

מחנה רמה בניו אינגלנד



מדריך למדריך
STAFF HANDBOOK
קיץ 2019

IMPORTANT DATES

שָׁרָב (*kayitz/summer*) 2019

	DATE	TIME
ALL staff forms due	May 1	
Agam/boating staff training begins	Wednesday, June 12	10 a.m.
<i>Hanhallah</i> & Ropes staff arrive	Sunday, June 16	10 a.m.
Staff week begins (counselors, all specialists living in bunks, <i>Rashei Anaf</i> and <i>Yoetzot</i> arrive)	Wednesday, June 19	11 a.m. - 3 p.m.
All other Adult Staff arrive	Friday, June 21	9 a.m. - 11 a.m.
Full and First Session Campers Arrive	Tuesday, June 25	11 a.m. - 1 p.m.
Visiting Day	Sunday, July 21	11 a.m. - 3:30 p.m.
First Session staff depart	Sunday, July 21	Noon - 4 p.m.
Second Session staff arrive	Monday, July 22	9 a.m. - 11 a.m.
Second Session Campers Arrive	Tuesday, July 23	11 a.m. - 1 p.m.
Full and Second Session Campers Depart	Sunday, August 18	10 a.m. - 11 a.m.
Staff depart	Sunday, August 18	After 1:00 PM
<i>Hanhallah</i> departs	Monday, August 19	After Noon

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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 -- 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 values-based Jewish community. Together we shall have an enormous impact on the Jewish future.

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. 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 CEO 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 CEO 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 צוות (*tzevet*/staff members) will give thought to the summer before camp actually begins. It is important that you come to camp with a clear idea of what your job entails and what goals you hope to achieve.

Here are some specific suggestions:

- Rest! Get sleep, relax, and take advantage of some free time before camp begins.
- 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 your חניכים (*hanichim*/campers), such as art projects or outdoor skills.
- Practice your Hebrew. Even a few minutes a day will help. [Click here for the list](#) of our מאה מילים (*Meah Milim*), the 100 words we want our צוות (*tzevet*/staff-members) and חניכים (*hanichim*/campers) to only use in Hebrew.
- 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 תפילין *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 פעולות צריף (*peulot tzrif*/bunk activities) ideas
 - Fun פעולות עדה (*peulot edah*/division-wide activities) ideas
 - Rainy-day activities

PRE-CAMP E-MAILS TO CAMPERS

In June, all מדריכים (*madrichim*/counselors) are required to submit a personalized letter that we will e-mail to each of the חניכים (*hanichim*/campers) in your צרף (*tzrif*/bunk), along with the paragraphs written by your co-counselors. This should be 5-6 sentences in length. When your e-mail is ready, please e-mail it to your ראש עדה (*Rosh Edah*/Division Head), and we will take care of sending it out.

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

- 1) Introduce yourself! Tell your חניכים (*hanichim*/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) Include some עברית (*Ivrit*/Hebrew).
- 4) 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.
- 5) Keep things fun and positive!

III. STAFF MEMBERS WITH CHILDREN AT CAMP

PRE-CAMPERS

Children of צוות (*tzevet/staff-members*) who are coming to camp but are not old enough to be in a צריף (*tzrif/bunk*) will be in our גן (*Gan*) program (a day-camp program for our pre-campers). Parents and גן (*Gan*) kids will eat צד א' (*Tzad Aleph/A-Side*) breakfast together, and then parents will bring their children outside immediately after breakfast and sign their kids into גן (*Gan*). Children will eat lunch with the גן (*Gan*) staff; parents can join them if their work-schedule permits. Parents will be expected to pick up their children at 6:30 PM, before the start of צד א' (*Tzad Aleph/A-Side*) dinner.

Please note that our חדר אוכל (*Hadar 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 (*Hadar Ochel/Dining Hall*) along with the rest of our campers and staff, at regular meal-times. The exception is on Friday nights, when we offer an early dinner for families with young children. (You will need to sign up for this early dinner each week in the משרד (*Misrad/Main Office*) by Thursday before dinner.)

CAMPER-AGE STAFF CHILDREN

If you have children who are חניכים (*hanichim/campers*) living in a צריף (*tzrif/bunk*), it is essential that you allow them to be campers. You should encourage them to speak to their מדריכים (*Madrichim/counselors*) first when issues arise and to resolve their concerns the same way that חניכים (*hanichim/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 kids who

are with them. It's as important to make sure that your interaction with your child does not make the others homesick. Please check with the מדריכים (*Madrichim*/counselors) or יועצת (*Yoetzet*/Parent Liason) before buying anything for your child to avoid jealousy or inequality in the צריף (*tzrif*/bunk).

שבת (*Shabbat*) is a good time to spend with your child(ren) when they have free time. Your children (but not any other campers) 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 צריף (*tzrif*/bunk). Please check with the יועצת (*Yoetzet*/Parent Liason) before doing this.

צוות (*tzevet*/staff-members) may not have any children in their staff room other than their own child(ren).

STAFF CHILDREN & STAFF WEEK

It's always our preference that adult צוות (*tzevet*/staff-members) come on their own for all pre-camp training days and make other arrangement for their children for that time, until the first day of camp. This allows our adult צוות (*tzevet*/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 kids to have the best possible start to camp, with all the other חניכים (*hanichim*/campers) on the first official day of camp.

However, we understand that for many families, arranging other coverage for their kids during these pre-camp days is not an option. Although the camp program (including our גן (*Gan*) program) will not be fully up-and-running until the first official day of camp, we will help you and arrange childcare for those kids in camp during pre-camp days. (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 any pre-camp days.

[Click here for a letter from Rabbi Gelb to adult staff, discussing the arrangements for your children during Staff Week.](#)

[Click here for a letter from Rabbi Gelb to Second Session adult staff, discussing the arrangements for your children during Intersession.](#)

JOB PLACEMENT/EDAH (DIVISION) ASSIGNMENTS AT CAMP

מדריכים (*Madrichim*/counselors) will find out their צרף (*tzrif*/bunk) and עדה (*edah*/division) assignments in early June. Adult צוות (*tzevet*/staff-members) housing assignments will also be finalized in early June for first-session and full-summer staff-members, and in July for second-session staff-members.

All צוות (*tzevet*/staff members) are expected to carry out all assignments and duties outlined for them by their supervisors. While each צוות (*tzevet*/staff member) has been assigned a specific job, **the camp reserves the right to reassign 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

PRE-CAMP TRAINING

Before the campers arrive, all צוות (*tzevet*/staff members) who live in צריפים (*tzrifim*/bunks) are required to attend Staff Week. ראשי ענף (*Rashei Anaf*/Heads of Specialty Departments) and יועצות (*Yoetzot*/Parent Liasons) also attend Staff Week. First-session and full-summer adult צוות (*tzevet*/staff members) come for שבת (*Shabbat*) and two pre-camp training days, and second-session adult צוות (*tzevet*/staff-members) come for one pre-camp training day.

These pre-camp training days include an orientation to Camp Ramah and its standards, procedures, philosophy, and mission; training in your עדה (*edah*/division) or ענף (*anaf*/department) for specific responsibilities, and developing the skills necessary to perform assignments effectively. Camp policies and regulations are also reviewed at this time, and final preparations are made for the opening of the camp season.

Staff members who need to miss any part of staff week or their pre-camp training days must receive prior approval by the CEO or the Assistant Director. You must contact Emma Neusner, Staff Hiring & Programming Coordinator, before June 1st to make these arrangements.

OPPORTUNITIES FOR LEARNING AND FUN

Training does not end when the campers arrive. Camp Ramah in New England provides an on-going training program for all levels of צוות (*tzevet*/staff members) throughout the summer, as well as on-going opportunities for Judaic study. We encourage צוות (*tzevet*/staff members) to talk with their supervisor if they would like to find additional educational opportunities while at camp!

Every Friday night, there is an optional שיעור (*shiur*/lesson)

offered for צוות (tzevet/staff members) who don't live in צריפים (tzrifim/bunks), taught by one of our best educators at camp.

Every שבת (Shabbat) afternoon, there is mandatory staff-learning for all adult מומחים (mumchim/specialists) -- all staff-members who do not live in a צריף (tzrif/bunk) -- in the Beit Knesset at 5:15 PM. גן (Gan) coverage is provided (ONLY for the Gan-aged children of staff-members attending the learning).

