CAMP Chateaugay
• EST.1946 •

STAFF HANDBOOK

WWW.CHATEAUGAY.COM

WHERE EVERYONE BELONGS



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WELCOME LETTER

Dear Camp Chateaugay Staff,

We want to welcome you to the team and the Chateaugay Family! We are thrilled to have you joining us for the upcoming summer season. As a member of our staff, you are an essential part of creating a positive and memorable experience for our campers.

At Camp Chateaugay, we are dedicated to providing a safe and fun environment for our campers to learn and grow. As a staff member, you will have the opportunity to make a meaningful impact on the lives of our campers, and we hope that you find your time here to be both rewarding and fulfilling.

As part of our team, you will work alongside a group of passionate and enthusiastic individuals who share a love for the outdoors and a commitment to providing an exceptional summer camp experience. We encourage collaboration, creativity, and open communication among our staff members, and we value your input and ideas.

Our Staff Handbook contains important information about our camper and staff procedures and general camp information. This handbook co-exists with our 'Staff Policies and Procedures Guide' which goes into deeper details about specific areas. Both are integral resources to help you succeed in your role. We ask that you review the handbook and guide carefully and familiarize yourself with its contents. We encourage you to refer back to it throughout the summer. If you have any questions or concerns, please do not hesitate to reach out to our leadership team.

We are excited to see what the summer has in store and look forward to working with you to create a memorable experience for our campers. Thank you for joining us at Camp Chateaugay, and we wish you a successful and enjoyable season.

Warm Regards,

MITCH, BLANE, BLAIR & CANDI

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MISSION STATEMENT

Camp Chateaugay's primary objective is to provide a physically, emotionally safe and nurturing environment for campers and staff, in which children have enriching experiences often away from their parents for the first time. We do this by putting a focus on three things: having fun, making friends and learning new skills.

CULTURE & VALUES

Chateaugay's culture and values are centered around creating a positive and inclusive community that fosters personal growth, respect for others and the environment, and skill development. Our values are integrated into all aspects of camp life, from the way campers and staff interact with each other to the activities in which they participate.

At Camp Chateaugay we pride ourselves in giving individual attention to each child throughout the day. Our main goal is to instill in each camper feelings of well-being, motivation, and self-assurance, so that they can grow and make lasting friendships.

Chateaugay provides children with relief from the high pressure and fast pace of normal life. Children are made to feel good about whatever they accomplish and are not compared to one another. We praise children's efforts, whatever they may be. This results in each camper developing a sense of belonging and feeling like a lifelong valued member of the Chateaugay family.

- **Respect** is one of our core values. This includes respecting oneself, others, and the environment. Staff are encouraged to embrace and celebrate diversity, treat others with kindness and compassion, and practice good sportsmanship.
- **Opportunities** should always be present for campers and staff to express their thoughts, ideas, and leadership. We provide instruction in a fun and nurturing way through a wide variety of activities that cater to a wide range of interests and skill levels. Staff and campers are encouraged to step out of their comfort zones and try new things. They are given opportunities to explore their interests, learn new skills, and take on challenges that promote personal growth and self-discovery.
- **Responsibility** is emphasized at Chateaugay. Campers and staff are taught to take ownership of their actions and make conscientious decisions. They are also encouraged to be mindful of the needs of others and to work collaboratively towards common goals.
- **Taking care of oneself** and others is another important value at Camp Chateaugay. Staff are encouraged to prioritize their physical and emotional well-being, practice self-care, and look out for the safety and well-being of others.
- **Building relationships and friendships** is a key aspect of our summer camp experience. Staff will have the opportunity to connect with other staff members from diverse backgrounds, form new friendships, and strengthen existing relationships. These relationships are often based on shared experiences, common interests, and mutual respect.
- Chateaugay strives to create an environment where every staff member and camper feels **included and valued**. This means providing accommodations for diverse learning styles, abilities, backgrounds, cultures, languages and actively promoting an inclusive and welcoming culture.

IMPORTANT DATES

June 1- Support Staff Arrive

June 5-6 - Lifeguards / CPR / Rope course staff arrive

June 7 - Lifeguard training starts with Len (completes June 9)

June 7 - Ropes training begins (completes June 9)

June 9 - All Head Staff arrive

June 10 - Head Staff training starts (completes June 12)

June 12 - All Counselors Arrive

June 13 - Pre-camp Training starts

June 25 - Campers Arrive for 1st & Full Session

TBD - Wilderness Bike Trip departs

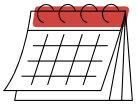
July 10 - 2 Week Campers depart - 1st session

July 17 - Parents Visiting Day (9.30am to 4pm)

July 18 - Second Session Starts (first session campers leave)

TBD - Wilderness Hike Trip departs

August 1 - 2 week Campers depart - 2nd session



TBD - Wilderness Canoe Trip departs

August 10 - Campers depart

August 11 - Staff start to depart

Campers Schedule

Full Session:

Arrival Day: June 25, 2027

Departure Day: August 10, 2027

First Session

Arrival Day: June 25, 2027

Departure Day: July 18, 2027

Second Session

Arrival Day: July 18, 2027

Departure Day: August 10, 2027

NOTE:

Two Week Sessions are for First Time Campers only

TRANSPORTATION TO CAMP

Please make sure Blane is aware of all of your transportation plans prior to arrival as well as any changes that may occur day of.

Due to Camp Chateaugay's location, if flying we recommend all staff fly into Montreal, Canada (YUL) or Burlington Airport (BTV) as they are the closest two airports. If international please check if you are able to fly into Canada as there are some restrictions for some visas & a Canada visa (ETA) may be required prior.

JFK airport in NYC is over a 6 hour drive away and we will not be able to schedule pick up's from this location. If an NYC flight is the only option due to unforeseen circumstances or visa issues, we suggest reaching out to us for recommendations for places to stay, transportation to take, and places to visit prior to booking or scheduling any arrangements, as there are certain areas or situations to avoid.

A train from Penn Station is recommend on the Amtrak line with Plattsburgh, NY being the closest stop to us that we are able to do pick ups from. There is also a bus from Grand Central that is another alternative recommended route via the Greyhound that also comes to Plattsburgh. We can pick you up from both Plattburgh bus and train stations.

Blane will contact you prior to arrival via Whatsapp to set up times, and which vehicle and drivers will be picking you up.

TYPES OF STAFF MEMBER & DUTIES

WHO'S WHO OF CAMP CHATEAUGAY

In the Dining Hall we have a poster board showing each member of staffs photo and position. For our leadership team, there is a bio outlining what their role covers and who to go to for certain issues.

LEADERSHIP TEAM

Mitch Goldman (Director / Owner) – Mitch is our camp dad. He has the ultimate responsibility in safety & decision making at camp and overseeing all operations that occur at camp. Mitch is available to meet with any campers and staff, fostering growth and development by offering feedback on a regular basis. Mitch must be made aware of all camper & staff issues as they occur. He speaks directly with the parents throughout the summer and throughout the year. Mitch is also responsible for the overall leadership of all staff at Camp Chateaugay, including facilities maintenance, athletics, arts, the waterfront, housekeeping, the kitchen, the office and finance.

Blane Stewart (Co-Director) - Blane is the glue that holds camp together, connecting all areas by being the liaison in between. He implements our policies and procedures, walkie talkies and day-to-day operations of the camp and facility events. Blane supports our Camp Director on a variety of tasks. He completes all staff hiring & onboarding throughout the year and during camp, as well as supervising staff and Program Development.

Blair DeMaio (Assistant- Director) - Blair works year-round with Mitch and Blane to ensure camp is running smoothly. Her primary role is recruiting new families and helping all families get prepped and ready for camp, and she manages Alumni Relations. Once the summer begins, she becomes the go-to person for all camper-related issues, working closely with our Unit Leaders to ensure every camper is supported and cared for. Blair's responsibilities also include managing any general Staff-related issues and being a liaison between counselors and Head Staff. She is an accessible resource for counselors and will be facilitating one-on-one meetings with bunk counselors throughout the summer. Outside of this work, Blair also oversees our social media accounts, manages the camp media team, and supports our EAC programming and special events to ensure all of our beloved camp traditions are being upheld, and to help with the creation of any new traditions.

Candi Poitras (Office Manager) - Candi is responsible for all of the business and financial records for camp as well as Staff and Camper accounting. This includes payroll, compensation and reimbursements, camper records and payments, all forms for personnel and health records, vendor accounts payable and the camp office. Candi is the supervisor for all Office Staff.

Lauren Davies (Transportation & Logistics) - Lauren oversees external camp logistics and manages camp operations that interface with the outside world. This includes travel and out-of-camp excursions and transportation requests. She also manages days off, Bunk OD (on duty) & HOD (Head On Duty) schedules. She is an accessible resource for counselors.

Ester (Head Unit Leader) - Ester is the Unit Leaders port of call, and is who trains and supports all ULs over the summer. She is the first line of support for ULs, and support bunk staff as well. She does not have a cabin of her own and will assist with covering Units Leaders days off.

Josh Blumkin (Mental Health Director) - At Chateaugay we provide a mental health professional throughout the summer. Josh, a trained and practicing school psychologist, is there to support, guide, and encourage campers and staff throughout their stay. He will check in with them regularly, listen to their concerns, and provide an extra level of support with any issues that arise. He will also help Campers seamlessly integrate into camp life, build relationships with other Campers and Staff. Our Mental Health Director trains our staff in effective techniques and strategies on a variety of issues ranging from homesickness to conflict resolution, and will communicate directly with any camper's personal mental health professionals. Josh will also communicate / liaise between Campers & Staff therapists.

Christina Teneriello (Behavioral Specialist) - This vital role supports the emotional, social, & behavioral well-being of our campers. They are licensed & trained in child & adolescent development, working closely with campers, counselors, and leadership to ensure every child feels safe, supported, and empowered to thrive in the camp environment. They manage challenges related to homesickness, behavioral concerns through observation, one-on-one check-ins and input into camper care plans. Whether it is offering trainings and strategies to staff about a specific camper who may be having trouble adjusting, facilitating conflict resolution, or how to use effective behavior support techniques, this role is essential in helping our camp community stay healthy, kind, and connected.

Chris Reynolds (Waterfront Director) - Chris is all things Waterfront. This includes, boats, open swim, trips on the water, lake procedures & safety, scheduling, as well as teaching water activities himself. He started at Camp Chateaugay in 2001 as a Counselor and sailing instructor, before moving on to run the Waterfront. He also met his wife Jen here, and now their three children are campers.

Jen Reynolds (Head Area Director) - Jen has been part of Chateaugay since 2004, and her experience at camp has included Swim Staff, Bunk Counselor, Unit Leader, Waterfront Director, and most recently, Pool Director. As the Head Area Director, she oversees all of the Area Directors on camp and makes sure all activities run efficiently and effectively. She met her husband, Chris, our Waterfront Director at Camp and now their three children are campers.

Carlos Anaya (Head Chef): Our Head Chef manages our Dining Hall team, including the Chefs, all Dishwashers, Meal Servers, and Prep Cooks. It is Carlos's job to oversee the preparation of delicious, nutritious, and creative meals. He also ensures that all food allergies and specific dietary requirements are met for all campers and staff. During meals, please stay out of the kitchen and direct food requests to the appropriate kitchen personnel.

Angie (Head of Cleaning): Abdelky oversees all cleaning Staff, their day-to-day procedures, and cabin clean up. She is the Staff member to call if there is a clean up emergency anywhere on camp.

Area Directors: Most activities have Leaders/Area Directors who oversee and specializing in that activity. Through their expert skillset, they create an age and developmentally appropriate environment for all campers. This hands-on approach provides an opportunity for Chateaugay Staff to recognize each child's needs and help them feel confident and proud of their growth. Area Directors know when a child is in need of encouragement, reassurance, or the extra hug when needed. They focus on developing the activity, the overall program, lesson plan ideas, needed equipment, ordering supplies, scheduling, and supervision. They manage and supervise their designated instructors and counselors by providing feedback, guidance and support. ADs also are responsible for other tasks around camp including Laundry, lost & found and HOD.

Unit Leaders: Most UL's are parents, teachers, or social work professionals that deal with children throughout the year. They are responsible for monitoring the health, social well-being, welfare and daily hygiene of the campers and staff in their unit. Our Unit Leaders live outside the bunk but spend a lot of time in their campers' bunks with their counselors, which allows them to provide both Staff and Campers with additional support. They supervise the daily OD schedule for counselors in their assigned cabins. Unit Leaders coordinate all parent communication between Campers and their Parents as well as serve as the Parent's first line of communication with the Camp. All Unit Leaders share other tasks at camp such as 'rovering', scheduling, and assisting with special day events ordering and planning.

EAC: The EAC is Camp's Evening Activity Coordinator. The EAC is responsible for all evening activities during the camp season. These include cabin nights, campfires, special events, rainy day events, Staff events, traditions, and maybe even some new ideas to throw into the mix this year, including Staff evening activities.

Bunk Counselors: Counselors are responsible for their specific campers within their assigned bunks. They also have an instructor position in a specialty area to which they are responsible during daily activity periods. Counselors live in the bunks with the campers and usually 1 or 2 other co-counselors. Between them, they will be in charge of cabin clean up, getting campers ready in the mornings and to each meal on time. At least 1 counselor should be supervising the bunk at all times, whether it be during rest hours or at night. Counselors need to be energetic and enthusiastic to motivate the campers, bringing the camp spirit to their Chateaugay experience.

Office Staff: The Office Staff work in the office in Lower HQ. They are responsible for all incoming calls, camper forms, package and mail distribution (including bunknotes), and all financial related matters.

Doctors & Nurses: A Doctor will be with us during the summer, rotating every week. 3 registered nurses (RN's) will be with us for the entire summer and are our primary contacts in terms of medical care for Staff or your Campers. They are located in the Pillbox.

Support Staff: These Staff members work tirelessly behind the scenes in Camp meal preparation, serving, cleaning, camp laundry or housekeeping.

Maintenance: The Maintenance team work hard preparing camp year-round and have a smaller crew throughout the summer. They are in charge of our buildings, grounds, and all Camp-related maintenance.

Our hope and plan is for all areas of camp to integrate together, to support one another regardless of your position at Camp. Many Staff travel from other countries which can be far from home where language, customs, and food are different. It can be a challenge, so we want to support in any way we can to make this experience a smooth, happy and enjoyable season and the best summer yet!

EMERGENCY PROCEDURES

Please refer to our 'Staff Policies & Procedures Guide' for a detailed and full breakdown of the following Emergency action plans from pages 40-44:

- Lost Camper Drill
- Lost Swimmer Drill
- Active Shooter
- Fire
- Cabin Evacuations
- Thunderstorms
- Emergency Health issues
- Bat Encounters
- Hazardous Materials
- Electricity
- Gas and propane
- Epi Pens
- Medical emergencies
- Allergic Reactions
- Strangers on Camp



Emergency Contact Number:
(518) 565-9438



INTRUDERS:
In the unlikely event of an unfamiliar person or unwanted intruder on our campus, Staff & Campers are required to communicate with Head Staff immediately to report anyone suspicious. Remember to check if a 'Visiter Badge' is visible. Visitors who appear in camp should be escorted to the office. Do not leave them unattended. Staff may not have guests come by camp on your day off unless approved by the Director / Co-Director. It is rare to have visitors other than on visiting day, but there may be scheduled visits from potential new camper families, or visits from ex-campers or ex-staff members.

At Camp Chateaugay all of our emergency action plans are rehearsed and practiced multiple times throughout the summer. The plans are initially taught during pre-camp Staff training.

The safety tour is also during pre-camp and will provide an opportunity for Staff to identify and address potential safety hazards around camp.

We also have practice emergency drills during both sessions when campers have arrived. These include 1) Lost swimmer / Camper and 2) Fire drill.

We take these drills very seriously to ensure the safety and well-being of everyone at Camp. They are designed to prepare people for emergencies and reduce the risk of injury or accidents. Staff & Campers then learn how to evacuate quickly and safely in case of a real emergency.

Emergencies / 911

In a case when there is some emergency at camp, like a fire or an injury, we may need to call 911. This is the national emergency number for police, fire and ambulance in the USA. As soon as this call is completed, a leadership team member must be notified and an 'Incident Report Form' must be filled out. If there is any emergency that requires further medical attention that we cannot treat at Camp, Camp Chateaugay uses Champlain Valley Physicians Hospital (CVPH), a part of the University of Vermont Health Network, in Plattsburgh, NY at (518)561-2000
We use the New York State Police in Plattsburgh, NY (518)563-3761.

SAFETY TOUR OF CAMP

Each summer all Staff and Campers are taken on a safety tour by a Staff Member to point out potential areas of danger. It covers all structures and areas in Camp and is repeated with the Campers within the first 24 hours of their arrival at Camp. Areas to be emphasized are the following:

BOATHOUSE

- The gate to the waterfront is to be shut whenever the waterfront is closed.
- No sitting on the rock wall or railing platform outside upstairs door.
- No campers are allowed inside the downstairs of the boathouse (ABC) as there is possibility of falling into water undetected.

BOATS

- Boats are to be driven by licensed drivers only. Keys are left in the boats during waterfront hours for possible emergency use.
- Keys are checked in and out of the office each day by the waterfront Director.
- All motor boats are inspected yearly by the state and are licensed and registered with the state of New York.

PROPERTY LINE

- No campers are permitted out of camp without adequate supervision.
- Knowledge of the property line will help staff accomplish this end.

BEACH AREA

- The swamp area close to the beach line is muddy, slimy, and may have sharp logs submerged.
- Docks may not be accessed via the beach.
- Beach “Closed” sign must be up unless there is active supervision present on beach.
- Lifejackets are stored on the beach and are to be carefully replaced when use is completed.

RAILINGS

- Railings around the Big House are potential danger if used to balance on. No sitting or standing on them.
- The same rules apply for all of the other railings around camp, including the short vehicle barriers along the roadway.

WILDERNESS

- The Wilderness area is sacred land and is off limits to everyone except Wilderness Campers & Staff.
- There is a rock in the woods of the Wilderness area called Pioneer Rock, where campers will try to climb up and hang out. No campers should be there unsupervised.

ARCHERY

- This Activity area has a ‘DANGER’ sign within it and is flagged off for no entry unless with qualified staff.
- No more than six campers are allowed to be participating at a time at this activity.
- Only one camper may be actively using a single target.

