

# Camp Cheerio

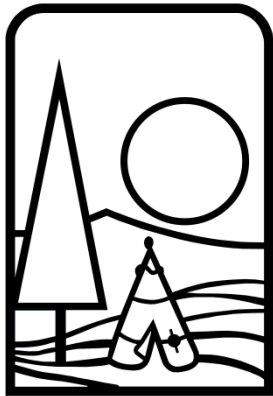
**Staff  
Expectations  
and  
Standards  
2011**

Dear Staff Member,

I would like to welcome you to Camp Cheerio if it's your first time and say welcome back to all returning staff. I want to thank you for choosing to spend your summer with us. I am excited about camp and know it is going to be a great summer. In this manual you will find an overview of camps' daily schedule, activities, and expectations. I ask all new and old staff members to please read the material in the manual because some items have changed. On your contract you will find a place to sign your name indicating you understand and will abide by the standards and principles in this book while you are an employee for Camp Cheerio. Thanks again for working at Cheerio and I look forward to the seeing you this summer.

Sincerely,

Michaux



## **OUR MISSION**

To Put Christian Principles Into Practice Through Programs That Build A Healthy Spirit, Mind And Body For All.

## DAILY SCHEDULE

7:30AM	Reveille
8:00AM	Flag Raising & Morning Watch
8:15AM	Breakfast
8:45AM	Cabin Cleanup
9:20AM	Bugle - End of Cabin Clean-Up
9:30AM	1 <sup>st</sup> Activity
10:30AM	Bugle - End of 1 <sup>st</sup> Activity
10:45AM	2 <sup>nd</sup> Activity
11:45AM	Bugle - KP's report to Dining Hall
12:00 PM	Lunch
12:45PM	Rest Period
2:05PM	Bugle - End of Rest Period
2:15 PM	3 <sup>rd</sup> Activity
3:15PM	Bugle - End of 3 <sup>rd</sup> Activity
3:30PM	4 <sup>th</sup> Activity
4:30PM	Bugle- End of 4 <sup>th</sup> Activity
4:45PM	Cabin Time
5:45PM	Bugle - KP's report to Dining Hall
6:00PM	Dinner
6:45PM	Flag Lowering
7:05PM	Evening Program
8:00PM	Store
8:45PM	Vespers
9:00PM	Prepare for Bed, Cabin Devotions
10:00 PM	Taps, Lights Out

# LOCATION

Camp Cheerio is located on a scenic mountaintop with an elevation of 3,500 feet, just off Highway 21 in Roaring Gap, NC, about 17 miles North of Elkin.

## ARRIVING FROM THE EAST:

Take I-40 West, through Winston Salem, to 421 North. continue on 421 N to I-77 North. Take Exit #83 (Highway 21 North - Roaring Gap) and follow this highway for nineteen miles to the top of the mountain. Turn left onto Camp Butler Rd., just past High Meadows Country Club; after 1/2 mile, take another left on Camp Cheerio Road.

## ARRIVING FROM THE SOUTH:

Take I-77 North, and then follow above directions.

## ARRIVING FROM THE NORTH:

Arrive via the Blue Ridge Parkway (accessible from I-77); take Highway 21 South exit at Roaring Gap. Go four miles and turn right on Camp Butler Rd., then left on Camp Cheerio Road.

Cheerio Adventures is located at the New River Outdoor Center on State Road 766 in Grayson County, VA near Mouth of Wilson, and has over a mile of shoreline on the New River. Please contact the Cheerio Adventures Office for directions

# RELIGIOUS EMPHASIS

As a branch of the Young Men's Christian Association, Camp Cheerio supports Christian ideals as exemplified by the Christian tradition of spiritual emphasis.

## TRADITIONAL CAMP

Every morning before breakfast we gather for a brief Christian spiritual thought to get the day started, known as Morning Watch. In addition, Vespers are held each evening as an entire camp and each cabin participates in devotions prior to lights out. Most cabins will have the opportunity to participate in at least one Morning Watch and/or Vespers Service during each session of camp. It is the responsibility of the senior counselor, junior counselor and counselor-in-training to work with their campers to plan, implement and present these services. The camp provides resources and assistance in planning.