We want each staff-member's summer at Ramah to be enjoyable, so there will be many special programs and activities available for staff in the evenings, such as movies, lectures, sports competitions, and other fun, special פעולות צוות (peulot tzevet/staff programs). צוות (tzevet/staff-members) are encouraged to be involved in the planning of these programs. If you have any ideas for programs you'd like to see us run, please contact our Program Staff!

All צריף (tzrif/bunk) staff are expected to be partners in running their צריף (tzrif/bunk) -- in everything from planning fun פעולות צוות (peulot tzrif/bunk activities) to handling disciplinary situations.

It is expected that everyone in camp, including adult speciality staff-members, will live by the camp rules and contribute to the community. This includes: participating in תפילות (t'fillot/prayer services), clearing their own tables in the חדר אוכל (Hadar Ochel/Dining Hall) and remaining in the חדר אוכל (Hadar Ochel/Dining Hall) until ברכת המזון (Birkat HaMazon/Grace After Meals) is over.

INCLUSION AT CAMP

We pride ourselves on being a warm and welcoming community at Camp Ramah. We are fortunate to have people who have many different identities and experiences who attend our camp. We have always taught these values both formally (through staff and camper training programs) and informally at camp and continue to do so. We want to make a clear statement that we are a safe, welcoming

and embracing home for members of the LGBTQIA+ community. Our צוות (*tzevet/staff-members*) and board of directors have been emphasizing LGBTQIA+ inclusiveness as we are privileged to have an increasingly broad representation from within the LGBTQIA+ community in our Ramah family.

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 חניכים (*hanichim/campers*) and צוות (*tzevet/staffmembers*) 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 חניכים (*hanichim/campers*) and צוות (*tzevet/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 LGBTQIA+. Camp can sometimes assume hetero-normative behavior which may make some חניכים (*hanichim/campers*) and צוות (*tzevet/staff-members*) 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 חניכים (*hanichim/campers*) and צוות (*tzevet/staff-members*) are supported and included.

שמירה (SHMIRA)

Night-time supervision is a critical aspect of staff responsibility. Each מדריך (*madrich/counselor*) living in a צריף (*tzrif/bunk*) will have שמירה (*shmira/night-time supervision*) duties a number of nights throughout the summer.

In order to help support our מדריכים (*madrichim/counselors*), צוות

(tzevet/staff-members) who do not live in a צריף (tzrif/bunk) will be asked to occasionally assist with שמירה (shmira), as well as to assist with שבת (Shabbat) coverage and 24-hour late-night שמירה (shmira) at the end of the קיץ (kayitz/summer).

When on שמירה (shmira), a מדריך (madrich/counselor) is required to remain in their צריף (tzrif/bunk) for the entire evening. (You may not be out on the porch.) Short of an emergency situation, a מדריך (madrich/counselor) on שמירה (shmira) may not leave their צריף (tzrif/bunk) for any reason. When on שמירה (shmira), we want מדריכים (madrichim/counselors) to keep an eye out to make sure that all חניכים (hanichim/campers) are safe, and that at the appropriate time for their עדה (edah/division), the kids turn off their flashlights, music, etc. and go to sleep. מדריכים (madrichim/counselors) need to be careful to prevent any incidents of bullying or teasing, as well as any חניך (hanich/camper)'s use of any prohibited electronic and/or internet devices.

A מדריך (madrich/counselor) on שמירה (shmira) may go to sleep once all their חניכים (hanichim/campers) are asleep.

NIGHT-TIME PROCEDURES

Night-time procedures for all מדריכים חברתיים (madrichim hevratyiyim/counselors):

I. All מדריכים חברתיים (madrichim hevratyiyim/counselors) must be personally checked out by their ראש עדה (Rosh Edah/ Division Head) or that night's ראש שמירה (Rosh Shmira/Shmira supervisor).

Procedure: After הרגעה (harga'ah/night-time quieting-down activity for the campers), מדריכים (madrichim/counselors) remain in the צריף (tzrif/bunk) while their kids quiet down. When the kids are settled, the מדריכים (madrichim/counselors) can step out to the porch, where we require that they have a five-to-ten minute daily check-in meeting, and wait there to be checked out. מדריכים (madrichim/counselors) MAY NOT leave the צריף (tzrif/bunk)

until they are checked out.

II. **צוות** (*tzevet/staff* members) 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 **מדריכים חברתיים** (*madrichim hevratyim*/counselors) must SIGN-IN with the **ראש שמירה** (*Rosh Shmira/Shmira* supervisor). They will sign their name on that night's form. After signing in, they must return immediately to their **צריפים** (*tzrifim/bunks*).

CURFEW

Curfews for **צוות** (*tzevet/staff*-members) are established to ensure proper supervision of all **חניכים** (*hanichim/campers*) and to ensure that **צוות** (*tzevet/staff*-members) are aware, alert and properly responsive to the needs of all **חניכים** (*hanichim/campers*).

The curfew for all **צוות (*tzevet/staff* members) (whether you live in a camper **צריף** (*tzrif/bunk*) or in staff housing) is 1 AM (although this may vary over the course of the summer). All **צוות** (*tzevet/staff* members) must be back in their own **צריף** (*tzrif/bunk*) or room by 1 AM, not just in camp.**

LEAVING CAMP PREMISES

During the day:

Leaving camp during the day is never permitted without the express permission of your supervisor. This applies to all **צוות** (*tzevet/staff* members), whether or not you live in a **צריף** (*tzrif/bunk*).

At night:

For **צוות** (*tzevet/staff* members) living in **צריפים** (*tzrifim/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 Shmira/Shmira* supervisor).

For safety reasons, צוות (*tzevet/staff* members) will have to check out when leaving camp and upon returning. צוות (*tzevet/staff* members) must abide by the camp's curfew policies. All צוות (*tzevet/staff* members) 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 צריף (*tzrif/bunk*) or room, the guard will send you back to retrieve it before allowing you to leave camp.

Any attempt by צוות (*tzevet/staff-members*) 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*.

To be more specific: חניכים (*hanichim/campers*) and צוות (*tzevet/staff-members*) may not ever go beyond the *Eruv* that surrounds camp, the train tracks, or *K'far Nivonim* without the express permission of their ראש עדה (*Rosh Edah/Division Head*). This rule means that חניכים (*hanichim/campers*) and צוות (*tzevet/staff-members*) 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/Division Head*) or another senior staff-member of camp.

In order to ensure the observance of שבת (*Shabbat*), on שבת (*Shabbat*), חניכים (*hanichim/campers*) and צוות (*tzevet/staff-*

members) are not permitted to go beyond the *Eruv*.

(NOTE: An *Eruv* is 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.)

LATE NIGHT **צריף** (*TZRIF/BUNK*) ACTIVITIES

מדריכים (*madrichim*/counselors) are encouraged, working in concert with their **ראש עדה** (*Rosh Edah*/Division Head), to plan periodic special events for their **חניכים** (*hanichim*/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 **חניכים** (*hanichim*/campers) realize that when they are put to sleep, they are to stay in their **צריף** (*tzrif/bunk*). **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 **מדריכים** (*madrichim*/counselors). But **צוות** (*tzevet*/staff members) must be very careful when telling stories of their camper days to their kids.

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

Similarly, **צוות** (*tzevet*/staff members) must never discuss their sexual experiences with campers, neither may staff-members tell stories with any sexual content. “Ask me anything” **הרגעות**

(*harga 'ot*/night-time activities for the campers) are strictly forbidden at camp.

Ghost stories and other scary stories are also forbidden.

With everything they do and say, **צוות** (*tzevet*/staff-members) must be certain they are modeling the best behavior for their **חניכים** (*hanichim*/campers). This is one of the most important aspects of being on staff: that we all work together to help our **חניכים** (*hanichim*/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.