THE KITCHEN & BIG HOUSE

- The kitchen is off limits to Staff and Campers unless approved by the Head Chef. Please stand outside of the doorway when waiting for a specialized meal.
- After bedtime the Big House is open to staff to watch movies, play games, play cards, and enjoy an evening snack. The Big House closes at midnight, and those using it must leave it cleaned with games put away, dishes washed, and lights turned off.

There is a hidden campfire area behind the Old Tennis courts and is closed until further notice.

WOODED AREAS AND PATHS

- Open rafters on the bridge path are not to be used for swinging or hanging.
- Forest on the left of the path as you travel to the A Field is off limits as it is very swampy.
- The woods behind #14/Dance HQ has a steep drop off. This area is flagged and is off limits.
- The area behind 'Heavens' has a steep & potentially dangerous drop off into a sandpit & is flagged.
- Campers are not allowed to travel alone down the 'snake path' behind glassblowing & across from the woodworking studio. There is no running on this path as there's many roots & trees with branches.
- Flagging is in place on Lafayette Road due west of the front gate of camp to cross the road to the big soccer field, music building, golf, Yurt and dumpster.

AREAS TO AVOID

- Storage area under the 'Heavens' is generally kept locked and no Campers are permitted under this area at any time.
- There is a covered hole next to cabin 7 that is a plumbing drain and can be turned off for the cabin. Staff and Campers are not permitted to touch it.
- The toolshed & paintshed behind the Pillbox & next to the kitchen is always locked and is for Staff only.
- Edge of parking lot has gasoline & flammable liquid storage and is off limits to Campers and Staff.

DRIVING & PARKING

- Extreme caution is required when driving in and around camp as paths open on to roads. Low speed is required (5 mph) and sound horns at all turns.
- All personal vehicles must be parked in the designated staff parking lots and not on the main campus.

BUDDY BOARD

The buddy board on the waterfront is divided into two sections. The first is where each camper has a name tag hanging under their bunk section. This is where tags remain when not in use on the waterfront. The "on the waterfront" section has areas for swimming, boating, sailing, water-skiing and windsurfing. When a Camper enters the waterfront they move their tag from their bunk to the activity they will be participating in. When they leave the waterfront, they must return the tag to their bunk. Staff supervise the buddy board to make sure it is used properly.

BUDDY CHECK

The buddy check is a general swim safety protocol. Each child is paired up with another camper (sometimes three campers join up) and receives a group "Buddy number". Buddies then swim together & keep a close-watch on each other. Every 5 to 10 minutes the Waterfront Director will call a "Buddy Check." All movement and talking stops immediately; every camper grabs his/her buddy's hand and raises it in the air. The Buddy Group then calls out their number when asked to do so. When all campers are accounted for, the Waterfront Director announces that general swim may resume.

POOL SAFETY

- Pool must be surrounded by a 4' fence and the pool gate must be locked when not in use.
- Rescue tubes must be present and 1 lifeguard per 25 swimmers must be present when in use.

GAS & PROPANE

- There are several areas that have propane gas stored, these will be highlighted on the safety tour and symptoms to looks out for, including the type of smell and who to contact if something is smelt.

MEDICINE & THE 'PILLBOX'

At Camp Chateaugay our Health Center is known as the "Pillbox". It is staffed by experienced medical professionals who are available 24/7 to provide medical attention and care to Staff & Campers. The 'Pillbox' is fully equipped with medical equipment & supplies, including an on-site pharmacy & emergency medical equipment.

There is sick call everyday after breakfast and dinner, where Staff & Campers can check in with our licensed on-site Doctor as well as 3 New York State licensed Registered Nurses. Please note, never leave a camper alone in the cabin even if you as a Staff member are sick, you should bring them with you. When a child is admitted to the Pillbox overnight, please bring his/her pajamas, pillow, toothbrush, stuffed animal, book, etc. to make him/her feel as comfortable as possible.

Medical Bills & Health Insurance

The medical costs associated with accidents that occur in the course of your employment are fully covered by Workmen's Compensation insurance. In case of sickness or injury while on your time off, any bills are your responsibility or that of your health insurance provider. Overseas Counselors have insurance through their agency.

Staff and Camper Medications

Staff who bring medication to Camp are required to turn them over to the Pill Box Staff upon their arrival. Staff medicine(s) will be available to you whenever you need to take it. NO MEDICATION of any kind whatsoever, over the counter (not even aspirin) or prescription, may be given to a Camper by a Staff member unless approved by the pill box. NY State Law strictly forbids all Staff, Counselors and Campers from keeping prescription or over-the-counter medications in the cabin. The only exceptions are for EpiPens and inhalers, provided that they are never made available to anyone but themselves, and are only used as needed. If either of these medications are used, one of our Camp Nurses must be told immediately and if an EpiPen is used, 911 must be called.

If a camper in your cabin takes regular medication, it is the Unit leaders & counselor's that must sure that their Campers get to the 'Pill Box' at the appropriate times to take their medications, including 'sick call' time. As needed, we share personal information about Campers with Staff under strict confidentiality, so please respect this confidentiality when dealing with any Camper or Staff medical issue.

Staff Sickness

Staff are responsible for their own health and are encouraged to get enough rest and take care of themselves. If Staff are unable to participate in camp activities or are absent from duties, they must be seen in the Pill Box and tell their Unit Leader immediately. Then they must follow the guidelines from the Pill Box. If Staff are not well enough to do their job during the day, they must also sit on OD in their cabin that same night. Please understand that this is not a punishment, but is best for everyone's welfare and makes good common sense.





HEALTH & WELLBEING PROCEDURES

LICE

- **Regular Inspections:** Routine head checks will be completed upon arrival at Camp via the Pillbox Nurses. Throughout the duration of the Camp, the Nurses will routinely inspect Campers for any signs of lice infestation and act accordingly if lice is discovered.
- **Identification and Reporting:** During Pre-camp, training is provided to Staff to help them recognize the signs and symptoms of lice infestation accurately. Maintaining strict confidentiality is required when dealing with reports of lice infestation to avoid stigmatization and protect the privacy of affected individuals.
- **Response to Lice Infestation:** If a Camper or Staff member is identified with lice, they will be discreetly isolated from the rest of the Camp community and provided with appropriate treatment options. Any bedding, pillows or clothing from affected areas will be collected and placed in a dryer on high heat to prevent further infestation and ensure a clean environment for all. A thorough review will be conducted of the lice outbreak response, to identify areas for improvement and implement necessary changes in future camp sessions.
- **Personal Hygiene:** Campers and staff are encouraged maintain good personal hygiene practices, including regular hair washing, avoiding sharing personal items (hats, combs, brushes, etc.), and discouraging close head-to-head contact.

Hydration / Water Breaks

Clean drinking water is available and easily accessible throughout Camp Chateaugay, including hydration stations, water coolers, or easily accessible water fountains. We recommend hydration breaks at least once per activity, especially due to the heat over the summer. We encourage Campers & Staff to bring their own refillable water bottles to camp to fill them up via our water fountains around camp. All Staff members are required to remind Campers about the importance of staying hydrated and taking regular water breaks. There will be visual cues, such as signs or posters, to remind Campers & Staff to drink water regularly. Campers & Staff are educated about the importance of hydration, especially in hot weather and during physical activities. Training is provided so Staff recognize the signs of dehydration, and heat-related illnesses.

Hygiene & Rest



It is important to prioritize not only the well-being of our Campers, but also our own personal hygiene, rest, and overall well-being. At Camp Chateaugay we expect all Staff to maintain good personal hygiene as it is crucial to create a safe and healthy environment. Please remember to wash your hands frequently, especially before meals and after any activities that involve physical contact. Properly brush your teeth, shower regularly, and wear clean clothes. Rest is equally essential in order to provide the best possible experience for our Campers. Make sure to get enough sleep each night, as it will help you stay energized and focused throughout the day.



Bites / Stings at Camp

If such an occurrence such as a tick bite, a poison Ivy sting, or mosquito bite happens to either a Staff member or Camper, immediately report to the 'Pillbox' and inform a Nurse.

APPROPRIATE DRESS & FOOTWEAR

Staff should be mindful that they & their campers are wearing the appropriate clothing at each activity. You will be a surrogate parent to your campers this summer, and it is your responsibility to make sure that they are dressed appropriately. Important examples include:

- At the Waterfront, Staff and Campers must have a towel and be wearing a bathing suit and sandals or other footwear designed to get wet (even if they don't plan on getting wet).
- At the Sailing Property all Campers and Staff must wear water shoes. The lake bottom may have sharp objects that may be a hazard to bare feet.
- At sports activities Staff and Campers must be wearing sneakers or cleats and clothing that allow them to run, play and fully participate in the activity. Socks are a must!
- At soccer periods all Campers and Staff must be wearing shin guards if they are participating.
- At baseball and softball Campers and Staff must be wearing a helmet if they are batting (even with slow pitching)
- On the tennis courts, Staff and Campers must wear flat-soled tennis shoes.
- Close-toed shoes and long pants are required for glassblowing
- Sometimes it can be cold at camp. If you are cold enough to wear a sweatshirt or jumper, each of your campers should be dressed in appropriately warm clothing.
- If it's raining enough that you feel it is necessary to wear a rain jacket, each of your campers should be dressed in appropriate clothing.
- No camper or staff member should ever be outside of their bunk, cabin, or tent, with bare feet - this is a health and safety risk and is strictly forbidden at camp.
- Counselors are asked not to wear articles of clothing that feature logos, images, or slogans glorifying the use of alcohol, tobacco, drugs, or acts of sex.
- In the dining hall, full coverage clothing must be worn. No bathing suits, no sports bras, no barefeet.

IMAGE ALTERING:

Cutting/dying campers' hair, tattoos, and any form of body or ear piercing by staff, outside shops, or other campers is not permitted, even if permission is granted by the camper's parent or guardian. If a camper wants a haircut, we can arrange to take them to a local hair salon where their hair can be cut by a professional. Please be very aware when out on trips with older campers that these things do not occur.

TATTOO'S AND PIERCINGS

At Camp Chateaugay we allow piercings as long as they are appropriate to the activity each staff member is teaching. We also allow tattoos as long as they are not profane in any way (meaning not using profanity or sexual imagery).

BATHING SUITS

Camp Chateaugay does allow for 2 piece bathing suits, but they must be full coverage. Thong bikinis or overtly sexual attire is not permitted. If you have any questions about the appropriate nature of bathing attire, please check with the head counselor.

Sun Screen & Sunburn at Camp



- Staff will be trained on sunburn prevention strategies, recognizing the signs of sunburn & implementing appropriate measures to ensure the well-being of campers.
- Campers will also be educated about the importance of sun protection, including wearing appropriate clothing, seeking shade during peak sun hours, and regularly applying sunscreen.
- Sunscreen is readily available to Campers, Staff & Visitors at the 'Pillbox', the waterfront, and the A Field, with a minimum Sun Protection Factor (SPF) of 30
- Campers and Staff are encouraged to apply sunscreen before sun exposure and reapply every two hours, or more frequently if swimming or sweating heavily.
- Campers and Staff are encouraged to wear lightweight, loose-fitting clothing that covers exposed skin, such as long-sleeved shirts, long pants, wide-brimmed hats, and sunglasses with UV protection.
- If you notice a Camper or other Staff member is burnt, notify them immediately and advise them to go to the 'Pillbox' for treatment.

NUTRITION

Camp Chateaugay strives to provide a safe and healthy environment for all as well as promoting healthy living and physical activity. Chateaugay offers a variety of healthy meals and snacks that are designed to meet the dietary needs of all Staff & Campers. Our health and nutrition program is an integral part of our Camp's mission.

We are a Peanut & Tree Nut Free Camp

As Camp Chateaugay is a peanut-free Camp, a soy based peanut butter alternative is available for PB & J. The granola served at breakfast is also peanut/tree nut-free and has been processed in a peanut-free plant. Please be sure to notify a leadership team member immediately if you come across peanut butter-based items. We do not use or allow into Camp, any products that use or may contain traces of peanuts or tree-nuts. Camp Chateaugay has a number of Campers & Staff who are severely allergic to peanuts and tree-nuts and exposure to them can be lethal. Please make sure to check on body sprays, body lotions, conditioners and even shampoo's, as some contains tree nut products. Also, please wash your hands thoroughly if you touch any peanut products on time out of camp.

Special Dietary Needs



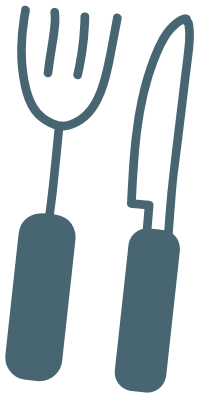
Our food menu will include many Camp favorites, minus any food allergen or specific food that anyone needs to avoid. The goal is to create meals for Staff & Campers with dietary restrictions, so there is little difference between what is being served to them and what others are eating. We're experts at inclusive eating and can meet most dietary needs and preferences, We can cater for: **Vegetarian's, Vegan's, Lactose intolerance, Gluten free, Fish & Egg Allergies and Kosher style.** The following milk choices will be available: Cow's milk, Lactaid, Soy milk, Rice milk. We strive to provide the safest and tastiest dietary experience for our Staff and Campers, so please contact us to discuss any specific needs, so we can partner together to ensure that Camp dining is a safe, fun and inclusive experience for everyone.



THE DINING ROOM EXPERIENCE

The Dining Room is a very important part of the summer at Camp Chateaugay. Our experienced culinary Staff serves up a delicious, nourishing menu of foods that are eaten under the wooden rafters of our classic dining hall. Our balanced meals blend traditional camp favorites with internationally-inspired cuisines. Mealtimes are traditional times for bonding, where you can catch up with your Campers after a busy day, observe their behavior, tell stories and jokes, and have many 'teachable moments'.

- Meals are eaten usually alongside spirited sing-alongs, cheers, dancing and birthday celebrations. Campers come home from Camp Chateaugay with many fond memories made during mealtimes. Community spirit surrounds each table and in between bites, the mealtime atmosphere is electric.
- Staff ensure all Campers are accounted for and can be seen in the dining hall at all times.
- Daily snacks of fresh fruit, pretzels, or crackers are always available as well as evening snacks.
- On Sundays we have special meal times, with 'make your own' sandwiches for lunch and a BBQ dinner on the front lawn.
- Mealtime manners can vary enormously from person to person, and household to household. In keeping with the value system of Chateaugay, we ask that you implement certain guidelines for mealtimes at your table. Equal portion sizes, asking for food to be passed as opposed to reaching across, no food fights, keeping hats off in the dining room, staying seated during the meal, etc. The dining hall is intended to be spirited and fun, but not chaotic.
- As a Staff member, your behavior, language and eating habits during meals should not be underestimated. Campers will notice and take leads from your reactions to certain foods, portion size and table manners. Phrases such as "I'm going to treat myself to dessert" or "I really should not be eating this" must be avoided as it can have a harsh impact on Camper's relations with food.
- We have buffet style dining at Camp. Your tables will be called up to help yourselves to the food offered on the buffet line. To help coordinate the "chaos" of all options available, we inform tables when they can go to the Salad Bar as well.
- Alternative options, such as vegan or vegetarian options, are also available, but are to be collected directly from the kitchen. Please assist your younger Campers if they need this, as Campers should never enter the kitchen unless planned for special menu items or allergy needs.
- At lunch and dinner, a full salad bar is offered to compliment the main meal being served. Fresh salad, vegetables, as well as yogurt, cottage cheese and other protein substitutes are available on the salad bar. There are also sandwich options by the salad bar and a daily soup.



- Please be aware if a camper at your table is not eating and let your Unit Leader know. Even if they are not eating simply because they do not like the food offered on a particular day, please still tell us.
- No food or beverages (including coffee cups) are to be removed from the dining room by Campers or Staff.
- Each meal will have a 'Meal Announcer' who handles the music, supervises behavior, and does all of the daily announcements that need to be shared.

MENTAL HEALTH AT CHATEAUGAY

At Camp Chateaugay, we provide a Mental Health Director for all campers and staff each summer. It is a unique initiative to ensure that every member of our community has a healthy and positive experience while at camp. The program consists of having two mental health professionals on staff for the entire summer, one male and one female. The aim is to provide campers and staff with support, guidance, and encouragement throughout their stay. The Mental Health Director will check in with campers and staff regularly, listening to their concerns, and providing an extra level of support with any issues that arise. They also help campers seamlessly integrate into camp life, build relationships with other campers and staff, and participate in activities that align with their interests and abilities.

Additionally, the Mental Health Director & the Behavioral Specialist train our staff in effective techniques and strategies on a variety of issues ranging from homesickness to conflict resolution. They also communicate directly with any camper's personal mental health professional. Together they create a proactive and responsive environment in which campers can thrive. Having a Mental Health team is part of Camp Chateaugay's commitment to creating a safe, inclusive, and supportive environment for all campers and staff.

ACTIVITIES

Activity Selection & Scheduling

Each week campers will have the chance to sit with program specialists to rank their top 10 activities per week with their unit leadder. Having the campers choose what they want to do each week is something that not only encourages confidence in picking their own activities, but also allows them to try new things every week. The campers love the chance to build their own schedule, and focus on the activities that they really enjoying doing. The programmers take into consideration the camper's sex, age, and skill level prior to assigning the activities.

What are Bunk Activities vs Electives

Electives are activities that each camper chooses for themselves and bunk activities are assigned by the camp for the group of campers in a bunk. Lower camp will choose 4 electives and the upper camp will choose 5 electives. Bunk activities add to the cabin community and also give campers exposure to activities they may not have chosen on their own. They may discover that they love the new activity!

Bunk Activities at night

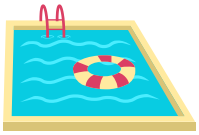
Scheduled once a week, we have nights dedicated to cabin bonding, called "Bunk Nights". These gives the campers the chance to relax together and create strong connections with their cabin mates.

