

BASIC STAFF INFORMATION

TIME OFF

When possible "time off" will be granted. This time will be arranged by the Program staff. Time off will be assigned to meet the needs of the activity schedule and the staff. This time can be used as you wish, but you must remain on the grounds of the Atlantic Burn Camp. Activity areas are available to you during this time if not in use by campers.

STAFF MEETINGS

Staff meetings will be scheduled every night unless otherwise indicated.

PRIVACY

At camp, privacy is a very important factor. Lack of respect for privacy can have serious complication. No staff person or camp should be in any room other than their own, except on business. No male staff person or camper is allowed in any female staff person or camper facilities and no females are allowed in any male facilities, unless for an organized activity.

CONFIDENTIALITY

There are two areas of confidentiality pertinent to all staff:

1. Children: Any files or background information on the children and families served by the Summer Camp for Burn Injured Youth are confidential. Staff shall not discuss records or children's behavior in public. Access to records is made available to help staff better understand and assist their children to successfully engage in the camping experience.
2. Staff: Personnel files are confidential. The only persons with access to them are the Camp Directors. Health records will be sealed and opened only in the event of an emergency by the Health Center personnel. Please complete the health form enclosed and return with your completed application.

MEDIA

In all cases involving media inquiries (publicity, media day, accidents, disaster, etc.) the Society Chair is the only official camp spokesperson unless otherwise specifically appointed. Please direct all inquiries to the Society Chair.

PHOTOGRAPHS

Some of our children may not be photographed for media coverage due to Child Protective reasons. You will be informed if one of your children has this restriction. This does not apply to non-media photographing.

PHONE CALLS

During free time staff members may use phones located in the Administration Center or building designated for the purpose of making phone calls.

ATTIRE

Staff members are to set an example in dress and behavior. Clothing that is worn should be decent and clean. Alcohol, tobacco or Heavy Metal attire is not acceptable.

PERSONAL PROPERTY

All personal property is the responsibility of the owner. The [Atlantic Burn Camp](#) and its staff are not responsible for any loss or damage.

AUTOMOBILES AND MOTORCYCLES

All staff automobiles and motorcycles are to remain in the parking lot and are not to be used unless for a legitimate camp related reason. At no time is a staff member to transport campers in his/her vehicle unless directed. The camp is not liable for damage to staff vehicles.

EMERGENCY LEAVE

You must contact the Society Chair or the Person in Charge prior to leaving the campgrounds for any reason.

PETS

Pets of campers or staff are not allowed in camp.

LOST AND FOUND

It is everyone's duty to help camper's keep his or her belongings in one place. All lost and found items should be turned in to the Health Center.

PERSONAL WALKIES TALKIES

Use of personal Walkie-talkies should not interfere with the camp experience or official camp communication devices.

STAFF DISCIPLINE

1. Discipline has as its purpose to teach. On a day-to-day basis, all discipline.
2. Should gradually progress from a problem solving approach to a clearly directive approach.
3. In the event that a staff member exhibits a problem in his or her performance of duties or in attitude toward campers, peers or the camp, the Society will initiate an evaluation of the staff member's performance which will include an assessment of strengths and weaknesses, a statement of specific problem areas, an action plan of the steps needed for resolution, a time frame of implementing the

action plan and a statement regarding the effect on the staff member's status or the failure to implement the action plan. A staff member's inability or unwillingness to resolve the problem areas may result in release of staff member's responsibilities.

4. In the event that a staff member exhibits a problem that is of immediate and urgent concern because of its' dramatic nature or its impact on Campers safety or mental well being, the infraction may constitute the basis for immediate release.

CAMPER DISCIPLINE

Campers, at times need direction and limits set on their behavior. Discipline of campers should have a focus of correcting the behavior using guidance, direction and a how to learn environment for our campers. The following Response levels were developed by a team of cabin leaders to guide and give you examples of the disciplinary process when dealing with the campers. These response levels are outlined on this page. If you have any questions about how or when to discipline your camper, discuss the situation with your program staff who can assist you.

DISCIPLINARY RESPONSE LEVELS

RESPONSE LEVEL 1: Nonverbal intervention: Behavior that a stern gaze or the wag of a finger can correct.

RESPONSE LEVEL 2: Verbal intervention: Behavior that can be corrected with a short verbal directive or informal face-to-face chat

RESPONSE LEVEL 3: Written intervention : Behavior serious enough to require documentation. Staff member(s) speak with camper(s) in the presence of a staff peer mediator. The session will be used to discuss corrective solutions and, if necessary, any recommendations for further action. Results of the session are documented* and signed by camper(s) and staff members, then submitted to Camp Directors along with recommendations for resolution.

RESPONSE LEVEL 4: Administrative intervention: Behavior that presents a serious problem to the camp environment. In these cases, consideration will be given toward exclusion or ejection from camp. The accused party(s) or incident(s) may be asked to attend and/or make recommendations to Camp Directors

RESPONSE LEVEL 5: Administrative decision: Behavior, history or frequency of incidents serious enough to warrant exclusion from future camp sessions.

RESPONSE LEVEL 6: Administrative decision: Behavior, history or frequency of incidents serious enough to warrant ejection from current camp session.

No specific penalty is indicated for noncompliance of rules. Counselors, Staff or Camp Directors can initiate a response as low as Level 1 or as high as Level 4. Response level 5 & 6 are used as possible resolutions of a Level 4 conference. Counselors, staff or Directors always have the discretion to intervene at Response Levels 1-4.