

מחנה רמה בניו אינגלנד



מדריך למדריך
STAFF HANDBOOK
Kayitz 2016

IMPORTANT DATES

KAYITZ 2016

	DATE	TIME
ALL staff forms due	May 1	
Agam/boating staff training begins	Wednesday, June 15	
Ropes staff & <i>Hanhallah</i> arrive	Sunday, June 19	11 a.m.
Staff week begins	Wednesday, June 22	11 a.m. - 3 p.m.
Campers Arrive	Full and First Session Tuesday, June 28	10 a.m. - 2 p.m.
Visiting Day	Sunday, July 24	11 a.m. - 3:30 p.m.
First Session staff depart	Sunday, July 24	Noon - 4 p.m.
Second Session staff arrive	Sunday, July 24	4 p.m. - 6 p.m.
Second Session Campers Arrive	Tuesday, July 26	10 a.m. - 2 p.m.
Full and Second Session Campers Depart	Sunday, August 21	10 a.m. - Noon
Staff depart	Sunday, August 21	After 1:00 PM
<i>Hanhallah</i> departs	Monday, August 22	After Noon

TABLE OF CONTENTS

I. INTRODUCTION	7
WELCOME	7
A WORD ABOUT THIS HANDBOOK	8
II. PREPARING FOR THE SUMMER	10
BEFORE YOU GET TO CAMP	10
PRE-CAMP LETTERS/E-MAILS TO CAMPERS	11
III. STAFF MEMBERS WITH CHILDREN AT CAMP	12
PRE-CAMPERS	12
CAMPER-AGE STAFF CHILDREN	12
STAFF CHILDREN & STAFF WEEK	13
JOB PLACEMENT/EDAH ASSIGNMENTS AT CAMP	14
IV. CAMP PROCEDURES & POLICIES	15
STAFF WEEK	15
SPECIALISTS	15
OPPORTUNITIES FOR LEARNING AND FUN	16
INCLUSION AT CAMP	17
SHMIRA	18
NIGHT-TIME PROCEDURES	19
CURFEW	20
LEAVING CAMP PREMISES	20
THE BOUNDARIES OF CAMP	21
LATE NIGHT BUNK ACTIVITIES	21
TELLING STORIES	22
SEXUALITY AT CAMP	22
SEXUAL BEHAVIOR	23
TRANSPORTATION IN AND OUT OF CAMP	24
MONEY & VALUABLES AT CAMP	24
STAFF LOUNGE	25
INTERNET ACCESS	25
MAIL	25
VEHICLES & BICYCLES	25
PETS	26
AIR CONDITIONERS	27
REFRIGERATORS	27
CLEANING SUPPLIES	27
INAPPROPRIATE LANGUAGE	27
YOUR APPEARANCE	28
GRAFFITI & VANDALISM	29
VISITING POLICY & VISITING DAY	29
CLEANLINESS & CLEAN-UP	30

CELL-PHONES	30
ENFORCING THE CELL-PHONE & INTERNET USE POLICY	31
CAMPER DISCIPLINE POLICY	32
FURTHER REQUIREMENTS FOR DISCIPLINE	35
V. HEBREW & JUDAIC POLICIES	36
HEBREW	36
RELIGIOUS POLICY	37
T'FILLOT	37
KASHRUT	38
FOOD AT CAMP	39
HADAR OCHEL	40
SHABBAT	41
VI. HEALTH CARE AT CAMP	42
HEALTH EXAMS AND MEDICAL FORMS	42
MARPEYAH/INFIRMARY	42
MEDICATIONS	43
HEALTH INSURANCE	44
HEAD LICE	44
STAFF ACCIDENTS	44
CAMPER ACCIDENTS	45
NOTIFICATION	45
VII. PACKING INFORMATION	46
BAGGAGE AND SHIPPING	46
WHAT TO PACK: CLOTHING & EQUIPMENT	46
SHABBAT WARDROBE	47
LINENS	47
CRNE CLOTHING FOR PURCHASE	48
TALLIT AND TEFILLIN	48
WHAT TO LEAVE AT HOME	48
LAUNDRY	49
VIII. CATEGORIES & STANDARDS OF EMPLOYMENT	51
CATEGORIES OF EMPLOYMENT	51
EQUAL EMPLOYMENT OPPORTUNITY	51
AMERICANS WITH DISABILITIES ACT	52
NON-HARASSMENT	52
SEXUAL HARASSMENT	53
IMMIGRATION REFORM AND CONTROL ACT	57
NEW EMPLOYEE ORIENTATION	57
TALK TO US	58

IX. YOUR PAY AND PROGRESS	59
SALARIES FOR STAFF-MEMBERS WITH CAMPERS	59
RECORDING YOUR TIME	59
PAYDAY	60
PAYCHECK DEDUCTIONS	61
GARNISHMENT/CHILD-SUPPORT	62
OVERTIME	62
X. ADDITIONAL COMPENSATION & REIMBURSEMENT POLICIES	
REQUIRED FORMS	64
REIMBURSEMENT POLICY FOR PURCHASES	64
TRAVEL REIMBURSEMENT	65
GRATUITIES	66
XI. TIME AWAY FROM WORK & OTHER BENEFITS	67
STAFF MEMBER BENEFITS	67
PAID TIME OFF (PTO)	67
JURY DUTY	68
VOTING LEAVE	69
MILITARY LEAVE	69
WITNESS LEAVE	70
SOCIAL SECURITY	70
WORKERS' COMPENSATION	70
XII. SAFETY IN THE WORKPLACE	71
EACH STAFF-MEMBER'S RESPONSIBILITY	71
WORKPLACE VIOLENCE	72
WORKPLACE SEARCHES	72
NO WEAPONS IN THE WORKPLACE	73
SUBSTANCE ABUSE	74
EMERGENCY PROCEDURES	75
FIRE & FIRE DRILLS	76
XIII. ON THE JOB STANDARDS & EXPECTATIONS	77
STANDARDS OF CONDUCT	77
STAFF RESPONSIBILITIES & DUTIES	78
PERFORMANCE EVALUATION	79
ATTENDANCE AND PUNCTUALITY	79
MEAL TIME	80
ACCESS TO PERSONNEL FILES	80
CUSTOMER AND PUBLIC RELATIONS	81
CHANGES IN PERSONAL DATA	81
CARE OF EQUIPMENT	81
PERSONAL PROPERTY	82
ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS	82

PROTECTING CRNE INFORMATION	85
CONFLICT OF INTEREST/CODE OF ETHICS	85
SOCIAL MEDIA & CYBER-BULLYING	86
IF YOU MUST LEAVE US	89
TERMINATION OF EMPLOYMENT	90
ADDENDUM I: HEALTH STANDARDS FOR THE TZRIF	91
ADDENDUM II: GUIDELINES FOR OUT-OF-CAMP TRIPS	94
SUGGESTED PACKING LIST	102

I. INTRODUCTION

WELCOME

Welcome to Camp Ramah in New England! Camp Ramah in New England is a community and a family. Every summer we become a vibrant, active קהילה (*kehillah*/community) where our campers live a Jewish life in a warm, friendly atmosphere, explore Jewish values and practices, and develop friendships that last for years.

Our educational program has one overriding purpose: to convey an appreciation and love for the richness of Jewish life. We believe that campers learn best through active experiences. They understand Jewish culture by living it. Your behavior as a Jewish role model is crucial in order for us to accomplish this goal.

At Camp Ramah in New England, we respect and cherish our staff. In recognition of the challenging and demanding work that a position at Camp Ramah in New England entails, our camp administration and all of our senior staff members consistently work to create as pleasant and supportive an atmosphere as possible. But make no mistake, you have signed up for a summer of hard work! Luckily, it is also incredibly fun and rewarding work.

Our first concern must always, of course, be for the safety, welfare, and well being of our campers. Within this context, we have policies that reflect our concern for our community of campers and staff. These policies are laid out in this Staff Handbook. **Please note that this Staff Handbook is a guide-book -- not necessarily a complete listing of every single one of our rules and policies.**

A strong partnership between campers, parents and staff is crucial in order to strengthen our value-based Jewish community. Together we shall have an impact on the Jewish future. Together we can make magic.

A WORD ABOUT THIS HANDBOOK

This Staff Handbook contains information about the employment policies and practices of Camp Ramah in New England (CRNE). We expect each staff member to read this Staff Handbook carefully, as it is a valuable reference for understanding your job and CRNE. The policies outlined in this Staff Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. CRNE retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the staff members and CRNE. This Staff Handbook supersedes and replaces any and all prior Staff Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the Camp Director of CRNE in a signed written contract, CRNE reserves the right to revise, delete and add to the provisions of this Staff Handbook at any time without further notice. No oral statements or representations can change the provisions of this Staff Handbook. The provisions of this Staff Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Staff Handbook intended to create a contract guaranteeing that you will be employed for any specific time-period.

CRNE IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS STAFF HANDBOOK, EITHER YOU OR CRNE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS STAFF HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, STAFF MEMBER OR REPRESENTATIVE OF CRNE IS AUTHORIZED TO ENTER INTO AN AGREEMENT — EXPRESSED OR

IMPLIED — WITH ANY STAFF MEMBER FOR
EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME
UNLESS SUCH AN AGREEMENT IS IN A WRITTEN
CONTRACT SIGNED BY THE CAMP DIRECTOR OF CRNE.

This Staff Handbook refers to current benefit plans maintained by CRNE. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling. Likewise, if a written contract is inconsistent with the Staff Handbook, the written contract is controlling.

II. PREPARING FOR SUMMER

BEFORE YOU GET TO CAMP

At Camp Ramah in New England, we expect that our staff will give thought to the summer before camp actually begins. It is important that staff-members come to camp with a clear idea of what their job entails and what goals they hope to achieve.

Here are some specific suggestions to help plan for your summer on staff at CRNE:

- Gather books, stories, articles, materials and games that can be used for programs at camp.
- Think about skills you have that you would like to share with the camp or teach campers (i.e. sign language, art projects, outdoor skills, etc.).
- Practice your Hebrew. Even a few minutes a day will help.

All Ramah staff-members must, at minimum, be comfortable counting from one to twenty in Hebrew, so be sure to practice your *misparim* (numbers)! If you would like help familiarizing yourself with Ramah vocabulary, ask us to send you a list of some of the Hebrew words frequently used at camp. (See **page 36 for a list of some words we only want to use in Hebrew at camp!)**

- Review the suggested packing list at the end of this handbook to be sure you have everything you will need for the summer. **Male staff-members must be sure they have a טלית *tallit* and תפילין *tefillin* and plenty of *kippot* to bring with them to camp!**

- Give some thought to:
 - Fun things to do on שבת (*Shabbat*)
 - How you can make Israel meaningful for your campers
 - Fun פעילות צריף (*peulot tzrif/bunk* activities) ideas
 - Fun פעילות עדה (*Peulot Edah/division-wide* activities) ideas
 - Rainy-day activities

PRE-CAMP LETTERS/E-MAILS TO CAMPERS

During the month of June, camper lists will be sent to each counselor. Counselors are required to send a personalized letter or e-mail to each of the campers in their **צָרִיף** (*tzrif/bunk*). This letter should include some Hebrew, bunk goals and projects, and something about yourself. Campers love to hear from their counselors before the summer, and a short note helps to get them psyched for camp!

Generally each staff-member writes their own introductory paragraph, which is then e-mailed out to your campers along with the paragraphs written by your co-counselors. When your e-mail is ready, please e-mail it to your **ראש עדה** (*Rosh Edah/Division Head*), and he/she will take care of sending it out.

Here are some guidelines for writing this introductory e-mail:

- 1) Introduce yourself! Tell your campers a little bit about yourself.
- 2) Mention two or three specific things that you're excited about for the summer. Remember, sometimes kids (even returning kids) can be nervous with camp just a few weeks away, and you want to help get them comfortable and really pumped for the summer to begin. Make a point of emphasizing to the kids that you're there to help them have fun, make friends, and have an incredible summer experience.
- 3) Remember, parents will be reading these e-mails as well. Always use appropriate language. The things that you say will be taken seriously by parents, so don't make jokes about "getting into trouble" or causing mischief or things of that nature.
- 4) Keep things fun and positive!

III. STAFF MEMBERS WITH CHILDREN AT CAMP

PRE-CAMPERS

Children of staff members who are coming to camp, but are not old enough to be in a camper bunk, will be in our גן (*Gan*) program (a day-camp program for our pre-campers). Parents will be expected to bring their גן (*Gan*) children to צד א' (*Tzad Aleph/A-Side*) breakfast and the children will leave from the חדר אוכל (*chadar ochel/dining hall*) with גן (*Gan*) staff for the day immediately following the end of צד א' (*Tzad Aleph/A-Side*) breakfast. Children will eat lunch with the גן (*Gan*) staff in the חדר אוכל (*chadar ochel/dining hall*); parents can join them if their work-schedule permits. Parents will be expected to pick up their children at the Gazebo outside the חדר אוכל (*chadar ochel/dining hall*) at 6:30 PM, before the start of צד א' (*Tzad Aleph/A-Side*) dinner.

Please note that our חדר אוכל (*chadar ochel/dining hall*) staff work very hard serving six meals a day; **therefore we cannot arrange for individual early or late meals for any pre-camper-aged kids.** Staff parents and their pre-camper-aged kids must eat their meals in the חדר אוכל (*chadar ochel/dining hall*) along with the rest of our campers and staff, at regular meal-times.

CAMPER-AGE STAFF CHILDREN

If you have children who are campers living in a bunk, it is essential that you allow them to be campers. You should encourage them to speak to their counselors first when issues arise and to resolve their concerns the same way that campers who do not have parents at camp do.

Please do not seek out your child during the course of a regular day at camp. Certainly when you see him/her, you should greet them,

while at the same time paying attention to the other campers who are with them. It's as important to be aware of how you treat the other campers as it is your own child so that your interaction does not make the others homesick or 'mommy/daddy sick' by seeing you with your child. Please check with the bunk staff before buying anything for your child to avoid jealousy or inequality in the bunk.

שבת (*Shabbat*) is a good time to spend with your child when they have free time. They are allowed in your room on שבת (*Shabbat*) but meeting them somewhere outside is still preferable. Often parents will sponsor an ענג שבת (*oneg Shabbat*) or קידוש (*kiddush*) for their child's bunk. Please check with the counselors before doing this.