TRANSPORTATION IN AND OUT OF CAMP

On occasion, **צוות** (*tzevet*/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. We will try to accommodate **צוות** (*tzevet*/staff-members) requests when possible, but we cannot guarantee that we will be able to provide a ride. The driving needs of camp receive priority scheduling, and we reserve the right to cancel any scheduled ride if camp business needs arise. The following guidelines have been set to meet these needs when resources are available:

- 1. You must request approval for your absence from Emma Neusner, Staff Hiring & Programming Coordinator, by June 1st.**
2. In the event something unexpected comes up over the summer, you must request a ride from the **משרד** (*Misrad*/Main Office) staff at least 48 hours in advance, and you must confirm that ride 24 hours before it is scheduled. We will help you and provide a ride if possible, but we only guarantee to provide transportation for **צוות** (*tzevet*/staff-members) at the start and end of their period of employment.

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). Please make sure your plans have been approved by the **משרד** (*Misrad/Main Office*) staff before you book anything!

MONEY AND VALUABLES AT CAMP

We do not recommend that **צוות** (*tzevet/staff members*) keep large amounts of money in their **צריף** (*tzrif/bunk*) or room at camp. Passports, traveler's checks and cash should be stored in lockers in our **מועדון צוות** (*Moadon Tzevet/Staff Lounge*). These items can also be stored in the safe at the **משרד** (*Misrad/Main Office*) upon request. **The camp is not responsible for any loss.**

מועדון צוות (STAFF LOUNGE)

We have a **מועדון צוות** (*Moadon Tzevet/Staff Lounge*) that is available for staff-members to use to hang out and relax. In the **מועדון צוות** (*Moadon Tzevet/Staff Lounge*), staff will find games, a TV (with Direct TV service available), as well as computers with internet access. Please take responsibility and help us keep our **מועדון צוות** (*Moadon Tzevet/Staff Lounge*) clean.

INTERNET ACCESS

There is wireless access at camp in the library complex, the **מועדון צוות** (*Moadon Tzevet/Staff Lounge*), and many other staff housing areas. While we do not guarantee wireless internet access for all **צוות** (*tzevet/staff-members*) 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 **משרד** (*Misrad/Main Office*) staff, to access the internet. You may not share this password with **חניכים** (*hanichim/campers*) for any reason. **חניכים** (*hanichim/campers*) are never allowed to access the internet unless supervised by **צוות**

(*tzevet*/staff members) 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. **צוות** (*tzevet*/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 time without permission from the CEO or Director of Finance & Operations. At no time are **חניכים** (*hanichim*/campers) allowed in staff cars. All personal vehicles must be registered with the **משרד** (*Misrad*/Main 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 the CEO, Assistant Director, Director of Operations & Finance, or the Director of Camper Care.**

Camp Ramah's auto insurance does not cover **צוות** (*tzevet*/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. **צוות** (*tzevet*/staff members) and **חניכים** (*hanichim*/campers) must wear seat belts in passenger vehicles when they are provided.

מדריכים (*madrachim*/counselors) are not permitted to have bicycles at camp. **מומחים** (*mumchim*/specialists) may only have a bicycle with special permission from a senior staff member. It is the **צוות** (*tzevet*/staff members)'s responsibility to carefully observe

all the rules of bicycle safety. **צוות** (*tzevet/staff members*) must always ride at a slow, safe speed -- it is very easy for someone to get hurt by a speeding bike. **חניכים** (*hanichim/campers*) are never allowed to ride a staff member's bicycle. **צוות** (*tzevet/staff members*) **MUST wear a helmet at all times when riding a bike at camp.**

Golf Carts may only be driven by senior staff members, unless given direct permission from the CEO, Assistant Director, or Director of Finance & Operations.

PETS

No **צוות** (*tzevet/staff members*) may have a pet at camp without the express permission of the CEO.

AIR CONDITIONERS

For **צוות** (*tzevet/staff members*) not living in a **צריף** (*tzrif/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. If you have an A/C in your room, please turn it off when you leave the room so as to conserve electricity.

REFRIGERATORS

For **צוות** (*tzevet/staff members*) not living in a camper **צריף** (*tzrif/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/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 want to create a positive and healthy atmosphere in our Ramah community. Using inappropriate language sets a bad example for our חניכים (*hanichim/campers*), who are constantly looking to staff as role models.

צוות (*tzevet/staff members*) must 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.

Gossip, slander, talking about people behind their backs, and לשון הרע (*lashon harah*) is an offensive, inappropriate and un-Jewish use of language. צוות (*tzevet/staff members*) must make every effort to avoid this and to object when hearing it from others.

GRAFFITI & VANDALISM

All חניכים (*hanichim/campers*) and צוות (*tzevet/staff-members*) 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 individual(s) 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

All מדריכים חברתיים (*madrachim hevratyim/counselors*) are welcome to have visitors on their days off. Other than that, צוות (*tzevet/staff members*) are working and will not have the time for visitors.

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 visit is approved by the CEO, Director, Director of Camper Care, or Director of Operations & Finance.

If you do not live in a צריף (*tzrif/bunk*), you may only have an overnight visitor if (a) you inform the משרד (*Misrad/Main Office*) more than 48 hours in advance, and (b) the visit is approved by the CEO, Director, Director of Camper Care, or Director of Operations & Finance.

Adult צוות (*tzevet/staff-members*) are welcome to have their spouses come visit them over שבת (*Shabbat*). You must sign up on the “spouse list” in the משרד (*Misrad/Main Office*) by dinner-time on the Thursday before, if your spouse is coming for a visit. Also, all spouses must submit a CORI form and immunization form before their visit.

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

CLEANLINESS & RECYCLING

Every member of the Ramah community is responsible for the cleanliness and maintenance of themselves and the camp. מדריכים (*madrachim/counselors*) are responsible for the cleanliness of their צריפים (*tzrifim/bunks*). Inspections of צריפים (*tzrifim/bunks*) will be made daily. צוות (*tzevet/staff members*) living in facilities other

than camper **צריפים** (*tzrifim/bunks*) are responsible for maintaining the camp's standards of cleanliness in their room, bathrooms, common areas and surrounding the building.

צוות (*tzevet/staff members*) and **חניכים** (*hanichim/campers*) 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.

We have single-stream recycling available at camp. Paper, cardboard, glass, plastic, aluminum and more can all be recycled at camp. We have recycling stations around **צד א'** (*Tzad Aleph/A-Side*), **צד ב'** (*Tzad Bet/B-Side*), and in the **בית מדרש** (*Beit Midrash/Library Complex*).

CELL PHONES

Our goal at camp is to create, as much as possible, a community 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 **חניכים** (*hanichim/campers*) and **צוות** (*tzevet/staff members*) can engage in one another and invest in the camp program, without being distracted by the “outside world.” Cell phones can be a distraction that prevent **צוות** (*tzevet/staff members*) from engaging with our campers.

We have instituted the following guidelines regarding cell phones at camp:

1. **צוות** (*tzevet/staff members*) may use cell phones during the day only in the case of emergencies or for extremely time-sensitive camp business.

2. **צוות** (*tzevet*/staff members) who live in a **צריף** (*tzrif*/bunk) may use their cell phone to make personal calls or text **ONLY** when they are off-duty and away from **חניכים** (*hanichim*/campers). **A cell phone should never be used (for calls or texts) in sight of חניכים (hanichim/campers) unless in an emergency situation.**

3. **צוות** (*tzevet*/staff members) who live in a **צריף** (*tzrif*/bunk) **can never use their cell phones in the צריף (tzrif/bunk) during the day while the חניכים (hanichim/campers) are awake, except in case of emergency.** **צוות** (*tzevet*/staff members) are permitted to use their cell phone in the **צריף** (*tzrif*/bunk) at night, after all of the **חניכים** (*hanichim*/campers) are asleep.

4. Cell phones may not be used or carried under any circumstances on **שבת** (*Shabbat*).

ENFORCING THE CELL PHONE AND INTERNET USE POLICY FOR CAMPERS

חניכים (*hanichim*/campers) are not permitted to have or use cell phones at camp. Similarly, **חניכים** (*hanichim*/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). Kindles or other e-readers that can access the internet only to download e-books are allowed; if they have any additional web-surfing functionality they are not allowed.