Examples of Bunk Nights & Bunk Activities Include:

- Pool parties in our heated pool
- Ice cream parties in our 1950s-era ice cream parlor
- Movies in the big living room on our big-screen TV
- Campfires with s'mores
- Evening boat rides
- Banana boat rides
- Pizza party
- Boardgames
- Ping Pong Tournament
- Cook out on the Sail Boat
- Lunch at the Sandbar

ACTIVITIES

POOL
Swim Instruction
Swim Team
Fun Fitness & Water Aerobics
Junior Lifeguarding
Pool Party
Synchronized Swim



LANDSPORTS
Archery
Baseball - with Batting Cages & Pitching Machines
Basketball - with Indoor & Outdoor Courts
Fitness
Flag Football
Floor Hockey
Frisbee
Golf- on site driving range & off-site lessons
GaGa Ball
Gymnastics - with spring floor, bars, beam & vault
High Ropes - with zip line
Horseback riding
Lacrosse
Martial Arts
Mountain biking
Rock Climbing
Soccer
Softball
Tennis
Volleyball
Yoga









DANCE
Hip Hop, Jazz, Modern Contemporary, Musical Theatre, Tik Tok Dances

THEATER
Acting, Drama/Skits, Singing, Musicals, Theory, Lighting, Sound, Costumes, Staging

Bunk Activities Include: Sports, Ceramics, Dance, Ping pong, Board games, Rocketry, Cooking & more

TRIPS (Overnight Camping)
Backpacking
Canoeing
Hiking
Rock Climbing



WATERSPORTS
Canoeing
Rowing
Diving
General Swim (in Lake with inflatables)
Fishing
Kayaking
Paddle Boarding
Sailing – with a fleet of 15 boats
Water skiing - with 5 ski boats
Windsurfing - with 8 boards



OTHER
Animal Care (with Cows, Goats, Rabbits & Alpacas)
Nature (Environmental Exploration of Plant, Animal & Fish Identification)
Cooking
Rocketry
Robotics
Music (Piano, Guitar, Drums)
Creative Writing
D&D
Chess



ARTS & CRAFTS
3-D Pen Design
Batik
Bracelet & Jewelry Making
Ceramics
Pottery Wheel
Crafts
Drawing & Plein Air Drawing
Fabric Arts
Flme Work
Glass Blowing
Graphics
Hand Building
Mosaics
Painting
Photography
Pottery
Screen Printing
Sewing
Short Films
Shrinky dinks
Stained Glass
Tie Dying
Woodworking

DAILY SCHEDULE

Monday to Saturday

Our daily schedule is Monday, Wednesday, Friday together and Tuesday, Thursday, Saturday together. This is so children can alternate activities each day and have a wide variety of choices per week.

Wake up time	7:15
1st Bell - Lower Camp head to 'The Big House'	7:35
Upper camp begins cabin clean-up	7:35
Lower Camp Breakfast	7:45 - 8:25
Flag Pole	8:25
Second Breakfast	8:40 - 9:20
Lower Camp Cabin Cleanup	8:40 - 9:20
1st Period	9:20 - 10:15
Passing Time	10:15-10:20
2nd Period	10:20 - 11:15
Passing Time	11:15-11:20
3rd Period	11:20 - 12:15
Cabin Community	12:15 – 12:30
Upper Camp Rest Hour	12:30 - 1:10
Lower Camp Lunch	12:30 - 1:10
Upper Camp Lunch	1:15 – 2:15
Lower Camp Rest Hour	1:10 - 2:15
4th Period	2:15 - 3:10
Passing Time	3:10-3:15
5th Period	3:15 - 4:10
Passing Time	4:10-4:15
6th Period	4:15 - 5:10
Cabin Community	5:10 - 5:30
Upper Camp Twilight Hour	5:30 - 6:10
Lower Camp Dinner	5:30 - 6:10
Flag Pole	6:10 - 6:25
Upper Camp Dinner	6:25 - 7:15
Lower Camp Twilight Hour	6:10 - 7:15
Evening Activity	7:15 - 8:20
Bedtime for Lower camp	8:45
Bedtime for Upper camp	9:15

SUNDAY SCHEDULE

On Sundays we do things a little differently at Camp Chateaugay. We have our 'Lazy Persons' Schedule. This is when the children and staff are able to sleep in an hour more than the regular Monday to Saturday schedule. The rest of the day has 'Clinic' activity periods, which are 2h 15 mins long; one in the morning and one in the afternoon.

Wake up time	**8:15**
1st Bell - Lower Camp head to 'The Big House'	**8:35**
Upper camp begins cabin clean-up	**8:35**
Lower Camp Breakfast	**8:45 - 9:25**
Flag Pole	**9:25**
Second Breakfast	**9:40 - 10:20**
Lower Camp Cabin Cleanup	**9:40 - 10:20**
1st Period	**10:20 - 12:30**
Cabin Community	**12:30 – 1:00**
Upper Camp Rest Hour	**1:00 - 1:40**
Lower Camp Lunch	**1:00 - 1:40**
Upper Camp Lunch	**1:50 – 2:30**
Lower Camp Rest Hour	**1:50 - 2:30**
2nd Period	**2:45 - 5:00**
Cabin Community	**5:00 - 5:30**
All Camp Dinner (Rolling Dinner)	**5:30 - 6:20**
All Camp Twilight Hour	**6:20 - 7:20**
Evening Activity	**7:15 - 8:20**
Bedtime for Lower camp	**8:45**
Bedtime for Upper camp	**9:15**

SPECIAL DAYS

Army/Navy Day (session 1)

Army/Navy Day is a color war scheduled in the 1st session of camp. The actual date is kept secret, making it that much more exciting for the campers. Our EAC will assign each camper to a team a few days before the event. Returning campers are kept on the same team throughout their entire run at Camp Chateaugay. Campers compete all manner of events from land sports to water sports and crafts. At the end is the ultimate demonstration of camp spirit with the cheer off. This is when both teams sing songs they have co-written with their counselors. Army/Navy Day inspires teamwork, showmanship and intense spirit and is demonstrated through team and individual activities.

Short Order Breakfast (session 2)

All Head staff & leadership team members pitch in to cook & serve an a la carte breakfast including smoothies, pancakes & waffles to all the campers, counselors & support staff at the end of 2nd Session. This is a themed event.

Olympic Day (session 2)

Olympic Day is another color war held in the final weeks of camp in 2nd session. This is a spirited affair channeling the campers' spirit and enthusiasm into games and chanting. The whole of camp is divided into two teams and compete against each other in various events to gain points. Traditionally this event includes The Tastee Freeze Run, The Olympic relay, and both team and individual events.

Banquet (session 2)

Banquet is our end of summer celebration. It is a formal dinner for the whole of camp on the front lawn, followed by a social. One male and one female camper from Lower camp, Middle camp, Northern Lights, Wilderness and LIT's, as well as a male and female counselor give a speech at the banquet. These speeches sum up that units summer as a whole or maybe some appropriate personal reflections. Unit Leaders need to work with bunk counselors and campers to choose each speaker. The speeches usually last anywhere from 1 to 5 minutes. Each unit has a traditional job in preparation for the big event:

*Whips & Stars – Flower Picking
*Skylarks – Poem
*Little Dips – Menus and programs
*Big Dips – Memory Books
*Halos – Song
*F/X Men – Table center pieces
* Rangers – Speech
*G-Heights – Wrap silverware
*H-Heights – Table runner
*Mounties – Set up tables/chair
*Northern Lights (Summits & Solars) – Banquet Banner
*Wilderness – MC's & Speech.
*LIT's – Speech and help with their Cabins

Carnival Day (session 2)

Carnival Day is in 2nd session, and is when the Athletic field is converted into Carnival Grounds, with each bunk preparing a fun booth with activities or games to entertain the rest of Camp, as well as inflatables and special food. Every camper and counselor is part of the setup for this day. The day takes tremendous amounts of planning, organization & cooperation to make it a success. Carnival Day itself is broken down into parts. The morning is setup for the carnival midway (Gaming booths), before everyone meets at The Big House for a costume parade to kick-off the midway festivities. There are four midway periods during the afternoon, during the first of which a buffet lunch is served. After the midway, there is an A-field clean-up, followed by a brief rest hour and cabin clean-up. Counselors use this time to come to the Big House for their food booth setup. A staff meeting will be held a week in advance of Carnival Day to cover: **(1)** An explanation of what Carnival Day is **(2)** Cabin expectations for the midway **(3)** Staff expectations for food booths **(4)** Videos of past Carnival Days.

CAMP TRADITIONS

Over the years Camp Chateaugay traditions have grown and grown. Whether it is a song list, birthday events, our chants, sayings, or bunk choruses, we have it all. These traditions help to create a sense of belonging and connection among campers, and many return year after year to relive these cherished moments. Our events & theme days are what summer camp is all about: building camaraderie and spirit through teamwork and endless fun. These are the moments your camper will bring up all year! Every session, we have different special events, which means all campers will enjoy our special programming, whether they come for one session or the whole summer. All in all, the atmosphere at Camp Chateaugay is one of warmth, acceptance, and pure joy.

Some classic songs sung include: 'We Welcome you to Chateaugay' is our welcome song for when either a new staff member, camper or even a visitor is at camp. ‘Announcement Song’ is sometimes sung at the end of meal times when campers know announcements for the day are coming. The 'Cabin Clean Up' song is sung when the Cabin Clean Up results are announced. 'Ring my bell' (Avon's calling) is a song sung when the bell is mentioned during meal times. For the Updated Song Book please see this link for the full lyrics to start learning prior to Camp.

Camp Fires are a beloved part of Camp Chateaugay and are a featured part of campers summer experience, whether it be as an evening activity or as a bunk activity.

The Spirit of Camp Ceremony is the first Camp Fire at Chateaugay and is a long standing tradition for Campers and Staff to come together to celebrate the summer ahead. 'Y-E-A-R at Chateaugay' is another traditional song sung at Camp - but this time on the last day of the summer. This is where each staff member & camper, one by one, goes up to to join the front of the Camp Fire according to their first year at Camp.

Evening Activities

Each night, after Twilight hour, we have a fun Evening Activity which the entire camp is required to participate in. This could be a sporting event, camp-wide game, a theater production, watching a movie, singing at a campfire, or 1,000 other fun activities as the stars and moon come out. Some evening activities are split for different age ranges and are designed to allow younger campers to have a special evening together, while the older campers do something just for themselves. Many of the evening activities are long standing traditions at Camp Chateaugay and are nights that campers look forward to every year.

Examples of Evening Activities Include:

- Chateaugay Downs (Human Frog Racing)
- Pool parties & luau’s
- Dance party
- Gold Rush
- Murder Mystery
- All Star Wrestling (when campers dress their counselors up like wacky all star wrestlers)
- Campfire on the Beach
- Treasure Hunt
- Talent Show
- MTV Night (which is full of musical performances)
- Chateaugay Book of Records
- The Great Raft Race
- Staff show

HOMESICKNESS

At Camp Chateaugay, we recognize that homesickness is a common and natural part of the camp experience, particularly for first-time campers. We are committed to creating a supportive, welcoming environment where campers feel safe, understood, and cared for. We train staff to recognize signs of homesickness and respond with appropriate support and encouragement. Our Mental Health Director—a licensed school psychologist is also available throughout the summer as a key resource & support system.

What is Homesickness?

Homesickness is the distress caused by separation from home and familiar attachments. It often involves strong thoughts about home, family, and routines. Most campers (around 95%) will miss some aspect of home, and staff may as well. While mild homesickness is very common, more intense or persistent cases are less frequent.

Recognizing the Signs

Homesickness can present in different ways and is not always obvious. While some campers may express it openly, others may show quieter signs. Common indicators include:

- Withdrawn or low-energy behavior
- Anxiety or sadness
- Occasional physical complaints (e.g., headaches, stomachaches)
- More noticeable or disruptive behaviors are less common.

How It Develops

Homesickness does not always fade on its own after the first few days. For some campers, feelings may persist or increase without support. With the right strategies and staff involvement, however, campers typically adjust, build confidence, and become more comfortable. As campers near the end of their session, homesickness often decreases naturally.

Normalize, Validate, and Redirect (NVR) Strategy for Homesickness

Homesickness is a common and natural experience for many campers, especially in the early days of a session. Staff play a key role in helping campers manage these feelings in a supportive and effective way. The “Normalize, Validate, and Redirect” (NVR) approach provides a simple framework for responding to it:

Normalize

- Reassure the camper that what they are feeling is normal. Let them know that many campers feel this way at some point and that it often gets better with time. This helps reduce feelings of isolation or embarrassment.

Validate

- Acknowledge the camper’s emotions without dismissing them. Show empathy and understanding by listening actively and responding with care (e.g., “I can see that you really miss home—that makes sense”). Avoid minimizing their feelings or offering false promises.

Redirect

- Gently guide the camper’s attention toward positive engagement in camp life. Encourage participation in activities, connection with peers, or something they enjoy. The goal is to help them build confidence, independence, and a sense of belonging.

Using the NVR approach consistently helps campers feel supported while also encouraging resilience and independence. Staff should remain calm, patient, and positive, and seek support from our leadership team if a camper’s homesickness persists or intensifies.

7 STEPS TO PREVENT HOMESICKNESS

Camp Chateaugay has several strategies in place to help campers cope with homesickness and feel more comfortable and engaged during their stay. Staff should try to follow these steps below to encourage this:

7 Steps to Prevent Homesickness

1. **Orient & Welcome**

Connection starts before campers even arrive. Learn names in advance, greet campers warmly, and help them settle into their bunk with simple touches like name cards and personalized spaces. Be especially present and attentive on the first day—campers are looking to you as their primary source of comfort and reassurance.

2. **Integrate Early**

Quickly involve campers in camp life to build confidence and excitement. Introduce them to peers with similar interests and guide them through daily routines. Bunk-based activities, camp tours, and clear schedules help campers feel comfortable, connected, and part of the community from the start.

3. **Provide Social Support**

Homesickness often comes from feeling lonely. Be available, approachable, and intentional with your time. Use regular check-ins while encouraging independence and participation. Pairing campers with experienced or well-adjusted peers can provide additional support and positive role modeling.

4. **Encourage Healthy Connection with Home**

Support campers in writing letters or emails to loved ones by providing time and materials. This helps maintain a healthy connection to home. Avoid suggesting phone calls, as they can often intensify homesickness rather than relieve it.

5. **Assess Coping**

Take time to understand how campers are managing their feelings. Ask simple, open-ended questions about what helps them feel better and what they are thinking. Listening and showing understanding helps campers feel heard and more at ease.

6. **Teach Coping Skills**

Guide campers toward positive coping strategies. Encourage them to stay active, focus on the exciting parts of camp, and talk through their feelings. Help them reframe their thinking by recognizing how temporary camp is and highlighting the unique opportunities they have here. Reinforce that it's okay to miss home and talk about it.

7. **Encourage & Follow-Up**

Continue to check in and support campers over time. Encourage them to seek out trusted staff and peers when needed. Staying engaged, building friendships, and gaining small wins each day helps campers build confidence and independence. Overcoming homesickness is an important part of growth, and your support plays a key role in that process.

Overall Approach

Camp Chateaugay takes a proactive approach to homesickness by combining strong staff relationships, structured routines, and engaging programming to ensure every camper feels supported, connected, and set up for success.

TEEN PROGRAMS

Wilderness Program

The Wilderness Program is our most special and unique program designed specifically for 15 year olds. It is something that most campers strive for and work and build towards their whole journey at camp. It is designed to build self-esteem based on independence and accomplishment, and create deep and lasting friendships. It's been a hallmark of Camp Chateaugay since 1948, when the founders built a self-contained unit as a separate place on camp for our oldest campers to bond and build friendships and leadership skills through primitive living, closeness to nature, and immersive trips in the surrounding mountains, forests and lakes.

Campers live in a separate part of camp in "no frills" cabins that don't have electricity. However, their unit has its own living room and kitchen where they prepare their own food on an open fire, eating breakfast and lunch together most days. They also embark on 3 adventurous, multi-day, overnight camping trips: (1) 200-mile round trip bike tour throughout NY state and Vermont, (2) A backpacking hike through the Adirondack mountains (3) A classic canoe camping trip through Maine's Mooselookmeguntic Lake. Through these shared experiences, campers develop a deeper understanding of responsibility, strong work ethic, group dynamics, and confidence in one's ability to work with others and to be a leader of others. Some people spend a lifetime trying to find this kind of indelible group living experience — our Wilderness campers experience it at a key moment in their lives where the confidence and leadership skills that develop can drive their high school and college experiences. It really is a USP (unique selling point) of Camp Chateaugay.

LIT Program (Leaders in Training) & CIT Program (Counselor in Training)

Our CIT/ LIT programs are for teens, usually between the ages of 15 and 17, who are ready to be role models for younger campers. Some are former campers who are eager to spend another summer at camp, others arrive for their first time, looking for an amazing experience with outstanding people. All CITs/LITs want to become leaders, build new skills, and have the summer of a lifetime. CITs/LITs receive extensive training in child supervision and leadership. Additionally, they are offered opportunities to become certified in first-aid, lifeguarding and CPR.

In 2026 we completely revamped the program with brand new work book and modules to follw through out the summer and goals to acheive. Each LIT will choose one or more areas of camp where they will spend the majority of their time assisting at an activity area with one of the camp's talented staff members. LITs will assist for 3 out of the 6 periods a day. The other periods will be elective activities that each chooses to participate in like regular campers. In the evenings, they will be assigned to a bunk to assist in getting the campers into bed. They will gain hours of practical teaching experience. LITs also participate in Community Service projects. At the beginning of the summer, they break into small groups and pick from a variety of national charities for which they will volunteer their time, and spend a few hours each week supporting the charity. LITs will also get a chance to get out of camp on trips that provide an opportunity for growth — such as visiting nearby colleges/universities or going on a hiking or canoeing trip. LITs participate in running evening activities and campfires, help with camp-wide special programs, lead trips and coach sports teams.

The different between LITs and CIT'S are that CITs have the opportunity to visit at location outside of camp - 'Wilderness takes the World'. 2027 is it the Galapagos during the 1st session and then have the option to join the LIT's in 2nd session.

