

# BRIARWOOD DAY CAMP

## SUMMER 2025

I have read and understood the Briarwood Day Camp Junior and Senior Staff Handbook and agree to abide by all guidelines and rules.

I certify that I have never been convicted of a violent crime and that I have never been convicted of any crime against a child.

I further certify that I have never been charged with any crime regarding sexual abuse.

I understand that all of the information I have provided is subject to verification and that any inaccuracies will result in immediate termination.

If I am charged with a crime at any time after I sign this certification and before the end of the camp season, I will tell a Briarwood director IMMEDIATELY.

Signature:

Name:

Date:

BRIARWOOD DAY CAMP

HANDBOOK FOR JUNIOR AND SENIOR STAFF

2025



DIRECTORS: MATT FRANKEL, MIKE GREEN

ASSOCIATE DIRECTOR: SUSAN GARBER

## BRIARWOOD DAY CAMP – OUR MISSION

Briarwood Day Camp's mission is to provide each child with the finest experience in day camping. It is the counselor's job to assist each camper in developing skills in citizenship and sportsmanship through participation in a variety of sports, art and other activities. We hope each child will gain an understanding of cooperation and consideration of others while using problem solving skills. We subscribe to the code of ethics as designed by the American Camping Association.

## BRIARWOOD DAY CAMP 2025

TO: ALL STAFF – SUPERVISORS, BUNK COUNSELORS, SPECIALISTS AND JUNIOR COUNSELORS

FROM: MATT FRANKEL AND MIKE GREEN

RE: INFORMATION ABOUT THE 2025 SEASON

1. Our goal is for our campers to go home each day happy, healthy, dirty, sweaty, tired and rarin' for more. Let's all work toward that goal.
2. Important camp dates include:
  - a. Sunday, June 8 – Mandatory meeting for ALL camp staff (New staff arrives at 8:00 am, returning staff arrives at 9:00 am. Meeting ends for everyone at 4:00 pm).
  - b. Monday, June 16 – Senior counselor transportation meeting (4:30 pm – contact Mike if you have a conflict. Junior counselors and senior staff who are not driving anyone else do not need to attend.)
  - c. Monday, June 23 – First day of camp
  - d. Friday, July 4 – No camp
  - e. Friday, August 15 – Last day of camp
3. We all want the camp to run well and to run smoothly. One important way that you can help us is to make sure that there are NO SURPRISES. In addition to injuries, if something happens that you think we should know about or that parents may be concerned about, PLEASE REPORT THE MATTER TO YOUR SUPERVISOR NO LATER THAN BEFORE YOU LEAVE CAMP THAT DAY.
4. The most important thing at camp is safety.
5. Your responsibility for the day begins when you pick up the first child and it ends when you drop off your last child.
6. In the interest of safety, we want to absolutely minimize the potential of any staff member being in a one on one camper/staff situation when out of the sight of others. If this is unclear to you, please speak to Mike, Matt or Susan immediately.
7. Senior counselors, specialists and senior staff are responsible for the safety and well being of all camp bunks and groups. That responsibility may not be passed or given to a junior counselor or CIT.
8. Please be positive at all times when dealing with parents and campers.
9. All campers, all staff and all camp families have the right to be treated with dignity and respect.
10. Bunk counselors must call parents of the children in their bunk by June 16, 2025 and must continue communication with the parents throughout the season.
11. Drivers must call parents of the children they will be driving by June 16, 2025.
12. All concerns should be immediately conveyed to your supervisor.
13. Hitting kids, other corporal punishment, abusive language and foul language are strictly forbidden.
14. You must report to ALL activities dressed appropriately, ready to participate and assist.
15. Specialists are responsible for planning and implementing lessons. Bunk counselors become assistants to the specialists. Everyone participates.