STAFF CHILDREN & STAFF WEEK

It's always our preference that adult staff-members come on their own for Staff Week, and make other arrangement for their kids for that week, until the first day of camp. This allows our adult staff-members to focus on getting oriented to camp, and on all the work that needs to be done in their department to get ready for camp. It also allows the campers to have the best possible start to camp, with all the other campers on the first official day of camp.

However, we understand that for many families, arranging other coverage for their kids, during Staff Week, is not an option. Therefore, we do permit staff members to bring their kids (camper-aged kids and/or pre-campers) with them to camp during Staff Week. Although the camp program (including our גן (*Gan*) program) will not be fully up-and-running until the first official day of camp, we can help arrange coverage for those kids in camp during Staff Week. (Sometimes, for example, older campers can assist with the younger kids, and as Staff Week progresses, more of our גן (*Gan*) staff will be in camp and available to help with coverage.)

Adult staff MUST inform the camp office (contact our Registrar) if any of their kids (campers and/or pre-campers) will be coming with them for Staff Week.

JOB PLACEMENT/*EDAH* (DIVISION) ASSIGNMENTS AT CAMP

Counselors and specialists will find out their צריף (*tzrif*/bunk) and עדה (*edah*/division) assignments in early June. Adult staff housing assignments will also be finalized in early June.

All staff members are expected to carry out all assignments and duties outlined for them by their supervisors. While each staff member has been assigned a specific job, **the camp reserves the right to re-assign any staff member to a different position or עדה (*edah*/division), or to modify job definitions if it is deemed to be in the best interests of the camp, at any time.**

IV. CAMP PROCEDURES & POLICIES

STAFF WEEK

Before the campers arrive, all full-summer and first-session staff members are required to attend Staff Week. Staff Week includes an orientation to Camp Ramah and its standards, procedures, philosophy, and mission; training in your *עדה* (*edah/division*) or *ענף* (*anaf/departement*) for specific responsibilities, and developing the skills necessary to perform assignments effectively. Camp policies and regulations are also reviewed at this time. Along with trainings, final preparations are made for the opening of the camp season.

Staff members who need to miss any part of staff week must receive prior approval by the Director or the Assistant Director. You must contact the Ramah office before May 1st to make these arrangements.

Second-session staff members are welcome to join us for Staff week, but are not required to do so. If any second-session staff members are able to attend Staff week, please contact the Assistant Director before May 1st. Second-session staff will receive a shortened orientation when they arrive for intersession.

מדריכים מקצועיים -- SPECIALISTS

Most college-aged specialty staff-members are placed in bunks, as our *מדריכים מקצועיים* (*madrachim miktzoyim*). Most bunks are staffed by 2-3 *מדריכים חברתיים* (*madrachim hevratyim/* counselors) and 1-2 *מדריכים מקצועיים* (*madrachim miktzoyim/* in-bunk specialists). ALL BUNK STAFF are expected to be PARTNERS in running their bunk -- in everything from planning fun *פעילות צריף* (*peulot tzrif/bunk activities*) to handling disciplinary situations.

It is expected that everyone in camp, including the specialists, will live by the camp rules and contribute to the community. This includes: participating in תפילות (*t'fillot/prayers*), following instructions at the waterfront, clearing their own tables in the הדר אוכל (*Hadar Ochel/Dining Hall*) and remaining in the הדר אוכל (*Hadar Ochel*) until ברכת המזון (*Birkat HaMazon/Grace After Meals*) is over.

At minimum, in-bunk specialists are expected to help get their campers up in the morning, attend and contribute to morning תפילות (*t'fillot/prayers*) to sit with their bunk for all meals (unless their job responsibilities specifically prevent them from being at a certain meal), and to be part of bed-time and הרגעה (*harga'ah/night-time quieting-down activity for the campers*) in the evenings. In-bunk specialists also participate in the evening שמירה (*shmira/night-time supervision*) duties.

We encourage all of our specialists to find additional opportunities, above and beyond those above-listed minimum requirements, to spend time with the campers in their bunk and to create special programming for their kids (working with the counselors assigned to that bunk). Our best מדריכים מקצועיים (*madrichim miktzoyim*) -- and the ones who have the best over-all experience at camp -- are the ones who really invest themselves in their bunk.

OPPORTUNITIES FOR LEARNING AND FUN

Ramah is not an ordinary camp, but an exciting center for Jewish learning at every level. At Ramah, everyone studies, from the youngest campers to the Camp Director! Just as campers at Ramah devote time to Judaic study, all staff members take part in staff classes which will begin during staff week.

Staff week is an important part of preparing staff for the summer, but training does not end when the campers arrive. Camp Ramah

in New England provides an on-going training program for all levels of staff throughout the summer, as well as on-going opportunities for Judaic study. **We encourage staff-members to speak up and to talk with their supervisor if they would like to find additional educational opportunities while at camp!**

We want each staff-member's summer at Ramah to be enjoyable, so there will be many special programs and activities to participate in! Staff-members are encouraged to be involved in the planning and in the participation of these programs. Films, lectures, חוגים (*chugim*/elective activities), sporting events, concerts, parties and other fun, special פעילות צוות (*peulot tzevet*/staff programs) are being planned.

Camp Ramah in New England observes שבת (*Shabbat*) and כשרות (*kashrut*) within the framework of Conservative Judaism. We are respectful of the pluralistic nature of the Conservative Movement.

All תפילות (*t'fillot*/prayer-services) are egalitarian.

INCLUSION AT CAMP

Camp Ramah in New England is committed to the value of inclusion, founded in the Jewish ideal that teaches that we were all created *B'tzelem Elohim*, in God's image. At Ramah, we work hard to ensure that each member of our community is respected, supported, valued, and empowered to participate in all aspects of camp life. All campers and staff-members at Ramah learn the importance of inclusion, and are asked to uphold these values by respecting and valuing all members of our community, regardless of ability or disability.

We are supportive of our campers and staff-members, no matter their sexual orientation or preference. Our intention is to make sure that everybody feels comfortable within the camp community, including those who identify as LGBTQ. Camp can sometimes assume hetero-normative behavior which may make some campers

and staff uncomfortable. To minimize this as much as possible, we emphasize sensitivity to the diversity of our community in everything that we do.

As a Ramah staff-member, it is your responsibility to uphold these values and work to ensure that all campers and staff are supported and included. As a **מומכה** (*mumcheh*/specialist), you may be working side by side with a participant in the Voc-Ed (Vocational Education) program, or another **צוות** (*tzevet*/staff) member with a disability. As a **מדריך** (*Madrich*/counselor), you might have an inclusion camper in your **צריף** (*tzrif*/bunk), participate in **פעולות** (*peulot*/activities) with *Amitzim*, or be asked to support unique camper needs in other ways. These are basic expectations for all Ramah staff-members, and there are people around camp to support you in this work, including Bonnie Schwartz, *Tikvah* Director; Yvonne White, Staff Support Specialist; and our Inclusion Coordinators.

At Ramah, we work together to create an inclusive, accessible community for all.

SHMIRA

Night-time supervision is a critical aspect of staff responsibility. Each bunk staff-member will have **שמירה** (*shmira*/night-time supervision) duties a number of nights throughout the summer. Non-bunk staff may also be called upon to occasionally assist with **שמירה** (*shmira*). **שמירה** (*shmira*) responsibilities must be taken very seriously, as they are necessary for the preservation of a safe and comfortable environment for the entire Ramah community. Every counselor and in-bunk specialist will be assigned to cover their bunk once every 3-4 nights.

When on **שמירה** (*shmira*), a staff member is required to remain in their bunk for the entire evening. Short of an emergency situation, a staff member on **שמירה** (*shmira*) may not leave their bunk for

any reason. When on שמירה (*shmira*), we want staff members to keep an eye out to make sure that all campers are safe, and that at the appropriate time for their עדה (*edah/division*) the campers turn off their flashlights, music, etc. and go to sleep. Staff-members need to be careful to prevent any incidents of bullying or teasing, as well as any camper use of any prohibited electronic and/or internet devices.

Staff-members on שמירה (*shmira*) are permitted to go to sleep once all their campers are asleep.

NIGHT-TIME PROCEDURES

Night-time procedures for bunk staff (counselors & in-bunk specialists):

I. All bunk staff (counselors AND in-bunk specialists) must be personally CHECKED OUT of their bunks by their ראש עדה (*Rosh Edah/Division Head*) or that night's ראש שמירה (*Rosh Shmirah/Shmirah supervisor*).

Procedure: After הרגיעה (*harga'ah/the night-time “quieting down” activity*), staff remain in the bunk while their kids quiet down. When the bunk is settled, staff go out to the porch, and wait there to be checked out. Staff MAY NOT leave the bunk until they are checked out.

II. Staff leaving camp must follow the regular procedure at the guard house (swiping their electronic I.D card with our guard when leaving camp, and doing the same upon returning).

III. At the end of the evening, before going to sleep, all bunk staff (counselors AND in-bunk specialists) must SIGN-IN with the ראש שמירה (*Rosh Shmirah*). They will sign their name on that night's form. After signing in, staff must return immediately to their bunks.

CURFEW

Curfews for staff-members are established to ensure proper supervision of all campers and to ensure that staff members are aware, alert and properly responsive to camper needs. This is an issue of both health and safety for the staff-member and for the campers entrusted to Camp Ramah.

The curfew for all staff (whether you live in a camper bunk or in staff housing) is 1 AM (although this may vary over the course of the summer).

LEAVING CAMP PREMISES

Staff-members must receive permission from their supervisor in order to leave camp at any time.

For all staff-members: leaving camp during the day is never permitted without the express permission of your supervisor.

For staff-members living in bunks: leaving camp during the evening is only permitted after having been checked out by your ראש עדה (*Rosh Edah/Division Head*) or that night's ראש שמירה (*Rosh Shmirah/Shmirah supervisor*).

For safety reasons, staff-members will have to check out when leaving camp and upon returning. All staff-members must abide by the camp's curfew policies. To ensure the security and well-being of the camp, all staff must swipe their electronic I.D. card with the camp's security guard when leaving camp, and do the same when returning to camp.

Please always have your electronic I.D. card on you when attempting to leave camp. You will not be permitted to leave camp without swiping your card. If you forgot yours in your bunk or room, the guard will send you back to retrieve it before allowing you to leave camp.

Any attempt by a staff-member to bypass our Guard House and leave or enter camp without swiping your electronic I.D. card is grounds for dismissal.

THE BOUNDARIES OF CAMP

“Leaving Camp” (as mentioned in the previous section, “Leaving Camp Premises”) means going beyond the basic boundaries of the camp grounds: צד א (Tzad Aleph/A-Side), צד ב (Tzad Bet/B-Side), and *Machaneh Gimel*. Campers and staff-members may not ever go beyond the *Eruv* that surrounds camp (a boundary that allows Jews to carry needed things in public on שבת (*Shabbat*), marked around much of camp with wooden poles connected with string), the train tracks, or *K’far Nivonim* without the express permission of their ראש עדה (*Rosh Edah/Division Head*). Staff are not permitted to go to the “train bridge” in the woods behind camp without the permission and/or accompaniment of their ראש עדה (*Rosh Edah*) or another senior staff-member of camp.

In order to insure the observance of שבת (*Shabbat*), on שבת (*Shabbat*) campers and staff and never permitted to go beyond the *Eruv*.

LATE NIGHT BUNK ACTIVITIES

Bunk staff are encouraged, working in concert with their supervisors, to plan periodic special events for their campers at night. Movie-nights, late-night sports, etc., are all fun, exciting activities that the kids will remember for a long time.

Raids and pranks of any kind are not permitted. It is essential that campers realize that when they are put to sleep, they are to stay in their bunks. **Raids, pranks, or hazing rituals of any kind, at any time of the day or night, are strictly prohibited.**

TELLING STORIES

Camp Ramah has a strong history, and kids always love to hear about camp traditions and history from their counselors. But bunk staff must be very careful when telling stories of their camper days to their kids.

Bunk staff MUST NOT tell stories to their campers about misbehavior they might have been involved in as a camper, or in any other way give kids the idea that it is “cool” to break camp rules, to sneak out of their bunk at night, or to be disrespectful to their ראש עדה (Rosh Edah/Division Head) or to the camp administration.

Similarly, bunk staff must never discuss their own sexuality or sexual experiences with campers (please see the next page for further discussion of this topic), neither may bunk staff tell their campers stories with any sexual content. “Ask me anything” הרגעות (*harga’ot*/night-time stories) are strictly forbidden at camp.

With everything they do and say, bunk staff must be certain they are modeling the best behavior for their campers. This is one of the most important aspects of being on staff: that we all work together to help our campers to behave properly, and to take advantage of all the wonderful experiences that camp has to offer, while staying within the boundaries of our rules and guidelines.

SEXUALITY AT CAMP

Camp Ramah is an inclusive community and we are supportive of our staff members, no matter their sexual orientation or preference. Our intention is to make sure that everybody feels comfortable within the camp community including those who identify as LGBTQ.

While creating an open and welcoming community, we need

to create clear distinctions between campers and staff. **Staff-members may not discuss their personal lives with campers including sexual experiences, orientation and/or preferences.** If there is an issue that you feel must be addressed with campers, a staff-member must first raise the issue with their *רֹשֵׁת עֵדָה* (*Rosh Edah*/Division Head), or their *יועצת* (*yoetzet*), or the Director of Camper Care to discuss what they feel is important to share and how to best facilitate the conversation. Senior staff-members are always available to listen, to help think through issues, and to develop a course of action that is appropriate for the camp setting.

SEXUAL BEHAVIOR

Due to the nature of the camp living environment and the trust it fosters between staff and campers, staff at CRNE are in a unique position to act as role models and advisors as campers begin to think about and make important decisions about sex and sexuality. Staff must always remember that the things they say and the actions they take on issues around sex and sexuality will be taken extremely seriously by campers, even when such words and actions are meant in jest. Staff should help campers think about sex and sexuality in ways consistent with Jewish values, and help campers to approach all such issues in a socially and emotionally responsible manner. Staff-members must be good role models both in behavior and in speech in this vital area of the campers' development.

The following vitally important policies should serve as basic guidelines for staff:

- Ramah insists upon a clear and absolute division between campers and staff, even if they are the same age. Camper-staff romantic relationships are not allowed at camp. "Staff" includes any member of the community who is not a camper.
- Unmarried couples may not live together, sleep together or be in each other's beds anywhere in camp.
- Any sexual activity in camper bunks, residences or anywhere

campers might be found is strictly forbidden.