Devotions present a unique opportunity for counselors to help campers achieve their fullest potential in terms of Christian spiritual awareness. Senior and junior counselors are required to share the role of lead these nightly devotions in an equal and agreeable manner. CIT's are asked to lead one devotion per week.

# ACTIVITIES

## TRADITIONAL CAMP

Activities include: swimming, English & Western riding, canoeing, kayaking, archery, climbing, Frisbee golf, riflery, day hikes, backpacking, nature study, athletics, arts & crafts, film making soccer, skeet shooting, high ropes, tennis, tumbling and more!

During a session campers select eight one hour activities that meet daily. The selection is made from more than twenty different activities with the aid of their counselors. Some classes are limited in size for safety and/or instructional purposes. Closed-toe shoes and long pants are required for horseback riding. Closed-toed shoes are also required for climbing.

## CHEERIO ADVENTURES

Activities include backpacking, rock climbing, canoeing, caving, rafting and mountain biking.

Each activity usually lasts from one to four days. Campers and counselors will camp out each night or return to the New River Outdoor Center and stay in either cabins or tents.

## CHEERIO EXTREME

This is a program where a camper can enjoy the best of both worlds. A camper with enjoy one week at Adventure camp and spend another week at Residential camp.

## CABIN TIME - RESIDENTIAL CAMP

This time allows counselors and campers, as a cabin group, to participate in activities to learn more about each other and grow together as a cohesive unit.

During lunch, each cabin will decide which activity to participate in during cabin time that afternoon. Upon reaching a decision, counselors sign this choice on the cabin time activity sheet which is posted on a clip board in the dining hall. Suggested cabin time activities are: swimming, canoeing, nature hikes, group initiatives, tennis, football, softball, soccer, basketball, frisbee golf, ultimate frisbee, and kickball games.

## CAMP-OUT, COOK-OUT – RESIDENTIAL CAMP

Each Wednesday of a one-week session and the second Wednesday of a two-week session is camp-out, cook-out night. The meal is prepared and served by the support staff at the back of the dining hall.

During cabin time cabins will prepare a skit to perform down at our camp fire. All campfire material must be in good taste and "G-Rated." For dinner everyone gathers in the field between the gym and the dining hall. After dinner everyone gathers the props needed for the skit, goes to the gym to pick up their bedtime medicine and store, and heads to the campfire. After skits, cabins will head back to their cabin to get sleeping bags, pillows, flashlights, etc. to sleep outside for the evening. This is an exciting time! Counselors and CIT's are required to be with their cabin **at all times**. **There is no evening time-off during camp-out/cook-out nights. Support staff are not permitted to spend the night with cabins.**

## TILLIES – RESIDENTIAL CAMP

Tillies (Secret Pals) are during the 4th session of girls' camp. On Monday night, everyone in camp draws the name of another person in camp. On Tuesday through Saturday, everyone is encouraged to give something to their Tillie. It can be a note, a piece of candy, or any small trinket item. Please do not allow daily gifts to exceed \$1. On Sunday evening, everyone gets to see who has been their secret friend for the first week of camp. At that time they share several small gifts, (i.e... note pads, pencils, candy, or a homemade item. Campers are encouraged not to give away larger arts and crafts projects.) Please do not exceed \$4-\$5 for the last night. Tillies are fun and encourage campers to meet new friends. All counselors and staff are expected to participate. Counselors should report if a camper is not receiving gifts to the staff member coordinating the Tilly program.

## CLOSING CEREMONY-RESIDENTIAL CAMP

The last night of camp is based on an Native American Ceremony. Please bring anything relating to Native Americans - costume, head dress, etc. Ceremonial paint will be provided. Each cabin has a pattern for their face paint. It is not necessary to have elaborate dress for this ceremony, but please try to do something so the children will get into the spirit of the evening. Many counselors choose to dress slightly nicer for our last dinner and closing ceremony.