16. Every accident or injury – including injuries to staff - MUST be reported to the nurse.
17. Unless you are certified to provide medical or health care, please do not do so.
18. Drugs and alcohol are strictly forbidden at camp. Any use at camp will result in immediate dismissal as will any attendance at the camp while under the influence of alcohol or drugs.
19. No weapons of any kind are permitted.
20. Smoking is strictly prohibited.
21. All tobacco use is strictly prohibited.
22. Vaping is strictly prohibited.
23. Sleeping during the camp day is not permitted and is grounds for dismissal. If you do not feel well, see the nurse.
24. An official Briarwood shirt must be worn by all staff on the first day of camp, during all special activities and when traveling out of camp.
25. In order to run the camp efficiently, it is imperative that every employee be present every day of the camp season. Scheduled absences should be cleared with Mike before the camp season begins. Please make arrangements for appointments in the evenings or before or after the camp season (we realize emergencies may occur). If one day you are ill and you transport or arrange for the transport of your children to and from camp, you will not lose that entire day's salary. If you do not transport or arrange for such transportation, you may lose that day's salary. Please understand that we must follow this procedure for the well being of camp.
26. Everyone is employed for an 8 week season, 5 days a week. Hours on the premises are 9:15 a.m. to 3:30 pm.
27. Working at Briarwood is overwhelmingly an outdoor, non-air conditioned, physical job. We have very little ability to accommodate employees with limitations in these ways and no employee should expect an accommodation of working inside, in air conditioning or without significant physicality unless that accommodation is explicitly agreed to and set forth in writing by a director before camp begins.
28. Additionally, nearly all senior counselors and some junior counselors will have some amount of work which will need to be done outside of the camp hours listed above; while the following is not an exhaustive list, for bunk counselors this other work may be calling parents and attending mini-campouts and for specialists it may be attending camp in off hours to order, organize or set up for that specialty. This non 8-week-5-day work is an explicit part of your job responsibility and this work is built into your summer salary.
29. Junior counselors are NOT given total group responsibility at any time during the camp season. Their job is to assist the senior counselor.
30. CITs and Super CITs, when with a bunk or at an activity, are utilized in a similar manner as junior counselors (but be aware that they are younger and generally less mature). Like junior counselors, CITs and Super CITs should never be left alone with a group.
31. Please have a watch, pencil/pen and clipboard handy every day.
32. Gum is not permitted at camp for campers or staff. Counselors should remind junior counselors, CITs, Super CITs and campers of this requirement. Also, no sunflower seeds, please.
33. Staff should not reward kids with candy or food. There are many campers with allergies.

34. We work hard to make Briarwood great and we are serious about the hard work we put in. It is a condition of your employment that you will disclose neither camper nor staff information nor the camp's intellectual property to another camp.
35. The following items are forbidden for use by campers and staff during camp hours (this is not an exhaustive list): cell phones, computers, tablets, video games. If a camper is found with any of these items, they should be brought to the office and the items will be returned to the camper at the end of the day. Repeated use of these items by staff for communication purposes, for unauthorized photography and/or in ways that diminish personal interaction will result in pay deductions and/or dismissal. If you need to make a call or check your phone during camp hours and you have an activity or are otherwise near or supervising campers, please let your supervisor know and he or she will try to accommodate you.
36. Smart watches should not be used as communication devices. See paragraph above.
37. It is a condition of your employment that you sign and acknowledge that you have read this handbook, that you have never committed a crime against a child, that you have never been charged with sexual abuse and that you complete other requested paperwork (regarding clearances and otherwise) as requested by the camp. Failure to do so will be grounds for immediate dismissal.
38. If you are charged with a crime at any time after you are hired by camp, you must notify Mike immediately. Failure to do so will be grounds for immediate dismissal.
39. Photos and videos are frequently taken at Briarwood. As part of your employment, you agree that Briarwood has the right to use any images of you taken in its brochures as well as in electronic, video, print, display and other materials.

## SAFETY

Safety is the most important thing at Briarwood and it is EVERYONE'S job. If you see something happening that you think is unsafe, STOP IT OR MAKE IT SAFE. Always, always, always use your best judgment. Safety is our #1 priority.

### PREMISES SAFETY – ACCESS TO BRIARWOOD AND VISITORS AT BRIARWOOD

We permit people to enter camp only via the Creek Road entrance. ALL visitors must check in at the gate. The person at the gate must always (1) call up to the office to tell them that a visitor is coming; and (2) instruct the visitor to check in at the office. All visitors must check in at the office and get a name tag. If any staff member sees someone who does not appear to belong at camp, that staff member should take appropriate action.