- Males are not permitted in female bunks or living areas. Females are not permitted in male bunks or living areas.
- Sexually explicit conversation is not appropriate in or around camper residences or anywhere campers might be found.
- Pornography or any sexually explicit literature is prohibited.

TRANSPORTATION IN AND OUT OF CAMP

On occasion, staff-members need to leave camp to attend college orientations, medical appointments, etc. Unfortunately, camp does not always have the drivers, vehicles or time to take staff to and from bus and train stations or the airport. Staff-members are, therefore, strongly encouraged to arrange rides with a friend or relative. Camp will try to accommodate staff when possible. The driving needs of camp receive priority scheduling, and we reserve the right to cancel any scheduled ride for a staff member if camp business needs arise. The following guidelines have been set to meet these needs when resources are available:

- 1. The staff-member must request approval for their absence from Josh Edelglass, Assistant Director, by May 1st.**
2. In the event something comes up over the summer, the staff-member must request a ride from the **מישרד (Misrad/Main Office)** staff at least 48 hours in advance and must confirm a ride 24 hours before it is scheduled or the ride will be cancelled.
3. Travel plans should be scheduled so that the camp driver leaves camp no earlier than 8:30 a.m. and is back at camp by 6:00 p.m. (Please allow at least one and one-half hours before bus/train/plane departs).

MONEY AND VALUABLES AT CAMP

We do not recommend that staff-members keep large amounts of money in their bunk or room at camp. Money can be stored in the

safe in our משרד (*misrad/main office*) upon request. Items such as passports, traveler's checks and cash should also be stored in the safe at the משרד (*misrad/main office*). **The camp is not responsible for any loss.**

STAFF LOUNGE

We have a Staff Lounge that is available for staff-members to use to hang out and relax. In the Staff Lounge, staff will find games, a ping-pong table, a TV (with Direct TV service available), as well as computers with internet access.

INTERNET ACCESS

There is wireless access at camp in the library complex, the staff lounge, and many other staff housing areas. While we do not guarantee wireless internet access for all staff in their bunk/housing, we do our best to provide as much wireless access around camp as possible.

To access the camp's wireless, you will need a password, which you can get from the tech staff, to access the internet. Campers are NEVER allowed to access the internet unless supervised by a staff member for a camp program approved by one's supervisor.

MAIL

If you need to mail something while at camp, you can leave it in the משרד (*misrad/main office*). Camp will provide postage for camp business mailings. Staff-members must provide their own postage for all personal mail.

VEHICLES & BICYCLES

Insurance and safety policies prevent the use of personal vehicles on camp grounds at any times without permission from the Director or Director of Finance & Operations. At no time are

campers allowed in staff cars. All personal vehicles must be registered with the camp office and can only be parked in designated areas.

Cars may not be driven through camp. No cars are allowed to be driven into camp past the משרד (misrad/main office) without the direct permission of Director, Assistant Director, Director of Operations & Finance, or the Director of Camper Care.

Camp Ramah's auto insurance does not cover staff-members' vehicles for any occurrences.

The speed limit in camp for all vehicles is 5 mph. Camp vehicles (vans, cars, maintenance vehicles) are for in-camp use only by those staff trained and designated to operate them. Staff and campers must wear seat belts in passenger vehicles when they are provided.

Counselors are not permitted to have bicycles at camp. Specialty staff-members may only have a bicycle with special permission from a senior staff-member. It is the staff-member's responsibility to carefully observe all the rules of bicycle safety. Staff-members must always ride at a slow, safe speed -- it is very easy for someone to get hurt by a speeding bike. Campers are never allowed to ride a staff member's bicycle. **Staff-members MUST wear a helmet at all times when riding a bike at camp.**

Staff-members who do not adhere to the guidelines outlined above will lose their privilege to have a vehicle or ride a bicycle at camp.

PETS

No staff member may have a pet at camp without the express permission of the Director.

AIR CONDITIONERS

For staff not living in a camper bunk: There are some staff housing rooms that can support an air conditioner. Please indicate on your on-line Non-Bunk Staff Housing Request Form your desire for an air conditioner, and we will do our best, without guarantee, to accommodate your request. There will be a fee for the use of either a camp-owned or your own air conditioner. Our maintenance staff must install it to ensure your safety.

IT IS CRITICAL THAT IF YOU HAVE AN A/C IN YOUR ROOM THAT YOU TURN IT OFF WHEN YOU LEAVE THE ROOM. Please do not leave the unit running if no one is in the room. This is an enormous waste of electricity at a significant cost to camp. No room is so large that it cannot be cooled in a reasonable time after you return on a hot day.

REFRIGERATORS

For staff not living in a camper bunk: There are a limited number of refrigerators available to rent for the session you are at camp. Please indicate on your on-line Non-Bunk Staff Housing Request Form your desire for a refrigerator, and we will do our best, without guarantee, to accommodate your request.

CLEANING SUPPLIES

Liquid soap, a sponge, a mop, a broom and dustpan, a plunger and spray cleaner will be in your room/bunk when you arrive. If you need to replenish any of these you can get them at the מרכז (*mercaz*/our main supply center). You can stop by any time during the day to pick up what you need.

INAPPROPRIATE LANGUAGE

Swearing or cursing, whether in anger, on the ball field or in casual conversation, does not have a place in a Jewish educational setting.

We live in a world filled with increased cursing and verbal abuse. We want to create a positive and healthy atmosphere in our Ramah community. Using inappropriate language sets a bad example for campers, who are constantly looking to staff as role model. Therefore, please refrain from the use of inappropriate language in camp. Also, be mindful of threats, jokes, and the way you speak to both campers and fellow staff members.

לשון הרע (*lashon harah*) -- Gossip, slander, and talking about people behind their backs is an equally offensive, inappropriate and un-Jewish use of language. It creates a negative atmosphere and a lack of trust among co-workers. In a camp community, it is sometimes difficult to avoid לשון הרע. Staff-members must make every effort to do so, and to object when hearing it from others. This will go a long way toward a healthy and positive environment, for both campers and staff.

YOUR APPEARANCE

Although camp is an informal environment, we expect our staff-members to look and dress professionally appropriate at all times. **The Director reserves the right to determine what is or is not appropriate.** Here are some guidelines that will be helpful to you:

Clothing worn at camp must not be revealing or suggestive. Staff members may not wear any clothing that contains images or references to drugs, alcohol, smoking, or anything else deemed inappropriate by the camp director.

Staff members are expected to come to camp with (and maintain, throughout the summer) a normal, appropriate haircut. (As an example, deciding to shave one's head immediately before camp, or at any point during camp, is not acceptable.) Please speak with the Director if you have any questions about what is considered to be an appropriate haircut.

Earrings are permitted, and staff-members may have a nose stud.

No other body-piercings of any kind are permitted at camp.

Tattoos are not permissible by Jewish law. If you have a tattoo, it needs to be covered at all times.

Please see “What to Pack: Clothing & Equipment” in **Section XIII: Packing Information** for more information on this topic.

GRAFFITI & VANDALISM

All campers and staff are responsible for maintaining the physical condition of camp. Any vandalism or destruction of camp property by members of the camp community is grounds for dismissal and will result in damages assessed and charged to the staff-member. Any damage to the property, including graffiti, will be paid for by the staff-member involved. (FYI – repainting bunks and/or bathrooms costs between \$200-\$800). Fire extinguishers may never be discharged except in case of fire.

VISITING POLICY AND VISITING DAY

Bunk staff-members (counselors and in-bunk specialists) are welcome to have visitors only on their days off. Other than that, staff are considered to be working and will not have the time to visit. Please inform your friends of this.

We will not be able to accommodate requests for visits except under compelling circumstances, and then only if (a) you inform the משרד (*misrad*/main office) 48 hours in advance, and (b) the Director approves of the visit.

If you have your own sleeping room, you may not make independent arrangements for guests to stay overnight; you may only have an overnight visitor if (a) you inform the משרד (*misrad*/main office) 48 hours in advance, and (b) the Director approves of the visit.

Staff-members may not make independent arrangements for guests to stay overnight in their rooms.

Adult staff-members are welcome to have their spouses come visit them over Shabbat. You must inform the staff in the **משרד** (*misrad/main office*) if your spouse is coming for a visit, so we can give his/her name to the guard at the entrance to camp.

The last day of the first session is the official Visiting Day for campers (as well as being the end of the first session). It is a day of hard work for staff and they may not have visitors until after noon on that day.

CLEANLINESS & CLEAN-UP

Every member of the Ramah community is responsible for the cleanliness and maintenance of themselves and the camp. Bunk counselors are responsible for the cleanliness of their bunks.

Inspections of camper bunks will be made daily by the **עדות ראשי** (*Rashei Edot/Division Heads*). Staff-members living in facilities other than camper bunks are responsible for maintaining the camp's standards of cleanliness in their room, bathrooms, common hall areas and surrounding the building. Approximately once a week, staff and campers participate in **נקיון הכיכר** (*Nikayon Hakikar*), a cleaning of all of our fields and outdoor locations, in preparation for **שבת** (*Shabbat*).

Campers and staff are encouraged to be conscious of their personal impact on the environment – for example, to be conscious of litter and to pick up any trash that you might see. It is up to the entire camp community to keep Camp Ramah clean and beautiful.

CELL-PHONES

Our goal at camp is to create, as much as possible, a community of staff and campers that is free from the stresses and distractions of the world outside of camp. To advance this goal, we work hard

to limit the technological devices, such as cell-phones, that are so much a part of all of our lives during the year. These devices can be convenient – and indeed very useful in many cases – but at camp we try to create a different type of atmosphere, in which campers and staff can engage in one another and invest in the camp program, without being distracted by the “outside world.”

For reasonable health and safety precautions, we have instituted the following guidelines:

1. Staff-members may use cell-phones during the day for official camp business only.
2. Bunk staff may use their cell-phone to make personal calls or text ONLY when they are off-duty and away from campers.
3. Bunk staff can never use their cell-phones in the צָרִיף (*tzrif*/bunk), even at night, except in case of emergency.
4. Cell-phones may not be used or carried under any circumstances on שַׁבָּת (*Shabbat*).

ENFORCING THE CELL-PHONE AND INTERNET USE POLICY FOR CAMPERS

Campers are not permitted to have or use cell-phones at camp. Similarly, campers are not permitted to have or use any device that can access the internet at camp (even if the internet feature is turned off). Ipod Shuffles are allowed but Ipod Touches, which can access the internet, are not allowed (even if the internet feature is turned off). Kindle e-readers that can only be used for reading books are allowed at camp. However, Kindle Fires or other types of Kindles that can access the internet and navigate the web are not allowed at camp, even if their internet function is turned off.

There are two main reasons for these policies:

o When a camper has a cell-phone and calls home with issues, it does not allow for the child to develop the proper relationship with his/her counselors. Additionally, many of these issues are momentary, and if the camper does not have the cell phone he/she will work them out and move on. Using a cell-phone only exacerbates any issues a camper might be having.

o Our children are immersed in a never-ending fast-paced technological world. Being at camp is a gift that allows them to experience life at a different pace and in different ways. Devices that can access the internet and play games or watch movies are a distraction from the camp experience.

We need our staff-members to help us enforce these policies!

Bunk staff are required to be on the look-out for campers with cell-phones and/or devices that can access the internet. If a camper has a cell-phone or a device that can access the internet, they will be confiscated and returned to that camper at the end of the summer.

Our bunk staff-members are on the “front lines” of helping us to create the type of atmosphere that we want to create at camp. We expect vigilance in these areas from our staff.

CAMPER DISCIPLINE POLICY

ALL STAFF-MEMBERS MUST BE FAMILIAR WITH THIS POLICY! Camp Ramah’s camper discipline policy is designed to help children develop self-control and assume responsibility for their actions. Clear and consistent, age appropriate rules and limits are established at camp. As in any group activity, inappropriate behavior by one or two children can spoil the experience for the entire group. Staff will deal with normal day-to-day behavior issues using acceptable techniques and approaches, including:

- redirecting campers
- rewarding acceptable behavior

- encouraging campers to talk about their feelings
- role modeling on how to speak and interact with campers in a positive manner
- implementing time-outs when appropriate

Any disciplinary measure used will relate to the child's specific actions and will be handled in a timely fashion. No physical punishment, humiliation, scare tactics, or controlling measures shall be allowed. Methods associated with food deprivation, or extended isolation are not permitted. When a child's behavior:

- seriously disrupts group interaction
- is likely to result in harm to themselves or others
- is likely to result in property damage
- involves any physical interaction with campers and/or staff
- is chronic and/or extreme
- involves bullying, teasing or emotional taunting of others

it may be necessary to separate the child until he/she is able to regain control and rejoin the group.

If a child's behavior is chronically disruptive, even after reasonable measures have been made to assist the child in adjusting to the camp setting, parents will be contacted by camp staff to determine if the child is able to continue at camp. Staff will always work toward developing a cooperative plan of action to maximize a camper's chances of success at summer camp. Camp Ramah believes that an individual program cannot always meet everyone's needs.

If disruptive behavior continues, it may be determined that the camper and the program are not necessarily well-suited. At this time the camper may be sent home. The following is the guideline for disciplinary action:

First phone call to parent/guardian:

- official warning of child's behavior
- plan of action for camper (warning of possible dismissal if camper continues to exhibit disruptive behavior)

Second phone call to parent/guardian:

- final warning and/or dismissal from camp program

Third phone call to parent/guardian (if applicable):

- dismissal from camp program

Camp Ramah and staff reserve the right to immediately dismiss a camper from the Summer Camp Program. Chronic and/or extreme behavior may warrant dismissal, and is at the discretion of the Camp Director. The following actions may result in the immediate expulsion from camp:

- Campers are not permitted to leave the camp grounds without the permission of the Camp Director
- Visitors are not permitted to take campers off camp grounds at any time
- Campers are not permitted to smoke
- Campers are not permitted to possess weapons or firearms
- Abuse of fire extinguishers
- Camp Ramah in New England has zero tolerance for the use by any camper of alcohol, illegal drugs, or other controlled substances.
- Camp Ramah in New England also has zero tolerance for physical or verbal abuse between campers.

It is not possible to list all forms of behavior that are considered unacceptable. As such, the Camp Director will be in touch with the parent/guardian directly if there are discipline issues. Camp tuition is non-refundable.