There are two main reasons for these policies:

- o When a **חניך** (*hanich*/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 **מדריכים** (*madrichim*/counselors). Additionally, many of these issues are momentary, and if the **חניך** (*hanich*/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 **חניך** (*hanich*/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 צוות (*tzevet/staff-members*) to help us enforce these policies! מדריכים (*madrachim/counselors*) are required to be on the look-out for חניכים (*hanichim/campers*) with cell phones and/or devices that can access the internet. If a חניך (*hanich/camper*) has a cell phone or a device that can access the internet, they will be confiscated and returned to that חניך (*hanich/camper*) at the end of the summer.

Our מדריכים (*madrachim/counselors*) 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 צוות (*tzevet/staff members*).

אתגר (*ETGAR*) OUTDOOR ADVENTURE PROGRAM

אתגר (*Etgar*) is the Hebrew word for “challenge.” Our *Etgar* Program is a series of adventures that are designed to give our oldest campers new experiences in the great outdoors and to challenge them both mentally and physically. The *Etgar* Program is also designed to teach our campers about environmentalism and Judaism’s connection to טבע (*teva/nature*).

Here is a summary of the אתגר (*Etgar*) program at Camp Ramah in New England for קיץ (*kayitz/summer*) 2019:

Magshimim (campers entering 8th grade) will participate in a raft-building and team-building exercise at camp run by Adventure In Adventure Out, a wonderful outdoor adventure company, during the **second session** only.

Bogrim (campers entering 9th grade) will go Funyaking on the Deerfield River during the **second session** only.

Machon (campers entering 10th grade) will go on a two-day/one-night overnight camping trip during the **first session**.

חניכים (*hanichim/campers*) will participate in **עדה** (*edah/division*)-wide programming as well as have some choices of activities.

Nivonim (campers entering 11th grade) will participate in a three day/two night overnight camping trip. The **עדה** (*edah/division*) will camp out in tents at a campsite that can accommodate the entire group. Each day is being planned to challenge our **חניכים** (*hanichim/campers*), build **עדה** (*edah/division*) unity and provide adventure.

LIVING IN NATURE

We are blessed to have a beautiful hundred-plus acre facility with a forest, river and lakes. Living in nature brings some possible situations about which we want to make sure you are aware. We cannot list every scenario, but here are a few things that we think are important to share.

Bats -- Bats are a normal part of nature and eat many mosquitos. There are specific guidelines from the Commonwealth of Massachusetts in regard to bat exposure.

Here are the three scenarios in which the Massachusetts state epidemiology office (using CDC guidelines) routinely recommends rabies post-exposure prophylaxis (PEP):

1. When someone sees a bat bite or scratch on him/her.
2. When someone wakes up and finds a bat flying in his/her room, since bites can be “silent” and the presence of a bat in the room is not theoretical.
3. When a bat is found in a room with an infant/young child/person with a disability, since that individual cannot give a reliable history regarding possible exposure.

In the event a bat is discovered in a **צריף** (*tzrif/bunk*), **מדריכים** (*madrichim/counselors*) must remove all **חניכים** (*hanichim/*

campers) immediately and contact senior צוות (*tzevet*/staff-members) without delay.

We continue to contract with Braman Pest Control, a southern New England company in business for over 120 years, and their bat specialist, to inspect our bunks in the fall and spring to ensure as best as possible that there are no nests in the bunks and that there are no holes into which bats might be able to enter.

Trees -- There are many trees on our property. We take seriously the risk of a tree falling and each spring bring a tree care specialist to inspect the trees in the inhabited footprint of camp. We remove any trees that are identified as being at risk.

Wildlife -- There are raccoons, skunks, occasional foxes and a rare bear among other wildlife that we can see at camp. Almost always these animals are only seen well after חניכים (*hanichim*/campers) are in bed and pose no threat. When any of these animals (except bears) try to take up residence in or around our buildings, we trap them and relocate them. If a bear is sighted, we immediately contact the police and move everyone inside.

Insects and bugs -- There are mosquitoes and ticks in our environment. מדריכים (*Madrichim*/counselors) must remind our חניכים (*hanichim*/campers) to apply bug repellent daily. Additionally, מדריכים must remind the חניכים to self-check for ticks when they shower.

Sun -- Before leaving the צריף (*tzrif*/bunk) for breakfast, and also after מנוחה (*menuchah*/after-lunch rest-time), מדריכים (*Madrichim*/counselors) are to encourage their חניכים (*hanichim*/campers) to apply sunscreen and bug spray, wear a hat, and take a water bottle.

Tornadoes -- In case of a tornado warning, we have a detailed procedure to shelter everyone in camp in one of our basements. We drill this procedure during staff week.

V. HEBREW AND JUDAIC POLICIES

עברית (HEBREW)

At Camp Ramah, we take seriously our commitment to עברית (*Ivrit/Hebrew*) and expect all צוות (*tzevet/staff members*), regardless of position, to actively further the mission of making camp a place where עברית (*Ivrit/Hebrew*) is commonplace. We achieve our goals not only through our formal curriculum, as implemented in our לימוד (*limud/education*) פרק (*perek/period*) each day, but also through singing in עברית, dancing to עברית and Israeli music, and taking extra care that certain words and phrases only be said in עברית. We make announcements in the חדר אוכל (*Hadar Ochel/Dining Hall*) and during תפילות (*t'fillot/prayer services*) exclusively in עברית.

מאה מילים (*Meah Milim*): We've put together a list of the 100 most common מילים (*milim/words*) that we strive to use only in עברית (*Ivrit/Hebrew*) at camp. Throughout the summer, our חניכים (*Hanichim/campers*) and מדריכים (*Madrichim/counselors*) encourage one another to use the *milim* on this list exclusively in עברית (*Ivrit/Hebrew*). And the *Meah Milim* initiative doesn't stop with specific words — we use this program as a catalyst for including more עברית (*Ivrit/Hebrew*) in our everyday lives at camp.

We do not expect that anyone come to camp with these מילים (*milim/words*) already learned or memorized. We do not want anyone to feel pressured to “study” before coming to camp! We will all be learning and working on these מילים (*milim/words*) together at camp this קיץ (*kayitz/summer*).

And who knows, we might just have some special swag to give to צוות (*tzevet/staff members*) and חניכים (*Hanichim/campers*) who make great use of these מאה מילים (*Meah Milim*) this קיץ (*kayitz/summer*) at camp...!

[Please click here](#) to read more about our מאה מילים (*Meah Milim*)

program and to see the complete list of מילים (*milim*/words).

Remember, you don't have to be fluent in עברית to be a טובה דוגמה (*dugmah tovah*/good example) to others in your attempts to incorporate עברית 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.

תפילות (*T'FILLOT*)

All צוות (*tzevet*/staff members) are required to attend morning תפילות (*t'fillot*/prayer services), including שבת (*Shabbat*) morning and קבלת שבת (*Kabbalat Shabbat*). צוות (*tzevet*/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 skills while you are at camp and to take on leadership roles in תפילות (*t'fillot*) as much as possible.

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

At Camp Ramah in New England, everyone is treated equally in all Jewish ritual matters. Women are counted for a מנין (*Minyan*) and are eligible to read תורה (*Torah*) and הפטרה (*Haftarah*) 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 are encouraged 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*) during תפילות (*t'fillot/prayer* services) on weekday and Sunday mornings and a טלית (*tallit*) on שבת (*Shabbat*) morning. Females over the age of בת מצוה (*Bat Mitzvah*) are encouraged to do so.

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. Female staff are encouraged to bring טלית (*tallit*) and תפילין (*tefillin*).

Anyone, male or female, who is leading תפילות (*t'fillot/prayer* services) or participating in the תורה (*Torah*) Service, must wear a טלית (*tallit*) and a כיפה (*Kippah*) or head-covering, which camp will provide.

כשרות (KASHRUT) & FOOD AT CAMP

Ramah צוות (*tzevet/staff* members) have the responsibility of creating an environment where the laws of כשרות (*kashrut*) are observed both inside and outside of the חדר אוכל (*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 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 into the camp.

We do understand that, during the year, our צוות (*tzevet*/staff members) observe כשרות (*kashrut*) to different degrees. As part of the Ramah experience, צוות (*tzevet*/staff-members) are required to observe the rules of כשרות (*kashrut*) listed above. When on time-off outside of camp, צוות (*tzevet*/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 CEO.