# CLASSIFICATION OF STAFF:

## TRADITIONAL CAMP-COUNSELOR STAFF

SENIOR COUNSELOR: *Minimum rising sophomore in college or age equivalent.*

JUNIOR COUNSELOR: *Minimum rising senior in high school or age equivalent.*

Both positions have direct cabin responsibilities for campers.

## TRADITIONAL CAMP-PROGRAM STAFF

These positions are: riding, climbing, aquatics, target sports, and food service staff, etc. who are responsible for specific program areas but do not have direct counseling responsibility. Age may vary but must be within the bracket of senior or junior counselor.

Even though these individuals do not have direct counseling duties, they must possess the ability to work with campers and their unique differences and problems. They also must attend flag raising, morning watch, meals, flag lowering, evening programs, store, Sunday chapel and vespers. They must also be prepared to step into a counselor position if deemed necessary.

## SENIOR ADULT CAMP COUNSELORS

Minimum rising sophomore in college or age equivalent. Short term employment working with adults ages 50 and older in camp activities. These positions are available in August, and October.

## LEADERSHIP STAFF

Supervisors of personnel and program areas. Must possess necessary skills/experience for the job. Leadership staff includes positions such as: director, assistant director, program director, summer program director, riding master, aquatics director, transportation director, head counselor, health supervisor, and others as job descriptions warrant.

# STANDARDS OF CONDUCT

## GENERAL

Staff members agree that while employed with Camp Cheerio, they will adjust personal habits and actions to the customs, policies and ideals of camp in keeping with the Christian objectives of the YMCA. They agree to conduct themselves at all times, in camp and away, in such a manner as to be a credit to themselves and to camp, and to pursue personal habits and practices that will enable mental alertness and physical fitness in the performance of all duties.

Use of tobacco products in any form will lessen your example and effectiveness. All staff may never use tobacco products on Camp Cheerio grounds. Counselors and staff who choose to use tobacco products may do so only when out of Camp on their free period or out of Camp on their time off. Individuals, by state law, must be 18 years of age to use tobacco.

Gambling, use or possession of illegal or mind altering drugs, drug paraphernalia, drinking or possession of beer, wine or intoxicating liquors will **not** be permitted by Camp Cheerio. Violators will be immediately dismissed. A complete explanation will be given to parents of minors dismissed. Consumption of any amount of alcoholic beverages during employment for Camp Cheerio is not tolerated and is grounds for immediate dismissal. Alcoholic beverages are not allowed on camp property and at **NO** time may staff members return to camp under the influence. Use of alcohol during free periods is prohibited. Once again, staff violating these policies will be faced with termination of employment.

The YMCA reserves the right to perform tests for drug or alcohol levels in the body. Such tests are more likely under certain circumstances, such as: an accident or near accident on the job, or a report of suspected drug use. A full copy of the Drug and Alcohol Policy is available upon request.

## TERMINATION OF AGREEMENT

Camp Cheerio reserves the right to cancel staff agreements on the basis of extremely low enrollment, epidemic, catastrophe or other unusual cause.

This agreement shall continue as long as the employee complies with its terms.

The camp director may terminate an agreement by giving the staff member notice in writing as to reason for dismissal. Pay will be for time worked from beginning agreement date to dismissal at the base rate of pay for the position less advance amount. . Termination by mutual agreement may be affected on shorter than two weeks notice.

Voluntary abandonment of required duty by a staff member during employment shall result in immediate dismissal. Pay will be for time worked from beginning agreement date to dismissal, less advance amount at the base rate of pay for the position.

In the event camp season is shortened by weather, fire, epidemic, accident, staff reduction for low enrollment, etc., salaries will be paid based upon time worked during agreement period less advance amount.