FURTHER REQUIREMENTS FOR DISCIPLINE

AS PER MA LAW: 105 cmr 430.121

(A) Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

(B) Prohibitions. (1) Corporal punishment, including spanking, is prohibited; (2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse; (3) No camper shall be denied food or shelter as a form of punishment; (4) No child shall be punished for soiling, wetting or not using the toilet.

(C) The operator shall describe in writing, the camp's procedures for disciplining campers. The written plan shall also include the prohibitions of 105 CMR 430.191(B)(1) through (4).

V. HEBREW AND JUDAIC POLICIES

HEBREW

At Camp Ramah, we take seriously our commitment to Hebrew language, and expect all staff, regardless of position, to actively further the mission of making camp a place where Hebrew is commonplace. We achieve our goals in Hebrew not only through our formal Hebrew curriculum, as implemented in our **עברית/תרבות ישראל** (*Ivrit/Tarbut Yisrael/Hebrew/Israeli culture*) פרק (*perek/period*) each day, but also through singing in Hebrew, dancing to Hebrew and Israeli music, and taking extra care that certain words and phrases only be said in Hebrew. We make announcements in the **חדר אוכל** (*Hadar Ochel/Dining Hall*) and during **תפילות** (*t'fillot/prayer services*) exclusively in Hebrew. Below is a sampling of common words which should only ever be said in Hebrew at camp. Please consult your supervisor regarding additional Hebrew words and phrases that you can use with campers in your work throughout the day.

Hebrew Word	Transliteration	Translation
צריף	<i>Tzrif</i>	Bunk
חדר אוכל	<i>Chadar Ochel</i>	Dining Hall
אגם	<i>Agam</i>	Lake
חניך/חניכה	<i>Chanich/a</i>	Camper (m/f)
מדריך/מדריכה	<i>Madrich/a</i>	Counselor (m/f)
ענף	<i>Anaf</i>	Department
משרד	<i>Misrad</i>	Office
אומנות	<i>Omanut</i>	Arts and Crafts
נגרות	<i>Nagarut</i>	Woodworking
שירה	<i>Shira</i>	Singing
ריקוד	<i>Rikud</i>	Dancing
מרפסת	<i>Mirpeset</i>	Porch
ספסל	<i>Safsal</i>	Bench

שולחן	<i>Shulchan</i>	Table
שירותים	<i>Sherutim</i>	Bathrooms
פעולה	<i>Peulah</i>	Activity
קבוצה	<i>K'vutza</i>	Group
נקודות	<i>Nikudot</i>	Points
דקות	<i>Dakot</i>	Minutes
כדור	<i>Kadoor</i>	Ball

Additionally, we encourage all staff-members to make a commitment to use Hebrew when saying any number 1-20.

Remember, you don't have to be a fluent Hebrew speaker to be a טובה דוגמה (*dugmah tovah/good example*) to others in your attempts to incorporate Hebrew into your daily life at camp.

RELIGIOUS POLICY

Camp Ramah in New England observes שבת (*Shabbat*) and כשרות (*kashrut*) within the framework of Conservative Judaism. We are respectful of the pluralistic nature of the Conservative Movement.

All תפילות (*t'fillot/prayer-services*) are egalitarian.

תפילות (*T'FILLOT*)

All staff are required to attend morning תפילות (*t'fillot/prayer services*), including שבת (*Shabbat*) morning and קבלת שבת (*Kabbalat Shabbat*). Staff-members are also welcome to attend מנחה (*Minchah/the afternoon service*) and מעריב (*Ma'ariv/the evening service*), which are usually held after צד ב' (*Tzad Bet/ B-Side*) lunch and dinner each day. Communal prayer is an integral part of camp and services are highly participatory. We encourage you to learn new liturgical skills while you are at camp and to take on leadership roles in תפילות (*t'fillot*) as much as possible.

At Camp Ramah in New England, males and females are treated equally in all Jewish ritual matters. Women are counted for a מנין (Minyan) and are eligible to read תורה (Torah), הפטרה (Haftarah) and איכה (Eichah), and to lead all religious services and rituals.

Males are obligated to wear a כיפה (Kippah) during meals, study and prayer. Out of respect, when wearing תפילין (tefillin), one must wear a כיפה (Kippah). Females may elect to cover their heads, but are not obligated to do so. Males over the age of בר מצוה (Bar Mitzvah) must wear a טלית (tallit) and תפילין (tefillin) on weekday and Sunday mornings and a טלית (tallit) on שבת (Shabbat) morning. Females over the age of בת מצוה (Bat Mitzvah) may elect to do so. Female staff are encouraged to bring טלית (tallit) and תפילין (tefillin).

(Note: Male staff MUST bring טלית (tallit) and תפילין (tefillin) to camp. If it is your custom not to wear a tallit until you are married, you must wear a tallit katan during tefillot. If you do not own tallit or tefillin, you must borrow from your local synagogue or contact us for assistance BEFORE arriving at camp.)

כשרות (KASHRUT)

Keeping kosher is an exercise in קדושה (kedushah/living a holy life) that enables us to raise the every-day act of eating to a level of holiness, and that reinforces the relationship between human beings and the natural world. Keeping kosher is an important part of the Ramah experience.

The Camp Ramah staff has the responsibility of creating an environment where the laws of כשרות (kashrut) are observed both inside and outside of the אוכל חדר (Hadar Ochel/Dining Hall).

Camp Ramah has developed the following guidelines to ensure that כשרות (kashrut) is maintained:

- To protect the **כשרות** (*kashrut*) of the camp kitchen, no outside food may be brought into the **חדר אוכל** (*Hadar Ochel/Dining Hall*).
- Anything served at a camp activity must be kosher to the same standard as the camp kitchen. All foods brought into camp must have an authorized **הכשר** (*hechsher*) and be approved by one's supervisor. (All food brought into camp must also be allergy-safe, and made in a facility free from nuts or peanuts.)
- On camp outings when food is bought, it must be kosher to the same standard as the camp kitchen.
- No food prepared in a restaurant (i.e., pizza, doughnuts) may be brought in to the camp.

We do understand that, during the year, each staff-member observes **כשרות** (*kashrut*) to different degrees. As part of the Ramah experience, staff-members are required to observe the same rules of **כשרות** (*kashrut*) listed above. When on time-off outside of camp, staff-members are permitted to eat hot dairy at a non-kosher restaurant, but they may not eat **טריף** (*treyf/non-Kosher meat*).

If you have any questions regarding **כשרות** (*kashrut*) please direct them to the camp's **משגיח** (*mashgiach/Kashrut supervisor*) or the Director.

FOOD AT CAMP

Campers eat meals communally in the **חדר אוכל** (*Hadar Ochel/Dining Hall*). We attempt to limit between-meal snacks so that snacks do not replace meals.

No food is permitted to be kept in bunks, by campers OR

staff-members.

Staff-members may not accept money from campers to buy food for them, and staff-members may under no circumstances bring food into camp for individual campers.

It is important to watch what kids are eating (and not eating).

אוכל חדר (*Hadar Ochel*) food tends to be healthier than the snacks kids eat.

אוכל חדר (HADAR OCHEL)

Camp Ramah strives to make the dining experience at camp as pleasant as possible. The camp relies on staff to help in achieving this goal. A few reminders:

- Arrive on time for meals. Counselors are required to check to make sure that all of their campers are at the אוכל חדר (*Hadar Ochel*).
- Meals begin when the appropriate ברכה (*brachah*/blessing) is recited. Eating and serving of food does not begin before then.
- Campers and staff should leave their tables only when they are getting food from the salad bar, vegetarian/allergy area, or another side-table, and should otherwise stay at their table and not wander around the אוכל חדר (*Hadar Ochel*).
- Counselors at tables are responsible for maintaining order at their table, when announcements are being made or a hand is raised.
- All staff-members are expected to remain at meals for their entirety, to participate in the המזון ברכת (*Birkat haMazon*/ Grace after Meals), or אחרונה ברכה (*Bracha Achrona*) and to listen attentively to announcements.
- To protect the כשרות (*kashrut*) of the camp kitchen, no food may be brought into the אוכל חדר (*Hadar Ochel*).

Please note that our **חדר אוכל** (*chadar ochel/dining hall*) staff work very hard serving six meals a day; **therefore we cannot arrange for individual early or late meals for any pre-camper-aged kids.** Staff parents and their pre-camper-aged kids must eat their meals in the **חדר אוכל** (*chadar ochel/dining hall*) along with the rest of our campers and staff, at regular meal-times.

שבת (*SHABBAT*)

With sundown on Friday afternoon, the hectic pace of the week is transformed into a serene, spiritual and joyous time for the camp. Staff, as well as campers, observe a traditional **שבת** (*Shabbat*). All members of the community observe positive commandments, and refrain from writing, using radios, hair dryers, musical instruments, etc. **שבת** (*Shabbat*) is a day of rest for all of us, as well as a day of special programming.

The following activities are encouraged on **שבת** (*Shabbat*):

- Singing, learning, walking, hiking, reading, dancing, swimming, sports, talking with old friends, talking with new friends, relaxing, eating, storytelling, star-gazing.

The following activities are prohibited on **שבת** (*Shabbat*):

- Using a cell-phone (for a phone call or internet use or any other purpose), using a computer, listening to Ipods, radios or CDs, smoking, writing, using money, drawing, painting, building, playing musical instruments, fixing things, breaking things, cutting hair, shaving, washing or drying clothes, planting, cutting.

Please see the section on **שבת** (*Shabbat*) wardrobe on page 47.

VI. HEALTH CARE AT CAMP

HEALTH EXAMS AND MEDICAL FORMS

MEDICAL FORMS MUST BE RETURNED TO THE CAMP OFFICE BY MAY 1st. **If you need extra time because of your insurance, you must contact Joshua Edelglass, Assistant Director, to request an extension before May 1st.** (Please do not assume that if you got an extension last summer that this automatically carries over to the next summer.)

You and your family-members in camp are required to have a health examination and a medical form completed prior to camp opening. **For NEW staff-members: this health examination must have been completed within 12 months prior to your arrival at camp. For RETURNING staff-members: this health examination must have been completed within 24 months prior to the start of camp, as long as there has not been a significant change in your health.** No person can be accepted into camp without a completed Medical Form. If you (or your family-members) arrive at camp without a Medical Form, you will be sent home.

Any staff or family-member with special medical needs (such as allergic reactions or diabetes) must make this information known to the camp.

מרפאה (INFIRMARY)

The Infirmary, known as the **מרפ** (*marp*) -- short for **מרפאה** (*mirpa'ah*) -- and its staff are responsible for protecting the health of campers and staff members. The **מרפאה** (*mirpa'ah*) staff is here to care for everyone in the camp community. To make this work, Camp Ramah has established the following procedures:

- The **מרפאה** (*mirpa'ah*) is open 24 hours a day, seven days

a week. During non sick-call times the doctor is on-call and will be contacting by the nursing staff if needed. A nurse is on-call at all times. Staff and campers are encouraged to follow the schedule for sick-call hours but can also come to the מרפאה (*mirpa'ah*) as needed. Depending on the nature of the illness, they may be asked to return later. **Please observe regular מרפאה (*mirpa'ah*) hours and only go to the מרפאה (*mirpa'ah*) outside of sick call times for true emergencies. Do not call the MARP in the middle of the night unless there is a true emergency situation.**

- In case of emergency, campers or staff members should be brought to the מרפאה (*mirpa'ah*) immediately. In case of serious injury, a מרפאה (*mirpa'ah*) staff member should be summoned by phone. Someone should remain with the injured person at all times.
- The מרפאה (*mirpa'ah*) personnel are health-care professionals who give their talents and training to Ramah so that everyone in camp can enjoy a safe and healthy summer. Please treat them with respect. If you have a question or problem about how a camper or staff member was treated, please speak with the ראש מרפאה (*Rosh Mirpa'ah/Head of the Infirmary*) to discuss it.
- Children/staff who take daily medications will be scheduled appropriately.

MEDICATIONS

All medications for staff-members living in a bunk with campers must be kept in the מרפאה (*mirpa'ah*).

We have a row of lockers in the מרפאה (*mirpa'ah*) so your medications will be kept privately and securely. (You will be given a key to your own locker.)

HEALTH INSURANCE

All staff-members are required to have Medical Insurance coverage for the summer. This may necessitate being on either a parent's health plan or a college health plan. Every staff-member is also required to be part of the camp's supplemental accident insurance plan. As stated in staff contracts, staff-members must pay half of the premium. This amount (\$12.00) will be deducted directly from salary. Staff families with pre-campers are charged \$24.00 per child.

The camp's supplemental accident insurance is SECONDARY coverage only. It provides staff-members with secondary coverage for injuries caused by an accident while at camp, i.e. the amount of a medical bill not paid for by your regular, primary health insurance (with a \$1,000.00 maximum). This insurance covers those injuries caused by accidents not work-related. In the case of such an accident, the camp office will provide information in order to ensure the proper handling of insurance payments.

HEAD LICE

Prior to coming to camp, you must make sure that you are lice-free. Upon arrival to camp, all staff-members will undergo a lice check. **If you are found to have lice, you will need to undergo a lice-treatment provided by camp, and we will deduct \$50 from your salary to help cover the cost of that treatment.**

STAFF ACCIDENTS

Staff-members are also covered by the camp's Worker's Compensation Policy. This insurance coverage provides PRIMARY coverage, or complete medical coverage, for injuries caused by a work-related accident while at camp. It can be confusing as to what constitutes an Accident or a Worker's Compensation claim. For example, if a counselor is hurt while playing basketball as part of an authorized activity with campers

-- this is Worker's Compensation. If the counselor is hurt while playing basketball with friends -- this is Accident Coverage. The camp's insurance does not cover accidents occurring off campus during staff-members' personal time, i.e. days off and evenings. All accidents must be reported to the **מרפאה** (*mirpa'ah*) immediately.

CAMPER ACCIDENTS

All accidents must be reported to the **מרפאה** (*mirpa'ah*) immediately. This is especially important regarding accidents that occur on organized trips and/ or overnights out of camp. It is every staff-member's responsibility to ensure that if any camper is involved in an accident on a camp trip or overnight, the accident is immediately reported to the **מרפאה** (*mirpa'ah*).

NOTIFICATION

The parents of any staff-members who are minors (less than 18 years of age) will be notified (via e-mail or phone) regarding any significant medical issue or potential exposure to communicable diseases at camp.