No food is permitted to be kept in צריפים (*tzrifim*/bunks), by מדריכים (*madrichim*/counselors) OR חניכים (*hanichim*/campers).

מדריכים (*madrichim*/counselors) may not accept money from חניכים (*hanichim*/campers) to buy food for them, and מדריכים (*madrichim*/counselors) may under no circumstances bring food into camp for individual חניכים (*hanichim*/campers).

חדר אוכל (CHADAR OCHEL)

Camp Ramah strives to make the dining experience at camp as pleasant as possible. We rely on our צוות (*tzevet*/staff members) to achieve this goal. A few reminders:

- Arrive on time for meals. מדריכים (*madrichim*/counselors) are required to check to make sure that all of their חניכים (*hanichim*/campers) are at the חדר אוכל (*Hadar Ochel*).
- Meals begin when the appropriate ברכה (*brachah*/blessing) is recited. After the ברכה (*brachah*/blessing), everyone must

remain seated while our Kitchen Staff brings the hot food to the tables. When food arrives at your table, you may begin to eat but must remain seated.

- Only when a ראש עדה (*Rosh Edah/Division Head*) says בתיאבון (*beteavon/“enjoy your meal!”*) may חניכים (*Hanichim/campers*) and צוות (*tzevet/staff-members*) get up from their tables in order to take food from the side-tables.
- חניכים (*Hanichim/campers*) and צוות (*tzevet/staff members*) 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 חדר אוכל (*Hadar Ochel*).
- מדריכים (*madrichim/counselors*) are responsible for maintaining order at their table, when announcements are being made or a hand is raised.
- All צוות (*tzevet/staff members*) are expected to remain at meals for their entirety, to participate in the ברכת המזון (*Birkat haMazon/Grace after Meals*), or ברכה אחרונה (*Bracha Achrona*) and to listen attentively to announcements.
- At the end of the meal, everyone at the table must clean the table and the floors under and around them. All חניכים (*Hanichim/campers*) and צוות (*tzevet/staff members*) must remain seated at their table until they are checked out by a ראש עדה (*Rosh Edah/Division Head*) that their area is completely clean.
- To protect the כשרות (*kashrut*) of the camp kitchen, no food may be brought into the חדר אוכל (*Hadar Ochel*), and no utensils may ever be taken out of the חדר אוכל (*Hadar Ochel*).

Please note that our חדר אוכל (*Hadar Ochel*) 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 (Hadar Ochel)** along with the rest of our campers and staff, at regular meal-times. **We do offer an early dinner for staff parents and their pre-camper-aged kids on Friday afternoon.** (You will need to sign up for this early dinner each week in the **משרד (Misrad/Main Office)** by Thursday before dinner.)

שבת (SHABBAT)

שבת (Shabbat) at Ramah has a magical intensity that can only come from an entire community engaged in the beauty of the day. When we ask campers why they keep coming back to camp, **שבת (Shabbat)** is always one of the first things they mention. The *ruach* (spirit) of **שבת (Shabbat)** is one of the most indelible memories of the Ramah experience.

We are a *Shomer Shabbat* camp. You may not carry or use a cell phone on **שבת (Shabbat)** under any circumstances. In their personal space, on their own bed, a child may chose to use a flashlight or headphones.

In addition to **שבת (Shabbat)** meals, services, and singing, sports and swimming are permitted.

Turning on or off lights, listening to MP3 players, writing, drawing, painting, building, playing musical instruments are prohibited on **שבת (Shabbat)**.

A **צריף (tzrif/bunk)** is not a democracy, and **שבת (Shabbat)** observance at camp is not a choice. You may not take a vote in your **צריף (tzrif/bunk)** to decide whether you will observe **שבת (Shabbat)** in your tzrif. It is our responsibility and privilege to help create a special **שבת (Shabbat)** experience at camp for all of our **חניכים (hanichim/campers)**.

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 Emma Neusner, Staff Hiring & Programming Coordinator, 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 צוות (*tzevet*/staff members) or family member with special medical needs (such as allergic reactions or diabetes) must make this information known to the camp.

VACCINATIONS

Camp Ramah in New England has always been careful about checking immunizations for campers and staff. We have always required all of our campers and staff to be fully immunized according to the standards of the American Academy of Pediatrics and the CDC.

The following vaccinations are required for all staff:

- Dtap vaccine: 5 doses. (In Israel, 4 doses are given by 12 months)

and then a Tdap at age 7.)

- Polio vaccine: 4 doses, final dose after age 4. (In Israel, 4 doses are given at by 12 months and another is given in 2nd grade.)
- Hep B: 3 doses. (In Israel this is routine.)
- MMR: 2 doses, 1st one after 12 months. (In Israel this is routine.)
- Varicella: 2 doses, 1st one after 12 months. (In Israel this is routine.)
- Tdap: 1 dose by age 12. (In Israel one dose is given in 2nd grade and one in 8th grade, you're all set.)
- MENINGOCOCCAL vaccine (Menactra or Menveo). (In Israel this vaccination is currently not routine until entering the IDF.)

מרפאה (HEALTH CENTER)

The Health Center, known as the **מרפ** (*marp*) -- short for **מרפאה** (*mirpa'ah*) -- and its staff are responsible for protecting the health of **צוות** (*tzevet/staff members*) and **חניכים** (*hanichim/campers*). 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. Camp physicians staff sick-call hours daily and are always on-call. **חניכים** (*Hanichim/campers*) and **צוות** (*tzevet/staff members*) 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 מרפאה (*mirpa'ah*) in the middle of the night unless there is a true emergency situation.**
- In case of emergency, **צוות** (*tzevet/staff members*) or **חניכים** (*hanichim/campers*) 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 Health Center*) or Talya Kalender, our Director of Camper Care, to discuss it.

- **חניכים** (*Hanichim/campers*) and **צוות** (*tzevet/staff-members*) who take daily medications will be scheduled appropriately.

- For staff parents: if your child at camp is sick, our **מרפאה** (*mirpa'ah*) staff will take care of them. If you wish, you may choose to sign them out of the **מרפאה** (*mirpa'ah*) and into your own care. If you do this, you will need to sign a form stating that you understand that by signing your child out of the care of the Camp Ramah Medical Staff, you are taking responsibility for your child's medical care at camp and for making any decisions about seeking outside medical attention. We do this to avoid any confusion. The camp's medical staff is available to consult, however while your child is under your care, the Medical Staff is not responsible for his/her ongoing medical care. Please note: our **מרפאה** (*mirpa'ah*) staff is always happy to care for any sick camper, even if their parent(s) is/are on staff.

MEDICATIONS

All medications for **צוות** (*tzevet/staff members*) living in a **צריף** (*tzrif/bunk*) with campers must be kept in the **מרפאה** (*mirpa'ah*). This includes over-the-counter medications.

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 **צוות** (*tzevet/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. All **צוות** (*tzevet/staff members*) are also required to be part of the camp's supplemental accident insurance plan. As stated in staff contracts, **צוות** (*tzevet/staff members*) must pay half of the premium. This amount (\$12.00) will be deducted directly from salary. **צוות** (*tzevet/staff-members*) with pre-campers are charged \$24.00 per child.

The camp's supplemental accident insurance is SECONDARY coverage only. It provides **צוות** (*tzevet/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 **צוות** (*tzevet/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

צוות (*tzevet/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 **מדריך** (*madrich/counselor*) is hurt while playing basketball as part of an authorized activity with campers -- this is Worker's Compensation. If a **מדריך** (*madrich/counselor*) is hurt while playing basketball with friends -- this is Accident Coverage. The camp's insurance does not cover accidents occurring off campus during **צוות** (*tzevet/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 **צוות** (*tzevet/staff member*)'s responsibility to ensure that if any **חניך** (*hanich/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 **צוות** (*tzevet/staff member*) 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.

MENINGOCOCCAL DISEASE AND CAMP ATTENDEES

The Commonwealth of Massachusetts requires all summer camps to share this document, "Meningococcal Disease and Camp Attendees: Commonly Asked Questions," with our community.

[You may click here](#) to access the document.

VII. PACKING INFORMATION

BAGGAGE AND SHIPPING

It is **צוות** (*tzevet/staff member*)'s responsibility to arrange and pay for shipped luggage. **צוות** (*tzevet/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.