## DISMISSALS

Dismissals may be made by camp director for the following reasons: (a) Insubordination, (b) Incompetence and unreliability, (c) Poor example and faulty leadership (d) Jeopardizing safety of campers, (e) Breach of camp policy,

regulations or indulging in criticism of same, (f) theft/vandalism of camp property (g) Any conduct or behavior which can be construed to be detrimental to camp program or morale. Dismissal notice shall be given verbally and in writing, with reasons clearly stated.

Staff members, while in camp, are expected to render a high quality of service and leadership which is wholesome and stimulating to the experience of the campers under their influence. They are expected to exercise good common sense, judgment, initiative, creative thinking and professional discipline. Please remember camp is a "G-Rated" environment. Hazing, yelling, physical punishment, taking away food, etc. is not appropriate and will not be tolerated.

### DRESS AND APPEARANCE

As a Camp Cheerio staff member, you are constantly in the public eye and a parent's first impression is lasting. Consequently, all staff members are expected to be cleanly/tastefully dressed daily. Male staff members are required to be clean shaven daily and wear their hair above the ears and off the collar. Female staff members are asked to wear appropriate length of shorts and no low cut or midriff showing shirts. One earring per ear may be worn by female staff only and body piercing on any body part other than the ears is not acceptable.

Female staff and CIT's are required to wear one-piece bathing suits at the pool and lake. Male staff and CIT's may not wear swim team bathing suits.

All staff are required to wear the Camp Cheerio staff shirt and closed-toed shoes on opening and closing day of each session. Sunglasses and hats are not permitted for staff on opening and closing days.

### BACKGROUND CHECKS

I authorize the YMCA to obtain a yearly criminal history record check. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since they are made with my consent. I understand that my continued employment may be contingent upon criminal history background checks.

### MEDIA POLICY

Contact Camp Director, Assistant Directors, or CEO of the High Point YMCA. They will answer any questions of the media and communication with other staff members, as well as contact parents if necessary.

## SOCIAL MEDIA POLICY

Camp Cheerio recognizes that in today's culture there are many ways to remain connected to friends and acquaintances including the use of social media outlets like Facebook and Twitter. The line of personal privacy is a delicate one and it is our expectation that our staff members will maintain the highest possible standards as the role models they serve as to our campers. Staff members should be aware that anything they post online about themselves is to be considered public information and while we will not actively seek negative information about our staff members, if something does come to our attention, we will be forced to take action. This action could be as simple as asking the staff member to remove the questionable content and the consequences could be as severe as termination.

In addition we feel it is important to limit personal contact with Camp Cheerio campers outside of their camp experience. There are many ways that communication can be misconstrued and it is for the protection of both staff and campers that we ask for this limit of contact. We request that you do not seek to contact a camper outside of Camp Cheerio and that you do not specifically seek to be their friend via social media. If a camper requests that you be their friend, we strongly recommend that you ignore that request.

The parents of all campers attending Camp Cheerio have signed a photo waiver authorizing Camp Cheerio to use their likeness in promotional materials and online. The parents though have signed no such waiver authorizing our staff members to post pictures of their children online. It is understandable that you will feel a great connection with your campers and will likely want pictures with which to remember your experience. Under no circumstance should you post pictures or videos of Camp Cheerio campers online. If you feel that you have a particularly memorable picture or video, you may submit it to the Camp Cheerio director for distribution and use through our authorized means.

## TIPPING

Camp Cheerio, as an active member of the American Camping Association, has adopted the official policy of the ACA which states tipping of staff is NOT approved. Camp Cheerio's staff is a professional group and does not approve of tipping even though it is well-intentioned.

## VISITORS

Visiting by parents of campers during a camping period is strongly discouraged. If parents of campers visit camp, direct or escort them to the camp director prior to any contact with campers.

Camp staff may, on *rare* occasions, invite guests (family, boy or girl friend, etc.) to visit camp during the day - subject to approval by the camp director **BEFORE** the invitation is issued. No overnight accommodations or dining invitations may be extended.