POLICIES & PROCEDURES GUIDE

Please refer to our 'Policy & Procedures Handbook' for a detailed and full breakdown of Camp Chateaugay's rules, guidelines, advice, suggestions and stances on the following areas for both Camper to Camper, Camper to Staff, Staff to Camper and Staff to Staff. If not followed, then it can impact the safety of camp and have serious consequences. See below for page references for specific policies:

- Abuse - Page 5, 55, 58
- Physical Contact - Page 5, 6
- One on One Interactions - Page 7, 8, 9
- Inclusion and Diversity - Page 14
- **Code of Conduct for Staff - 15, 16**
- Background Checks and Screenings - Page 17, 18
- Recognizing and Reporting Abuse - Page 19
- Visitors or Strangers to Camp - Page 20
- Observation of Staff - Page 21, 22
- Staff to Camper Ratios - Page 22, 23
- Supervision of Campers - 23, 24, 25
- Monitoring Campers in Sleeping Areas - Page 33
- Monitoring Evening Activities - Page 34
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DRUGS: No drugs or controlled substances are permitted at camp. Any staff member who possesses or uses drugs will be subject to immediate dismissal. This includes marijuana, and any associated marijuana products or paraphernalia, whether it is legal or illegal. No medication (including items such as Aspirin) may be kept in the cabin. These items may be kept at the Pill Box.

SMOKING, CHEWING, VAPING: Smoking / vaping is not permitted anywhere on camp property except in the designated area, behind the maintenance building.

ALCOHOL: The consumption of any kind of alcoholic beverages is strictly forbidden anywhere on camp property. Any staff member who either uses or possesses any alcoholic beverages on campus, or at any time when they are away from camp supervising or accompanying campers, will be subject to dismissal. Please note that the drinking age of New York State and the USA is 21. Any minor who either uses or possesses alcohol or Staff who return to camp intoxicated may be subject to immediate dismissal. Foreign staff being arrested for underage drinking, purchasing alcohol for a minor, or using a fake ID, will face the loss of their visa and deportation if convicted.

SUPERVISION SCHEDULE

For more detailed information regarding Camp Chateaugay's supervision ratios please consult our 'Policy & Procedures Handbook' under section "Policy Requiring Programs to Adhere to Specific Adult-to-Camper Ratios"

DAILY SUPERVISION RESPONSIBILITIES SUMMARY - FOR BUNK COUNSELORS

1) Two / three counselors awaken and prepare campers for the day.
2) All staff and campers eat together corresponding to the Upper Camp and Lower Camp Schedule.
3) All counselors must be present during the cabin cleanup periods following breakfast.
4) Counselors will be assigned on the main program to teach and/or supervise children in various activities of camp.
5) Depending on each cabin's Upper Camp and Lower Camp Schedule, either before or after lunch there is a supervised rest-hour in the cabins. One counselor per cabin must be with the group and AWAKE during this time.
6) All cabin groups will gather before each meal to assure all campers are accounted for before entering the dining room.
7) During the 3 morning and 3 afternoon periods, campers must attend activities supervised by the counselors.
8) Most evenings end with an all-camp activity at 7pm. All counselors are assigned as supervisory personnel at this time.
9) All counselors supervise and ready their own campers for bed. Counselors may not sign out with the staff member on duty until their campers are settled in bed, quiet, and with lights out!

SUPERVISION AND ACCOUNTABILITY OF CAMPERS

1. CABIN SUPERVISION

At the times when campers are in the cabins, they will be supervised by a minimum of one counselor. That counselor's supervisory responsibilities are active. The counselor must be present with the group and must be awake. They must be aware of what the campers are doing. The times covered by this include:

A. Waking in the morning, until breakfast bell
B. Cabin cleanup either before or following breakfast
C. Rest hour before or after lunch
D. Morning and afternoon counselor swim period
E. Twilight hour before or after dinner
F. Cabin preparation periods for evening activity
G. Cabin nighttime activities
H. Bed time

During these periods, counselors are responsible for knowing where all campers are in his/her group. Campers will be instructed that during each of these periods they may only leave by checking out with the counselor in charge. When each of the periods above ends and campers are to move on to a meal or activity, it is the counselor's at their activities responsibility to see that all are on their way before the counselor departs for the next meal/activity. It is a dismissible offense if no counselors are watching their specific cabin. Supervision duties can be switched if approved by their unit leader and head counselor, but alternative coverage must be provided before the switch is approved.
NOTE: Campers are not allowed in the cabin without a counselor.

2. SUPERVISION AT CAMPER ACTIVITIES - MORNING & AFTERNOON PERIODS

It is the responsibility of all counselors, units leaders, head counselor and the logistics director to see that adequate staff is assigned to each activity. When changes in the program are made by specialists in

charge of the various areas of camp, it is the responsibility of those specialists to see that appropriate staff changes are made to provide adequate coverage. At the activity, the staff member in charge is actively supervising. Campers leaving or entering the activity after it has begun must check in/out with the counselor in charge. They should sign out and then back in. The staff ratios are 1:8 except if it is a quiet activity such as watching a movie where the ratios are 1:25. I

3. SUPERVISION OUT OF CAMP

All out-of-camp activities will be staffed with a minimum of 1 staff per 8 campers, and if the trip includes swimming there must also be a lifeguard who is not part of the 1 to 8 ratio. Out-of-camp planning must have taken place in advance. If there are more than 8 campers, New York State requires that we have enough staff to ensure expected ratios for campers and a lifeguard. The lifeguard ratios are 1:25, but there must be enough staff to have an overall ratio of 1:8. Never leave campers alone when taking them to hospitals, clinics, or any other destinations.

4. SUPERVISION AT MEALS

The counselors present will assemble with their campers and will account for each camper assigned to them. In the Dining Room, each table will have a staff member at it for supervision. Campers who leave meals will inform the staff member in charge of the table where they are going. Campers may only leave for phone calls, to go the restroom, or if they are ill.

5. SUPERVISION AT CAMP ACTIVITIES WHERE ALL ARE PRESENT

Before the activity begins, each cabin is to gather as a group, counselors and campers, for a head count. When all campers are accounted for, the activity may begin. Unit Leaders will be responsible for identifying all of their campers and immediately reporting back to the leadership team if someone is missing.

6. SUPERVISION AT ACTIVITIES WHERE THE ENTIRE CAMP (OR A LARGE AREA) IS USED

The person running the activity, usually our EAC, will designate certain staff including area directors as supervisory staff. These persons will be assigned to a specific area of camp for the purpose of watching campers who enter and leave their area. They will be assuring that dangerous activities or activities outside the rules of the activity are avoided. In general, one staff member will be assigned to all exits and entrances. The purpose for these staff is to actively cover their areas with an eye on safety.

7. SUPERVISION OF LIT/CITs AND WILDERNESS

Wilderness campers may not be in their unit without a staff member present, however, they may be in their cabins without a staff member in that building (providing there is staff in unit). Because Wilderness campers' schedules are often different than the rest of camp, they may be excused from regular activities to do other things that are not directly supervised such as: showers, special activity preparations, trip preparations and clean up, or other innocuous activities. They must have permission for these activities and check in and out with a staff member. In general, the Wilderness and LIT/CIT campers are allowed to be out of sight of a staff member but within hearing and indirect supervision distance (staff member must be aware of what the campers are doing). The staff member must be able to account for the campers and campers must have direct instructions about the perimeters of their activity. CIT's may be called upon to assist in supervision of another cabin during rest hour. LIT/CIT's are not qualified to supervise campers on their own, so leaving a LIT/CIT to supervise campers on their own is prohibited.

8. SUPERVISION SAFETY PROCEDURES AT CAMP ACTIVITIES

- Area Directors are responsible for informing staff of safety procedures at each activity.
- Before any activity begins, the staff member in charge will gather together all campers and explain the rules, boundaries and potential dangers to be avoided at the activity.
- Campers unable to follow the guidelines of the activity are removed to the sidelines where they will pose no threat to themselves or the other campers.
- Ratio Supervision lists are provided in our 'Policy's and Procedures Guide'.
- Campers leave an activity at the bell & attendance is taken at the next activity after the period begins.
- Between activities campers have five minutes to travel on their own to their next activity.
- If a camper is not at the next activity, the Rover (person in charge of attendance) will begin searching for the camper. If the camper is not found within a reasonable amount of time, a missing camper search is begun. *(See Lost Camper Drill on page 41 of the Staff Policies and Procedures Guide).*
- During passive activities (movies, drama, singing, board games, meetings or other quiet, inactive times) supervision ratio of no greater than 1:25 may be observed. During sleep and rest time, supervision must be 1 staff member per cabin.

HOW TO BE A GREAT COUNSELOR

- Build rapport and trust with each camper to establish a positive relationship by being approachable, friendly, and empathetic.
- Take the time to get to know each camper individually, showing genuine interest in their interests, concerns, and experiences.
- Be a good listener and create a safe and non-judgmental space where campers feel comfortable sharing their thoughts and feelings.
- Be a positive role model.
- Demonstrate exemplary behavior and uphold camp values, such as respect, inclusivity, and integrity.
- Display enthusiasm, energy, and a positive attitude to inspire campers.
- Exhibit good sportsmanship and encourage campers to do the same.
- Provide guidance and support in setting and achieving personal goals.
- Encourage campers to step out of their comfort zones and try new activities.
- Foster a growth mindset by emphasizing effort, perseverance, and learning from mistakes.
- Address & prevent bullying or exclusion by promoting positive behavior, intervening when necessary.
- Prepare and design lesson plans for your activity that cater to different age groups and interests.
- Incorporate opportunities for skill-building, creativity, and personal expression.
- Prioritize camper safety at all times, following camp guidelines and protocols.
- Promote and model healthy habits, including personal hygiene, sun protection, and proper nutrition.
- Communicate clearly and effectively with campers, using age-appropriate language and explanations.
- Listen attentively to campers' questions, concerns, and feedback, and provide thoughtful responses.
- Maintain a calm and composed demeanor, especially during challenging situations or unexpected changes.
- Provide instruction, demonstrations, and practice to facilitate skill acquisition.
- Offer progressive challenges to encourage campers' growth and improvement.
- Rotate activity offerings to provide variety and prevent boredom.
- Encourage and motivate campers through positive reinforcement and praise.
- Acknowledge campers' efforts, progress, and achievements during activities.

- Provide constructive feedback to facilitate learning and improvement.
- Adapt activities as needed to accommodate changing circumstances, such as weather conditions or camper needs.
- Maintain active supervision of campers during activities to ensure safety and appropriate behavior.
- Uphold behavior management strategies that are consistent, fair, and respectful.
- Address and resolve conflicts or disruptive behavior in a timely and constructive manner.

BIRTHDAYS AT CAMP

Birthdays are very special to all of us, and having a birthday at camp should be the most special day of that persons summer. This is especially true for campers with birthdays during the summer who hope that their fellow campers and counselors will do something very special for them.

- Chateaugay has some special traditions for campers on their birthdays that we like to keep as a surprise. Unit Leaders will need to speak with the individual camper's parents to help choose the special event they would like for their child to have on their birthday.
- Depending on the event, extra fees can occur for the parents, including pizza parties, ice cream parties, banana boating etc.
- This will usually include all of the camper's cabin, but this must be confirmed with the parents first.
- Once an activity has been chosen, and a convenient time (such as the rest period immediately after dinner, etc.)
- Please remind the kitchen staff on the day before the camper's birthday so that they have a cake or any extra food needed ready on the big day.
- Unit Leaders should also inform the camp photographer to take pictures of the camper at lunch or dinner, when they will be blowing out candles and experiencing their birthday Chateaugay style.
- The little extra effort you make to assure that your camper has a terrific birthday is very important!

NATIONAL, CULTURAL, & RELIGIOUS DIFFERENCES

Our campers are primarily from the Eastern United States (New York, Florida, California, Baltimore, Philadelphia to name a few) and Canada (Montreal) but also we have some international campers from France, Spain and Italy. Many of our staff will be from countries other than the US, including Canada, the UK, Poland, Spain, Columbia, Brazil, Poland, Israel, Australia, New Zealand, Ukraine, Hungary, Mexico, South Africa, to name a few.

The majority of our campers at camp are Jewish, but **we are a non religious camp**.
We pride ourselves on being a community that is open to people of all races, religions, sexual orientations and nationalities. If you meet someone of a particular race, nationality, sexual orientation or religion for the first time this summer, or have limited information about their culture, we ask that you respect the background and beliefs of each member of our community, and work towards understanding & friendship between the different cultural traditions that help make up camp. Remember one thing to one person might mean something completely different to another. We recommend researching a particular culture if you notice something different or are confused about something, as well as speaking with a leadership team member as it could be a cultural difference. Please feel free to respectfully ask people about what life is like where they are from (including the campers).

SUGGESTED PACKING FOR STAFF

CLOTHING

- ◯ 12 x T-shirts
- ◯ 8 x Pairs of Shorts
- ◯ 5 x Long Sleeve Shirts
- ◯ 3 x Pairs of jeans
- ◯ 3 x Other pants (cords, sweats, etc.)
- ◯ 2 x Pairs of pajamas or nightgowns
- ◯ 1 x Bathrobe
- ◯ 4 x Bathing Suits
- ◯ 14 x Underwear
- ◯ 14 x Pairs of socks
- ◯ 3 x Pairs of woolen (heavy) socks
- ◯ 6 x Sweatshirts and/or sweaters
- ◯ 1 x Warm jacket
- ◯ 1 x Lightjacket
- ◯ 1 x Polar Fleece Hooded jacket
- ◯ 1 x Raincoat / Poncho with a hat



OPTIONAL



- ◯ 1 x Hiking Boots
- ◯ 1 x Camera
- ◯ 1 x Pair of Swim Goggles
- ◯ 1 x Hat or cap
- ◯ 1 x Bandana
- ◯ 2 x Laundry bags
- ◯ 1 x Shoe-bag
- ◯ 1 x Water bottle
- ◯ 1 x Flashlight
- ◯ 1 x Sunglasses
- ◯ 1 x Insect repellent
- ◯ 1 x Comb and brush
- ◯ 2 x Large bath towels or Beach towels

If you would like to see a catalog of Camp Chateaugay Items & T-shirts visit our website www.chateaugay.com then click on the link to Camp Swag

SHOES

- ◯ 2 x Pairs of rain footwear
- ◯ 2 x Pairs of sneakers or similar
- ◯ 1 x Nice 'going out' shoes
- ◯ 2 x Pairs of flip flops or sandals
- ◯ 2 x Pairs of Water shoes or Tevas

SPECIAL DAYS

- ◯ 1 x Red & Blue T-shirt or tank top (for Olympic Day)
- ◯ 1 X Green & Blue T-Shirt or tank top (for Army Navy Day)
- ◯ 1 X Smart attire for Banquet
- ◯ 1 X Halloween Costume
- ◯ 2 x Silly clothes for camp activities

TOILETRIES

- ◯ 1 x Pump Soap
- ◯ 1 x Toothbrush and holder
- ◯ 1 x Shampoo, Conditioner, Body Wash
- ◯ 1 x Toothpaste
- ◯ 1 x Stationary supplies
- ◯ 1 x Deodorant
- ◯ 1 x Face Wash

BEDDING

Staff are allowed to bring their own bedding if they wish, but for International Staff, bedding, pillows and towels will be provided by Camp Chateaugay.

**** Please label all items brought to camp**

CABINS

We have over 25 different Cabins at Camp Chateaugay. Some are connected and attached to each other, others are stand alone. Each have separate stalls for toilets and showers, and a mix of single sized bunk beds or one story beds. Our cabins have screened windows, electricity, smoke detectors and fans. All bathrooms are cleaned daily by our cleaning staff. Each cabin has between 8-12 children with 2-3 counselors stationed in each bunk. Based on enrollment, there are usually two cabins of the same name per age group; for example, Little Dips (A) and Little Dips (B).





Cabin Names

Girls Bunks:

- Whips (aged 7/8)
- Stars (aged 9)
- Skylarks (aged 10)
- Little Dips (aged 11)
- Big Dips (aged 12)
- Halos (aged 13)
- Solars (aged 14)
- Wilderness (aged 15)
- CITs (aged 16/17)

Boys Bunks:

- X Men (aged 7/8)
- F Men (aged 9)
- Rangers (aged 10)
- G Heights (aged 11)
- H Heights (aged 12)
- Mounties (aged 13)
- Summits (aged 14)
- Wilderness (aged 15)
- CITs (aged 16/17)

SHOWERING & BATHROOMS:
If for any reason a camper or staff member is not comfortable showering or using the bathroom in the cabins, there are gender neutral showers & bathrooms in the 'Pill Box'. We respect all gender identities. For Camp Chateaugay's full policy on this please see our 'Policy & Procedures Guide'.

- No Campers are allowed in private Staff cabins.
- No food is allowed in any cabins.
- No males are allowed in female cabins and vice versa (gender presenting.)
- Cabins will have 2-4 counselors assigned to a specific age range / bunk.
- Counselors will identify blind spots in the cabins so campers do not go unseen.
- Campers are not allowed to return to their cabins to change or use the restrooms throughout the day. Staff will guide them to the closest public restrooms / changing areas.
- When supervising campers by themselves, counselors are recommended to shower and change at different times than the campers.
- Counselors are on a rotation of an OD (On Duty) Schedule for when they are required to stay within the cabins to supervise the campers. This can range from rest hours, bed times and mornings, overnight, and for cabin clean up. At least one counselor has to be on duty at all times. If this is not followed then it can result in disciplinary action or termination. OD Schedule switching is allowed, but all other co-counselors must be made aware and in agreement with a cover / replacement put in place prior to reporting it to the Head Counselor.
- During the times when campers are in and around the cabin, counselors and unit leaders must keep track of camper hygiene. Younger campers are assigned to showers every two days, but they may take them daily if they so desire. Keep your campers clean and in clean clothes, making sure they rotate their clothing & linens.

ON-DUTY (OD) IN EVENING

All counselors must be present at bedtime. Designated ODs are posted on a schedule in the 'Depot' (opposite HQ). Counselors on OD must remain in the cabin until counselors have returned from an evening / night off and checked in. This must be before 12.15 am each night. HOD (Head On Duty) will check in periodically to ensure there are no issues. Staff returning late for curfew will be assigned extra OD time, potentially including staff party OD. This will be determined by the leadership team.

Counselors on OD are responsible for:

- In charge of cabin if an emergency (fire, health)
- To keep kids quiet and in their beds
- Prevent raids / pranks
- General supervision
- Security
- Comfort any kids who may be homesick
- Camper's safety

All OD counselors must watch and listen for:

- Unusual heavy coughing or wheezing.
- Unrest of any type.
- Specific children who have difficulty falling asleep.
- Check blankets each time you enter the cabin. Children have a tendency to kick off blankets.