צוות (*tzevet/staff members*) may opt to send some of their luggage on our camper luggage trucks if space is available. Please contact our office for more information.

Camp Ramah is not not responsible for any lost or damaged luggage.

WHAT TO PACK: CLOTHING & EQUIPMENT

Although camp is an informal environment, we expect our **צוות** (*tzevet/staff members*) to look and dress professionally appropriate at all times. **The CEO reserves the right to determine what is or is not appropriate.**

Clothing with alcohol, tobacco, drugs, sexual content or inappropriate language or content is not permitted.

Please be aware that, in keeping with our values of **צניעות** (*tzniut/modesty*), all **צוות** (*tzevet/staff members*) are required to wear a shirt at all times, when in public outside of their **צריף** (*tzrif/bunk*). This includes male **צוות** (*tzevet/staff members*), except for when swimming or at our **אגם** (*agam/lake*). We encourage male **צוות** (*tzevet/staff members*) to wear swim-shirts.

We ask that **צוות** (*tzevet/staff members*) wear modest and appropriate swimwear at camp. 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 toe shoes are required for active camp programs.

Simple, modest, nicer-than-everyday clothing is appropriate dress for שבת (*Shabbat*). We recommend nice pants, shorts or a skirt, with a nice shirt, or a dress.

Many צוות (*tzevet*/staff members) and חניכים (*hanichim*/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*).

Limited electrical outlets are available. Please limit the number of fans, 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. Please identify each item of clothing, shoes, outerwear, and all belongings with your full name. Labeling with initials is not sufficient in helping us determine to whom a lost item belongs. As a reminder, please put nametags/ID on luggage, טלית (*tallit*), תפילין (*tefillin*) and טלית (*tallit*) bag.

A suggested packing list can be found on pg. 107.

LINENS

Israeli and other international (*tzevet*/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).

מדריכים (*madrichim*/counselors), who will be living in a צריף (*tzrif*/bunk), should bring twin size sheets.

Staff not living in a צריף (*tzrif*/bunk) should bring full/double size sheets for yourself and twin/single size sheets for any of your children who are coming to camp.

RAMAH-WEAR

All צוות (*tzevet*/staff members) will receive a staff t-shirt during Staff Week (or, for those who arrive later in the summer, before they start work).

Our on-line camp store is open between April-May. Additionally, some Camp Ramah clothing can be purchased at camp on the opening and closing day of each session, and on Visiting Day.

WHAT TO LEAVE AT HOME

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

Please do not bring expensive jewelry, expensive musical instruments or items of sentimental value, such as family heirlooms, grandparent's טלית (*tallit*) or תפילין (*tefillin*).

If you choose to bring a computer, tablet, or other electronic device to camp, you do so at your own risk. Camp Ramah is not responsible for any damage to any צוות (*tzevet*/staff member)'s computer or tablet that can so easily occur around camp.

The following items are NOT PERMITTED for צוות (*tzevet*/staff members) at camp:

- Microwaves or grills
- Electronic gaming devices
- Bicycles, skateboards, and scooters
- Fireworks (including sparklers)

- Water pistols, water guns, laser-pens, air guns (or similar items)
- Balloons or other latex items
- Weapons, including knives (of any size or purpose)
- Alcohol, cigarettes, e-cigarettes, marijuana or any marijuana paraphernalia, vaping equipment, and any illegal drugs or controlled substances

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.

When you arrive at camp, you will be given a bag with your name and housing information printed on it. Please also bring your own laundry bag, as there will be 2-3 days where your bag is at the facility outside of camp.

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 CEO 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 CEO or Director of Camper Care of the need for accommodation. Upon doing so, the CEO 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.

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.

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:

מדריכים (*madrichim/counselors*) and מומחים (*mumchim/specialists*) should speak with the Assistant Director, Director of Camper Care, or the Senior Program Staff. צוות (*tzevet/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. STANDARDS OF CONDUCT

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.

Each staff member has an obligation to observe and follow CRNE's policies and to maintain proper standards of appropriate and professional conduct at all times.

Conduct which adversely affects the interests or safety of other staff members, campers or CRNE will be addressed with disciplinary measures. 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.

ABUSE

(This National Ramah policy has been developed in consultation with Sacred Spaces (www.jewishsacredspaces.org). Some material has been adapted, with permission, from Conservative Synagogue Adath Israel of Riverdale's (CSAIR) "Safeguarding Our Children" Policy.)

The highest priority of Camp Ramah is to provide a safe environment for campers and staff. Ramah staff members must take special care to use sound judgment and to avoid even the appearance of improper conduct. Activities, stories, and language that may make others feel uncomfortable – physically, emotionally, sexually – are strictly prohibited. Since children, teens, and adults have different sensitivity levels and cultural norms, staff members

should err on the side of caution. Actions will be judged by how they are perceived, not just how they were intended.

Abusive behavior will result in serious consequences including dismissal from camp and the possibility of criminal action.

Prohibited or abusive conduct at camp falls under five main categories:

- **PHYSICAL ABUSE** – NEVER, under any circumstances, should a staff member use physical force with a חניך (*hanich/camper*) – either as a behavioral consequence or even as an overly playful gesture. Such gestures can be subject to many interpretations. If you feel yourself getting angry, find another staff member to supervise and walk away, count to 10, etc., but NEVER touch a camper out of anger or use any physical force. Please seek guidance and help if you are feeling this way; asking for help is a sign of strength.

- **PSYCHOLOGICAL/EMOTIONAL ABUSE** – Emotional abuse refers to interactions with חניכים (*hanichim/campers*) that cause them emotional or psychological distress. Staff members are in a position of authority over חניכים (*hanichim/campers*), and when power is used inappropriately or abusively, it can cause great distress, as fear and distrust replace the comfort and trust we try to build. Examples of emotional abuse include acts of rejection, isolation, and exploitation, scaring, and taking advantage of campers. Calling campers demeaning names, withholding food or treats as punishment, threatening, blaming or humiliating campers, giving unreasonable punishments, and ignoring חניכים (*hanichim/campers*) who are in need of your support can all cause psychological harm. Avoid mean jokes and sarcasm.

- **VERBAL ABUSE** – Never threaten a חניך (*hanich/camper*). Never yell, curse, or scream at a חניך (*hanich/camper*). Yelling and cursing might help you let off steam, but only communicates a message of being out of control. It can scare the חניכים (*hanichim/campers*), even if they don't tell you they are scared and pretend

that they are okay with it. Similarly, stories and language that are foul or otherwise inappropriate can be abusive. As with psychological/emotional abuse, the scars are not always visible, but are often irreparable.

- **NEGLECT** – Neglect is often an unintentional form of abuse, but can be just as damaging as the above. Examples of neglect include poor supervision, withholding attention, withholding food, and disregard for basic physical safety, emotional safety, and comfort of campers.

- **SEXUAL ABUSE** – Any sexual behavior between a staff member and camper is by definition abusive.

Sexual behavior may include, but is not limited to:

- Unwanted sexual touching, such as sexual touching that lacks mutual consent, or any sexual behavior by one person that is undesired by the other person.
- Sexual touching with the use of force, which is sexual assault.
- A staff member touching a camper for their own sexual stimulation or that of the camper.
- Sexual behavior (such as masturbation) that takes place in front of a camper.

We reiterate that any sexual behavior between a staff member and camper is by definition abusive and explicitly note that a camper is incapable of giving consent to sexual behavior under any circumstances whatsoever.

Behavior by a staff member that is cause for concern and should be reported:

- Pays too much attention to an individual camper
- Too much touching of campers, even touching that is seemingly innocent
- Invites campers to his/her housing
- Allows campers to shower or change in their private space

- Gives gifts to a specific camper

APPROPRIATE TOUCH

Healthy and nurturing physical contact is an important aspect of our value system and our camp's culture.

Appropriate contact with חניכים (*hanichim/campers*) is defined as physical contact for the sole purpose of nurturing or reassuring the person touched, and should be restricted to shoulders, upper back, arms, and hands. It is given with no expectations of anything in return to convey approval, reassurance, or trust. It always accounts for the comfort level of the person being touched. If a חניך (*hanich/camper*) demonstrates any discomfort, this form of reassurance should stop.