Counselors may visit for an Indian Ceremony that occurs during a session for which they are not employed if first receiving direct permission from the Camp Director. Counselors may not simply show up on the night of the Indian Ceremony without receiving prior approval.

## EVALUATIONS

In order for an evaluation to be accurate, counselors should expect to see full time staff visiting their classes and cabin so they can be evaluated according to performance in relationship to their job description.

We feel that feedback is an essential element in any job experience and we want to provide formal and informal evaluations frequently.

Counselors will be asked to evaluate their CIT each session. Also, counselors are urged to make comments about observations regarding a CIT's performance during activity periods.

The CIT directors will evaluate each CIT prior to the end of the third and fifth week of camp.

# SALARY SCHEDULES

## SUMMER CAMP

All salaries will be paid in full at the conclusion of the contracted time, unless otherwise arranged with the camp director.

Advances in salary shall not exceed \$100 for use on night off. Special circumstances can be given if passed by the camp director. This money will not be deducted from the contract amount. This amount must be paid in full prior to receiving your pay check. Ten week staff must pay off accumulated advances with mid-summer pay check. . Please do not disclose your salary to other staff.

All compensation is subject to (1) Social Security tax, (2) Federal Withholding tax and (3) State Withholding tax, all of which are required by law to be withheld from this compensation. (Unless employment is on an annual basis, refunds may be secured from Federal and State tax offices dependent upon your current tax status.)

## SEASONAL EMPLOYEES

Salaries are based on leadership ability, experience, skill, education, certifications and camp pay scale for seasonal employees. Please do not disclose your salary to other staff.

All salaries will be paid on the 15th and last day of each month. All compensation is subject to (1) Social Security tax, (2) Federal Withholding tax and (3) State Withholding tax, all of which are required by law to be withheld from this compensation. (Unless employment is on an annual basis refunds may be secured from Federal and State tax offices).

# HEALTH POLICY

## HEALTH EXAMINATION

All staff members must have a complete health examination by a doctor within the year preceding employment. Anyone who finds this a *financial burden please* notify the camp director.

## SICK AND EMERGENCY LEAVE

Two days sick leave are granted with pay per term of employment. Emergency leave is granted by the camp director with each case evaluated as to validity and length of time off, with such time away being deducted from pay.

## HOSPITALIZATION-MEDICAL CARE

Each staff member working in the summer should provide their health insurance information to the camp. In the event no health insurance is available, camp will provide accident and sickness coverage; the maximum benefits are very limited and subject to deductibles. Seasonal (spring and fall) and senior adult camp employees are not covered by the insurance plan. All staff members are covered by workmen's compensation insurance as required by law.

Camp Cheerio is not liable for medical treatment or expenses occasioned by pre-existing condition of staff members, or for accidents which are not connected with their duties. Accidents not connected to work and/or sickness are the responsibility of that staff member.

# FREE TIME

## EVENING FREE TIME

The most important thing to remember for evening free time is to keep you cabin a sacred place for your campers. Although, this is your free time it does not mean you forget to take care of your children first. After 10:30pm one counselor from each cabin may leave their porch to visit other staff and counselors in communal locations. You are not allowed to visit other porches. It is up to you and your co-counselor to figure out who leaves when, however, all staff need to be back at their living spaces with all lights out in camp no later than 12:30am.

## LEAVING DURING FREE

Counselors are allowed to leave camp during their free period. The following regulations must be adhered to: (1) The speed limit in camp is 5 MPH. (2) The speed limit on the road leading to camp (Camp Cheerio Rd) is 20 MPH. (3) Do not use High Meadows Road. (4) Counselors are required to be back by the end of their free period so that the 15 minutes between classes can be used in preparation for the next activity period. (5) Counselors may not leave until the bugle has blown for the beginning of the designated free period (ex: free period is 2<sup>nd</sup>, you may leave at 10:45am).