If it is absolutely necessary for a child to leave the bunk at night, contact and wait for the HOD or another member of head staff to come around, and they will take the camper to the Big House where they will meet with one of the Directors or the Nurse on staff. Campers should not be sent down to the Pill Box late at night without supervision. Make sure they have shoes & clothing appropriate to the weather before they leave. In a case of emergency and the HOD cannot be contacted, go to the cabin next door and wake up the OD or counselor and ask them to watch both cabins while you bring your camper down to the 'Pill Box'. There is also an emergency radio in all cabins with batteries to insert to use to call HOD.

If you need to switch your OD responsibility (i.e. day off conflict) you must find a suitable replacement and get permission from both your Unit Leader and leadership team prior to submitting a request to our logestic director. ODs may go to sleep in the cabin they are responsible for if only covering one cabin and only after each camper in that cabin is sound asleep. If covering two cabins on a shared porch, you must wait for a counselor from the other side to relieve you, before you can go to sleep on your side and only if all campers are sound asleep. You must walk into each cabin and visually check that campers are there. DO NOT LEAVE THE UNIT. If you need assistance send someone else quickly to the Big House or Head OD.

Bed Wetting (how to handle)

Campers sometimes wet the bed during the summer. In most cases, your unit leader will have briefed you that this may be an issue and a plan will already be in place with the camper. When it happens, a camper will take his/her counselor aside and let them discretely know they had an accident. Please reassure the child that this is perfectly natural and nothing to be ashamed of. Please let them know that you will help them in a discrete way and will not let the other children in the bunk know what happened. Cover the bed with a blanket so that it will look normal to his/her bunkmates. Try your best to make this a non-event in the cabin. Tell your unit leader immediately so that they can wrap up any wet linens and clothing and bring it directly to the Laundry. Please let the Laundry know that the unit leader is delivering a soiled package (no one likes surprises!) and which bunk you are from. They will do their best to wash the items immediately. If your camper repeatedly wets the bed please consult with the 'Pill Box' for help and let your Unit Leader know about the situation each time it occurs.

HOD: HEAD ON DUTY

The role of the HOD is a very important one, as it is necessary to ensure that all the campers and staff are safe and sound here at camp in the evenings. HOD are Head Staff members & Area Directors, who will work in partners (usually one male one female), to check on all the cabins in camp following the 9:15pm changeover. This is to ensure that there is adequate coverage in all the cabins, that all campers are accounted for and that they have all received their medications. The HOD is also responsible for ensuring that all counselors who are off duty are back on camp safely by 12:15 am.

HOD Checklist:

- HOD begins at 9:15 p.m.
- One HOD needs to collect sign out sheet and waits at front gate to sign out counselors who are leaving camp.
- The other HOD needs to check with pillbox to see who needs to take their medications.
- The 1st round of cabin checks is around 9:30 p.m. and is not over until the campers are settled.
- The 2nd round of cabin checks is done before 11:15 pm.
- At 11:30 p.m. HOD Staff go to front gate and cross out staff names as they return back to camp.
- As staff enter camp be sure they keep their voices down; do not allow crowds to stop and chat along the way - their voices will carry too far.
- Once everybody is accounted for and back on campus, the HOD may go to bed.
- The sign in sheet must be given to a leadership team member as soon as they come in for breakfast.

CABIN PREPARATION

During Pre-Camp, bunk counselors and their Unit Leader will work together to get the cabin prepared for when campers arrive. Below is a checklist of items / procedures to complete:

- Make a name tag for each camper's bed.
- Decorate the cabin with a lively & colorful sign, including the name of the cabin & everyone living in it.
- Clean the cabin (i.e. sweep, toilet, sink, etc.)
- Stock cabin with supplies, you will need to check you have: Light bulbs, 2 brooms and dust pans, 2 mops and 1 bucket, 2 trash cans and bags, toilet paper (well stocked), 1 large trash can with cover outside the cabin, cleaning agents, paper towels, 2 trash cans in bathroom.
- Make beds for any foreign campers that you have in your cabin (the Pillbox has the linens).
- Come up with cabin goals and expectations to discuss with your campers.
- Study the camper information sheets and learn your campers' names and faces.
- It really makes a difference if you prepare your bunks with a little style. Have fun and be creative.

Cabin Assignments

During Pre-Camp bunk counselors will participate in a training called 'True Colors' which will match compatible bunk counselors together. Other preference will also be taken into consideration such as age range preference and other camp friends. Once assigned you will be most likely be with this bunk throughout the enite session. Sometimes in the 2nd session, due to numbers of campers being less, some cabins may be merged together and a 'Staff Cabin' maybe formed as not as many bunk counselors will be needed.

HELPFUL HINTS FOR A HAPPY BUNK

- **Instill Pride In Your Kids:** Let them know that they are in a great bunk and that you'll do everything possible to make their summer fantastic! Putting up welcome signs before the kids arrive is a good start to making them feel at home.
- **Establish Bunk Rules and Standards Early:** Kids need and want limits. Let them know what is acceptable and what is not. They will immediately test you. If you set up a reasonable set of actions and consequences and follow through the first time you are challenged, you will reinforce the limits and earn their respect. If you let it slide the first time, you've already lost.
- **Set Reasonable and Immediate Consequences:** For example, if one of the kids breaks a rule at 10:00 am, and the consequence does not occur until 9:00 pm, it can be a problem for the whole day. Try to deal with the situation as soon as possible. When setting consequences for bad behavior, it is best to discuss with your Unit Leader prior to any action being taken.
- **Establish Policies as a Team:** Discuss your policies on behavior before the kids arrive. Creating rules together can create unity.
- **Surprise Your Bunk:** Once in a while, surprise your bunk by taking them to play a game, or to go on a trip or hike. Just remember, trips out of camp must be pre-planned with your Unit Leader. There is a different kind of atmosphere hanging out together outside, then you'll find in the bunk. Little surprises go a long way.
- **Have Bunk Meetings:** A bunk meeting will accomplish several goals. It gives you peace of mind and satisfaction to know that things are going well; or it gives you a chance to deal with small problems before they grow into large ones. Often, kids will have a suggestion for an activity or trip that would be fun. Follow up on the ideas. This will show the kids that you value their ideas and really want to do all you can to make the summer great.
- **Forgo a Night on the Town:** Stay in with your kids, just sit in the bunk and talk to them. This really impresses upon them that they are important to you. Some of a counselors best times of the summer are a result of spontaneous shared bunk experiences.
- **Say Goodnight To Each Camper Individually:** 30 Seconds of eye contact, a quick question about the day, and a genuine "Goodnight," will make your camper feel special. Before you say good night, take 5 or 10 minutes and visit each individual camper at the end of the day. You CAN make a difference in a child's life.

GOOD BEDTIME PROCEDURES

- Use rewards to aid in setting limits. "You get a bedtime story in 10 minutes if everyone has completed teeth brushing and getting ready for bed." and then continue to a countdown.
- Use quiet music to establish a calm tone in the cabin.
- Flashlight time can be for 5-15 minutes after lights out where campers can use their individual flashlights quietly to read or write a letter. This can be adjusted based on that day's behavior or age group.
- Successful counselors use bedtime rituals as a way to promote cabin unity and establish a cabin sense of identity and sharing. After the cabin is quiet and lights are out include a time for each person to share their "high" and "low" moment of the day.
- It is most important to be consistent each night and get your campers into good routines.

CABIN DYNAMICS & COMMUNAL LIVING

- Bunk counselor cabin dynamics and communal living are at the heart of the summer camp experience. As counselors, you are not just teammates; you become a tight-knit family, working together to create a supportive and nurturing environment for your campers. Your cabin serves as a home away from home, a space where you can connect, unwind, and recharge.
- Living in a communal setting means sharing responsibilities and creating a sense of belonging. It's about respecting each other's space, maintaining cleanliness, and working together to keep the cabin organized. Through open communication and cooperation, you can create a harmonious atmosphere that promotes both individual growth and collective well-being.
- In your cabin, you'll find that each counselor brings their own unique strengths and skills. Some might excel at planning activities, while others have a knack for problem-solving or offering emotional support. Embrace these differences and leverage them to create a dynamic team where everyone's contributions are valued.
- Cabin time becomes an opportunity for bonding, reflection, and growth. It's a space where you can share your experiences, challenges, and triumphs. Take advantage of this time to check in with each other, provide support, and celebrate the joys of camp life. Engage in meaningful conversations, engage in team-building exercises, and encourage each other to grow both personally and professionally.
- Remember, as bunk counselors, you are not just responsible for your campers' well-being; you are also there for each other. Offer a listening ear, lend a helping hand, and be there to support one another through the highs and lows of camp life. Together, you can overcome any obstacles and create an unforgettable summer for both yourselves and the campers you serve.

CABIN CLEAN UP

Each day our 'Head Unit Leader', Ester will be inspecting every cabin around camp to ensure that they are kept at a high enough standard of cleanliness. She will be rating each one on a score board & checking that:

The floor is swept, the beds are made, personal items are put away, dirty laundry is in the laundry bags, the bathroom is kept tidy (the cleaning staff will clean showers, sinks and toilets,) the outside of the cabin is clean, shoes are tidy, no wet clothes laying around (they must be hung up), clean clothes folded and put in cubbies, no trash left around.

These scores will be announced at lunch time in the 'Big House'. The bunk with the highest score will receive a prize, while the lowest scoring cabin will be asked to improve as soon as possible.

Cabin Cleanup is all about keeping the cabin organized and clean. Counselors are expected to help and assist in this activity at all times. Some suggestions include creating a job wheel for morning cleanup. A general request for campers to pick up items on the floor. Counselors should check under camper's beds and in other areas where items can become hidden. Cleanup should include the outside area surrounding the cabins.

LAUNDRY

Each week, each bunks counselors & campers will prepare the camper's dirty clothes & linens for the laundry, which will be picked up by a group of area directors and brought to our laundry area for our support staff to wash.

Dirty laundry needs to be stuffed into camper laundry bags. All bags need to be tagged appropriately with tag designations by bunk such as: Whips A, Whips B, Mounties A, Mounties B etc. Filled and tagged bags need to be placed on the front porches (if the cabin has a front porch), or just outside the cabin door of those units without a porch. Each bunk's laundry day is posted in the 'Depot'. Please do not miss laundry day pick up as this will create a delay for the rest of camp's laundry.

Counselors are responsible for ensuring that their cabin has bagged, tagged, and set laundry out for pick-up on the day specified according to the schedule. Typically, laundry is clean and dropped off by the area directors the following day. Please double check that all the bags that are returned belong to the correct cabin. **Bunk counselors are then in charge organizing the returned laundry and distributing it to the individual campers, but not on the floor - on a bed!**

A staff laundry room is provided for staff members who wish to wash their own clothing. Staff laundry may also be added to and sent with their campers' clothing (at no charge), if preferred. Staff is not allowed in the main section of the laundry building to wash personal laundry. We do have some smaller machines if a camper soils something or needs special detergent, etc. If campers are running out of items, please let the Unit Leader know.

We also strongly suggest labeling each camper's clothing (if not done already by parents.) We encourage good hygiene and laundry practices to help prevent the spread of illnesses and to ensure that campers have clean and comfortable clothing to wear during their stay.

RANDOM REVIEW & MONITORING OF ACTIVITIES

Throughout the summer our Leadership Director / leadership team conduct scheduled and random observations of all programs, program locations, and buildings. This is to engage in both spontaneous and scheduled conversations with staff who are conducting group and individual supervision. This is also to review program procedures and to ensure that safety standards are always in place. A record will be kept of each supervised trip/visit. Punctuality and the routines that staff follow is very important, especially to prepare for when the campers arrive. Surveys of the physical environment will be conducted regularly to make sure each area is suitable for a particular activity, and how actively involved each staff / volunteer member is. For full information on what staff members will be looking for, please go to Page 21 & 22 in our 'Policies and Procedures Guide'.

Using the NVR approach consistently helps campers feel supported while also encouraging resilience and independence. Staff should remain calm, patient, and positive, and seek support from our leadership team if a camper's homesickness persists or intensifies.

STAFF'S FIRST DAY

Prior to arrival at Camp all staff members will have communicated with Blane regarding their pick up time and arrival location.

Traveling by Plane or Bus? Please rock your Camp Chateaugay attire! Visit our website and select the CAMP RESOURCES menu and choose 'Chateaugay Swag/clothing' for more details

ARRIVAL AT CAMP

Once Staff arrive at Camp they are warmly welcomed by current staff (they might even get the famous 'We Welcome you to Chateaugay song') before being instructed to go and meet with Blane, our Co-Director. He will welcome staff and guide them to their assigned living quarters. Staff can then unpack, put items in their cubbies, and unwind in their bunk before coming down to the big house to meet other staff

Within the first 48 hours of camp there will be:

- A photo taken of you for our staff photo board, the who's who of Camp.
- New Staff are given a Camp Safety Tour to help with familiarization. This includes camp facilities, cabins, dining hall, activity areas, and other key locations.
- There will be many team building and icebreaker activities with other staff.
- Chances to go off Camp and pick up items from Walmart, etc.
- A time to ask questions about camp policies, procedures, the handbook and expectations. This is also when the signed form from reading the 'Staff Policies and Procedures Guide' can be handed in.
- Get introduced to other staff members in their activity.

CAMPERS FIRST DAY

Within the first 48 hours of the Campers arriving they will be expected to complete:

- Upon arriving at Camp Chateaugay, campers and their families will check in at the ”Welcome Wagon” at the entrance of the camp. Campers will be escorted into camp by their Unit Leaders.
- After entering camp, all campers will undergo a health screening at the “Pillbox”. This includes a lice check as well as any other essential health related issues by nurses.
- After checking in, campers will be guided into their cabins to unpack and meet their new bunk mates. Parents may accompany their campers to their bunks to help them unpack.
- Once campers are settled in, parents depart and campers will play some bunk activities, games and icebreakers to help get to know each other.
- Once settled campers will spend time with their Unit Leaders & counselors together, where they will all go over rules, bed time procedures, time for lights out, flashlight time & what to do in case of emergencies in the night. safety drills, discuss their expectations for summer and what they hope to get from being at camp to help them get orientated to camp. As well as establishing guidelines for each camper’s personal areas; do not use other people’s things or sit / stand on anyone’s bed without permission. “Keep your hands to yourself and your stuff” is a good motto.
- Most importantly don’t feel you have to cover everything here at the expense of sleep. If the kids are tired, let them go to sleep. There will be plenty of time to finish the topics if needed. Keep the evening as positive as possible, don’t get into punishment etc. Let the kids adapt to the new environment and try to answer any questions they may have about camp.
- When instructed, counselors will bring their campers down to the pool for swim test.
- By the second day, go over rest hour procedure, Cabin Community time and mail procedures.
- Delegate clean-up responsibilities, make sure to get input from campers! Have them review job wheel and talk about what is required for each job.
- Campers do a safety tour within the first 24 hours. where they rotate through all orientation sessions with all area specialists. They discuss rules, descriptions of activities, and expectations. As well as fire drills and procedures, waterfront rules and our buddy system. Attendance to the safety sessions is mandatory and attendance is to be documented by each counselor. The sessions are done with cabin groups.
- Through out the next few days we encourage counselors to continue to help campers get to know each other, and play some different ice breakers so they can remember names, hometowns, favorite activities, and whether this is their first time at camp, etc.
- Counselors are encouraged to tell them some appropriate things about themselves, for example where they are from, their favorite food, whether they have been at camp before.
- Counselors should spend time going over each camper’s schedule to make sure they are not confused about location of activities at camp or how program works
- Campers will need help unpacking. Counselors should make sure cubbies are divided equally. Finally ask Campers if they notice anything missing after unpacking.
- Unit leader will collect keys for luggage, health forms, smart phones, iPads, cash and other valuables to be stored in main office for the summer.

AGE GROUP CHARACTERISTICS

LOWER CAMP

Whips (F) / F Men (M) - 7 to 8 years old
Stars (F) / X Men (M) - 8 to 9 years old

- Shorter attention span
- Vivid imagination; likes tall tales
- Seeks adult approval over peer approval
- Prefers informal group experience
- Small group operates best
- Responds to praise and attention
- Likes learning card games and board games
- Enjoys singing a lot and performing
- Easily over-tired and over-excited
- Friends change frequently; casual friendships
- Some are shy; some are aggressive
- Enjoys team work
- Enthusiastic, eager, inquisitive
- Very active; constantly moving

Skylarks (F) / Rangers (M) - 9 to 10 years old
Lil' Dips (F) /G Heights (M) - 10 to 11 years old

- Likes excitement and physical activity
- Close friendships; 1-2 special friends
- Wants to be grown-up and independent
- Talks a lot
- Hero-worship; model after an adult figure
- Cooperative; enjoys working in a group
- Personally sensitive
- May lack self-confidence and positive image
- Wider interests; wants to know everything
- Seeks approval of peers over adults
- Enjoys team sports
- Fine motor coordination is improved
- Task-oriented when resulting from short-term planning
- Active and alert

UPPER CAMP

Big Dips (F) / H Heights (M) - 11 to 12 years old
Halos (F) /Mounties (M) - 12 to 13 years old
Solars (F) / Summits (M) - 13 to 14 years old

- Loyal to peer groups; needs their approval/acceptance
- They overdo; need constant, reasonable rules & regulations
- Wonder about life
- Require more sleep
- Rebellious and manipulative; anxious for independence
- Interests change rapidly and vary more
- Prefer group-oriented activities
- Self-conscious; tend to see "self" as peers see them
- Moody; reacts differently at various time (because of rapid physical & mental development)

Wilderness (F&M) 14 to 15 years old
LITs (F&M) 15 to 16 years old
CITs (F&M) 16 to 17 years old

- Able to reason and form opinions; forming idealistic values
- Prefers challenge; can select goals and make plans
- Seeks group approval (will sacrifice personal values)
- Self-thinkers; don't like to be told what to do
- More reliant and independent; sense of civic responsibility
- Selective in interests
- Looking for "self-identification"; wants to be taken seriously
- More poise and equilibrium
- Prefers to have choice in matters
- Works in teams effectively

REPORTING / FORMS

'See something, say something' is a motto on reporting incidents. Nothing is too small or minor. If you witness something around camp that isn't sitting right then it is worth reporting. Within our 'Policies and Procedure's Guide' there is detailed information about Camp Chateaugay's policies on different types of reporting including NY State Mandated reporting, behaviors to look out for, and the procedures of how to report and to whom. Please see below for further details:

iPads for Reporting

IPads are located in numerous areas of camp, including the Waterfront, the A Field, Horseback Riding and the Main Office. They are preloaded with forms used for reporting. In addition, all Unit Leaders will have their own iPads to enable ease of reporting and documenting camp wide.

