)

1. Staff Training begins even before staff are hired in recruitment webinars and teleconferences where they are oriented to the Camp vision and mission.
2. Once staff are hired, they participate in the following pre-camp training exercises:
 - a. Two webinars that review camp scheduling and staff responsibilities in camp.
 - b. A course on www.expertonlinetraining.com that covers basic camper management skills and specific emergency plans.
 - c. Once staff arrive in camp, at least three days before camp starts, they participate in specific job training in camp that includes “a day in camp” simulation.
 - d. Our Staff Handbook & Training Guide is an excellent outline of our program and policies. All Staff receive a copy of this and use it as a reference during pre-camp training and as a resource throughout the summer.
 - e. Staff also review the evaluation forms that will be used to determine their competence and success in fulfilling their responsibilities. This ensures that the staff are aware of what is expected of them.
3. In our pre-camp training session, we discuss our emergency plans, including the following:
(OM.12.1)
 - a. Bus Rules & Emergencies
 - b. Safety at the pool
 - c. Fire/Earthquake drills
 - d. How to deal with unruly campers
 - e. Lost children
 - f. Monitoring children in public
 - g. Intruders
 - h. Emergency medical care
 - i. Arrival and dismissal of campers

Staff Hiring Policies/Procedures (HR.3.1)

Application

1. Application packets, including the appropriate application forms and job descriptions, shall be available for job inquiries. Application forms and information are also available on our website www.myganisrael.com (HR.3.1)
2. All staff – long- and short-term, seasonal and year-round, part- and full-time – must complete the Camp Gan Israel staff application form available online before hire. References will be checked and screening will take place as follows (HR.4, HR.5).
3. Year-round staff must complete Camp Gan Israel Application Form #2, available in Camp Office. Criminal background checks are required at least every 5 years for Year-round staff and when considered necessary by Camp Director or Board of Directors, in addition to the annual screening (HR.3.3, HR.4). Screening includes a review of their performance reports and any incident reports that they may have been involved with. (HR.3.3)

Annual Screening (HR.4)

1. All camp staff – year round, part time, paid and volunteer – that have unsupervised contact with campers must have the following screening annually, regardless of previous employment with Camp Gan Israel.
 - i. Voluntary Disclosure Form, signed annually. (HR.4.1)
 - ii. A check of the National Sex Offender Public Website. (HR.4.2)
 - iii. For Seasonal Staff, New and Returning: A criminal background check, using First Advantage (HR.4.3, HR.5.1))

New Staff Screening (HR.5)

1. Following are steps in the screening process for new staff applicants of Camp Gan Israel that are to be completed, depending on position:
 - a. Verification of previous employment (HR.5.2)
 - i. At least two checks of previous work (or volunteer) history completed for all staff.
 - ii. For administrative staff, verification of previous employment directly related to position required.
 - iii. Previously employed Camp Gan Israel staff will be hired based on the merit of our

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experience with the staff member. This applies to both seasonal and year-round staff.

- b. Reference checks (HR.5.2)
 - i. At least one acceptable personal reference received for all staff. Reference forms are to be sent from the Camp Gan Israel office and returned directly to the office.
 - ii. At least one acceptable job-related reference received for all seasonal and full-time administrative and program positions. Applicants to complete form authorizing camp to seek reference. Forms sent from Camp Gan Israel office and returned directly to that office.
- c. Verification of degree/license/certification
 - i. Random spot check of educational information supplied by administrative, program director, and environmental education applicants.
 - ii. Copies of license/certification required for health care personnel, and waterfront personnel.
- d. Criminal background checks (HR.5.1)
 - i. Satisfactory background checks required for all new year-round staff, and seasonal staff with supervisory contact with children or youth groups.
- e. Driving record checks
 - i. Driving record checks through insurance carrier required for all persons driving any camp vehicles and/or transporting any campers, staff, groups, or camp equipment.
- f. Drug/alcohol tests
 - i. Bus drivers who are required to have commercial drivers licenses must comply with state mandatory drug-testing programs.
 - ii. Camp staff personnel policies specify other circumstances when drug or alcohol testing may be done.
- g. Personal interview (HR.5.3)
 - i. Personal interviews are to be conducted with staff as follows:
 - ii. Seasonal summer staff – Camp Director or assistant camp director will interview all seasonal camp staff – preferably in person but at least by phone or web conference for all positions.

- iii. Interview includes a Powerpoint presentation that outlines the nature and diversity of the total camp population, and general characteristics of the camp and programs offered. (HR.6.1-B)

Our Staff, Our Campers and Our Community – A word on Diversity (HR.11.1)

1. One of the main goals of our camp is to provide education in Judaism and Jewish culture. A significant number of our counselors are recruited from Rabbinical Colleges and Jewish teaching seminaries. In addition we hire local staff who are less observant but are aware of the needs of local California children.
2. The children in our camp come from a variety of backgrounds. This is especially true as regards to their levels of religious observance. Special training is given to enhance sensitivity to these different backgrounds. The counselors meet regularly with the Rabbi to discuss any issues and concerns that may arise during camp.