*Being allowed to leave camp is a privilege which can be withdrawn by the camp director if the above rules are not followed.*

All counselors are required to stay with their cabins during rest period. The two exceptions are: if one of the counselors is involved in an activity/meeting previously approved by the camp directors or if taking a group of campers on an out-of-camp trip. The CIT directors will decide if and when CIT's are allowed to leave the cabin during rest period or after taps.

# TIME OFF

## SUMMER STAFF

All counselors have one day off (24 hours) between each session break. Cabins must be clean prior to counselors leaving Camp. Counselors and support/leadership staff may not leave camp before 11:00 AM on a closing Saturday. Counselors and staff must be back in camp by 11:30am on Sunday. An adequate amount of counselors will be retained to supervise campers staying over for the next session. They will be paid and volunteers will be taken before another method of selection occurs. A number of campers stay between sessions of camp and a one-to-five ratio is necessary. Counselors are paid at the current daily work rate. All leadership staff will be assigned one stay-over weekend to work.

During a two week session, each staff member will have one evening off. Staff members may choose to leave or stay in camp. The leadership staff will determine nights off. Two counselors from the same cabin may not have the same night out. Nights out begin after the closure of the last class and staff members must return by 12:30AM. Staff members will be required to check in with assigned leadership staff upon returning to camp.

**All ten week staff are asked to be present the weekend between Girls and Coed Camp for Staff Training.**

### FOOD SERVICE STAFF

During changeover weekends, time off begins after all breakfast duties are concluded on Saturday, but not before 10:30, until 10:30 AM Sunday.

### RIDING STAFF

The riding master will schedule time off within the prescribed guidelines for the riding and barn staff. The horses will be fed on schedule; 7:30-8:00 AM and 7:00-7:30 PM and hayed daily in the afternoon. Care of the horses is the responsibility of the riding staff during change-over weekends.

Between sessions, time off will be from 11:00 AM Saturday to 11:30am Sunday with the exception of the weekend between the last two one-week sessions of camp when all tack will be cleaned, oiled and prepared for winter storage. Keep in mind someone will have to be on duty to care for the horses during all weekends. During two week sessions either Friday or Saturday night may be taken as time off after duties are completed until 12:30 AM. Regular bedtime is 12:30 AM.

### LEADERSHIP STAFF

Two people from the leadership staff will be on duty each changeover weekend. Comp time during the following week may be arranged with the interest of camp in mind.

## GENERAL CAMP GUIDELINES

### CELL PHONE & CAMP PHONE USAGE

Cheerio does not allow campers to bring cell phones to camp as a result we do have cell phones rules for staff.

**You May:** Use your cell phone when you are out of camp, and at night time at the gym, staff cabin, and Sloan. These are the only locations allowed to have your cell phone.

**You May Not:** Use your cell phone during the day while in camp, as an alarm clock, video camera, or camera.

Use of the business telephone and fax is restricted to business and emergency calls approved by the full-time staff. Exceptions may be granted by the camp director or office manager on a case by case basis, with all telephone charges being reversed or charged to a calling card. Counselors and program staff should place personal phone calls during their time off or free period on the phone located in the staff cabin or while out of camp. *It is not appropriate to place calls in the fifteen minutes between activity periods.*

### COMPUTER & IPOD USAGE

You may use your computer only during your time off (free period and off porch) in the Sloan Center and the staff lounge in the gym. Computers should not be used in the cabin.

-- ipods with earbuds use only during free periods or porch time. ipods can be used for skits, playing music in the cabin, etc. All music must be appropriate.

## USE OF DINING HALL AND KITCHEN

During the day, Counselors are allowed in the dining hall - not the kitchen - to get a cup of ice or fruit.

Counselors are not permitted to fix sandwiches or other food during the day; this interferes with the cooks' work and is against NC Health Dept. regulations. Do not ask for special food items at meals or bring sodas or other foods to meal time. During the day and particularly meals, only Food Service Staff are allowed in the kitchen. \* Please note: If special dietary requirements exist, every effort will be made to accommodate such needs.