We tell camp parents that we have an open visitation policy and that the weeks they can visit are weeks 4 through 7 and that they can arrive no earlier than 10:00 am and must leave by 2:30 pm. Visitors are asked to be passive visitors – they should watch the group, not interject themselves into bunk activities. Visitors should watch swim from outside the pool gates. Visitors are not permitted inside the mess hall or other buildings (except the bathrooms if necessary) and should not eat with their camper(s).

### CAMPER SECURITY

We do not release campers to anyone other than that camper's parent or guardian without explicit written consent which is approved by a director. If you are not sure whether or to whom a camper should be released, DO NOT RELEASE THE CHILD – CONTACT THE OFFICE.

We ask parents to contact the office and/or advise the camper's driver if their child will not be attending. If we are not contacted and the child does not attend camp that day, the office will follow up.

### RESTRICTED AREAS ON SITE

Unauthorized campers and staff should not enter the maintenance shed (and surrounding area), store rooms, pump houses, pool houses, kiln room and kitchen without permission from an authorized staff member.

### EMERGENCY PROCEDURES – NATURAL DISASTERS

Listen for an airhorn alert. In case of a tornado or hurricane, go to the gym. In case of a flood, go to the flagpole or upper field. If you see a stray child, grab him or her and take that child with you. It is more important that a child be safe than with the proper group.

### EMERGENCY PROCEDURES – UNAUTHORIZED AND THREATENING ENTRY

Listen for an announcement and/or for whistles blowing. If there is an attack on camp, it is most likely coming from the Creek Road entrance. It is imperative to stay calm and keep the children (and yourself) safe. Get out of sight. If it makes sense, hustle away from the attack. There is a second exit from the camp – there is a trail that runs from the corner of upper field which is farthest from the tennis courts to Forest Grove Road. If you have kids near that spot and there is an attack on the camp, use the trail out. In fact, disperse into the woods, creek, anywhere. We will find you. If it does not make sense to flee, hide in bunks or any available building.

#### EMERGENCY PROCEDURES – MISSING CHILD

If a child is missing, go to your supervisor or line up leader immediately. That person will contact the office. The office will institute a search party.

#### EMERGENCY PROCEDURES – INJURED PERSON

If the person can be moved, the counselor or junior counselor will take that person to the nurse. If the person cannot be moved – or if you are not sure -- the junior counselor should go to the nurse. If necessary, the office will notify parents and/or call an ambulance and/or contact the nearest hospital.

#### EMERGENCY PROCEDURES – EMERGENCY WHILE OUT OF CAMP

First and foremost, use your best judgment. If 911 must be called, do that. If 911 does not need to be called, the counselor in charge will call camp and ask for a director. Director (or supervisor, if no director is available) will then instruct counselor what to do and camp will make all necessary contacts. If a child is taken to the hospital, a staff member should accompany that camper and the rest of the group should return to camp. The injured/sick camper is the priority -- we will figure out how to pick you up from the hospital. Upon return to camp, counselor will fill out necessary paperwork, notify nurse, whatever needs to be done.

**\*\*\* IN CASE OF EMERGENCY OR INJURY, ONLY MATT OR MIKE (OR THEIR EXPLICIT DESIGNATES)  
CONTACT THE PARENTS, STAFF OR ADDRESS THE MEDIA\*\*\***

## BRIARWOOD DAY CAMP CHILD ABUSE PREVENTION POLICY

Briarwood Day Camp has a variety of policies to try to keep children safe. It is impossible to list every single thing people should do or not do to help keep children safe and this policy supplements Briarwood's other policies. To the extent that this policy conflicts with any other of Briarwood's written or oral policies, all should be interpreted in their broadest sense so that we can protect children. Please always be reminded that each camper's safety – physically, socially, sexually, emotionally, intellectually – is paramount. Failure to follow these policies may result in a staff member's immediate termination.

### SUPERVISION

1. Staff should never leave a child unsupervised.
2. A single staff member should never be alone with a single child where they cannot be observed by others – this is done to protect our children AND also to protect our staff.
3. When staff members are supervising children, they should position themselves so they are visible by other staff.
4. When children go to the bathroom, staff should maintain either "line of sight" or "line of sound."
5. If a staff member needs to assist a child in the bathroom, the door to the bathroom must be open.