'Incident Report Form'

Our most commonly used form is the 'Incident Report Form'. This can be used for a variety of situations including documenting suspected abuse, as a complaint form, documenting issues with a camper or staff member, injuries, bad behavior, illness, accidents, violence, sexual behavior, anything inappropriate etc. The form can be filled out anonymously but will still ask for name, date and time, location, description of incident, witnesses, if there was an injury or medical attention needed, staff response, communication taken (who was told, parents, director etc). It is always a good idea to fill these out for insurance & legal purposes.

Other Forms Available

'Follow Up / Investigation Form' - Depending on the situation, staff maybe required to document how an incident was dealt with and what the follow up investigation entailed.
'New Program Approval Checklist' - If a staff member has any ideas for a new program or activity they wish to bring to camp.
'**Camper Bed / Sleeping Positions'** This is required to be completed by counselors & Unit Leaders to document which campers are sleeping where, next to who in the bunk (it should include a map.)
'**Out of Camp Trip Form**' - Trippers will need to document the purpose of the trip, activity, duration, location, and other critical information to be completed before & after any trips.
'**Camper Info Sheet'** - Unit Leader will receive a camper information sheet to help get to know each of their campers in their specific bunk. This info can then be delegated to counselors as they see fit.
'Feedback / Suggestion Form' - This can be used for staff, campers or parents. It is a space for ideas from others, or feedback about an activity, procedures, or other people at camp. Please try to make this as constructive as possible to help us implement a solution.
'**Health check form'** - Unit Leaders and bunk counselors will be required to fill this out daily, checking for general health issues; if they are brushing their teeth, showers, sunburn, clean clothes, headaches etc.
'Daily cabin scope' - Unit Leaders and bunk counselors will be required to fill this out daily, checking for certain behaviors, emotions, specific camp & cabin successes & challenges.
'Supply Request Forms' - If an Area Director or other Staff member needs to order something for camp then this form will need to be submitted to either our Director / Co-Director for approval.
‘Sociogram’ - This form is to track relationships between the campers in each bunk. One form per cabin should be submitted each week from the unit leader with help from their counselors.

OUT OF CAMP TRIPS

On day or over night trips, Staff, Volunteers and Campers are required to be easily identifiable by wearing Camp Chateaugay badges, lanyards or clothing.

All trips must be cleared through the area director to ensure all the proper trip forms are filled out including all necessary medications lists and to know where all campers are at all times. The trip route must be highlighted and attached. Staff may only use cell phones while with campers out of camp if answering incoming calls from camp.

Day Trips

During the summer, all Campers will have the opportunity to go on at least one special day trip with their cabin outside of camp. This is a great way to take full advantage of our location near the High Peaks region of New York State's Adirondack Park. These trips can include: backpacking, hiking, and rock climbing throughout the breathtaking wilderness, and canoeing on magnificent lakes in the area, including the Saranac Lakes. We also offer sunrise hikes and whitewater rafting trips (one time each session + additional charges apply to this trip only)

Overnight Trips

We also offer extended single & multi-day trips. Older campers get opportunities to excel in trip planning by organizing & packing for trips. For the younger campers we have overnight trips at the 'Outpost' or 'Chateaugay Harbor' (both located in remote areas on our property.) Each are equipped with tents, fire pits and bathrooms. Additionally, older campers can sleep out under the stars on 'Fred', our 26ft schooner. This is where 3 campers + a counselor (same sex) can sleep and eat in a large sail boat overnight.

What are 'Trippers'?

All of our trips are supervised by what we like to call 'Trippers'. They are well trained & experienced staff members with extensive outdoor experience. Our 'Tripper' team give children the option each week to sign up for trips as well as running our 'Outdoor Adventures Program', which is an elective that campers can choose from their weekly activities. Trippers teach our campers the value of nature, all aspects of camping, safe campfire building, cooking, putting up tents, & map reading. Older campers are taught how to plan, organize, pack for trips, and are given leadership positions in a group setting. Trippers are not in bunks; they have their own tents in a separate part of camp. They are always looking for additional help on trips, so if you are interested please reach out to them.

Others Trips

Older campers sometimes go on day trips to Burlington, Plattsburgh, Lake Placid or even to Six Flags Great Adventure Amusement Park (age permitting). Younger campers may go to a nature preserve or a local water fall. Time permitting there may also be camp trips to bowling for certain age groups.

Inter-Camp Games

Even though we are not a competitive camp, our campers love to play with other camp's campers. All Campers have the opportunity to play games with nearby camps in sports & events, with our teams traveling to their camp, or their campers coming to ours. Kids can compete in swimming, basketball, baseball/softball, soccer, tennis, and dance. Please remember that the sole purpose of Inter Camps is for our kids to have fun.

VISITING DAY

We are so happy to invite families to join us for Visiting day on July 17th, 2027 between 9:30 AM-4:00 PM.

VISITING DAY POLICIES AND INFORMATION

On visiting day we encourage Parents / Guardians, Grandparents, Friends and other family members to visit & support their camper(s). It is a great opportunity to see camp in full swing. There will be a welcome station at the front of camp. Chateaugay will have a modified morning schedule so visitors will be able to meet their campers, counselors, Unit Leaders, and Area Heads who have all been a part of making each camper's summer the best it can be. We encourage parents to even go swimming and play some of our popular sporting activities such as volleyball, softball, and kickball with their child. There will be 'end of session' performances from the Gymnastics, Dance, Music and a musical show put on from our Theatre Department held the evening of July 17th. There will be a full buffet lunch provided on the front lawn and activities to partake in with your child. Children will not be able to leave camp on Visiting Day.

Visiting Day takes place at the end of the first session; the following day is Changeover Day. On visiting day about 700 people visit camp. This day may be the only time families will ever see Camp Chateaugay. Given this, it is very important to make a good impression on all of our special guests.

In preparing for their arrival, the camp grounds and cabins must be in tip top shape. A thorough cabin cleaning (inside and out) is essential. Even though Visiting Day is a special day we try and make it as much a regular day as possible. Campers are encouraged to participate in activities and show their parents what they have learned while at camp. In preparation for Changeover Day, all cubbies must be checked for correct clothing. Any dirty laundry should be taken care of before departure and lost and found should be collected for the cabin. We all want to be mentally and physically prepared for this big weekend. Remember, for many of our campers these are the final days of camp. In addition, on Changeover Day many new faces will arrive at camp (some of you may have an entirely new group of campers). We want to welcome them with the same enthusiasm we had at the beginning of the summer. It requires a lot of energy to pull it off, but a good start on Changeover Day really does help to make the rest of the summer run smoothly.

CHANGEOVER DAY

Through out the day, there will be campers departing either by bus, by plane or their parents might have stayed locally the night before after Visiting Day to take their children home personally. This will begin at approximately 9 am. Then in the later morning new campers will start arriving, again by bus, plane or driven by their parents. The previous session children & parents are advised to be departed by 11am.

TRAINING & PRE-CAMP

Pre-camp

Pre-Camp is the time before any of the campers arrive at Camp. **All staff members are required to be at pre-camp training.** This period is vital so that you can become acquainted with your specific duties and safety training. Anyone unable to attend all days must tell our Camp Director / Co-Director immediately. Some training days can be rearranged, but missing certain dates could lead to your employment or hiring being terminated. Pre-Camp is all about getting comfortable, learning your new surroundings, completing required trainings, and making new friends. This is a fantastic time to absorb the culture of camp.

Lesleigh Drake is returning for her fourth year as the head of our Pre-Camp training. Lesleigh previously worked at Camp Chateaugay for many years as a Unit Leader, Tripper and Wilderness Director. She is currently the Director at Natures Classroom. She will be in charge of the full training schedule as well as leading many of the training sessions.

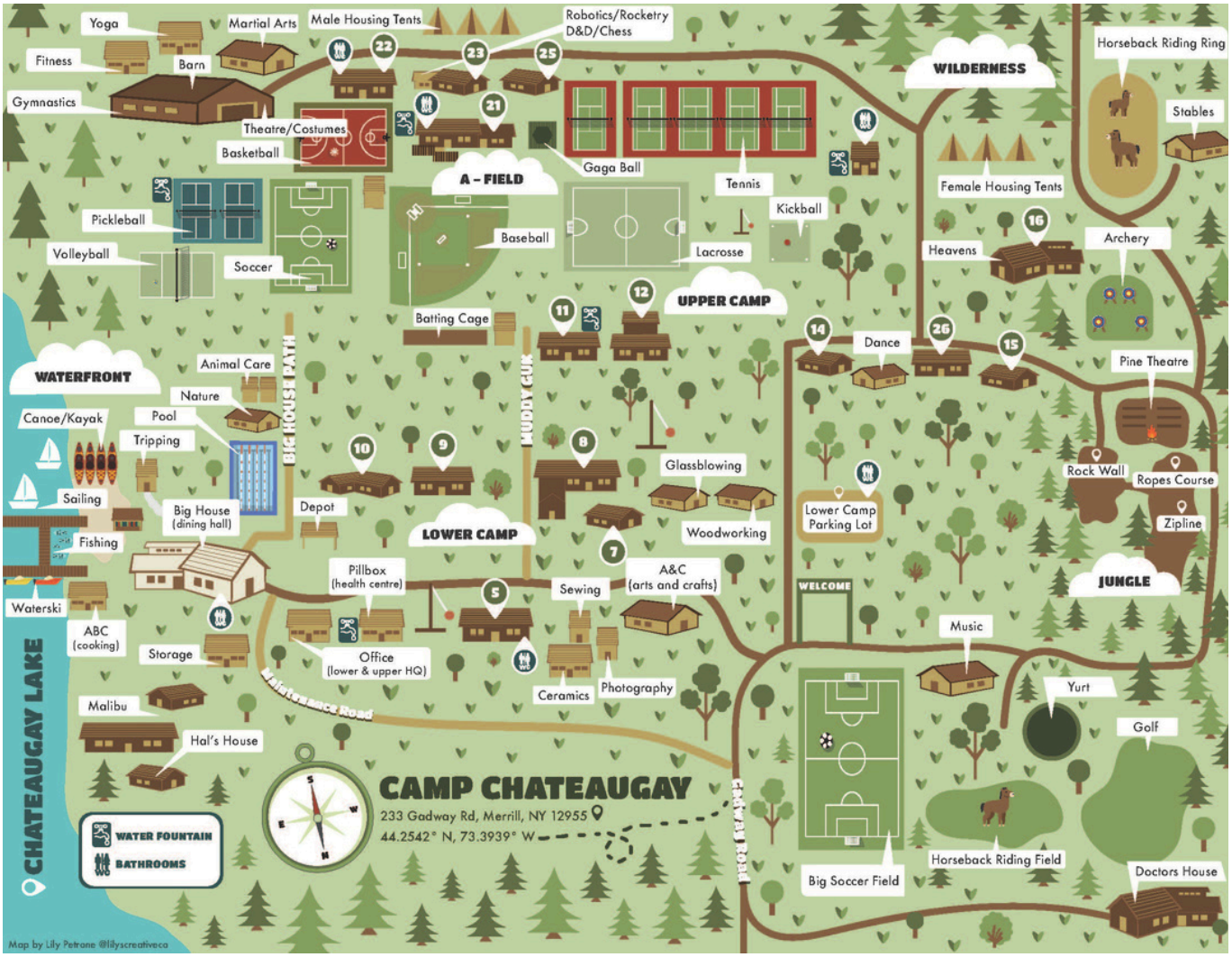
The Camp Chateaugay staff is one of our most valuable resources. The success of our camp is due to our staff, and we go to great lengths to find the most dedicated and experienced counselors to ensure a warm, nurturing environment for our campers. Camp Chateaugay has a very high return rate, and this enhances our campers' sense of family, which they look forward to every summer. Staff Training is extremely important to us. This means giving our staff the right tools and guidance to make Chateaugay a success.

- **Head staff training** happens first, to help support our leadership team be the best leaders they can be
- We learn research-based methods to understand child behavior and motivation, taught by outside experts at the top of their fields.
- **Online Training**: Prior to arriving at camp, all staff will complete an online training course through a system called Vital Camps. This new training is personalized to Camp Chateaugay, and pulls all of it's information from our Staff Handbook, Policies & Procedures Guide, and other vital camp documents. This will serve as an introduction to our in-person training at pre-camp, and is required for all Staff members.
- We have **'True Colors' training** - a sucessful personally test that how us pair our counselors into bunks
- For training purposes, closer to the end of pre-camp we try to put into practice all of the skills learned and have a '**Day in the life at Camp**', mimicking exactly what a regular day at camp will be like once the campers arrive.
- All waterfront staff will have Lifeguard/ CPR training and our boat drivers all have their New York State Public Vessel licenses. These must be passed to be able to continue working at the waterfront or pool areas of camp.
- Jungle staff have to arrive several days early to get their ropes course training through Vestals Gap Ventures.
- There will be a test on this handbook and our 'Policies and Procedures Guide' to ensure that you have read it. This will happen nearer the end of pre-camp. We also require a signature from the end of the 'Policies and Procedures Guide' to show that you agree to and will follow all the listed protocols.

CAMP FACILITIES & FACTS

- **The Big House** is the large building at the edge of the waterfront. This where you will find the dining hall, the kitchen, the living room, the Unit Leader office, and several staff bedrooms.
- We call our medical center the **PillBox**, home to our staff of registered nurses (RNs).
- Our waterfront is on a sheltered bay at the head of **Chateaugay Lake** where we provide a waterslide, a diving board & inflatable toys for campers.
- Our stables house up to 12 horses with tack and feeding rooms. Our riding ring includes jumping elements and a sand surface, while our cross country course has larger jumps and obstacles.
- We have 4 water fountains throughout camp.
- All of our public bathrooms outside of the cabins are gender neutral.
- The **A-Field** (athletics field) houses the lacrosse, baseball, basketball, tennis, gaga ball, pickleball, a batting cage, flag football, soccer, teather ball and kickball fields.
- The **Pine Theatre**, in upper camp, is the perfect spot for all-camp camp fires and sing-alongs.
- There are 5 tennis courts, 2 pickle-ball courts, 2 soccer fields, a basketball court, & a baseball diamond.
- Campers improve their baseball skills with our pitching machine, batting cage & driving range net system.
- The climbing wall soars 40 feet along with our high ropes course of 8 elements.
- **The Barn**, located in upper camp, is our 12,000-foot indoor gym that hosts gymnastics, volleyball, basketball, roller hockey, floor hockey and our theater & stage.
- Our heated 25-meter pool features a sun deck, changing rooms and six lanes with starter platforms.
- The Aurora Borealis Creamery (**The ABC**) is a throw back to the 1950's. Complete with checkerboard flooring & serves up hard and soft ice cream.
- We have over 25 types of sail boats, such as 'Sunfish', 'Opti's', 'Catamarans', '29-ers', and '420's.
- We use Ski Booms to train campers in waterskiing, wake boarding, knee boarding and wake surfing.
- All Staff / Counselors are at least 18 years old.
- Full Background checks are cleared on every staff member, new and returning to camp.
- Our staff-to-camper ratio ensures that we have 2 to 3 counselors per cabin, and one Unit Leader overseeing 1-3 cabins.
- Our Camp Doctor has a private house, a short walk up on Gadway Road - called **'the Doctors House**'
- We have two properties where campers can do overnight trips within camp's boundaries. "**Chateaugay Harbor"** is a short canoe paddle away on Chateaugay lake, and the **"Outpost**" is our rustic land based platform tents used for camp outs as well.
- Camp Chateaugay was founded in 1946 by Aaron & Lil Rose
- We are a traditional, co-ed, sleep-away camp
- The lake on our waterfront is called Chateaugay Lake (what we are named after)
- We own over 250 acres of property
- We have over 60 activities to choose from
- We have around 150 full time summer staff, and around 300 campers (about 250 campers at 1 time)
- Our owner Mitch lives on site with his wife Ashley and their two daughters.
- Camp Chateaugay has since gone on to have 5 owners since then, with Mitch being the 5th. The 4th owner, Hal Lyons retired in 2022, but still lives adjacent to Chateaugay's property & will be around Camp during the summer. A full history can be found on our website.

MAP OF CAMP



LOCAL AREA SUGGESTIONS

We are located in Northern New York, in the Adirondack Park, only 15 miles south of the Canadian border. Many staff visit Montreal, Canada on their days off as it is the closest major city to us Old Montreal is a stunning location with cobbled streets, great places to eat and shop. The drinking age in Canada is also 18, so please act responsibly. Please note if you would like to visit Canada on a day off and you are from a country where a visa is required to visit Canada, then you must obtain your visa while still in your home country. Please do not leave the US without being sure about your visa, as entry back into the US may be prohibited.

Closer to camp, there are many beautiful lakes and mountains, plus towns such as are Malone, which is about a 15 minute drive with restaurants, walmart and a bowling alley. Plattsburgh is around 45 minutes from camp and has alot more shops & restaurants such as Walmart, Target, McDonald's, Taco Bell, Buffalo Wild Wings etc. It has a large mall with a cinema attached. There are several hotels in the area if you wish to stay there for one of your days off. In addition, Lake Placid, NY, a gorgeous town famous for hosting the 1980 Olympics, is around 1 hour away from our facility. Burlington, VT is a short boat ride across Lake Champlain, or about 1 hour and 45 mins away. It has some great places to visit include the Ben & Jerry's Factory & Tour. Both are popular places to spend days off. Lake George is around 2+ hours away from camp and is also a popular destination with a 6 six flags theme park. Staff need to make sure that they have enough time to get back to camp the following day, all ready to start work as soon as they step back on to camp.

EVENING & DAYS OFF

CURFEW FOR EVENING OR NIGHTS OFF:

- Curfew is 12:15 am. At that time any staff who have their evenings off (or days off but are sleeping at camp) must be on campus.
- All staff members not on duty that night are required to be in their cabin by 1:00 am.
- Checks by HOD are made each night to ensure all staff have returned to their cabins.
- There are some nights where we ask that no one leave camp, 'closed campus'. These days will be announced in advance.