VII. PACKING INFORMATION

BAGGAGE AND SHIPPING

It is a staff-member's responsibility to arrange and pay for shipped luggage. Staff-members who wish to ship baggage to camp ahead of time should ship it pre-paid. Please make arrangements directly with a local carrier and have the baggage picked up in time to be delivered to camp no earlier than four days prior to your arrival at camp. Luggage should be picked up from camp on the evening before or the day of departure.

Camp Ramah does not accept responsibility for any luggage left beyond the date of departure or for any damage incurred to the baggage and/or the contents during transit or while at camp.

WHAT TO PACK: CLOTHING & EQUIPMENT

Summer camp is a place to leave the worries of social pressures and fashion behind. At camp, clothing should be casual and comfortable. Clothing worn at camp must not be revealing or suggestive.

Modest bathing attire is required. Female staff-members, please bring one piece swimsuits or tankinis. Bikinis of any kind are not allowed to be worn at camp. Bikinis with a t-shirt on top are also not acceptable swimwear at camp.

Closed toed shoes (not flip-flops) are required for active camp programs and walking about on rough terrain. Clothing with alcohol, tobacco, drugs, sexual content or inappropriate language content will not be permitted.

It is important that staff-members pack sufficient clothing and toiletries. A suggested packing list is included in this handbook. It is critical that staff bring waterproof raingear to camp, including footwear (rain boots, etc.). Clothing at camp is subject to heavy

wear and tear. It is strongly recommended to purchase durable clothing for camp.

Limited electrical outlets are available. Please limit the number of fans, radios, lamps and clocks brought to camp. Hair dryers are allowed as long as they are unplugged immediately after use.

LABEL EVERYTHING! Even if you plan to do your own laundry, please label all of your clothes. As a reminder, please put nametags/ID on luggage, טלית (*tallit*), תפילין (*tefillin*) and טלית (*tallit*) bag.

SHABBAT WARDROBE

Simple, modest, nicer-than-everyday clothing is appropriate dress for שבת (*Shabbat*). We recommend nice pants and a nice shirt, or a dress or skirts. Jeans, jean shorts, T-shirts and tank tops are not acceptable, nor are prom dresses, strapless, sleeveless or formal gowns. Shoulders, backs and midriffs must be covered.

Many staff/campers choose to change into more casual clothing after תפילות (*t'fillot*/prayer services) on שבת (*Shabbat*) morning, while others choose to remain in their שבת (*Shabbat*) clothes until after הבדלה (*havdallah*).

LINENS

Israeli (and other international) staff-members will be provided with all necessary linens upon arrival at camp.

American staff-members need to provide all their own linens (sheets, blankets, pillow, towels, etc).

Staff living in a bunk (counselors & in-bunk specialists) should bring twin size sheets.

Staff not living in a bunk should bring full/double size sheets for

yourself and twin/single size sheets for any of your children who are coming to camp.

CRNE CLOTHING FOR PURCHASE

Camp Ramah clothing can be purchased on-line at www.campramahne.org. Click on “current families” and then click on “camp store” on the menu on the left-hand side of the screen.

Each staff-member will receive a staff t-shirt during Staff Week.

Any additional items are optional to be purchased at your expense.

טלית ותפילין (TALLIT AND TEFILLIN)

Male staff must bring טלית *tallit* and תפילין *tefillin* to camp and use them during morning תפילות *t'fillot* (prayer services). If it is your custom not to wear a *tallit* until you are married, you must wear a *tallit katan* during *tefillot*. If you do not own *tallit* or *tefillin*, you should borrow from your local synagogue or contact us for assistance BEFORE arriving at camp.

Female staff-members are welcome and encouraged to bring טלית *tallit* and תפילין *tefillin* to camp.

WHAT TO LEAVE AT HOME

Camp Ramah cannot guarantee, and is not responsible for, the safe return of expensive or breakable items.

Please leave the following items at home:

- expensive jewelry
- TVs and DVD players
- computers and ipads
- refrigerators, microwaves and grills
- expensive cameras

Bunk staff are **STRONGLY DISCOURAGED** from bringing computers or ipads to camp. Camp Ramah is not responsible for any damage to a staff-member's computer or ipad that can so easily occur in a bunk at camp.

The following items are **NOT PERMITTED** for staff at camp:

- Skateboards
- Fireworks (including sparklers)
- Water Pistols, water guns, laser-pens, balloons, air guns (or similar items)
- Weapons, including knives (of any size or purpose), alcohol, cigarettes and illegal drugs, are considered contraband and are not permitted in camp. Violations will result in immediate dismissal.

LAUNDRY

Suggested clothing quantities are based on nine (9) days elapsed time between laundering. Laundry is done weekly off-site and is returned within three days.

We use an outside company to do all staff and camper laundry. Your participation is voluntary. When you arrive at camp, you will be given a bag with your name and housing information printed on it. Please note that CRNE pays \$13.00 per bag of laundry per week – this is a significant investment that the camp takes on without passing on the charge to our staff members. If you are sending a bag of laundry to be done, please be sure that you **FILL YOUR BAG**. CRNE has to pay \$13.00 for each bag whether there is one shirt or if the bag is stuffed full. If you don't have a full bag of laundry, we ask that you double-up with a friend or co-counselor to send one full bag rather than two half-empty bags.

Staff-members who live within driving distance of camp may choose to do their own laundry at home on their day-off.

If you are using the laundry service, you still need to bring your own laundry bag. There will be 2-3 days where your bag is at the facility outside of camp so you will need your own bag for that time.

Please be sure to label all clothing with your first and last name. Labeling clothes is critical to ensuring that lost or misplaced clothes can be returned to you.

VIII. CATEGORIES & STANDARDS OF EMPLOYMENT

CATEGORIES OF EMPLOYMENT

SEASONAL STAFF-MEMBERS perform a job for a specified time, normally less than one year. Employees hired for the camp season are considered EXEMPT.

NON-EXEMPT STAFF-MEMBERS are entitled to overtime pay as required by applicable federal and state law.

EXEMPT STAFF-MEMBERS are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Please contact the Assistant Director if you are unsure of your employment classification.

EQUAL EMPLOYMENT OPPORTUNITY

CRNE is committed to equal employment opportunity. We will not discriminate against staff members or applicants for employment on any legally recognized basis [“protected class”] including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In Massachusetts, the following are a protected class: race, color, religious creed, national origin, sex, pregnancy, sexual orientation, ancestry, age [over 40], veteran status, genetic information, handicap, admission to a mental facility, and military membership.

You may discuss equal employment opportunity related questions with the Camp Director or any other member of management.

AMERICANS WITH DISABILITIES ACT

CRNE is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify the Camp Director of the need for accommodation. Upon doing so, the Camp Director may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

NON-HARASSMENT

We prohibit harassment of one staff member by another staff member, supervisor or third party for any reason based on a “protected class” including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. Harassment of third parties by our staff members is also prohibited.

In Massachusetts, the following are a protected class: race, color, religious creed, national origin, sex, pregnancy, sexual orientation, ancestry, age [over 40], veteran status, genetic information, handicap, admission to a mental facility, and military membership.

The purpose of this policy is not to regulate the personal morality of staff-members. It is to ensure that in the workplace, no staff-member harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any staff-member who believes that (s)he has been harassed should report the situation immediately to one of the following members of management who have been designated to receive such complaints: Rabbi Ed Gelb, Camp Director, or Ed Pletman, Director of Finance & Operations, or Talya Kalender, Director of Camper Care, at (413) 283-9771 and/or 39 Bennett Street, Palmer MA 01069. If a staff-member makes a report to any of these members of management and the Camp Director, Director of Finance & Operations, or Director of Camper Care either does not respond or does not respond in a manner the staff-member deems satisfactory or consistent with this policy, the staff-member is required to report the situation to one of the other members of management designated in this policy to receive complaints.

CRNE will investigate all such reports as confidentially as possible. Adverse action will not be taken against a staff member because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

SEXUAL HARASSMENT

Any type of sexual harassment is against CRNE policy and may be unlawful. Harassment of third parties by our staff members is also prohibited. The purpose of this policy is not to regulate the morality of staff members. It is to ensure that in the workplace, no staff member is subject to sexual harassment.

Sexual harassment of any kind will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. Retaliation against an individual who has reported or complained about sexual harassment and retaliation against

individuals who cooperate in an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this CRNE.

In Massachusetts, the legal definition for sexual harassment includes: “sexual harassment” means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when:

- a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment. This may include the dissemination of sexually explicit voice mail, e-mail, graphics, downloaded material or websites in the workplace. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what sexual harassment is, it includes:

1. Unwelcome sexual advances.
2. Requests for sexual favors.
3. Verbal or physical conduct of a sexual nature when submission to that conduct is made either explicitly or implicitly as a condition of employment.
4. Verbal or physical conduct of a sexual nature when submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual.
5. Verbal or physical conduct of a sexual nature that has the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to: sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually related comments.

Any staff-member who believes that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

1. Any staff-member who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: Rabbi Ed Gelb, Camp Director, or Ed Pletman, Director of Finance & Operations, or Talya Kalender, Director of Camper Care, at (413) 283-9771 and/or 39 Bennett Street, Palmer MA 01069. If a staff-member makes a report to any of these members of management and the Camp Director, Director of Finance & Operations, or Director of Camper Care either does

not respond or does not respond in a manner the staff-member deems satisfactory or consistent with this policy, the staff-member is required to report the situation to one of the other members of management designated in this policy to receive complaints.

2. CRNE will investigate every reported incident immediately. Any staff-member, supervisor or agent of CRNE who has been found to have violated this policy may be subject to disciplinary action, up to and including immediate discharge.

3. CRNE will conduct all investigations in a discreet manner. CRNE recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation may have. We trust that all staff-members will continue to act responsibly.

4. The reporting staff-member and any staff-member participating in any investigation under this policy have CRNE's assurance that no reprisals will be taken as a result of a sexual harassment complaint made in good faith. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

We strongly encourage our staff-members to file a complaint of sexual harassment using CRNE's complaint procedure. However, using our internal complaint process does not prohibit you from contacting one of the following agencies:

Massachusetts Commission Against Discrimination Boston
Office: One Ashburton Place, Room 601, Boston, MA
02108-1518, (617) 994 6000 (voice), (617) 994 6196 (TTY).
Springfield Office: 436 Dwight Street, Room 220, Springfield,
MA 01103, (413) 739 2145.

Equal Employment Opportunity Commission, John F. Kennedy
Federal Building, Government Center, 4th Floor, Room 475,
Boston, MA 02203, (617) 565 3200 (voice), (617) 565 3204

(TTY). Complaints must be filed within 300 days of the adverse action.

IMMIGRATION REFORM AND CONTROL ACT

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, CRNE is committed to employing only individuals who are authorized to work in the United States.

Each new staff-member, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If a staff-member is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by CRNE.

NEW EMPLOYEE ORIENTATION

Before the summer begins, all staff are sent a copy of this Staff Handbook. Please read and review this handbook thoroughly.

If you lose your Staff Handbook, please notify the Assistant Director as soon as possible to obtain a replacement copy.

Your ראש עדה (*Rosh Edah*/Division Head) or ראש ענף (*Rosh Anaf*/Head of Specialty Department) will be primarily responsible for your orientation and training.

The Assistant Director and the Director of Programming are responsible for the operations of the Ed and Rec department (counselors and specialty staff). All other departments report to the Director of Finance & Operations. These individuals are a good source of information about CRNE and your job.

TALK TO US

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to the following individuals:

Counselors and specialty staff-members should speak with the Assistant Director or the Director of Programming. Staff-members of other departments should speak with the Director of Finance & Operations.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

IX. YOUR PAY & PROGRESS

SALARIES FOR STAFF-MEMBERS WITH CAMPERS ENROLLED IN CAMP

In order to ensure compliance with State and Federal rules and regulations, all staff-members will receive their pay with all of the appropriate taxes deducted. The payroll process will be as follows:

You may choose to either:

- o Receive a pay check for your post-tax salary and then pay your camp bill separately, or
- o Credit the amount of your balance due from your post-tax salary to pay towards your camp bill. **In order to facilitate this, you MUST see our Finance Associate, Ken Milgram, to sign a release form to allow us to deduct this from your post-tax salary.**

If you choose to credit your salary towards your camp bill, we will keep your camp bill open until the end of your employment and make arrangements with you to apply the post-tax salary towards the tuition. If you have any questions or need any assistance, please contact Ed Pletman, Director of Finance and Operations at edpletman@campramahne.org.

RECORDING YOUR TIME

This section does not apply to summer staff-members (who are considered EXEMPT):

Non-exempt staff-members must record their hours on time sheets and give them to their supervisor Wednesday morning before each Friday paydate.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your

hours worked.

Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work before your meal period.
- Immediately before resuming work after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Exempt staff-members may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All non-exempt staff members subject to this policy are required to accurately record all time worked.

The workweek starts on Sunday and ends on Saturday.

PAYDAY

Non-exempt employees will be paid biweekly on Friday for the period that ends on that Saturday.

EXEMPT employees (summer staff-members) will paid as follows:

8-week employees receive one-half their salary mid-season and the balance at the end of the season.

4-week employees receive their full salary at the end of the session that they worked.

All wages earned by employees of Camp Ramah in New England are treated as Massachusetts source income. Those employees who are residents of other states will have to file a Massachusetts

non-resident income tax return.

Please be aware that Camp Ramah in New England cannot honor requests for salary advances. Staff-members who leave camp before the end of a session will have their checks mailed to them at the end of that session.

Please review your paycheck for errors. If you find a mistake, report it to the Assistant Director immediately. The Assistant Director will assist you in taking the steps necessary to correct the error.

PAYCHECK DEDUCTIONS

CRNE is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes.

Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of CRNE that exempt staff-members' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, CRNE may make deductions from staff-members' salaries in a way that is permitted under federal and state wage and hour rules. Staff-members will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt staff-members may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of a staff member's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, staff-members may discuss and resolve them with the Assistant Director or the Director of Finance & Operations.

GARNISHMENT/CHILD SUPPORT

When a staff-member's wages are garnished by a court order, CRNE is legally bound to withhold the amount indicated in the garnishment order from the staff member's paycheck. CRNE will, however, honor applicable federal and state guidelines that protect a certain amount of a staff member's income from being subject to garnishment.

OVERTIME

EXEMPT employees (summer staff-members) are not eligible for overtime.