### IDENTIFICATION AND PREVENTION OF CHILD ABUSE

We are committed to our campers' health and safety. Child abuse can come in many forms. These include, but are not limited to, physical abuse, sexual abuse, emotional abuse and neglect and maltreatment.

At the risk of stating the obvious, staff should not abuse children. Below is a partial list of abuse-prevention behaviors:

Staff shall not hit, shake, push, spank or aggressively grab children.

Staff shall not touch children in any place where they would ordinarily wear a bathing suit. Staff shall not touch a child if he/she asks not to be touched – in such a circumstance, please get coverage and find a director.

Staff shall not speak in a sexually suggestive manner to or around children. Staff members shall refrain from intimate displays of affection towards others in front of children (as well as in front of staff and camp families – no one is interested in watching that). Staff shall not expose children to pornography, kiss or touch inappropriate parts of a child's body, photograph naked children or participate in exhibitionism or voyeurism.

Staff shall not humiliate, degrade, verbally assault, ridicule, harass, threaten or shame children. Staff shall treat all children with respect and kindness, regardless of race, sexual orientation, religion or culture.

Staff shall not withhold care, appropriate affection, food and/or water from any child.

Our obligation to help keep children safe does not begin and end with the items above. Because we work with children, Pennsylvania considers us to be Mandated Reporters and we are required to report to the Department of Health instances of reported or suspected child abuse. Examples of child abuse can include:

1. Physical abuse – bruises, bite marks, burns, cuts, broken bones and other unexplained injuries.
2. Sexual abuse – signs of sexual abuse can include difficulty walking or sitting as well as pain or bleeding in the genital or anal area.
3. Emotional abuse – if a child opens up to you about something that sounds like emotional, physical, sexual or any other kind of abuse, it is OK to listen. But see below.

If a camper confides in you about an issue which may be considered abuse, DO NOT BEGIN AN INQUIRY. Please respond with these four points:

- Thank you for telling me
- I believe you
- You did nothing wrong
- I will get help for you.

While a child may try to get you to swear to secrecy, you cannot keep this matter secret. As soon as you can, get coverage for your bunk or activity, come to the office and find a director. He or she will help you complete the process for mandatory reporting. **Again, we cannot conduct our own inquiry. Do not ask the child questions to try to “get at the truth” or help – Pennsylvania has specialists who are trained to ask these questions.**

#### BACKGROUND CHECKS AND STAFF’S ONGOING OBLIGATIONS

We follow Pennsylvania’s requirements regarding background checks and, as part of your employment, you have agreed to provide all necessary documents in a timely manner. These obligations are addressed on our website and in other materials you have or will receive.

We have an ongoing obligation to comply with Pennsylvania law. Even after providing the necessary paperwork, as an employee, you MUST advise us immediately – and in each and every case not later than with 72 hours – if (1) you are or have been charged with, arrested for or convicted of an offense that would constitute grounds for denying your employment or participation in Briarwood’s program including but not limited to

- Criminal homicide
- Aggravated assault
- Stalking
- Kidnapping
- Unlawful restraint
- Rape

- Statutory sexual assault
- Involuntary deviate sexual intercourse
- Sexual assault
- Aggravated indecent assault
- Indecent assault
- Indecent exposure
- Incest
- Concealing death of a child
- Endangering welfare of children
- Dealing in infant children
- Felony offense relating to prostitution and related offenses
- Offense relating to obscene and other sexual materials and performances
- Offense relating to corruption of minors
- Sexual abuse of children
- Offense relating to attempt, solicitation or conspiracy to commit any of the offenses in this certification
- Felony offense relating to The Controlled Substance, Drug, Device and Cosmetic Act

or (2) if you are named as a perpetrator in a founded or indicated report that would result in you being listed as a perpetrator in the Statewide database.

## CAMPER AND STAFF HEALTH

We want to make sure that every camper and every staff member has a healthy and safe summer. We ask all staff members and camp families to complete health forms before camp starts so we can work towards that goal.

We take safety and confidentiality seriously. Please be forthcoming when completing your health forms before camp starts and please also be forthcoming if things change for you during the summer. We want you to be safe and healthy. We respect the confidentiality of your medical information. Unless you advise us before camp to the contrary, we may treat you in the event of an emergency.