Personnel Policies (HR.7)

1. Equal Opportunity
 - a. Employment at Camp Gan Israel Day Camp is open to all people regardless of race, color, religion, gender, national origin, age, disability or veteran status.
2. Remuneration and Benefits
 - a. Chabad Salaried Workers – Some of our employees work for Chabad of S. Barbara year round. Camp Gan Israel Day Camp relies on their yearly contract with Chabad of S. Barbara.
3. Volunteer Workers
 - a. All of our counselors are volunteers. We established this with a Written Contract. Out of town volunteers are reimbursed for travel expenses and provided with room and board and reimbursement for incidental expenses.
4. Time Off/Absence
 - a. As our camp season is quite short and as we don't work weekends, staff members are encouraged not to take time off.
 - b. If a staff member must miss a day of camp, he/she should make prior arrangements with the director, when possible.
5. Insurance
 - a. All staffers are covered under Chabad of S. Barbara's liability insurance.

6. Staff Performance Evaluation

- a. Staff members are evaluated on a regular basis. They have a right to review their evaluations. Poor evaluations may result in a decision not to rehire a staff member or perhaps even to terminate a staff member's employment during that camp season.
- b. Camp Gan Israel reserves the right to terminate employment at any time.
- c. Grievances can be addressed to the Camp Director or the President of the Chabad of S. Barbara Board of Directors. Contact information can be obtained on www.sbchabad.org.

7. Health Examinations and Histories

- a. All staffers of Camp Gan Israel Day Camps must complete the health and medical history form.

8. Work Rules

- a. All staff must report to work in a punctual manner, at least 15 minutes before camp for counselors. Camp begins at 8:30am for counselors and ends at 3:00pm. After-care supervisors end at 5:00pm.
- b. Inappropriate touching of campers whether of corporal punishment or of a sexual nature will not be tolerated and shall be grounds for immediate dismissal.
- c. Staff must wear neat clean clothes. Casual attire as befitting a summer camp is appropriate.
- d. Sexual harassment of campers or fellow employees is grounds for immediate dismissal.
- e. Staff members must remember that they are working with children. They should be with their group and attentive at all times. They should try to work with the campers in a kind but firm manner.
- f. Use of alcohol, drugs or other illegal controlled substances while on the job is cause for immediate termination as an employee of Camp Gan Israel.
- g. Additional work rules are found in the contract signed before employment.

Camper Supervision Ratios (HR.8, HR.9)

1. It is the policy of Camp Gan Israel that campers must be supervised at all times. 80% of supervisors (Staff Members counted for staff/camper ratio) must be at least 18 years of age. (HR.8.2)
2. For our Kiddy Campers there must be a minimum of 1 counselor to 6 campers (HR.8.1)

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3. For our regular division there must be a minimum of 1 counselor to 8 campers (HR.8.1)
4. All staff is at least sixteen years of age and at least two years older than the minors with whom they are working. (HR.8.3)
5. At times when campers are changing, a minimum of two staff members must be present in the room. Campers who need supervision in the bathroom should use a bathroom adjacent to the bunkroom, so at least two staff members can supervise. (HR.9.2)
6. On Overnights a minimum of 2 staff members must be present in camper's tents when necessary. We don't recommend staff sleeping in campers' tents, rather in a nearby 'staff' tent. (HR.9.2)
7. When camp is on a trip we provide extra supervision. We provide 2 staff members to 10 campers. (HR.9.1)

Camp Staff Responsibilities (HR.6, HR.15.1)

1. Each staff member receives a detailed description of his/her responsibilities prior to accepting the job. (HR.6.1-A) In addition:
2. Head counselors should circulate the camp making sure that the campers are at the right activities at all times. They should also make sure the counselors are dealing with campers in an appropriate fashion.
3. Activity heads must be present at all times when campers are attending their special activities.
4. Counselors must be with their campers throughout the day. They should not leave their group just because children are being supervised by a special camp activity leader.
5. In case of behavior problems counselors should contact the Head counselor. If the problem is not resolved the camp director should be contacted.
6. Staff are responsible to follow the Emergency Plan and Health & Wellness guidelines defined in the Staff Handbook & Training Guide.

Food

1. Packed lunches are to be brought from home.
2. Lunches should be dairy or parve; no meat is allowed in camp.
3. Camp serves ice pops as an afternoon snack daily. Please send other snacks with your child.
4. Water is always available for campers to drink.

5. Please do not send any glass bottles or jars in lunches.
6. Mark lunchboxes/bags with child's first and last name.

Tzedakah

1. Tzedakah (charity) is a concept that is fundamental to Judaism. Our camp attempts to develop a commitment among our campers to share with others less fortunate than themselves by donating a few pennies every day to charity. Parents are asked to send a few coins for Tzedakah every day with your campers.