Non-exempt employees: although overtime rarely occurs, you will be given advance notice when feasible, but this is not always possible. Non-exempt employees must have all overtime approved in advance by their supervisor.

Non-exempt employees will be paid at a rate of time and one half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the Director of Finance & Operations.

X. ADDITIONAL COMPENSATION & REIMBURSEMENT POLICIES

REQUIRED FORMS

When hired, every staff-member is e-mailed:

1. A link from DocuSign to submit their contract and other required staff forms.
2. An e-mail with instructions for accessing their CampMinder account and the additional paper and online forms to be completed there.

Staff-members are required to submit ALL OF THEIR REQUIRED FORMS before the start of work. If these have not been received in the camp office in advance of a staff-member's arrival at camp, the Staff Contract will not be honored.

REIMBURSEMENT POLICY FOR PURCHASES

EXPENDITURES: Please be advised that ALL expenditures must be approved and authorized prior to purchase. To receive reimbursement, a staff-member must complete a reimbursement request form (available in the main office), along with all receipts for one's purchases.

The receipt must contain only items purchased for camp use; no personal items may be included on the receipt. **We will not reimburse for any expenses if the receipt contains camp items mixed with personal items.**

Staff-members must use the tax-exempt form when making purchases. **If a staff-member submits a receipt for a purchase made without using the tax-exempt form, we will not reimburse for the sales tax on the purchase.**

TRAVEL FOR CAMP BUSINESS: Personal cars may not be used for camp business (i.e. transport, etc.) without explicit approval of the Director or Director of Finance & Operations. Travel in a staff-member's private car is reimbursable at the rate of \$.34 per mile when authorized in advance for use on camp business. Gas and tolls are included in the \$.34 rate. Travel reimbursement will be paid only with the PRIOR approval and authorization of the Director, Assistant Director, or the Director of Finance & Operations. Expenses incurred while using a camp vehicle on camp business are reimbursable if authorized in advance and the appropriate documentation and expense report (receipts, bills, etc.) have been presented.

Reimbursements will be issued on a weekly basis.

TRAVEL REIMBURSEMENT

If you live within 150 miles of camp, and are driving to camp, Camp Ramah will not reimburse for your travel.

If you live further than 150 miles of camp, and are driving to camp, we will reimburse you at a rate of 34 cents/mile for the total round-trip mileage of your trip, minus 150 miles each way, **up to a maximum reimbursement amount of \$150.**

If you are flying to camp from outside of the United States, you MUST e-mail Josh Edelglass, Assistant Director, with your flight details BEFORE booking your flight. Any flight not approved by Josh will NOT be reimbursed.

If you are flying to camp from within the continental United states, you MUST e-mail Marggi Shechanah, Registrar, with your flight details BEFORE booking your flight. Any flight not approved by Marggi will NOT be reimbursed.

All approved flights to camp will be reimbursed up to a limit of \$275 total (round trip). You must complete a travel reimbursement

form in order to be reimbursed. Anyone living outside of our region who feels they need additional travel reimbursement because their flights will cost more than \$275 may contact Josh to make this request. Requests will not be considered after May 1st, 2016.

If a staff-member is dismissed or resigns, CRNE will NOT reimburse for that staff-member's travel to/from camp.

GRATUITIES

Staff may not accept tips or gratuities from parents either prior to, during, or at the end of the camp session.

Staff should encourage parents to make a contribution to the CRNE Scholarship Fund or Tikvah Fund in a staff member's name as a means of recognition.

XI. TIME AWAY FROM WORK & OTHER BENEFITS

STAFF-MEMBER BENEFITS

This Staff Handbook describes the current benefit plans maintained by CRNE. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

CRNE reserves the right to modify its benefits at any time. We will keep you informed of any changes.

PAID TIME OFF (PTO)

Full-summer employees are eligible for Paid Time Off (PTO) as follows:

Each full-summer staff-member will be allowed up to a maximum of (7) designated days off during the contract period. Management may work with summer staff if special arrangements are required.

Single session staff-members will be allowed up to a maximum of three (3) designated days off during the contract period.

Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

A schedule of appropriate days off has been created for all counselors and specialty staff members. Check with your ראש עדה (*Rosh Edah/Division Head*) and ראש ענף (*Rosh Anaf/Head of Specialty Department*) for the schedule of days off for your עדה (*edah/Division*) or ענף (*anaf/Specialty Department*). Any changes to this schedule must be approved by the Director or Assistant Director.

Unless it is a regularly scheduled day off, time off requests should be made by May 1st to the Assistant Director.

PTO can be used as vacation time, sick time or to take care of personal matters.

Days off are twenty-four hours. Days off from counselors are generally 5:30 PM-5:30 PM. Days off for specialists are generally 7:30 PM-7:30 PM. Any change from this regular day-off time-frame is subject to advance approval by the staff-member's supervisor to ensure that the staff member is not needed for any camp programs.

Staff-members are not compensated for days off not taken during the contract period.

JURY DUTY

Staff-members summoned for jury duty, who are regularly employed, receive their regular wages for the first three days. "Regularly employed" includes all full-time staff-members, as well as all part-time, temporary and casual staff-members whose hours may be reasonably determined. Thereafter, regularly employed staff-members summoned for jury duty are granted an unpaid leave in order to serve.

All other staff-members summoned for jury duty will be granted an unpaid leave in order to serve.

Exempt staff-members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

Make arrangements with the Assistant Director as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

VOTING LEAVE

CRNE believes that every staff-member should have the opportunity to vote in any state or federal election, general primary or special primary. Staff-members will be granted unpaid time off in order to vote for the first two hours the polls are open if the staff-members are otherwise scheduled to work those hours and they apply for voting leave.

Exempt staff-members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Notify the Assistant Director of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to the Assistant Director as soon as possible.

MILITARY LEAVE

Staff-members who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt staff-members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) may be used for this leave if the staff-member chooses. Military orders should be presented to the Assistant Director and arrangements for leave made as early as possible before departure. Staff-members are required to give advance notice of their service obligations to CRNE unless military necessity makes this impossible. You must notify the Assistant Director of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

WITNESS LEAVE

Staff-members are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the Assistant Director of the need to take witness leave as far in advance as is possible.

Exempt staff-members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

SOCIAL SECURITY

During your employment, you and CRNE both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

WORKERS' COMPENSATION

On the job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Assistant Director. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to a staff member accident.

XII. SAFETY IN THE WORKPLACE

EACH STAFF-MEMBER'S RESPONSIBILITY

Safety can only be achieved through teamwork at CRNE. Each staff-member and their supervisors and must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Director, Assistant Director, or Director of Finance & Operations of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on CRNE's property is forbidden. (Please see more information on Pg. 74.)
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.
6. Know the locations, contents and use of first aid and fire fighting equipment.
7. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

WORKPLACE VIOLENCE

Violence by a staff-member or anyone else against a staff-member, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to staff-members at work and to reduce the possibility of damage to CRNE property in the event someone, for whatever reason, may be unhappy with a CRNE decision or action by a staff member or member of management.

If you receive or overhear any threatening communications from a staff-member or outside third party, report it to the immediate supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to a staff-member or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Staff-members are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in CRNE's investigation, may result in disciplinary action, up to and including discharge.

WORKPLACE SEARCHES

To protect the property and to ensure the safety of all staff-members, campers and CRNE, CRNE reserves the right to

conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from CRNE's property. In addition, CRNE reserves the right to search any staff-member's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of CRNE, and are issued for the use of staff-members only during their employment. Inspection may be conducted at any time at the discretion of CRNE.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Staff-members working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as staff-members who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of CRNE's security procedures or any other CRNE rules and regulations.

NO WEAPONS IN THE WORKPLACE

Possession, use or sale of weapons, firearms or explosives on work premises, while operating CRNE machinery, equipment or vehicles for work-related purposes or while engaged in CRNE business off premises is forbidden except where expressly authorized by CRNE and permitted by state and local laws. This policy applies to all staff members, including but not limited to, those who have a valid permit to carry a firearm.

Staff-members who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Director, Assistant Director, or Director of Finance & Operations immediately.

Violations of this policy will result in disciplinary action, up to and

including discharge.

SUBSTANCE ABUSE, ALCOHOL & SMOKING POLICIES

CRNE has vital interests in ensuring a safe, healthy and efficient working environment for our staff-members, their co-workers and the campers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with CRNE the following substance abuse policy.

Staff-members are prohibited from reporting to work or working while using illegal or unauthorized substances. Staff-members are prohibited from reporting to work or working when the staff-member uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the staff-member that the substance does not adversely affect the staff-member's ability to safely perform his or her job duties.

There is no consumption of alcohol allowed for staff of any age on the camp grounds. There is no consumption of alcohol allowed for any staff of any age during any nights-off or time-off during the day. Staff who are over 21 years old are allowed to drink alcohol during the first 12 hours of a 24-hour day off, only.

Smoking is dangerous to smokers and non-smokers alike. Smoking is also antithetical to the camp environment, and sets a poor example for our campers. **Camp Ramah in New England is a smoke-free environment. There is no smoking allowed on the camp grounds. Smoking is allowed, outside of the camp grounds, only before 7:00 AM or after 10:00 PM. There is no smoking allowed anywhere on שבת (Shabbat).**

In addition, staff-members are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or

possession of illegal or unauthorized substances and alcohol in the workplace including: on CRNE paid time, on CRNE premises, in CRNE vehicles, or while engaged in CRNE activities. Our staff-members are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Staff-members are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with CRNE is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, CRNE maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage staff-members to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. CRNE will attempt to assist its staff-members through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with CRNE's policies and applicable federal, state or local laws.

CRNE further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of CRNE issued lockers, desks or other suspected areas of concealment, as well as a staff member's personal property when CRNE has reasonable suspicion to believe that the staff-member has violated this substance abuse policy.

EMERGENCY PROCEDURES

All staff will receive an Emergency Procedures Handbook when arriving at camp, and those procedures will be reviewed during

Staff Week. It is critical that all staff-members become familiar with the camp's emergency procedures.

FIRES & FIRE DRILLS

Fire is a real danger at camp as Camp Ramah is situated in a thickly wooded area. Staff-members should always watch out for fire dangers and be certain that all campfires are thoroughly extinguished. In addition, we require staff-members' help to ensure that the entrances to all buildings are never blocked or locked.

Cigarettes, matches or lighters brought by campers must be confiscated immediately. Any camper or staff-member caught playing with matches, fire or fire extinguishers should be brought to a supervisor immediately.

TAKE FIRE DRILLS SERIOUSLY! Staff and campers should assume that any fire alarm is the real thing. Fire drills and procedures apply to everyone at camp – campers, staff-members and staff families.

XIII. ON THE JOB STANDARDS AND EXPECTATIONS

STANDARDS OF CONDUCT

In addition to a staff-member's defined responsibilities, each member of the staff is responsible for the safety and well-being of every camper, the maintenance of the physical plant and the success of all educational and recreational programs of the camp. The staff must also work toward creating an environment which stresses the importance and development of each individual human being, the values of kindness and responsibility for one another, the significance of Judaism in the daily life of our community, and the ability to live Jewishly and grow in all areas of life.

Each staff-member has an obligation to observe and follow CRNE's policies and to maintain proper standards of conduct at all times. Camp Ramah expects all staff-members to conduct themselves in an appropriate and professional manner at all times. Conduct which adversely affects the interests or safety of other staff members, campers or CRNE is prohibited at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by CRNE. CRNE does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge:

- Violation of CRNE's policies or safety rules
- Insubordination
- Unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working

hours, while engaged in CRNE activities or in CRNE vehicles

- Unauthorized possession, use or sale of weapons, firearms or explosives on work premises
- Theft or dishonesty
- Gambling of any kind on Camp Ramah property
- Harassment (including, but not limited to, physical, sexual, verbal or otherwise)
- Indecent or offensive language or conduct
- Disrespect toward fellow staff members, visitors or other members of the public
- Threatening or striking a camper, supervisor or fellow employee
- Performing outside work or use of CRNE property, equipment or facilities in connection with outside work while on CRNE time
- Failure to follow job instructions
- Poor attendance or poor performance
- Failure to arrive promptly at work (or at an activity period you are responsible for covering)
- Falsification of documents, including but not limited to, job applications, resume, time cards, expense reports or other employment or production documents, whenever such conduct is discovered
- Damage to Camp Ramah property or to the property of another employee due to carelessness or negligence
- Other fraudulent or dishonest conduct

These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

STAFF RESPONSIBILITIES AND DUTIES

In addition to a staff-member's defined responsibilities, each member of the staff is responsible for the safety and well-being

of every camper, the maintenance of the physical plant and the success of all educational and recreational programs of the camp. The staff must also work toward creating an environment which stresses the importance and development of each individual human being, the values of kindness and responsibility for one another, the significance of Judaism in the daily life of our community, and the ability to live Jewishly and grow in all areas of life.

PERFORMANCE EVALUATION

Camp Ramah is, at its core, an educational institution. As such, we believe strongly in the principle that all of our staff-members should have regular opportunities to receive feedback regarding the quality of the work he or she is doing. This feedback allows us to think carefully about the work we are doing and the ways in which we are doing it and it forces us to imagine alternative methods of operating.

To that end, staff-members will be evaluated, both informally and in writing, throughout the summer. The goal of the evaluations will always be to improve the work the staff member is doing. We expect that all staff will take the opportunity seriously to evaluate, and to be evaluated. Camp jobs are often difficult, and staff must make difficult decisions on a regular basis. We believe that on-going opportunities for assessment and evaluation will help staff-members take the time to think about decisions they have made and will make, and will therefore provide great help as the summer progresses.

At the end of the summer, a written evaluation of each staff-member is given to the Director and then placed in your file.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important factors for your success within CRNE. We work as a team and this requires that each person be in the right place at the right time.

Time-off requests should be made to the Assistant Director before May 1st.

If you are unexpectedly going to be late for work or absent, notify the Assistant Director as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for one day without notifying CRNE, it is assumed that you have voluntarily abandoned your position with CRNE, and you will be removed from the payroll.

MEAL TIME

This section does not apply to summer staff-members (who are considered EXEMPT):

For all non-exempt employees: a 30-minute, paid meal break should be taken each day. The Director of Finance & Operations is responsible for approving the scheduling of this time.

ACCESS TO PERSONNEL FILES

Staff-members who submit a written request to review their personnel files will, in accordance with state law, receive an opportunity to view their files within five business days on CRNE premises and during normal business hours.