With regard to campers, camp families tell us about any issues or challenges that their camper might have through the application process and by completing the necessary health forms. We respect the confidentiality of campers' medical information and communicate campers' health issues on a need to know basis only. Campers' diagnoses, treatment plans and health situations should not be topics of social discussions or gossip.

We have a nurse on staff. We do NOT want or expect counselors to be anyone's primary health care provider or to dispense medication at Briarwood. IF IN DOUBT, GO TO THE NURSE. If you are supervising campers and a camper is injured, please make sure that you or another staff member escorts the injured camper to the nurse. Do not leave campers unsupervised.

**Please report all injuries to the nurse, including your own.**

Bunk counselors and supervisors will be notified at the precamp staff meeting regarding any campers with diagnoses and/or treatment plans which affect camp. If specialists need to be informed about a particular camper, the directors and/or supervisors and/or medical staff will do so. If you are ever not sure if a camper's diagnosis and/or treatment plan has been communicated to other staff which you believe need to know, please ask your supervisor.

Camper families are instructed that all medications are to be delivered to the nurse on or before the first day of camp. Neither campers nor counselors should be carrying or providing medication for a camper. All camper medications must be administered by the nurse. In some cases, campers in upper camp or senior camp may be permitted to carry their own inhaler. You will be advised by an owner, director or supervisor if a particular camper may carry an inhaler. If a camper is receiving medication or other accommodations, please only discuss these issues with people who need to know. Other campers never need to know about these issues.

If you ever have a question regarding a camper's diagnosis or treatment plan, please ask your supervisor, a director or the medical staff at camp.

You need to be healthy to provide good care to children. Take care of yourself. Get plenty of rest and drink lots of fluids. Please do not come to camp sick. If you are not feeling well while at camp, please get coverage and go to the nurse.

If you take medication during the camp day, whether prescription or over the counter, please DO NOT CARRY IT AROUND WITH YOU. Please turn this medicine in to the medical center. We make this request for (at least) two reasons: (1) our medical staff needs to know what you may be taking in case something happens to you while you are at camp; and (2) kids sometimes get into staff members' bags – we don't want them to be able to possibly access your medication.

## TRANSPORTATION

1. All passengers are to remain in their seat when traveling to and from camp.
2. All passengers are to wear seatbelts and/or be in car seats where applicable.
3. Please help all young campers in and out of your vehicle.
4. Please make sure all campers enter their homes before you pull away in your vehicle.
5. Please review Briarwood's transportation requirements for passengers with your vehicle's passengers. While everyone should all know to stay in their seats and stay buckled, it bears repeating. If you have any other requirements or requests, let them know.
6. If your vehicle breaks down, please notify camp IMMEDIATELY.
7. All Busy Bee campers should be escorted to their lineup after arriving at camp. Other campers should be escorted as appropriate.
8. Each counselor's cell phone number must be on file in the camp office.
9. You should keep a small first aid kit including items such as band-aids, gauze, tissues and disinfectant in your car.
10. You should check your tires visually every day and with a tire gauge once a week. You should check things like your lights, wipers, emergency flashers, horn, brakes, mirrors and fluid levels regularly.
11. **All campers must be accounted for before we will dismiss everyone from camp. If a camper that you drive is not at your car and/or you don't know whether that camper left camp earlier in the day, you must advise a supervisor or director IMMEDIATELY. Do this by IMMEDIATELY AND PERSISTENTLY honking your horn until a director or supervisor comes over to you to address the issue. Do not let the procession of cars and vans exiting camp begin if you do not know where your camper is.**

## ACCIDENT PROCEDURES FOR VEHICLES

1. Get all children off the highway to safety.
2. Make any accident victim as comfortable as possible.
3. Call for medical help if needed.
4. Call police.
5. Call camp.
6. Obtain name, address, phone number and insurance information if there is another vehicle involved.
7. Attempt to get the name, address and phone number for each witness.

## SOCIAL MEDIA (SUCH AS FACEBOOK, TWITTER, INSTAGRAM, SNAPCHAT, TIK TOK) – BRIARWOOD'S SOCIAL NETWORKING POLICY

Briarwood recognizes that social networking is part of today's society and that it is a way for people to communicate. At the same time, we want to make sure that the use of social networking sites by Briarwood staff does not create any legal or reputational problems for the camp. As a result, we ask that our staff exercise discretion, are mindful of their actions and be thoughtful and respectful of the anticipated audience of the content.