Camp Ramah should be a place where touch that is nurturing can occur and where discussion about feelings can occur. Again, staff should take care to restrict these instances of touch to times when they are in public view. Examples may include:

- Pats on the back or touch on the shoulder
- Hugs (without full frontal contact) of welcome/hello/goodbye/Shabbat Shalom
- Handshakes, high fives, etc.
- Havdalah, “rad hayom,” and other group circles

The appropriateness of physical contact will vary with different ages, the context of the interaction, and the stages of childhood development. For additional guidance, please discuss with your יועצת (*Yoetzet/Parent Liason*) or the Director of Camper Care.

PROHIBITED PHYSICAL CONTACT

Any physical contact that violates the comfort level of the person being touched is prohibited. It is touch that is achieved through the use of power on the part of the person doing the touching. It is touch that is given or forced on one for the primary satisfaction of

the toucher - not the person being touched. Examples of prohibited touch include:

- Sexual contact of any kind with a camper
- Physical force (hitting, arm twisting, pinching, towel whipping, etc.)
- “Hazing” activities which can be physically and/or sexually abusive and cause psychological harm, e.g., touching and/or in any way playing with a camper while he/she is sleeping.

Is touching a camper ever allowed? What is clear and unclear?

- Clear: There is to be no sexual touching; no romantic touching; no playful touching that might be interpreted or misinterpreted as romantic; no touching of private areas, including groin, breasts, and buttocks (sometimes referred to as the areas covered by a bathing suit or underwear); and no lip kissing. All of these are categorized as sexual activity, and, as described above, any sexual activity with a camper is automatically abusive.
- Physical touching which requires sensitivity and discretion, depending upon age, context, and perceptions includes: lap sitting; cheek kissing, hugging, shoulder rides, piggy-back rides, playful wrestling, massages.
- Key principle: No person should ever be touched in a way that makes them feel uncomfortable. When in doubt, even about seemingly innocent touching (e.g., hug, pat on back, lifting, etc.), ask the camper or don't do it.
- Caution: Staff members must never be alone with an individual camper in a closed, private place. Any situation can be misinterpreted, so it is important to keep doors open, avoid private spaces, and stay in groups.

Staff members should gently block and redirect a camper who attempts to touch the staff member in an inappropriate or sexual manner. They should discourage campers from inappropriate

expectations of touch in a gentle manner, being mindful to not embarrass the camper.

Staff members should gently set limits when campers seek excessive, inappropriate, or sexual attention and obtain support services for campers who continually struggle with these limits.

Additionally, all staff members should be mindful of the camper's behavior and actions, taking notice of behaviors that may be suggestive of past abuse, as communicated during trainings. Such behaviors should be communicated to camp leadership as soon as possible.

SEXUAL HARASSMENT AND CHILD ABUSE PREVENTION TRAINING

Ramah requires that all staff members and volunteers complete annual in-person training. Upon completion of the training, and before beginning their activities with campers, all staff members working with campers must sign an affirmation that they have read and will abide by Ramah's policies on sexual harassment and child abuse.

GUIDELINES ON INTERACTIONS BETWEEN INDIVIDUALS

Staff-Camper Ratios

All interactions with campers are to take place in spaces that are both observable and interruptible. This includes but is not limited to spaces with observable windows, unlocked doors, and is reported as being used for programming purposes (is taking place at a time and in a space known and designated for programming use). Ideally 1:1 interactions should take place at times when additional staff and/or adults are present in the same or adjoining space.

During 1:1 interactions, the room door should be open or with an unobstructed window view with clear visibility into the room.

The door should be unlocked and the staff member should not physically be between the camper and the room exit.

Transportation

When transporting campers out of camp (doctor's appointments, shopping needs, meeting a group, etc.), it is preferable for at least two staff members to accompany the campers. In the unavoidable situation when a Ramah staff member must transport a camper alone, this arrangement must be approved by a supervisor.

Showing Favoritism

Ramah staff members and volunteers should refrain from showing favoritism to campers for whom they are responsible (e.g., gift giving that is specific to an individual camper or spending a disproportionate amount of time individually with one camper).

Language and Communication

Words, what we say, and how we communicate with others can be nurturing and supportive. Language and communication can also be destructive and hurtful. All members of the Ramah community should be careful and cognizant of the language used at all times, and especially when we speak to and/or are in the presence of campers.

Ramah staff members may not make any sexually suggestive comments, jokes, innuendos, behavior, or use inappropriate language to or in the presence of campers. In addition:

- Communications with campers should include language that is encouraging, respectful, and confidence-boosting.
- Staff members may not use language that teases, belittles, or shames a camper.
- Inappropriate language/conversation may include, but is not limited to:
 - Cursing
 - Using lewd or sexually suggestive language
 - Comments about the way a camper looks, is dressed, or about the camper's body

- Questions about a camper’s sexuality/orientation
- Information about a staff member’s intimate behaviors, relationships, desires, or body.
- A staff member should never ask a camper to keep a secret.

Photos and Videos

Ramah actively promotes photographic recording of our community for archival and promotional purposes. We also acknowledge that images of campers may be used inappropriately or illegally. Therefore, the following rules apply to photography (including video) of campers at Ramah:

- Staff members are not permitted to email, text, or post on their personal social media accounts any photos or videos of campers.
- No photography may be conducted inside bunks, changing areas, bathrooms, or whenever a camper is in a state of undress or has an expectation of privacy.
- The camp may not post images of campers that include identifying personal information such as full name (English or Hebrew), address, phone number.
- All photographers/videographers seeking permission to photograph at Ramah must agree to and adhere to the guidelines set forth by this statement.
- Any image (digital or other) of a camper, taken with permission, but which reveals private body parts, even if unintentional, violates these rules, is not suitable for public display, and must be destroyed or deleted.

Social Media and Electronic Communications

Staff members should not communicate with individual campers on the internet during or after the camp season other than in ways expressly permitted by the CEO.

- In the event that a staff member is required, for Ramah business purposes, to communicate with a camper via email, text message, or social media, an additional staff member or parent/guardian must be copied on the communication.
- Staff members who have Ramah email accounts must

communicate with campers using these accounts (not from personal email accounts) or Ramah social networking profiles (e.g., not personal Facebook or other social media accounts).

- Staff members should not send social media “friend” requests to a camper utilizing a personal social media account.

Alcohol and Drugs

Providing any camper with drugs or alcohol is a criminal offense, and is prohibited at camp and at all Ramah events. Similarly, it is prohibited for staff members to interact with or be around campers while under the influence or in possession of drugs or alcohol.

RESPONDING TO SUSPICIONS OF CHILD ABUSE

(Adapted from “What to Do When a Child Discloses Possible Abuse,” prepared for Camp Ramah in California by Miriam Wolf, MSW)

Because of the trusted relationship that campers often develop with staff at camp, campers occasionally disclose information about possible abuse. Information of this nature may require additional follow-up by the camp administration, and may also trigger a report to the appropriate authorities as required by law. Whether the alleged abuse occurred in or out of camp, if a camper discloses possible child abuse, a staff member should follow these steps:

1. Practice “active listening,” where the camper does most of the talking and you do mostly supportive listening. Be supportive but not overreact; children often do not disclose due to fear of upsetting adults or being viewed as scarred in some way. If you respond with “That’s the worst thing I’ve ever heard,” it can trigger negative behaviors and can lead to the camper shutting down the conversation. If the camper asks you to promise to keep the information to yourself you may say, “Most things you tell me I can keep to myself. But if you tell me something that makes me worry about your safety or the safety of someone else, I may not be able to keep that to myself.” NEVER promise that you won’t tell anyone else.

2. Tell the camper that you are glad they told you. Support the camper's decision to tell by praising the courage it took to tell. Do not investigate or ask detailed questions at this time. Simply reassure the camper that you will do your best to help them. While it is difficult to hear information of this kind, try to remain supportive and neutral.

3. Tell the camper that you are going to help them. Then, follow the protocol set by the camp: Tell your ראש עדה (*Rosh Edah/* Division Head) or יועצת (*Yoetzet/Parent Liason*) immediately, who will arrange for you to speak with the director or their designee.