Staff-members who submit a written request for a copy of their personnel files will, in accordance with state law, receive a copy of their files within five business days. A staff-member shall be permitted to review their own personnel file on no more than two separate occasions per calendar year. For more information,

contact the Assistant Director.

CUSTOMER AND PUBLIC RELATIONS

CRNE's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every staff-member.

The opinions and attitudes that campers have toward CRNE may be determined for a long period of time by the actions of one staff-member. It is sometimes easy to take a camper for granted, but we run the risk of losing not only that camper, but his or her associates, friends or family who may also be campers or prospective campers.

Each staff-member must be sensitive to the importance of providing courteous treatment in all working relationships.

This applies not just to your treatment of your campers, but also your polite, welcoming, respectful treatment of all camp parents (including staff parents) and other visitors to camp.

CHANGES IN PERSONAL DATA

To aid you and/or your family in matters of personal emergency, we need to maintain up to date information.

Changes in name, address, e-mail address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Assistant Director or Registrar promptly.

CARE OF EQUIPMENT

You are expected to demonstrate proper care when using CRNE's property and equipment. No property may be removed from the premises without the proper authorization of management. If you

lose, break or damage any property, report it to the Assistant Director or Director of Finance and Operations at once.

PERSONAL PROPERTY

The company is not responsible for loss or damage to personal property. Valuable personal items, such as purses, jewelry, cameras, computers, electronic equipment and all other valuables should not be left in areas where theft might occur.

ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using CRNE communication systems or equipment and staff member provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. “Electronic Communications” include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, tablets, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as “Systems.”

Staff-members may use our Systems to communicate internally with co-workers or externally with campers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in CRNE Systems are CRNE records and/or property. Although a staff-member may have an individual password to access our Systems, the Systems and Electronic Communications belong to CRNE. The Systems

and Electronic Communications are accessible to CRNE at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. CRNE's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to staff member-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or CRNE's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by CRNE at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, staff members should not use our Systems for communication or information that staff members would not want revealed to third parties.

Staff-members may not use our Systems in a manner that violates our policies including but not limited to Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Protecting CRNE Information, and Solicitation and Distribution. Staff-members may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of CRNE policies.

In addition, staff-members may not use our Systems:

- To download, save, send or access any defamatory,

discriminatory or obscene material;

- To download, save, send or access any music, audio or video file without permission of one's supervisor;
- To download anything from the internet (including shareware or free software) without the advance written permission of the Systems Supervisor;
- To download, save, send or access any site or content that CRNE might deem "adult entertainment;"
- To post a personal opinion on the internet that reflects negatively on CRNE;
- To solicit staff members or others;
- To gain or attempt to gain unauthorized or unlawful access to computers, equipment, networks, or systems of CRNE or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

A staff-member may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author. Staff-members must always respect intellectual property rights such as copyrights and trademarks. Staff-members must not copy, use, or transfer proprietary materials of CRNE or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to CRNE. Staff-members may not install password or encryption programs without the written permission of the Assistant Director. Staff-members may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic

Communications. CRNE will comply with applicable laws. Staff-members also must comply with applicable laws and should recognize that a staff-member could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, CRNE may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask the Assistant Director or Director of Finance & Operations for advance clarification.

PROTECTING CRNE INFORMATION

Protecting CRNE's information is the responsibility of every staff-member, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss CRNE's confidential business with anyone who does not work for us.

All telephone calls regarding a current or former staff-member's position/compensation with CRNE must be forwarded to the Assistant Director.

CONFLICT OF INTEREST/CODE OF ETHICS

CRNE's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other staff members. Therefore, staff-members must never use their positions with CRNE, or any of its campers, for private gain, to advance personal interests or to obtain favors or benefits for themselves,

members of their families or any other individuals, corporations or business entities.

CRNE adheres to the highest legal and ethical standards applicable in our business. CRNE's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each staff member is of utmost importance.

Staff-members of CRNE shall conduct their personal affairs such that their duties and responsibilities to CRNE are not jeopardized and/or legal questions do not arise with respect to their association or work with CRNE.

SOCIAL MEDIA AND CYBER-BULLYING

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

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

We understand that there is a difference between social networking activity where you are identified as a member of the Ramah community and private conversations that are outside of the camp community. While this policy is directed to activity where you are identified as a member of the Camp Ramah community, you must also recognize that even private postings may become public, can reflect badly on Camp Ramah and may result in action

by Camp Ramah. CRNE may have an interest in your electronic communications with co-workers, campers, vendors, suppliers, competitors, and the general public on your own time.

Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline up to and including immediate termination. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking internet sites, social internet sites, and other electronic and non-electronic forums (collectively “social media”).

Given the nature of the children’s camp business, you must be mindful of your responsibilities and the impact your words and actions have on the camp community. The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Defamatory Comments: You may not post any comments that are considered defamatory. In other words, you may not post any false information that damages the reputation of another person, including claims that they committed a crime, have a disease, engaged in sexual activity, or otherwise causing injury to their reputation in the camp community. This includes false or misleading statements about the goods or services of another company.
2. Inappropriate Material: You may not post any photos or images, or use language, that is obscene, contains nudity or sexual images, or is violent or otherwise offensive in nature. When defining what is offensive, you should use the same guidelines that you would in any other interaction or communication at camp.
3. Harassment: You may not post anything on a social networking site that is derogatory, offensive or threatening to another person. This includes anything that could be considered “bullying,” in accordance with our anti-bullying policy. Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if CRNE name

is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate CRNE policy, you may be subject to discipline up to and including immediate termination under various CRNE policies.

4. Proprietary Information: You may not post any proprietary or otherwise confidential information about Camp Ramah or any third party, or post any content that contains copyrighted material or using trademarks, without the express written permission of the copyright or trademark owner. You should only post content that they have the right to post to third-party websites. Do not use CRNE logos, trademarks, or other symbols in social media. You may not use the CRNE name to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.

5. Confidentiality: You may not reveal personal information about an individual or otherwise invade the privacy of another person. In particular, you should not disclose any personal information that has been collected from users of and visitors to the Camp Ramah website or blog. Your posting should not contain the name, image, or likeness of any person without his or her express permission. Additionally, employees may not impersonate others or create an account in order to mislead, confuse or deceive.

6. Misrepresentation: You may not discuss any public or camp-related issues in a way that create the impressions that you are representing the camp in this matter. Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of CRNE in any fashion.

7. Spamming and Technical Abuse: When using social media websites, employees should not create multiple accounts in order to disrupt or abuse others' use of the site, create accounts to prevent others from using that account name or for the purpose of selling the account, send mass invitations, duplicate or resell a site's products or services, publish malicious content, or cause intentional damage to others' browsers or computers

8. Statements about Camp Ramah: When posting content, you may not make any disparaging statements about Camp Ramah nor post any material that would otherwise reflect negatively on Camp Ramah.

9. Representing Camp Ramah: You may not create any sort of on-line web-page or social media account that could be misconstrued in any way as being an official account of Camp Ramah in New England. This includes but is not limited to: web-sites, Facebook accounts or groups, twitter accounts, instagram accounts, etc.

10. Privacy: Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent. Do not post photos of any Ramah campers.

11. Responsibility: Ensure that engaging in social media does not interfere with your work commitments.

IF YOU MUST LEAVE US

Should you decide to leave your employment with us, we ask that you provide the Director with at least two weeks advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with CRNE.

CRNE does provide a “letter of reference” to former staff-members when the circumstances permit. Generally, we will confirm upon request our staff members’ dates of employment, salary history and job title.

Additionally, all resigning staff-members should complete a brief exit interview prior to leaving. All CRNE property, including this Staff Handbook, must be returned upon discharge. Otherwise, CRNE may take action to recoup any replacement costs and/or seek the return of CRNE property through appropriate legal

recourse.

You should notify CRNE if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

If a staff-member is dismissed or resigns, CRNE will NOT reimburse for that staff-member's travel to/from camp.

TERMINATION OF EMPLOYMENT

The camp reserves the right to expel any staff-member or camper whose actions we determine to be detrimental to the camp program or themselves. In the unfortunate event that a staff-member is dismissed, he/she will receive a pro-rated share of his/her salary for the number of days worked, NOT including staff week. A full-session staff-member dismissed at intersession will receive exactly 50% of his/her salary.

If a staff-member is dismissed or resigns, CRNE will NOT reimburse for that staff-member's travel to/from camp.

ADDENDUM I.

HEALTH STANDARDS IN THE TZRIF (BUNK)

The Importance of Standards

- A. Parental concern: We must alleviate our parents' natural concern for the health and safety of their children.
- B. Camper insecurity: Many campers are apprehensive at being away from home and family. Being ill or injured increases this apprehension.
- C. Camper mood: A campers' health directly affects his/her general attitude about camp and enjoyment of the summer. No one is happy being ill or injured.
- D. Keeping our campers (and staff!) safe and healthy is our primary concern!!**

General Issues

- I. Good Hygiene – Staff must be sure that all campers:
 - 1. Bathe regularly & wash their hair
 - 2. Brush teeth regularly
 - 3. Wash hands before meals and after using the bathroom
 - 4. Change clothes regularly (especially underwear and socks)
 - 5. Change linens weekly
 - 6. Only use their own toiletries, towels, etc.
- II. Good Nutrition – Staff must:
 - 1. Model good eating habits – including a balanced diet
 - 2. Make sure campers avoid the excessive consumption of junk food
 - 3. Use separate serving utensils in the Hadar Ohel (Dining Room).
- III. Adequate Rest – Staff must:
 - 1. Be sure that you and your campers receive adequate sleep at night and wake up rested. One needs enough rest to have adequate energy to participate in camp activities and to manage a bunk's worth of campers. One's immunity is affected by inadequate sleep.

IV. Housekeeping – Staff must:

1. Be sure the bathroom is kept clean and that plumbing works. Report any plumbing problems immediately.
2. Sweep floors regularly
3. Be sure there are no open food containers in the tzrif – this can attract bugs, mice, or other vermin.
4. Be sure campers sleep “head-to-foot.”
5. Watch bunk conditions. (For example – close windows in the evening during cold or rain.)

V. Accident Prevention – Staff must:

1. Report any potential hazards where campers could trip easily, get cut, etc.
2. Keep floors clear of objects to prevent falls.
3. Be sure campers are wearing proper footwear at all times. Campers are not permitted to go barefoot. Flip-flops are not appropriate for most sports & activities.

Disease and Illness:

I. Observation of Campers

1. Explain carefully the rules for dress and demand adherence. (Ex. Wearing long sleeves and long pants on cold mornings; wearing a raincoat or poncho for rain.)
2. Staff may notice a camper’s loss of interest in activities before a camper realizes s/he is ill.

II. Excessive Heat

1. Increase water intake
2. Decrease Strenuous Activities
3. Observe campers for fatigue
4. Wear a hat
5. Apply sun screen

III. Rain

1. Wear suitable clothes and footwear
2. Remove wet clothes as soon as possible
3. Allow clothes and footwear to dry completely before re-wearing them to prevent fungal diseases and skin allergies.

IV. Ticks

1. Wear appropriate protection before hikes into the woods
2. Wear light-colored clothing if possible
3. Check everyone for ticks after the hike
4. Any imbedded ticks should not be removed. Bring the camper or staff member to the marp for removal.

V. Mosquitoes

1. Mosquito-borne illnesses like Eastern Equine encephalitis and West Nile virus require staff to be vigilant about getting campers to use bug spray and put on long pants & long sleeves at times when mosquitos are most active -- for example, around an evening campfire.

V. Universal Precautions

1. Use gloves and other barriers when dealing with blood.

VI. Self-discipline

1. Do not let your guard down regarding your body and your health.

ADDENDUM II.

GUIDELINES FOR OUT-OF-CAMP TRIPS

◆ Trip Appropriateness

A few guiding questions:

- Is this a unique experience (activities/destinations preferably that one could not parallel in their non-camp life)? For example, is going to see a movie the best idea? If so, is the content and language appropriate? Has a staff member checked the rating or seen the film him/herself? Within a short distance from camp, there are many opportunities for unique trip experiences.
- How can Jewish components be integrated?
- What are the learning objectives?
- Are the activities/destinations age-appropriate?

◆ Each *edah* is responsible for completing/coordinating the following prior to traveling out of camp:

- Trip itinerary, including destinations/activities, addresses, telephone numbers, schedule, and RAIN PLAN. This must be approved by the Director, Assistant Director, or Director of Finance & Operations at least one week prior to the trip's departure date.
- Intended route (printing directions to and from each destination) & identifying hospitals along the route in case of emergency (with address & contact information). If your trip is more than one-hour long, plan rest stops for bathroom use. For overnight trips, identify all possible evacuation routes and emergency pick-up locations from the overnight route and location.
- Complete roster – list of all staff and campers who are participating in the trip (and noting anyone from your *edah* not participating in the trip or not participating for the full itinerary), including specific bus lists, identifying Bus Captains and which campers are on each bus.
- Communication plans and emergency telephone numbers (Camp, Director, *Marp*, Kitchen, Hospitals, Staff members on trip) – this list should be distributed to all staff-members on the trip.

- Medical forms (first page) for both staff and campers (make additional copies if group is separated); take special note of any allergies.
- Camper Medicine (both regular and emergency, such as ibuprofen and EpiPens), including methods for administering.
- Consulting with the *Marp* (infirmary) regarding all aspects of the trip, including identifying risks and mechanisms to minimize them. Campers who have special needs need to be considered in the planning of the trip, being cognizant of physical limitations.
- Petty Cash & Checks
- Campers' money (if applicable, discussing with staff & campers any pre-arranged spending limits)
- Buses (please see below) – write down bus driver's name, bus #, cell phone; review route with driver
- Fully charged cell phones (minimum one per bus; additional are required if splitting into groups; extra batteries/chargers for multi-day trips)
- Ensure all permits are arranged and fees are paid (including any deposits)
- Make reservations and receive a written confirmation (if location is willing to provide it)
- Safety check of any and all equipment when appropriate (i.e. Etgar)
- First Aid Kits and other emergency accessories, including ice packs (one kit per vehicle)
- Garbage bags
- Toilet paper
- Paper Towels
- Arrange with the kitchen (at least seven days in advance): drinks and food (including snacks and meals, if necessary). The kitchen must be advised if you are missing a meal or need to make alternative meal arrangements.
- Birkat Hamazon* Cards (& *Mincha/Maariv* cards if applicable)
- Emergency contact cards (including Rosh Edah, Camp, Director) copied & given to campers
- Budget
- For overnight trips: siddurim, as well as everyone's *tallit*, *tefillin*, toiletries, and sleeping bags.