To help guide you in your use of social networking sites, we have created this Social Networking Policy. This Policy will help you open up a respectful, knowledgeable interaction with people on the Internet and also protect the privacy, confidentiality and interests of Briarwood, other camp staff and our partners and campers. Please read it carefully.

We understand that there is a difference between social networking activity where you are identified as a member of the Briarwood community and private conversations that are outside of the camp community. **While this policy is directed to activity where you are identified as a member of the Briarwood community, you must also recognize that even private postings may become public, can reflect badly on Briarwood and may result in action by Briarwood.** Given the nature of the children's camp business, you must be mindful of your responsibilities and the impact your words and actions have on the camp community.

Accordingly, please refrain from posting the following (and this is not an exhaustive list):

- Defamatory comments;
- Inappropriate material (e.g. photos, language);
- Harassment (no derogatory, offensive or threatening comments or language);
- Proprietary information about Briarwood or anyone else;
- Confidential information – and never post anything (including name, image or likeness) of a minor, even if permission is granted;
- Misrepresentation;
- Derogatory or ridiculing statements about Briarwood;
- Derogatory or ridiculing statements about Briarwood camper(s); and
- Derogatory or ridiculing statements about Briarwood staff member(s).

We strongly, strongly urge you not to correspond with campers or their parents via social media. Amongst other things, it breeds a familiarity and lack of structure which can inhibit your ability to do your job most effectively and our ability to run a successful, cohesive camp.

## SEXUAL HARASSMENT POLICY

The Owner/Directors of Briarwood Day Camp have embraced Title VII of the Civil Rights Act of 1964. In keeping with this policy, no conduct toward any employee which may be viewed as harassing, discriminatory, intimidating, offensive, violent, abusive, or otherwise improper will be tolerated.

### WHAT IS SEXUAL HARASSMENT?

Sexual harassment is sometimes described as unsolicited advances. It may range from inappropriate sexual suggestions to coerced sexual relations. Harassment is viewed as a situation in which an individual in a position to control, influence, or affect another's employment, compensation, promotion, or job assignments uses that power to coerce a person into sexual contact or relations or punishes the refusal. The harasser may be the victims' employer, supervisor, co-worker, or employee.

Sexual harassment may also include:

- Unsolicited verbal sexual comments
- Subtle pressure for sexual activity
- Sexist remarks about a person's body or sexual activities
- Patting, pinching, or unnecessary touching
- Demanding sexual favors, accompanied by implied or overt threats involving one's employment, compensation, promotion, or job assignment
- Physical assault
- Displaying or passing around posters, pictures, screen saver, e-mail, or other printed materials in the workplace which might be sexual or otherwise offensive to other employees
- Making jokes, insults, or comments in the presence of others who may find it offensive

The sexual harassment policy includes all eight of the above statements that occur between employees and volunteers, and includes any third parties, whether the harassment takes place on or off camp property.

### COMPLAINTS OF SEXUAL HARASSMENT

All complaints must be reported to a director or to a supervisor who you feel comfortable with. Any complaint or report of harassment is serious and will be acted upon promptly. As owner/directors of this program, we accept full responsibility to maintain a harassment-free work environment. To that end, we will:

- Investigate the complaint with objectivity and fairness
- Conduct interviews with the complainant as well as any witnesses
- Attempt to maintain confidentiality as is practical

Immediately following our investigation, if it is determined that inappropriate conduct has occurred, we will act promptly to impose an appropriate resolution to the incident.

## ACTIVITY SAFETY RULES

### ARCHERY

1. No archery without the specialist present.
2. Arrows should be locked in the shed or lock box at the end of the day.
3. Supervise campers at all times.
4. Assist whenever and wherever possible with instruction.
5. Make sure area is clear before leaving.
6. Follow whistle cues for shooting:
  - a. One whistle = proceed to line, pick up bow, begin to shoot
  - b. Two whistles = every arrow has been shot and it is safe to collect arrows
  - c. Five whistles = danger in area; put bow and arrow down and wait for the all clear signal to be given (one whistle).

