Camp Cheerio
Staff Expectations and Standards
Updated 2015

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
cabin 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 leading these nightly devotions in an equal and
agreeable manner. CIT's are asked to lead a single devotion per week.

Cheerio Adventures
A morning thought and an evening devotion are incorporated daily which encourage
campers to interact in discussions. Counselors are required to share the role of leading
devotions.

ACTIVITIES

Traditional Camp
Activities include: swimming, horseback riding, canoeing, kayaking, archery, climbing,
Frisbee golf, riflery, hiking, backpacking, athletics, arts & crafts, skeet shooting, high
ropes, tennis, tumbling and much 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** - Traditional 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 clipboard in the dining hall. Some cabin time activities are pre-assigned such as rock sliding trips to Stone Mountain State Park.

Suggested cabin time activities are: swimming, canoeing, nature hikes, group initiatives, tennis, football, softball, soccer, basketball, frisbee golf, ultimate frisbee, rock sliding and kickball games. Trips out of camp must be arranged in advance to assure transportation. Out of camp trips must be arranged with the Transportation Director(s).

**CAMP-OUT/COOK-OUT** – Traditional Camp
One night each session is scheduled to be a camp 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 campfire. 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.

**TILLIES** – Traditional Camp
Tillies (Secret Pals) are during the 2-week 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 her Tilly. 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 her 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 – Traditional Camp
The last night of camp is based on an Indian Ceremony. Please bring anything relating to Indians - costume, headdress, 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. Some counselors and older campers choose to wear nicer dress clothes for the last night of camp.

CLASSIFICATION OF STAFF:

Traditional Camp – Counseling 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 – Support 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.

Leadership Staff
Supervises personnel of program areas and the particular area itself. 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.

Cheerio Adventures Staff
Minimum rising sophomore in college or age equivalent. Position includes leading outdoor adventure trips for teens. These are ten-week positions.

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. No staff may ever 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 store account. 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 store account 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 store account.

**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 that 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**
Camp Cheerio
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. Remember this is camp not a party. Female staff may wear one earring per ear, 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 is 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.

**Media Policy**
Direct all media inquiries to the 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 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**
As an active member of the American Camping Association, Camp Cheerio 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 Awards or 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. One formal, written evaluation will be given during the employment period. Informal evaluations will be given throughout the employment period.

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.
The Cheerio Adventures director and assistant director will conduct staff evaluations twice during the ten-week term of employment. If necessary, frequent follow-ups will be scheduled to provide support to counselors as this will help insure the children have a good experience.

**PAYMENT SCHEDULES**

**Summer Camp**
All earnings will be paid in full at the conclusion of the contracted time, unless otherwise arranged with the camp director. All camp store accounts must be paid in full prior to receiving pay.

Advances in wages shall not exceed $100 for use on night off. Special circumstances can be given if passed by the camp director. This will be charged to the counselor's store account and not deducted from the contract amount. This amount must be paid in full prior to receiving your paycheck. Ten week staff must pay off accumulated store account with mid-summer pay check. Please do not disclose your wages 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**
Wages are based on leadership ability, experience, skill, education, certifications and camp pay scale for seasonal employees. Please do not disclose your wages to other staff.

All wages 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**
Camp Cheerio
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. The camp director, on a case-by-case basis, may grant emergency leave. Each case is evaluated as to validity and length of time off, with such time away being deducted from pay.

**Hospitalization – Medical Care**
Staff members working the summer season 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. If you are covered by another health policy, it will be considered the primary policy for the aforementioned situations.

**FREE TIME**

**Evening Free Time**
The most important thing to remember during your evening free time is to keep your cabin a sacred place for your campers. Although this is your free time, it does not mean you can forget to take care of your children first. After 10:30 pm 1 counselor at a time from each cabin may leave their porch to visit other staff/counselors in communal locations. Counselors may not visit other porches. It is up to you and your co-counselor to divide evening free time equitably. All staff must be back in their living space with lights out by 12:30 am.

**Leaving Camp During Free Time**
Counselors are allowed to leave camp during their free period. The following regulations must be adhered to: (1) The speed limit in camp is 10 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 2nd, you may leave at 10:45am).
Being allowed to leave camp is a privilege that 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 (24 hours) off 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 12AM. Staff members will be required to check in with assigned leadership staff upon returning to camp.

Time off during a session or leaving before the end of a session are not permitted unless circumstances are unavoidable and have been approved by full time staff.

All full summer staff members are to be present during 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 until 10:30 AM Sunday.

The dining hall must be cleaned thoroughly prior to departure. Nights of cookouts are time off as soon as all boxes are packed and teaching responsibilities have been
completed until 12:00 AM; earlier is recommended. No time off on Friday or Saturday in the middle of a 2-week session.

**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 changeover weekends.

Between sessions, time off will be from 11:00 AM Saturday to noon 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 12:00 AM. Regular bedtime is 12:00 AM; earlier is recommended.

**Leadership Staff**
Two people from the leadership staff will be on duty each changeover weekend.

**Cheerio Adventures Staff**
At the end of each session, counselors will have 24 hours off, starting at 11:00 AM until noon the next day. During a 2-week session one staff team will have an evening off between the first and second trip; the other staff team will have the evening off between the second and third trips. An evening off lasts from when their trip returns to base camp and adequate replacement coverage is in place (usually about 5:00 PM) until 12:30 AM the same night.

One counselor is required to be with the campers at all times.

NOTE: Any staff member may remain in camp between sessions with the understanding they clean up after themselves in the dining hall and around camp.

**GENERAL CAMP GUIDELINES**

**Use of Cell Phones and Camp Phones**
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 nighttime 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. The camp director or office manager on a case-by-case basis may grant exceptions, 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.

**Use of Computers and Ipods**
You may use your computer only during your time off (free period and off porch) in communal locations and away from campers. iPods with ear buds 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 water 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 mealtime. 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 meat sandwiches, cereal, fruit, or other snacks approved by the foodservice director. Food needed to prepare upcoming meals is off limits.

The walk-in freezer 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 members 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 Cars**
Staff members may not leave camp in personal car, 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 car. CIT's are still campers and at no time are allowed in cars belonging to counselors and/or staff.

**Use of Camp 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 is 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 may sometimes be used under proper supervision by qualified personnel 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.

Staff members 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 laundry basket. Laundry rooms are located in the basements of the staff cabin and the Sloan Center. Please use whichever laundry is closest to your cabin. The single washer in the costume room is for the infirmary only.

**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.