After taps, counselors are allowed to gather in the kitchen and make sandwiches, have a bowl of cereal, a glass of milk, a piece of fruit or whatever extra food is in the walk-in refrigerator. Counselors may **not** eat food the cooks have so marked.

The walk-in freezer (the one on the right) is *off limits*. Items such as ice cream are **not** to be eaten because they have been planned into the camp menu.

Counselors must clean up after themselves so the cooks/kitchen aides do not have to waste valuable time in the morning cleaning up someone else's mess. The use of the kitchen by staff is a privilege and may be revoked if staff are not respectful of the facilities.

At **no** time are counselors permitted to use the grill, stove or ovens in the kitchen. However, counselors may use the microwave.

## USE OF AUTOMOBILES

Staff members may not leave camp in personal auto, with another staff member or visitor without special permission from the camp director except on time off or free period. Lending of automobiles is strongly discouraged. At no time are campers allowed in a counselor's auto. CIT's are still campers and at no time are allowed in cars belonging to counselors and/or staff.

## USE OF CAMP PERSONAL EQUIPMENT

Staff members are encouraged to make full utilization of camp facilities and equipment with certain restrictions:

Camp equipment and facilities may be used only with the permission of the camp program director. Camp Cheerio is not responsible for loss, wear or damage to personal equipment used during employment. All staff are responsible for the equipment used and held financially responsible for any damage to equipment.

At no time are camp vehicles available for personal use.

Equipment and facilities which might be utilized with proper supervision by qualified personnel only include: canoes, athletic equipment, horses, etc. Camp staff is expected to pay for all crafts, materials and supplies, ammunition and other items used for personal projects or recreation.

## USE OF BICYCLES

Bringing personal bikes to Camp is discouraged because of limited storage space. If bikes are brought to Camp, they may only be used during Free Periods or Time Off. Helmets must be worn if riding on Camp property.

## USE OF GOLF CARTS

Camp owns two golf carts which are only used by persons given permission by the Camp Director.

## USE OF LAUNDRY FACILITIES

Laundry facilities are for the use of staff members. Staff is expected to keep the area clean and report any broken equipment. Do not overload the washer with clothes or soap. One-half cup of soap is sufficient.

Do not use the laundry facilities during rest period or when you should be in class or with your cabin. If a camper needs emergency use of the laundry facilities their senior or junior counselor should take care of this chore.

Each staff member should restrict themselves to washing once per week. Please be reasonably quiet while in the laundry room(s).

Remove clothes from washer and dryer immediately. If clothes are in the washer, move them to the dryer. If clothes are in the dryer, be sure they are dry, then fold them and place them on the table or in a clothes basket.

- Mohawk, Sioux, Cherokee, Powhatan, Comanche, Cheyenne, Tuscarora, Croatan, Navajo, and Apache, cabins as well as the staff cabin will use the laundry room in the basement of the staff cabin.
- Occaneechi, Mohican, Hatteras, Shoshone, Blackfoot, Arapahoe, Iroquois, Choctaw, Sequoia, Chippewa, Lakota, Wichita, Catawba, Pawnee and Seminole as well as Millis Lodge use laundry room in the basement of the Sloan Center
- The single washer in the basement of the office is for the infirmary and staff with families.

## STAFF USE OF HORSES

Due to heavy class loads during the week, riding of horses by staff members is only available on Saturday afternoon during change over weekends. Permission must be given by full-time program director and riding master. Staff members may not participate in horseback riding during camp sessions.

The riding master or barn hands must accompany staff members who wish to ride. Do NOT run or ride horses on the lawn.

Each staff member is responsible for the care of the horse and the tack (equipment). Equipment must be replaced on the correct rack when ride is completed.

## PETS

Animals may NOT be brought to camp. Exceptions may be made when entire families move to camp at the discretion of the camp director.

## PUBLIC RELATIONS

Camp Cheerio has permission to use any individual or group photographs taken at camp, showing you in camp activities, for public relations purposes.