DAYS OFF:

- All Staff will have 5 days off during the summer and 1 during pre-camp. They begin after the first week of camp.
- It is your responsibility to schedule your day off on the "Day Off Sign Up" sheet each week.
- If you miss a week, you have forfeited your right to a day off that week.
- We have limited slots available on any given day, so we cannot guarantee each staff's 1st choice.
- Days off are close to 24 hours long, beginning 9:15pm after the campers go to bed and to return at 8:45pm the follow day, at the end of evening activity,
- Returning late or not in the right state to preform supervision duties can lead to a warning or dismissal.
- Please get some rest on your day off.
- Several nights a week, on rotation with the other counselors in your cabin, Staff are permitted time off after campers are in bed and your O.D. is in your cabin; this is around 9:15 pm.
- Once per session all Staff get an evening off (1 per session) which begins at dinnertime. These evenings must be scheduled during the first week of camp, in order to ensure adequate cabin coverage for meals and evening activities. These are not guaranteed.
- Only 3 Unit Leaders are allowed off during any given day. Exceptions can be made but require permission given by the leadership team.
- Area Directors must allocate a leader/head counselor while they are on their day off for activity time.
- For particular activities such as Camp Photographer, they are responsible for finding a replacement so that their duties are still fulfilled while they are on their day off.
- Swim Staff and Jungle are required to take their days off on Sundays.

FREE TIME

Staff will still get free time while at camp. During Pre-Camp staff will be given time to acclimate to their new surroundings, explore the local area, and gather items they may need prior to campers arriving via trips to a local store or Walmart. When regular programming starts and campers arrive, counselors will be on a rotation with their other co-counselors for their particular cabins OD schedule for rests hours. Our leadership team will do their best to schedule activity staff to one free period a day if possible. It is not guaranteed. Unit leaders and area directors, if not on HOD, are able to schedule their own free time.

STAFF LOUNGE RULES

The staff lounge, a.k.a. The Yurt, is located opposite the music building and is a 30' diameter tent like structure. It is a place for staff to relax in their free time. There is a pool table, foosball table, couches, and places to eat and play games. There will be a staff notice board, flat screen television, and Wi-Fi, as well as a communal fridge.

Cleanliness: Staff members are expected to keep the staff lounge clean and tidy at all times. This includes washing dishes, wiping down surfaces, and taking out the trash regularly. All staff members should be responsible for keeping the lounge clean and organized. Staff members should clean up after themselves and avoid leaving food or drink spills on the floor or furniture

Respect: Staff members should respect the privacy of others who may be using the room. Staff members should avoid taking or using anything that belongs to someone else without their permission. Staff members should be mindful of others who may be trying to take nap or relax in the room.

Electronic Devices: Cell phones and electronics are allowed within the Yurt. Please be mindful of noise from videos or music, and respect others' privacy.

Overnight guests and parties: Staff members are prohibited from having overnight guests or hosting parties in the staff lounge. Camp has specific rules related to overnight guests that staff members are expected to follow. No alcohol or storing of alcohol is allowed at the Yurt. Smoking and vaping is also not allowed within the Yurt, only outside.

Overall, the Yurt should be a welcoming and comfortable space for all staff members to relax and recharge during their time off. All staff should always be mindful of the needs and privacy of others who may be using the room.

LOST & FOUND / MISSING ITEMS POLICY

- Camp Chateaugay has a designated area called the ‘Lost & Found Shed’ which is located at the back of the Kitchen and smoking area.
- Unit Leaders & Area Director’s review the Lost & Found to return as many lost items as possible.
- Please do not bring highly priced or sentimental items to camp in case they get lost. We will do our best to help find any lost items but Camp Chateaugay is not responsible or liable for any lost items or personal property while at Camp.
- Each bunk has their own Lost & Found box for collection.
- If any items are found at activities, Area Directors will return them to the Lost & Found.
- Campers and Staff are encouraged to report any lost items to the Camp office.
- We highly recommend labeling all items that are brought to camp. This can make it easier to identify and return lost items to their rightful owners.
- Regular announcements at lunch and dinner will be made to notify Campers and Staff about lost items that have been found.
- Campers are not allowed at the Lost & Found Shed. Campers must notify their Counselors if they have an item missing and then their Unit Leader or Counselor will go and retrieve it. Campers are not to go searching for it themselves.
- Lost items are typically held until the end of the summer.

CAMPER INFO

PHONE CALLS

- Campers have 1 phone call per session that is scheduled through their Unit Leader.
- **No camper may call out without the Camp Director / Co-Director's permission.**
- Special occasion phone calls can be arranged.
- Campers may only make calls during meals and at reserved times.
- Please request parents/guardians not to call after 8:00 pm.
- Please note that while campers are told of calls during the meals, they sometimes forget.
- Staff are prohibited from allowing campers to make calls on their phones. The phones we use are located in the office or each unit leader has their own camp cell phone that can be used.

PACKAGES

Parents are no longer permitted to send care packages to campers during the summer. Not only are packages problematic for our office, but they also create inequity within the cabins. If a camper does require something special sent to camp (special food for dietary restrictions, medical supplies, undergarments, etc.) this can be arranged with approval from our Director. After receiving approval, items can be ordered from Walmart or Amazon and shipped directly to the camper's Unit Leader.

PARENT CONTACT

Staff may only make contact with camper parents through their Unit Leaders. No exceptions. They are the main port of call for parents, partnering with them throughout the summer.

CAMPMINDER / CAMP-IN-TOUCH

CampMinder is an online database that has a web based portal 'Camp-in-touch' and an app 'Campanion' and app that allows staff to upload all of their documents / forms required for employment at camp. Parents also use this site to enroll their campers. You can find billing, packing, photos, as well as camper, staff and parent info through the portal. Due to the personal nature of the information contained in CampMinder, confidentiality and discretion is required.

BUNK NOTES / LETTERS

Parents are able to send 'bunk notes' (like a letter but via email) to their campers through the site and see their scanned hand written replies within the app too. This is handled by the campers Unit Leaders and office staff. We encourage Campers to write to their parents at least 2 times per week, usually during rest periods on Monday's & Thursday's, as that is when they can be turned in at Candy Canteen (when campers receive candy for turning in a letter). Parents love to recieve letters, so please double-check to make sure your campers write! Physical mail arrives & is picked up six days a week. Our rural location tends to slow down the mail delivery time.

PHOTO AND VIDEO

Within Campanion App, parents also have access our camp photos and video each day taken by our camp photographers / videographers. It uses facial recognition software to identify camper(s) within our uploaded pictures, which saves them time from scrolling through all of the photos. We also upload day videos/reels of camp on our TikTok & Instagram page. Plus at the end of pre-camp, 1st session and 2nd session we show a recap video to the entire camp and post it on all of our socials

OFFICE / HR

GRATUITIES

Camp Chateaugay's has a **no "tips" policy** to all staff. This policy is strictly enforced. Tipping can create an unconscious favoritism in the bunk as well as inequity among the staff.

TELEPHONE / CALLING

The cell service is limited at camp, but the best we have seen has been the Verizon network. For international staff we recommend checking your service prior to arriving at camp, as you do not want to get extra roaming charges and data charges. We recommend either getting an e-sim ('Airalo' is a great one) or you may purchase an inexpensive phone or american sim card from Walmart, etc.

PAYCHECK ADVANCES

You will be paid the day you leave camp (except for support staff that are paid every two weeks). But each week you may request a cash advances. We do not keep a lot of money in camp so you must allow a few days for us to go to the bank. No advances will be made over 60% of the wages you have earned to date. Support staff are suggested not to cash all their paychecks until the end of camp. Camp is not responsible for cash that staff are storing at camp until they leave.

EMERGENCY MONEY

On camp trips, emergency money is provided in case a situation arises in which extra funds are needed, either by money given by our office staff or from the use of the credits cards in all camp vans. These funds are absolutely for emergency purposes only. They are in no way meant to supplement a counselor or camper's funds. If emergency money is used on a trip, the staff member in charge of that trip is responsible for providing the Office Manager with all receipts pertaining to the expense. Any money that cannot be accounted for will be subtracted from that staff member's salary. Campers and staff are not allowed to stop for candy or meals while on trips unless given permission from our Director / Co-Director / Assistant Director. If you are given permission to stop or you are eating out, please be aware of nut allergies.

SOCIAL SECURITY NUMBERS (SSN) FOR INTERNATIONAL STAFF

For international staff working in the USA for the first time, during your 1st week at Camp we schedule trips into Plattsburgh to collect your Social Security Number (SSN). We need this in order for you to be paid. Our Office Manager will explain all of the documents you will need to bring once at Camp. Please save this card, it is. extremely important as you could need it in the future for further work in the USA.

EXPENSE REIMBURSEMENT

If for any reason a staff member has to purchase something for camp, please request a camp credit card from the office or use the one in the camp vans if out of camp. Our Office Manager will help you to sign it out. All receipts must be kept when returning the credit card. If receipts are not returned then a deduction from your salary may occur. If a personal credit card was used then a reimbursement form will be needed to be completed and receipts presented. Again, if receipts cannot be produced then no reimbursement can happen. All purchases must be approved by our Director / Co-Director / Assistant Director.

SCHEDULE

MORNING MEETINGS

These meetings are for Leadership & Head staff only and are held every morning at 8:15am sharp (unless modified by our Director / Co-Director / Assistant Director). These meetings are mandatory unless a reason for not attending is given to our Director / Co-Director / Assistant Director in advance. This time is for staff to discuss upcoming trips, activities for the day, any pressing issues, questions or feedback.

WEEKLY STAFF MEETINGS

A weekly general Staff Meeting will be held on Sunday nights at 9:30 pm, after the campers are in bed. All staff members who are not "On Duty" are required to attend. This time is used for leadership staff to go over information information for the upcoming week, major events, important announcement's, 'kudos' (thank yo messages) and staff of the week. When the meeting ends, all counselors must remain in camp. Don't forget to bring information back to the counselors sitting on OD & maybe a slice of pizza.

AFTER DARK

- Under no circumstances may a counselor wake up a camper, unless there's an emergency.
- All campers must remain in cabins after lights out.
- Staff may only sleep in the cabin to which they have been assigned (unless approved by the leadership team.)
- No excessive noise or lights are permitted after lights out.
- Staff members are role models for campers. Therefore, inappropriate displays of affection between staff members are not allowed i.e. no sneaking into other counselors cabins, etc.

TIME AND SLEEP MANAGEMENT

Your campers are going to be very busy this summer. There is so much to do and see and participate in at camp, and naturally, everyone gets overly tired at some point. We recommend that every staff member go to bed at the same time as his/her campers at least once a week to recharge your body and mind. Try to take days off that are relaxing. You will need to unwind and relax. Training on sleep management will be included in Pre-Camp.

RAINY DAYS / THUNDER

Dependent on the severity of the situation, counselors could be instructed to stay in their cabin / activity until further notice. Sometimes staff & campers maybe instructed to head towards the Barn for an all camp activity until the weather clears up & the regular schedule can resume. Staff also prepare rainy day schedules for campers incase there activity is usually held outsides, for games etc that can be done inside

REST HOURS / TWILIGHT TIME

Rest Hours are unstructured down time. This is a good time for the bunk to prepare for evening activities or spend quality cabin time together. Campers might like to read a book, play outside with neighboring bunks, play card games, nap etc. Staff may also take their campers to do play soccer for example on the field etc. Staff on OD must know the location of all the campers. Napping for staff on OD is prohibited.

PERIODS OFF

Your Activity Director schedules your periods off. Periods off are not guaranteed. If given a period off in advance, do not informally swap time off with another counselor, as all changes should be made on the official schedule. If taking your period off in the cabin, please be aware campers may enter (even though not allowed too) at any time during the period. Staff with periods off must return on time to their activity.

TECHNOLOGY & ITEMS AT CAMP

Why is Camp Chateaugay an electronics free Camp?

It is part of the Chateaugay Philosophy to promote social interaction, personal growth, & appreciation for nature. By disconnecting from technology, campers have the opportunity to fully engage in the camp experience & build relationships with others in person. Technology can be a major distraction & can limit the opportunities for campers to explore the natural environment, participate in outdoor activities & develop new skills. It helps them to learn how to entertain themselves without relying on devices / screens. These important life skills will serve campers well in their future lives beyond camp. It is only one of the only times in their lives that they get the chance to be fully tech-free & the parents love it.

Prohibited Items at Camp for Campers

For Campers most electronic devices are not permitted at camp. Campers can use their smartphones or tablets en route to camp, but when they arrive, all electronics are collected by our office staff and stored for the summer. CITs are allowed their electronics in a designated area from 9:00 pm - 11:00 pm every other day. Any campers device that can send or receive a phone call / text, play or record a video, access the Internet, or send/receive e-mail is not allowed at camp.

Campers are only allowed small electronic devices like MP3 players, iPods, "Campfire players", and e-book readers with no internet or video capabilities. Headphones are only permitted in the cabin. Campers can bring their own digital cameras with video taking ability, but counselors will need to monitor what the campers are using their cameras for and make certain that there is no videos. We do not want any unwanted videos appearing on YouTube / other online video websites. This is to protect you & our campers.

List of items Campers should not have at Camp:

- Cell phones, iPads
- Video games console's (Gameboys, PSPs, Switches)
- TVs, iPod's with videos, iPod Touches
- Computers / Laptops / Macbooks / iMac's
- Kindle Fire
- Cash, Food, candy, drinks

List of items Campers & Staff should not have at Camp:

- Pornography
- Fireworks
- Candles
- Space Heaters
- Matches / Lighters
- Firearms
- Weapons
- Drugs, alcohol, etc.
- Personal walky-talkies

Chateaugay is NOT responsible for any items brought to camp. This includes objects taken away because they are against the rules. We will do our best to find missing items but cannot reimburse for everything lost or stolen!

Staff's Personal Belongings

Staff are encouraged to bring things that will make them feel more at home while at camp, but within reason. Televisions, large pieces of furniture, enormous stereos, and other major items are not appropriate to bring to camp. Computers should not be stored in cabins. Counselors who bring personal belongings, including sunglasses (suggest you bring inexpensive glasses), stereos, athletic equipment, jewelry, clothing, money, etc. to camp do so at their own risk. Camp has very few locked doors or cabinets. In our history we have had very few cases of theft, but some instances have occurred. We will be happy to lock your valuables in the office safe for your withdrawal at any reasonable time. We cannot be responsible for valuables left in the cabins.

Cell Phone usage

Staff and Volunteers may bring their cell phones / electronic devices to camp, but these devices **must not be in view or in use around camp, or in cabins when in view of campers, especially when staff are expected to be supervising Campers.** The only exceptions to this requirement is in emergency situations and in the privacy of staff members' private rooms or in the staff lounge.

Social Media

Camp Chateaugay has an official Instagram @campchateaugay, our Staff Instagram is @campchateaugaystaff TikTok is @camp.chateaugay, Facebook is @ChateaugaySummerCamp, and YouTube is @campchateaugay7014 . Social Media connections, text messaging, and/or emailing campers is subject to the requirements defined in Camp Chateaugay's electronic communication and social media policy. Failure to adhere to the policy will result in progressive discipline or dismissal. Parent's must have completed our 'Social Media Consent Form' before you are able to contact them in any form. Staff members are not permitted at ANY TIME to post inappropriate pictures, videos or messages related to Camp Chateaugay in any way. For further info please see our 'Policies and Procedures Guide.' Pictures of campers should not be posted without permission. All footage and photos taken by our official camp photographer and videographer and social media team is owned by Camp Chateaugay and use of such in a personal manner, i.e. in a resume or on personal social media, and is done to the disgresion of Camp Director / Co-Director / Assistant Director if it needs to be removed or not available for use.

Internet access

There is limited internet and cell service at camp. The WiFi strength is not the best up in the Adirondacks. We have extended the WiFi out to the staff lounge, so we suggest that area as the best place for internet access. Limited WiFi is available in the Big House and upper HQ for staff to use.

Whatsapp group

Each year we have a Staff Whatsapp group / community in which we invite all Staff from that year to. This is a great place for Staff to introduce themself to each other, share a little bit about them, connect and schedule meet ups, past photos & videos. Blane, our Co-Director will be regularly posting annoucments and updates and even snippets from our updated policies & procedures.

Photo Day

At the beginning of each session, we take photos of each bunk with their counselors and Unit Leaders. On this day we also take an all-camp photo of Staff & Campers. Staff t-shirts that are given in pre-camp are required to be worn on both Photo days and must be clean and ready to wear.

Available Computers / Laptops

We have laptops and iPad's available to sign out at the main office

RADIO WALKIES & ROVER

Walkie-Talkie / Radio Etiquette

- Remember to press button on the side first before speaking.
- Speak calmly and clearly. Think first, speak second.

When calling someone, state your name first and then the name of the person you are calling, then repeat the information once again.

- If there is no answer, wait ten seconds and then try again. If there is no answer a second time, wait thirty seconds before trying again.
- Give others at least two attempts to establish contact before interrupting their communications.
- When responding to a radio call, state 'go for & your name'.
- Switch to another channel for extended conversations or special circumstances.
- Refrain from any inappropriate language and be aware that campers will always be able to hear a radio somewhere.
- During any emergencies (i.e. a lost camper or medical emergency) refrain from using the radio unless you have or need information that directly affects the emergency.
- Sometimes “ten-codes” can help simplify communications: 10-4 OK/affirmative --- 10-9 Repeat your transmission --- 10-17 En-route --- 10-20 What is your location
- Your radio should be on channel 5.

The 'Rovers' responsibilities

- All Area Directors & Counselors in charge of a specific area will receive attendance rolls for all six periods at the beginning of each day. They are responsible for checking attendance at the beginning of each period.
- The 'Rover' (a Unit Leader on rotation) will radio to each of the above areas and speak with the Area Director/Leader/Counselor in charge, who will report any missing campers. Rovers will have received a daily programming master copy at the beginning of the day. On this master copy the 'Rover' will highlight the camper not in attendance and report it to the relevant Unit Leader for follow up or the previous activity they were in.
- The 'Rover' will need to check the 'PillBox' for sick campers and check with Trippers, Wilderness to see if any campers might be on any trips that have gone out that day.
- Even though we have walkie-talkies for communication, a 2nd Rover walks to each area to provide additional support if needed and patrol the camp to observe any "stray" campers.