### BOATING

1. All campers and staff must wear life vests.
2. No more than 4 people in boat at one time – this number does not change whether the children are in the Busy Bees, lower camp or upper camp.
3. No jumping or diving out of the boats.
4. No standing in the boat.
5. No use of any boating equipment without adult supervision.

### GYMNASTICS

1. No running.
2. No gum (there is no gum in camp).
3. No shoes on the equipment.
4. No use of the equipment without counselor supervision.
5. Hair must be tied back.
6. Loose clothing must be tucked in.

### HOCKEY

1. All campers and staff must wear eye protection while inside the hockey pavilion.

## JUMPER (inflatable trampoline)

1. Campers may not jump without a staff member present.
2. No jumping when the surface is wet.
3. No shoes or sharp objects on the equipment – all pockets should be emptied before jumping.
4. No pushing or rough housing while jumping.
5. No flips or roundoffs.
6. Refer to rules posted in the area.

## ROPE COURSE

1. Always watch your camper.
2. All equipment must be inspected by Ropes Specialist before activities begin for the day; without inspection, none of the facilities can be used.
3. Equipment should be locked in wall at the end of the day.
4. Keep close watch on surroundings.
5. Keep children away from being under ropes which are in use.
6. Keep campers away from underneath zip line.
7. Counselor is needed to watch low rope course. Only specialists watch and assist with the upper rope course, rock wall and zip line.
8. Counselor must help with harnesses.
9. Helmets must be worn by all campers and staff on rock wall and zip line.
10. Bunks must have a counselor and junior counselor present and there must be three additional specialists present and all must participate to operate the ropes, lower rock wall, upper rock wall and zip line. Otherwise, we will not have sufficient counselor / camper ratios to allow these activities to proceed.
11. If someone is injured (here as well as anywhere else in camp) and the person can be moved, the counselor or junior counselor will take that person to the nurse. If the person cannot be moved – or if you are not sure -- the junior counselor should go to the nurse. If necessary, the office will notify parents and/or call an ambulance and/or contact the nearest hospital.

## SWIMMING

1. Swimming is permitted only when a lifeguard is on duty.
2. Use “buddy system” at free swim.
3. Dive only in designated deep water area. No diving in shallow water.
4. Know how to perform elementary rescue (e.g. reaching, throwing, assisting)
5. No running at the pool area. Walking only.
6. No horseplay at the pool area.
7. All counselors should watch the children in the pool when on pool duty.
8. Pool safety is EVERYONE’S responsibility.
9. During the regular camp day, at least two lifeguards should be at the pool any time that the pool is in use.

#### ZOOM FLOOM (inflatable water slide)

1. Campers may not floom without a staff member present.
2. No shoes or sharp objects on the floom – pockets should be emptied.
3. One zoomer at a time
4. No pushing or rough housing while flooming.
5. There must be sufficient water in the bottom portion of the floom before anyone can slide down – that pool of water is the braking mechanism which is designed so people do not slide off the end of the floom. The amount of water necessary in the pool depends on the size of the person sliding down as well as his/her speed. It is IMPERATIVE that the pool has enough water so that the slider does not slide past the end of the exit mat. The pool of water should stop the slider – do not use a staff member catching floomers at the bottom of the slide as an alternative or supplement to sufficiently filling the braking pool.
6. See posted rules attached at the top of the slide.

## CAMP TRIPS

1. Camp shirts must be worn by all campers and staff on all camp trips.
2. The office should have a contemporaneous list of all individuals who go on each camp trip.
3. No trip should leave camp without bringing necessary medications from the nurse's office for the campers and staff going on the trip. Each senior counselor going on a trip is responsible to make sure that these medications are brought along.
4. All staff must remember that each staff member must actively supervise the campers on trips. The supervisory responsibility is paramount and staff of all ages must use their utmost best judgment and remind campers to do so as well.
5. In the event a camper or staff member is lost or missing, camp should be notified IMMEDIATELY.
6. On out of camp trips involving aquatic sites, staff (including trained aquatic staff) must orient the campers to rules and boundaries and must assess the water and weather conditions for hazards and determine appropriate activities.
7. If a medical emergency arises, the supervising counselor should call emergency services (if necessary) and then call camp IMMEDIATELY. Upon returning to camp, the supervising counselor shall complete an accident report and notify the nurse so it can be recorded in the nurse's log.
8. We require that vehicles transporting 15 or more campers carry, in addition to the driver, a staff member who has been trained in safety responsibilities and group management. All staff is and/or will be trained in this regard. If you ever have questions about what to do or how to supervise a trip, please let us know.
9. When running late, please notify camp.