Obviously, other items may be required depending on the nature of the trip.

◆ Trip Orientation for Participants

It is important to give all staff and campers a suggested packing list, which should include at least the following:

- Appropriate clothing (for example, running shoes)
- Hat
- Water bottle
- Sunscreen
- Kippot (required for males, women are welcome to wear)

All staff and campers must be oriented to:

- Safety regulations
- Emergency procedures (what to do if you get lost, etc.)
- First aid procedures
- Health/sanitation practices,
- Appropriate dress and footwear
- Bus rules (see below)
- Off-limits areas
- Rendezvous times and places
- How to obtain medical and emergency assistance (all campers must be given an Emergency Contact card)
- Campers must remain with the counselor assigned to their group at all times
- *Derech erez*

◆ Rules for Campers Traveling on a Bus or Van:

- Campers should be encouraged to utilize the bathroom prior to departing.
- Please obey your “Bus Captain” and all Ramah staff-members at all times.
- Passengers must remain seated at all times with hands and arms inside the vehicle. (This requirement to remain seated at all times may be modified, as appropriate, when traveling aboard motor coaches with toilets on board.)
- All personnel in vehicles must buckle up before the vehicle can leave camp, and remain belted until exiting the vehicle after it parked. If applicable, persons in wheelchairs are seat-belted into wheelchairs that are in locked positions and secured to vehicles.
- Radios, videos and other entertainment systems must not be such that the driver is distracted from his/her true task: safety. Campers should be careful not to be disruptive

during the bus ride (no yelling, running around on the bus, etc.)

- Do not disembark from the vehicle without the express permission of your Bus Captain.
- Do not leave any garbage on the bus

◆ Procedures for the Driver:

PRIOR TO DEPARTURE:

- Safety check on the vehicle:
 - Lights
 - Windshield and wiper condition
 - Emergency flashers
 - Horn
 - Brakes
 - Mirror
 - Fluid levels
 - Fuel levels
 - Check tires for proper inflation
 - Check all doors and windows
- Check emergency kit:
 - First aid kit
 - Fire extinguisher
 - Emergency flashers
 - Reflectors
 - Copy of Emergency Procedures Manual
- If the vehicle is new to you, take the time to look at the owners' manual for information. Check location in the car of fuse boxes, buttons, locks, controls, etc.
- Check out a cellular phone from the Misrad. Make sure the phone is charged and that the camp switchboard has the number.
- Take some trash bags with you for use during the trip. Contact the Business Manager to see if any food (snacks, lunch etc.) is needed during the ride.
- Have directions or a map handy. READ THEM. If in doubt, ask before you leave. All drivers should have complete directions to their destination(s) and appropriate telephone numbers.
- For all trips over 10 miles from camp, the staff member accompanying the group must have medical forms for all passengers.
- Vehicle capacity is set by the number of seat belts. Vehicle must be loaded within the passenger safety limits established by the

manufacturer.

- Check-in passengers and staff. Have the appropriate paperwork in hand, including (if transporting a group) a completed Trip Form, medical forms, complete list of passengers, etc etc.
- A camp vehicle can never transport a hitch hiker, or a person or persons not enrolled in camp or on staff.
- Passengers should be instructed in the following safety procedures:
 1. Passengers must remain seated at all times with hands and arms inside the vehicle.
 2. All personnel in vehicles must buckle up before the vehicle can leave camp, and remain belted until exiting the vehicle after it parked.
 3. Radios, videos and other entertainment systems must not be such that the driver is distracted from his/her true task: safety.
- The use of personal vehicles in camp for purposes of driving to work, meals, activities, etc., is absolutely prohibited, regardless of the hour or the weather. Only a senior staff-member may grant permission to drive anywhere around camp past the Main Office. Under no circumstances will a camper be transported in a staff-member's private vehicle.

IN TRANSIT:

- Driver must obey all posted speed limits and traffic laws. The designated bus captain should assist the bus driver in setting the trip conditions that permit safe operation (see above).
- Refrain from conversation with passengers or the driver that may cause distractions.
- At no time may a driver be operating a radio, telephone, ipod, etc. while the vehicle is moving.
- If the campers being transported are being disruptive, the driver should pull off the road in a safe area until the situation can be resolved.
- Vehicles should be kept a safe distance apart if travelling together. Drivers should pre-establish rest stops to check in with each other.
- Backing up: Do so slowly and carefully using your mirrors, with a person guiding you outside the vehicle if possible. The bus captain should assist the driver if requested (posting a person outside the bus to guide the driver) to back up safely.
- Unloading the vehicle: Keep passengers together in a safe place while unloading gear. Load and unload in places that are free

from vehicular traffic except in an emergency. Count passengers often en route to the destination. Before resuming driving after any stop (rest room break etc.), count the number of passengers to make sure no one is left off the bus. Follow all trip safety guidelines.

- Fuel: The designated emergency vehicle should not get below half a tank of gas. Always refuel before getting down to a quarter of a tank. If possible, refuel when the vehicle is empty of campers. If transporting campers, they are to remain in the vehicle when refueling. Do not allow unsupervised campers to leave the vehicle for any reason.
- On airport runs, check in unaccompanied minors with airline. Wait until flights depart before returning to camp.

AT COMPLETION OF TRIP:

- Clean the vehicle of all garbage and debris. Do not ever leave a dirty vehicle.
- Make sure all windows are closed and all doors are locked.
- Turn in all appropriate paperwork (receipts, medical forms etc.) to the appropriate areas.
- Turn in the key to the *Misrad*.
- Fill in Maintenance request Form for any problems with the vehicle.
- Return Medical Forms to the Infirmary.

EMERGENCIES:

If a passenger is injured or ill:

- o Consult emergency procedures listed in this manual.

In case of an accident:

- o Remain calm. Assess the problem. Make note of your exact location. Call for help (AAA, 911 as appropriate). Notify the camp (413-283-9771) of your delay and the steps that you have taken. Request camp to notify airline, parents, as appropriate.
- o Place reflectors or emergency flashers as appropriate.
- o Instruct passengers to exit vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or pick-up. Campers must be supervised by an adult at all times.

- o Find games to play, songs to sing etc. to keep campers and staff calm. Let kids know it's OK to be worried or scared, but that the group needs everybody to be calm and brave.
- o Obtain and record the following information:
 1. Name, address, phone number, drivers' license number, state, license plate number, make/model, year of vehicle, owner's name and information from registration forms, and insurance coverage information of all others involved.
 2. Description of damage to vehicles and property. (Use the camera in the emergency kit to photograph damage.)
 3. Name and badge number of any police officer responding.
 4. Names, addresses, phone numbers of witnesses
- o Fill out the accident report. If there are injuries fill out an incident report. It is best to write this out in narrative form as soon as possible while it is still fresh in your mind.

Dealing with vehicular break-down:

- o Move off the road as far as possible. It's better to drive on a flat tire than to park in an unsafe place.
- o Place the transmission in low, reverse or park. Turn off ignition and remove key.
- o Set the emergency brake.
- o Set emergency blinkers.
- o If vehicle must stop in a non-designated parking area (ie, the side of the road), carry reflective triangles between yourself and the oncoming traffic when placing reflectors in the following places:
 - On the traffic side of the vehicle, within ten feet of the front or rear corners
 - About 100 ft. behind and ahead of the vehicle, on the shoulder of the lane in which you are stopped.
 - Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
 - If stopped on or by a one-way or divided highway, place warning devices 20 ft.,

100 ft., and 200 ft. toward the
approaching traffic.

- o If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure campers are supervised at all times by an adult.
- o Contact the camp office.

Afterwards:

- o Thank passengers for keeping their heads, staying calm, helping deal with the situation. Let the kids know that if anyone finds part of the situation scary, it's OK to talk to you, their counselors, or their Yoetz afterwards.
- o Complete an after-action report: what happened (when, what, where, why), what you did to resolve the situation and anything that happened as a result of the situation. Do this while it is fresh in your mind. Turn this in to the *Misrad*. Also hand in copies of any police reports, names of people involved etc., if applicable.

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

CAMP RAMAH IN NEW ENGLAND SUGGESTED PACKING LIST

Please label ALL items!!

This list is intended as a suggested packing list. It is not necessarily required to bring every single item on this list. Please feel free to adjust for yourself and contact us with any questions.

RECOMMENDED ARTICLES

- 10 - 12 T-shirts
- 7-10 pairs shorts
- 3 sweatshirts or light sweaters
- 2-4 long-sleeve or flannel shirts
- 14 pairs socks
- 5 pairs jeans or slacks
- 12 sets underwear
- 4 pairs pajamas
- 3 swimsuits
- 1 baseball cap or sun hat
- Windbreaker or hooded raincoat or poncho
- 1 warm jacket
- sweatpants
- Tallit* or *Tallit Katan* and *Tefillin* (required for men past their *Bar Mitzvah*, optional for women)
- 4 *Kipot*

BEDDING AND LINEN

- 4 bath towels
- 2 warm blankets
- 2 wash cloths
- 3 hand towels
- 2 laundry bags
- 2 twin sheet sets
- 2 beach towels
- 1 pillow

TOILET ARTICLES

- 1 Toiletry Kit (use plastic containers) including:
 - shampoo, nail clipper, soap, soap dish, two toothbrushes, toothpaste, comb or brush, drinking cup,
- Orthodontic retainer (if applicable)

FOOTWEAR

- 1 Pair Rain Boots
- 1 Pair Sneakers
- 1 Pair Beach Shoes/flip-flops
- 1 pair shower shoes

☆ For Shabbat ☆

2 pairs dress slacks (No jeans)
4 dress shirts
4 dresses or skirts and blouses
1 sweater
1 pair dress shoes or sandals

MISCELLANEOUS

2 duffel bags
1 Shoe Bag
Sleeping Bag
Flashlight & batteries
Umbrella
canteen (1 liter or more)
Extra eyeglasses
Insect/tick repellent
Sunscreen
Books
Athletic Equipment (tennis racket, balls, baseball glove)
Musical instruments (non-electric)
Inexpensive camera
Swim cap and/or swim goggles

ALL STAFF SHOULD BRING A CLIP-BOARD, NOTEBOOK OR BINDER, AND LOTS OF PENCILS & PENS!

MALE STAFF-MEMBERS: DO NOT FORGET YOUR *TALLIT*, *TEFILLIN*, AND AT LEAST FOUR *KIPPOT*!

PLEASE NOTE:

- 1. Please be sure to label all clothing with your first and last name! (Initials are NOT sufficient for us to identify lost clothing found around camp!)**
- 2. Please be sure to label all items, including your duffel bags, trunk, *Tallit*, *Tefillin*, and *Tallit* bags!**
3. Please only pack clothing that can be laundered.
4. Please pre-wash **ALL** new clothing and break in new shoes prior to bringing them to camp.

CAMP RAMAH IN NEW ENGLAND IS NOW WINTERIZED FOR YEAR-ROUND, KOSHER RETREATS!

Our beautiful site, in the hills of central Massachusetts, sits on a large, clean lake, with 100 acres of fields and woods. The site includes an indoor recreation center and complete sports, waterfront and program facilities. Our facility includes covered and open outdoor assembly areas, informal lounges, seminar/break-out rooms, a new gymnasium, performance and fitness facility, a beautiful state-of-the-art *Bet Midrash*; (three buildings containing a well-stocked Judaic library, synagogue, classrooms and meeting rooms), and more. Overnight winterized accommodations provide lodging for over 150 people. Camp Ramah in New England is the perfect setting for conferences and retreats for Jewish and secular organizations and groups.

Our winterized sleeping accommodations include a 6-room modern guesthouse with private bathrooms; the *Tikvah* Village, comprised of four large cabins with bathrooms and a lounge; the *Tikvah* Building, a modern residence with six bedrooms; two new large bunks with bedrooms and restrooms for 80 students and winterized rooms in our Infirmary.

We have comfortably hosted groups from across New England and further away, including University Hillel's, Jewish Day Schools, Regional Educator Assemblies, Federation of Jewish Men's Clubs, regional USY encampments, alumni meetings; large group Family Camping, secular professional organization meetings and retreats and synagogue *Shabbat* weekends.

Camp Ramah in New England is the perfect venue for overnight and weekday conferences, meetings, seminars and training sessions, retreats, and team-building. Let us work with you to create a program that will enhance and promote the goals of your program or institution.

Please contact Ed Pletman for information:
edpletman@campramahne.org or (781) 702-5290 x102.

TRAVEL DIRECTIONS TO
CAMP RAMAH IN NEW ENGLAND
PALMER, MASSACHUSETTS

FROM MASSACHUSETTS TURNPIKE: PALMER EXIT #8

Turn left after paying toll onto Route 32 North. Continue on Route 32 for about 4 miles to Rondeau's Dairy which is on the left. Make sharp left turn. Continue for about $\frac{1}{2}$ mile past the lake (on your left). Take first right fork to campgrounds.

FROM BOSTON AND WORCESTER:

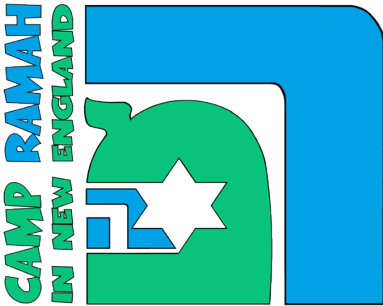
Massachusetts Turnpike West to Palmer Exit #8.
Follow directions above.

FROM ALBANY AND SPRINGFIELD:

Massachusetts Turnpike East to Palmer Exit #8.
Follow directions above.

FROM HARTFORD, NEW HAVEN AND SOUTHERN CT:

Interstate 91 North thru Springfield, MA.
Exit 8 off of Interstate 91 is Interstate 291 in MA.
Take 291 to the Massachusetts Turnpike East (right turn onto the Massachusetts Turnpike). You enter the Mass Turnpike at Exit #6 - continue to the Palmer Exit #8.
Follow directions above.



Winter address:

1206 Boston Providence Highway
Suite 201
Norwood, MA 02062
781-702-5290
Fax: 781-702-5239



Summer address:

39 Bennett Street
Palmer, MA 01069
413-283-9771
Fax: 413-283-6661

www.campramane.org