TRAITS THAT MAKE A GREAT COUNSELOR

- **Enthusiasm**: Displaying genuine enthusiasm and energy can help create a positive and engaging environment for campers. Being excited about camp activities and the overall camp experience can inspire campers to participate wholeheartedly.
- **Patience**: Working with campers of different ages and backgrounds requires patience. Being patient allows counselors to provide individual attention, actively listen to campers' concerns, and support their personal growth.
- **Empathy**: Being empathetic allows counselors to understand and relate to campers' emotions, challenges, and experiences. It helps create a supportive and caring environment where campers feel understood and valued.
- **Communication Skills:** Effective communication is vital for building relationships, resolving conflicts, and providing clear instructions to campers. Good listening skills, clarity in expressing ideas, and the ability to communicate with campers of different ages are essential traits for a counselor.
- **Leadership:** Leadership qualities are crucial for guiding and inspiring campers. Leading by example, demonstrating integrity, and fostering a sense of responsibility can help campers develop their own leadership skills and make positive choices.

- **Creativity:** Creativity allows counselors to design innovative and engaging activities that capture campers' interests. It helps in problem-solving, adapting to various situations, and making the camp experience memorable.
- **Adaptability:** Camp environments often involve unpredictable elements. Being adaptable enables counselors to handle changes, challenges, and unexpected situations with ease. It also allows them to create alternative plans and find solutions to problems that may arise.
- **Teamwork:** Collaborating effectively with fellow counselors and camp staff is important for creating a cohesive and supportive team. Being able to work collaboratively, communicate openly, and contribute to a positive team dynamic helps create a harmonious camp environment.
- **Sense of Humor:** A good sense of humor can lighten the atmosphere, build rapport with campers, and create a fun and enjoyable camp experience. It helps create a positive and relaxed environment where campers feel comfortable and engaged.

Remember, no one is expected to embody all these traits perfectly. Each counselor will bring their unique strengths and qualities to the camp setting. The important thing is to continually strive to develop these traits and create a positive and impactful experience for campers.

DISCIPLINE AT CAMP CHATEAUGAY

• Ensure that camp rules and expectations are clearly communicated to campers at the beginning of the camp session.

• Explain the reasons behind the rules, emphasizing safety, respect, & the well-being of everyone.

• Encourage campers to ask questions and seek clarification to minimize misunderstandings.

• If behavior persists or becomes more severe, immediately involve your unit leader of the area director.

• Ensure that the discipline is applied consistently and fairly to all campers, regardless of age, gender, or background.

• Avoid favoritism or singling out specific campers when administering consequences.

• Promote opportunities for campers to learn from their mistakes and make amends.

• Encourage campers to take responsibility for their actions by apologizing and making restitution

• Help campers understand the impact of their behavior on others, encourage empathy & understanding.

• Engage campers in discussions about the consequences of their behavior and encourage them to brainstorm alternative solutions.

• Communicate significant or recurring rule violations with your Unit Leader and leadership team.

ALL DISCIPLINARY CONSEQUENCES ARE NOT TO BE IMPLEMENTED WITHOUT PRIOR CONSENT FROM YOUR UNIT LEADER, AREA DIRECTOR, OR CAMP DIRECTOR.

STAFF DISCIPLINARY FRAMEWORK

At Camp Chateaugay, our approach to discipline is rooted in fairness, consistency, and a commitment to safety and personal growth. All staff are expected to uphold camp policies and model appropriate behavior at all times. When expectations are not met, we follow a structured system to ensure accountability while supporting development. All disciplinary actions must be documented

Level 1: Minor Violations

Examples include: Being late to duties or meetings (up to 15 minutes), inappropriate language, dress code violations and failure to follow minor camp policies

Actions:

1. First Offense: Verbal warning and clarification of expectations
2. Second Offense: Additional training (if applicable)
3. Third Offense: Loss of privileges (e.g., additional duties)
4. Fourth Offense: Loss of evening off and formal meeting with Camp Director

Level 2: Moderate Violations

Examples include: Neglect of supervisory duties, misuse of camp equipment or facilities, unauthorized phone use during programming, failure to report incidents, leaving assigned areas without permission, insubordination or disrespect

Actions:

1. First Offense: Written warning + performance improvement plan
2. Second Offense: Possible reassignment, retraining, and additional duties
3. Third Offense: Loss of evening off
4. Fourth Offense: Formal disciplinary meeting and potential termination

Level 3: Major Violations (Grounds for Dismissal)

Examples include: Physical assault or violence, drug or alcohol possession/use, sexual misconduct or harassment, theft or criminal activity, endangering camper safety, weapons on camp property and gross negligence or leaving campers unsupervised

Actions:

- Immediate removal from camper contact
- Formal meeting with Camp Director
- Possible suspension or termination
- Authorities contacted if necessary
- No references provided

A SECOND MAJOR VIOLATION WILL RESULT IN IMMEDIATE TERMINATION.

CAMPER DISCIPLINE FRAMEWORK

Camper discipline is guided by growth, accountability, and safety. Whenever possible, we use restorative practices and natural consequences. **Unit Leaders oversee disciplinary decisions and may delegate to counselors when appropriate. All consequences must be tracked and documented. When in doubt, involve Head Staff or Directors to ensure decisions align with camp values and policies.**

Key Principles

- The punishment must fit the behavior
- Focus on learning and accountability, not punishment alone
- Maintain dignity and respect for all campers

Not permitted:

- Withholding food
- Bathroom cleaning
- Excessive manual labor

Level 1: Minor Violations

Examples include: Lateness to activities, dress code issues, minor rule-breaking, misuse of equipment, breaking bunk agreements

Responses:

- Verbal redirection
- Reflection and discussion
- Reset time or cooling-off period
- Restorative circle or process

NOTE: CERTAIN "CAMP IMPROVEMENT" TASKS (E.G., RAKING BEACH, CLEANING POTS) MAY ONLY BE ASSIGNED BY THE CAMP DIRECTOR AFTER PARENT COMMUNICATION.

Level 2: Moderate Violations

Examples include: Skipping activities or leaving without permission, repeated disruptive behavior, offensive language or teasing, defiance or non-compliance, minor physical or verbal conflict

Responses:

- Loss of privileges or activities
- Assigned age-appropriate duties
- Change in group or seating arrangements
- Temporary removal from group
- Parent communication (when appropriate)
- Behavior improvement plan

Level 3: Major Violations

Examples include: Theft or vandalism, bullying or harassment, drug or alcohol possession, sexual misconduct, possession of weapons

Responses:

- Immediate Director involvement
- Parent notification
- Investigation
- Possible removal from camp
- Referral to outside support or authorities if needed

CAMP VEHICLES & SURROUNDING AREA

- 5 MPH is the speed limit on all roads within camp's grounds
- 25 MPH is the maximum speed limit on Gadway Road (the road leading up to Camp). Along this road you have to drive by another camp where children & staff cross the road. There are also other businesses and personal homes, so please be respectful at all times.
- 55 MPH is the speed limit on most highways around the local area (65 MPH when posted).
- Staff found speeding with campers will be removed from the driving pool & maybe dismissed.
- If speeding offense is high enough (our discretion), you may be dismissed.
- State Police watch for camp vans and know they are transporting children so do not speed.
- Please note: There are units placed in vehicles that report route of travel and speeds during your travels. It also shows when you were speeding on a portion of road. DO NOT SPEED.
- Payment of any parking or moving violations received by any camp vehicle are not the responsibility of the camp. They must be paid by the driver of the vehicle.
- A short driving test must be completed and approved by a leadership team member before using camp vehicles.
- Before driving a vehicle with children in it, the vehicle must be checked for a tool kit (screw driver, jumper cables, pliers, duct tape), fire extinguisher, flares and first aid kit.
- Each vehicle should go through a seat belt check before departing.
- The Camper:Counselor ratio must be 12:1 in a vehicle.
- All drivers of campers and camp vehicles must be 21 years old and approved by our insurance first.
- No campers are to be driven in the camp trucks off of campgrounds & must be in the 'cab' only.

What to do offsite if an issue arises

In case of a van breakdown, staff must follow driver instructions. If the van driver feels the van is unsafe, Staff may be requested to exit the van. Camp should be notified immediately by cell phone if service is available. Attendance will be taken as staff exit the van and again when staff reach a safe location.

Property boundaries, neighbors and leaving Camp

Ask where you can go for a walk, run or bike ride. Always let a co-counselor know when you are leaving for exercise. Be respectful and courteous to our neighbors at all times, and especially while on the lake and driving. The road past the upper parking lot makes for a wonderful 2.5 mile round trip run. There are trails that branch off that road for great mountain biking as well. The road is safe, but it is not advised to go past the upper parking lot after dark, especially alone. The paved road coming into camp also makes for a wonderful road run or road ride. Never leave camp with campers or CITs, without the permission of our Camp Director / Co-Director. It is important that we know if you have left camp and if you return. If there is a fire or some other serious problem and we think you are still on camp, people will start looking for you. This goes for campers as well.

Golf Carts

At camp golf carts are considered useful tools and should not be used for recreational purposes. They should only be used by staff for work related use. Misuse of the golf carts is subject to dismissal. **Only 2 staff on a golf cart at any time**

Personal Vehicles at Camp

Staff cars are permitted at camp but must be parked in designated spots. Staff cars are not permitted past the Staff Parking Lot, as owner may risk car being towed at their own expense. No staff may park private vehicles near maintenance buildings without specific permission from maintenance or the leadership team. Staff vehicles may not be driven through camp without permission from the leadership team. Never drive or park a vehicle on the grass due to underground septic systems. Camp Chateaugay is not responsible / liable for personal vehicles & if you allow other staff members to borrow them.

Chaperones

Camp Chateaugay is always looking for chaperones for buses and flights to and from camp. Selected staff will be arranged to chaperone way in advance, so they can prepare accordingly. Chaperoning at the end of camp is a great opportunity for staff to get a ride back to NYC if needed. We encourage staff to be welcoming to all campers, and play games and ice breakers, so campers can start to bond and connect.

OTHER TOPICS WORTH MENTIONING

Counselor check ins

It is required for all Bunk Counselors to schedule a 'check in' with our Blair / Christina twice per session. This meeting is to check on any concerns, issues, how staff are coping mentally and psychically, or to ask about outstanding questions. Most 'check ins' last around 5-10 minutes.

Dogs at camp

Dogs are a big part of daily life at camp. Head Staff & leadership team may be able to bring their dog to camp if approved by Camp's Director and scheduled in advance, depending on their size and behavior. All dogs must be leashed. Staff should not be alarmed if dogs are spotted around camp.

Staff particiating in Activities themselves

Staff are encouraged to participant in activities provided at camp if scheduled ahead of time and approved by the staff member in charge. This is suggested during a staff members free time, in the evening, afternoon, or day off when it does not impact any other staff members duty of work.

Chateaugay ‘After Dark’

After the campers are in bed, Camp Chateaugay opens up different activites each evening for Staff to participate in. This could be in glassblowing or the ropes course, tie-dying, karoke, or last year we even had a silent disco walk, goat yoga or poker night., They are hosted by other staff, for staff. We are always open to suggestions, but would like to get as many activities to offer something throughout the summer

Big Brother / Big Sister Program

Camp Chateaugay has a Big Brother / Big Sister program, where older, more seasoned campers are paired with new, younger campers. It provides a buddy system for the younger campers as they have an older brother or sister to speak with about anything. They'll spend special meals together, as well as spending time together during some evening activities.

Skits

Counselor and Camper Skits, Cheers, and Songs are intended for the enjoyment of all members of our Camp Community--particularly our children! Foul language, sexual innuendo and mean-spirited comments are hurtful and damaging. We will hold you accountable for the content of your bunk or team skits. Please make sure that your skits, cheers and songs are appropriate!

Counselor Evaluations
Unit Leaders and Area Directors are each responsible for completing evaluations for their counselors in their unit and area. This is completed to assess how the counselor is doing in their unit and activity area. One evaluation is completed after the first session and the final one is completed at the end of camp. UL's and AD's can do additional evaluations if deemed necessary. Camp Chateaugay takes these reports into consideration when making decisions of hiring the following year.

Camp Clothing/Counselor Swag
Currently 'Everything Camper' provides all of your Chateaugay Swag needs. Camp Chateaugay provides one t-shirt for all Staff when they arrive, but we also suggest logging on to www.everythingcamper.com and selecting Camp Chateaugay. Then choosing some other clothing and swag for the summer, such as a hoodie, pair of shorts, and a back up t-shirt. There is a wide range of merchandise to choose from, including: water bottles, tie-dye t-shirts, sweats, PJs, athletic wear, tank tops, etc.

Borrowing / Selling
Clothing, food, electronics & personal belongings should never be borrowed from campers or sold to campers. If you do borrow anything from anyone & the item(s) are lost or damaged, it is your responsibility! You leave yourself open to a camper saying something is lost or damaged. Sharing & borrowing between campers is also discouraged as it can lead to issues. Bunk Counselors should report this to their Unit Leader if witnessed. Staff to Staff borrowing is down to their own personal discretion, but Camp Chateaugay is not liable if something is lost/damaged. Borrowing anything from Camp Chateaugay must be signed off by our Camp Director / Co-Director. Money should never be exchanged with campers and bets should never be made with campers.

Camper Canteen
At Camp we have a 'Camper Canteen' where campers can get toothpaste, a pillow, socks, stamps, shampoo, etc. The price of this will then be added to their families account. Small things like this can really make a camper happy. If a campers needs anything, please let your Unit Leader know immediately.

Staff CAnteen
Each Staff member will have a canteen account to charge items bought through the camp. Items include apparel, toiletries, water bottles, etc. These charges will be deducted from your check at the end of camp.

CABIN PRANKS/RAIDS
Raids (going into another persons' cabin) or touching / taking other campers & staff items must not take place. Coordinated pranks at camp are a tradition, as long as they are in good spirit, fun and then cleaned up and they must be approved through the Director / Co-Director via your Unit Leader. Pranks must never include animals or block any exits, entrances, doors, or use liquids on stairs such as soap or shaving cream. Kitchen raids must be scheduled with our Head Chef in advance. Telling ghost stories at Camp Chateaugay is NEVER allowed.

ANIMALS
Chateaugay is home to many animals in our animal care & nature programs including rabbits, goats, calves and sheep. Please to not enter their pens or remove them at any time within the nature & animal care counselors permission. There are also some wild animals in the local area, such as deers, bald eagles, beavers, foxes, etc. If seen, do not approach or touch these animals and contact maintenance staff immediately.

SUMMER TOURS
Tours of Camp happen regularly during the summer. It is a great way for potential future families to see camp in action. You may see our Camp Director / other staff escorting families with young children around, especially on 'Rookie Day' which is when potenial families get to test out a camp with full 'day in the life' at Chateaugay, including activites, meal times and a trip out on the lake.

STAFF GUESTS
On rare occasions staff may have family or friends visit camp. This must be approved by our Camp Director / Co-Director and enough notice must be given. Even if a visit is approved this does not automatically allow visiter to stay & sleep on property. Several former staff & campers occasionally visit during the summer. All visitors must sign in, in our visitors log.

EQUIPMENT USE
Usage of equipment at camp is expected to be treated with respect and like it is your own. If you are not sure how to use something, then please ask for help rather then struggle & potentially break it.

BENEFITS OF WORKING AT CAMP

- **Meaningful Impact & Sense of Purpose:** Staff have the opportunity to make a positive impact on the lives of campers. By providing guidance, support, and mentorship, staff can help campers develop new skills, build confidence, and create lasting memories.
- **Personal Growth:** Working at a summer camp allows staff members to develop important life skills such as leadership, communication, problem-solving, and teamwork. The camp environment fosters personal growth, resilience, adaptability, and self-confidence.
- **Building Relationships:** Staff have the opportunity to form deep and meaningful relationships with campers and fellow staff members. The camp community becomes like a second family, and lifelong friendships are often formed.
- **Outdoor Experience:** Upstate New York offers beautiful natural landscapes and outdoor recreational opportunities. Working at a summer camp allows staff members to enjoy and appreciate the beauty of nature, participate in outdoor activities, and explore the surrounding area.
- **Fun and Adventure:** Camp is a place where fun and adventure are at the core. Staff members get to participate in a wide range of exciting activities, from water sports and outdoor adventures to arts and crafts, sports, and team-building challenges that they might not get to do in regular life.
- **Skill Development:** Working at a summer camp provides opportunities for staff members to develop and enhance their skills in areas such as teaching, coaching, communication, organization, and problem-solving. These skills are valuable in various personal and professional contexts.
- **Cultural Exchange:** Summer camps often attract staff members from diverse backgrounds and cultures. This allows for cultural exchange and the opportunity to learn about different traditions, perspectives, and ways of life.
- **Work-Life Intergation:** While working at a summer camp can be demanding, it also offers a unique work-life integration. Camp staff get the chance to disconnect from technology and enjoy the simplicity of camp life, with opportunities for relaxation and personal rejuvenation.

ACKNOWLEDGMENT OF STAFF HANDBOOK

Employee/Volunteer Name: _____

Position/Role: _____

I, _____ (Staff / Volunteer), acknowledge that I have received and read the Camp Chateaugay Staff Handbook. I understand that it contains important information about Camp Chateaugay's rules, schedule, procedures, and expectations of Staff and Volunteer's behavior while employed at Camp Chateaugay. I further acknowledge that it is my responsibility to comply with all the information outlined in the Camp Chateaugay Staff Handbook.

By signing this form, I confirm the following:

1. I have received a copy of the Camp Chateaugay Staff Handbook
2. I have read and understood the content of the Handbook.
3. I agree to abide by all the policies, procedures, and guidelines outlined in the Handbook.
4. I understand that any violation of the Handbook may result in disciplinary action, up to and including termination of my employment/volunteer position.
5. I understand that the information outlined in the Handbook are subject to change, and it is my responsibility to stay updated on any revisions or amendments.
6. I acknowledge that it is my duty to seek clarification or guidance from my supervisor or the designated authority if I have any questions or concerns regarding the Handbook.

By signing below, I acknowledge my understanding and agreement to the above statements:

Signature: _____ Date: _____

Printed Name: _____

Please upload this signed form to the staff dash board before arrival to camp by the start date on your contract.