Camp Goals and Outcomes (PD.1.1, PD.1.2)

1. To provide opportunities that stimulate the development of each camper's self-esteem.
 - a. Each camper will select her own activity during "me" time.
 - b. Each camper will participate in at least one activity to promote self-esteem, which could include arts & crafts, values clarifications, music, sports or special hunts and activities.
 - c. Campers will participate in getting-to-know-you games during the first 24 hours of camp.
 - d. Staff will provide the campers with positive comments and encouragement throughout their stay.
 - e. Each camper is given a form to take home to share with his or her parents indicating what program and skill requirements he or she has worked on.
2. To help each camper appreciate the natural surroundings and take an active role in the stewardship of our environment.
 - a. Each camper will have the opportunity to participate in some nature activity, which could include one of the following: hiking, environmental activities, or other appropriate activity.
 - b. At the beginning of each session, the campers will discuss as a group the importance of taking care of their camp and the type of things that they need to do such as picking up litter, not picking flowers, respecting property (no graffiti), and conserving water.
 - c. Campers and staff will participate in recycling of materials such as aluminum cans, cardboard, and paper in clearly marked recycling bins.
 - d. Each unit will be encouraged to perform a service project at camp to help the environment such as picking up litter and recycling.

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- e. Each unit will have a part of the James Ax Organic Garden to cultivate, weed, water and harvest.
3. To provide situations for each camper to set goals and challenge themselves while discovering his or her own skills and abilities.
 - a. Each camper will participate in at least two activities during the week that will personally challenge the camper - such as arts and crafts, relay races, learning classes and Tzivos Hashem club.
 - b. Campers will have the opportunity to work in small groups during activities and bunk time with each camper taking on different roles.
 - c. Campers will learn at least one new skill while at camp.
4. To provide exposure to Jewish culture and practices in a fun, non-judgemental and hands-on way.
 - a. Campers will participate in daily activities and arts & crafts sessions that educate them in specific Jewish cultural concepts.
 - b. Campers may participate in the Tzivos Hashem learning program – prizes are given to children who participate in this program
 - c. Campers will learn and sing camp songs and hear stories that contain themes of Jewish culture and practice.
 - d. Each unit will have a Jewish theme of the week around which songs, arts & crafts and activities will be planned.
 - e. Each camper will bring home Challah bread that he/she shapes and bakes.
5. To increase the camper's network of Jewish friends
 - a. By virtue of the fact that the campers are attending a Jewish camp they meet many new Jewish friends
 - b. Our counselors and campers keep contact throughout the year, either in person or as pen pals.
 - c. Reunions and holiday activities are scheduled periodically throughout the year to maintain friendships.

Training for Goals: (PD.1.3)

1. All of our counselors come to our camp from Rabbinical Colleges and Seminaries. Work in our

camp is part of their preparation for ordination. They already come well trained and knowledgeable in Judaism.

2. During staff training and throughout the summer counselors review various methods to achieve the desired outcomes and goals. (PD.1.3)
3. Parents are sent these goals as part of the Camp Policy upon registration. Counselors educate campers on the goals of camp. (PD.1.4)
4. Counselors have received a list of all their campers' phone numbers and addresses and receive reminders calls/emails to follow up throughout the year. Counselors are also encouraged to attend Birthday Parties and other social events after camp hours. (Please see Staff Training)
5. Our specialty staff (coaches, artists, music teachers) are all highly trained professional teachers.
6. The Camp Director has been working in the camping profession for over 15 years. One of the director's main duties is to design a program filled with opportunities for children to have fun!
7. These goals are written in specific behavioral objectives that address the developmental needs of the campers. Evaluations on progress are performed on a bi-weekly basis or as often as necessary as determined by the Camp Director.

Evaluation of Camp Programs:

1. At the end of the summer a review of all the goals and results is performed. A summary report is compiled and discussed between the Head Counselors and the Director.
2. The results of this meeting will suggest which programs/goals were more successful and which goals should be included in future summers.

Parent & Camper Communication

1. The parents and campers are informed of their goals and progress throughout the summer by email and notes sent home. If there is a special milestone reached or a severe setback, a phone call is made that day to the parents.

Parental Involvement/Permission

The parents and our guardians of each camper must sign a permission form/waiver allowing the child to participate in all activities.

1. A calendar of our major activities and trips is sent in the registration packet and is also available

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on our website, www.ganizzysb.com. Parents may choose to have their child/ren not participate in individual activities and should notify the Camp Director or Head Counselor in the space provided on our registration form.

2. On our registration form, the parents also allow their child's photographs, to be used in marketing and advertising as well as posted online on our websites www.ganizzysb.com and www.sbchabad.org.
3. We keep the parents advised of our activities through weekly newsletters that are sent home on Friday, our website, www.ganizzysb.com, and a calendar that is sent to all enrolled camper's families before the summer begins. A daily blog is maintained as well as daily photo/video galleries to give up-to-date information on camp's activities.
4. In addition, parents are able to contact the director on his cell phone at all times, using the number that is provided to the parents on all documentation that goes home with the camper.