## PERSONNEL AND PAYROLL POLICIES

All Briarwood employees are at will employees. We are an equal opportunity employer.

The 2025 camp season will run from June 23 through August 15. Unless we explicitly advise you otherwise, you will not be paid for any camp day or any portion of a camp day (including the applicable precamp staff meetings) when you are not present.

We evaluate all staff at the end of the summer (at least). These evaluations are used in making hiring decisions in the future.

If issues arise, we expect to hear from our staff, not their parents.

As stated elsewhere, corporal punishment (i.e. hitting kids and other forms of physical abuse), abusive language and foul language are strictly forbidden as are sexual harassment and/or any other behavior that would reflect poorly on you or on Briarwood. If in doubt about a course of conduct, we suggest the "Mother Test": Is this something you would tell your mother that you did? If not, don't do it.

All Briarwood senior staff are required to drive to camp unless they are being driven by another member of their household. This requirement can only be waived at Briarwood's discretion. Senior staff may be asked to drive campers or junior staff to camp. Agreeing to do so is, too, a condition of employment. All staff will be reimbursed for the incremental difference in mileage between the distance that the employee drove in the ordinary driving route with non-household passengers minus the distance that the employee would have driven if going directly to camp and multiplying that difference by the IRS statutory rate for mileage reimbursement (it is \$.70/mile in 2025). This reimbursement will be added on top of the employee's salary.

Briarwood Day Camp uses an outside payroll company to print payroll checks. Your payroll information (salary, hours worked, days absent, taxes, etc.) is accumulated and verified by Briarwood staff. We then forward all of this information to our outside processor and they print the checks and return them to us for distribution.

All employees get paid every 2 weeks. For the Summer of 2025 there will be 4 paychecks (7/4/25, 7/18/25, 8/1/25, 8/15/25).

Briarwood offers a \$400 bonus for all staff who have no absences, late arrivals or early dismissals during the 39 day camp season. We define a late arrival as occurring after 9:30 and an early dismissal as occurring any time before the general dismissal of the cars and vans at the end of the day.

Briarwood junior counselors who work for all eight weeks will be reimbursed at the end of the summer for the cost of any Briarwood-specific clearance obtained. It is the responsibility of the Briarwood staff member to make sure that camp is aware of these costs in writing – preferably by email - at the beginning of the summer. Otherwise, the reimbursement request may not be processed. Briarwood junior counselors should not rely on Briarwood's administrative staff to know what Briarwood-specific clearance costs any particular staff member has incurred.



**What “time worked” does each paycheck represent?**

Week Number	Dates Worked	Paycheck Date
1	6/23/25-6/27/25	7/4/25
2	6/30/25-7/3/25 + precamp meeting(s)	7/18/25
3	7/7/25-7/11/25	7/18/25
4	7/14/25-7/18/25	8/1/25
5	7/21/25-7/25/25	8/1/25
6	7/28/25-8/1/25	8/15/25
7	8/4/25-8/8/25	8/15/25
8	8/11/25-8/15/25	8/15/25

Please note that we need to provide our payroll information to the outside company several days BEFORE the payroll check date. As a result, and in order to be as accurate as we can, your pay will be a week “behind” for a period of time. However, you will be paid in full with your last check on the last day of camp.

The above chart shows when staff will be paid for the period of time worked. Your 1<sup>st</sup> paycheck (7/4) will be for the 1<sup>st</sup> week of camp, the 7/18 check will be for the 2<sup>nd</sup> & 3<sup>rd</sup> weeks (plus orientation) and so on. As you can see, the 8/15 check will pay you for the final three weeks of camp.

It is your responsibility to inform us if there will be any absences or other issues WELL BEFORE the last week of camp so we can then accurately generate your paycheck. Any surprises will require us to issue you a manual check which may delay your receiving that final payment.

AND ONE LAST THING: We are looking forward to a great summer!