4. Some campers might initially be angry with you that you cannot keep the information to yourself. It is important to remember that campers often choose to tell someone when they want help. Helping campers does not mean keeping secrets; it means getting them appropriate assistance while at camp and when they return home. Be sure to speak with your יועצת (*Yoetzet/Parent Liason*) about your feelings and involvement in this situation.

REPORTING SUSPICIONS OF CHILD ABUSE

State laws mandate that the CEO (or designee) report suspected incidents of child abuse or neglect to legal authorities. Ramah policy requires all Ramah staff to report to the CEO or another senior camp leader any reasonable suspicion that a camper is being abused or maltreated (whether this is a past occurrence or a present situation). All reports facilitated by camp leadership will be held in the strictest of confidence, protecting the confidentiality of the information and the individuals involved to the extent possible.

The CEO shall report suspected abuse or neglect to the Massachusetts Department of Children & Families.

If a child reports, or we suspect, abuse or neglect at home, the CEO would contact the Massachusetts Department of Children and Families to determine our reporting responsibilities.

CAMPER DISCIPLINE POLICY

Camp Ramah's discipline policy is designed to create a safe environment at camp, and to help children develop self control and assume responsibility for their actions.

Clear and consistent, age appropriate rules and limits are established at camp. Any disciplinary measure used will relate to the child's specific actions and will be handled in a timely fashion. No physical or corporal punishment, or hitting of any kind, is allowed. No cruel punishment, verbal abuse or humiliation, scare tactics, or other controlling measures are allowed. No methods associated with the deprivation of food, water, or shelter, or extended isolation are allowed. No punishment of any kind for wetting the bed is allowed.

Any consequence given by a מדריך (*madrach/counselor*) to a חניך (*hanich/camper*) must be approved by the ראש עדה (*Rosh Edah/ Division Head*) or יועץ (*yoetz*).

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. If disruptive behavior continues, the camper may be dismissed from the camp program.

Camp Ramah reserves the right to immediately dismiss a חניך (*hanich/camper*) from the summer camp program without prior warning.

The following actions may result in immediate dismissal from camp:

- Physical, sexual, or verbal abuse
- Leaving the camp grounds without permission

- Smoking (including e-cigarettes) or vaping
- Possessing or using marijuana (or marijuana equipment)
- Possessing weapons or firearms
- Vandalism (including graffiti) or pranks or activities that destroy camp property
- Misuse of fire extinguishers
- Disrupting someone who is sleeping
- Invading someone's privacy while they are in the bathroom or shower.
- Self-harmful behaviors
- Sexual activity (including intercourse, oral sex, or other behavior for which the camp cannot take responsibility)
- Camp Ramah in New England has zero tolerance for the use by any camper of alcohol, illegal or recreational drugs, or other controlled substances

It is not possible to list all forms of behavior that are considered unacceptable.

The CEO and/or *yoetz* will be in touch with the parent/guardian directly if there are discipline issues.

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 and hitting of any kind, is prohibited; (2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse; (3) No camper shall be denied food, water 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).

SEXUAL HARASSMENT

(This National Ramah policy has been developed in consultation with Sacred Spaces (www.jewishspaced.org.)

Camp Ramah is a special Jewish community of people living and learning together for the summer. We expect every member of the community -- campers, staff members, and guests -- to all follow a set of basic Jewish ethics and camp rules. These include demonstrating respect for other persons in what we say and in how we act, and doing everything we can to protect the health and safety of every individual.

It is the policy of Camp Ramah that sexual harassment will not be tolerated. This includes unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with a staff member's work performance or creating an intimidating, hostile, or offensive working environment.

It is unlawful for one individual to sexually harass another individual. Sexual harassment on the job is unlawful whether it involves harassment by a co-worker, by a supervisor or a manager, or by persons doing business with or for Camp Ramah.

POLICY AGAINST UNLAWFUL HARASSMENT AND DISCRIMINATION

Camp Ramah is committed to ensuring that our community is free of harassment and discrimination, whether prohibited by law or by Jewish ethical standards. Camp Ramah prohibits discrimination and harassment of any kind, including on the basis of race, religious belief, sex, gender identity and expression, sexual orientation, age, medical condition, disability, national origin, or any other category protected by applicable state or federal law.

Camp Ramah's policy against harassment and discrimination applies to all members of and visitors to the Ramah community including employees, campers, family members, vendors, suppliers, independent contractors, and others doing business with Camp Ramah. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination.

Examples of Sexual Harassment: Sexual harassment (which can also constitute abuse or assault) can include a broad spectrum of conduct including, but not limited to:

- Unwanted sexual advances;
- Offering an employment benefit (such as a raise, promotion, or career advancement) in exchange for sexual favors or engaging in an intimate relationship, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity or an intimate relationship;
- Visual conduct, such as leering or making sexual gestures;
- Verbal sexual advances, propositions, requests, or comments;
- Sending or posting sexually-related messages, videos, or photos on social media;
- Verbal abuse of a sexual nature; graphic verbal comments about an individual's body or attire; sexually degrading words used to describe an individual; and suggestive or obscene letters, notes, or invitations;
- Physical conduct, such as touching, groping, assault, or blocking

movement;

- Physical or verbal abuse concerning an individual's gender, transgender status, gender identity, or gender expression;
- Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair, or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine; and
- Exposure of one's sexual body parts except as necessary for changing or bathing;
- Engaging in any sexually explicit conversation or behavior in front of co-workers or campers which can create an offensive or hostile environment.

Other Examples of Prohibited Harassment: In addition to the above listed conduct, Camp Ramah strictly prohibits harassment including:

- Racial or ethnic slurs, epithets, and any other offensive remarks;
- Jokes about sex or about body image, whether written, verbal, or electronic;
- Threats, intimidation, and other menacing behavior;
- Inappropriate verbal, graphic, or physical conduct;
- Sending or posting harassing messages, videos, or photos on social media;

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of camp leadership.

Prohibition Against Retaliation: Camp Ramah prohibits retaliation against those who report, oppose, or participate in an investigation of alleged harassment, discrimination, or other wrongdoing in the workplace. By way of example only, participating in such an investigation includes:

- Filing a complaint with a federal or state enforcement or administrative agency;
- Participating in or cooperating with a federal or state enforcement

agency conducting an investigation of Camp Ramah regarding alleged unlawful activity;

- Testifying as a party, witness, or accused regarding alleged unlawful activity;
- Making an internal complaint with Camp Ramah regarding alleged unlawful activity;
- Assisting another employee who is engaged in any of these activities.

All employees are required to cooperate fully in the event of any such investigation.

Camp Ramah is further committed to prohibiting retaliation against employees who request a reasonable accommodation for any known physical or mental disability and employees who request a reasonable accommodation of their religious beliefs and observances.

WHERE CAN I TURN FOR HELP IF I FEEL I AM BEING OR HAVE BEEN HARASSED, DISCRIMINATED AGAINST, OR RETALIATED AGAINST?

If you believe that you are being or have been harassed or discriminated against, you are encouraged to immediately seek support from a senior camp leader (e.g. CEO, Assistant Director, Director of Camper Care, Director of Finance and Operations, **עדה ראש** (*Rosh Edah*/Division Head), **יועצת** (*Yoetzet*/Parent Liason), etc.) or medical professional (nurse or doctor) whom you trust and with whom you are comfortable speaking. These senior camp leaders have been trained in supporting victims of harassment and assault, and will help you determine how best to handle the situation, presenting you with various options, including the filing of a complaint with the camp.

You may always feel free to speak with any of the following individuals, based on your level of comfort:

- CEO (Rabbi Ed Gelb: Edg@campramahne.org)

- Assistant Director (Josh Edelglass: Joshe@campramahne.org)
- Director of Camper Care (Talya Kalender:
Talyak@campramahne.org)
- Director of Finance and Operations (Ed Pletman:
EdPletman@campramahne.org)
- President of CRNE Board of Directors (Stuart Katz:
skatz@cohenandwolf.com)
- National Ramah Commission, Inc. (212-678-8881): Rabbi
Mitchell Cohen, Director, mcohen@jtsa.edu; or Amy
Skopp Cooper, Associate Director, amy@campramah.org.

You may choose to file a written complaint. All written complaints should include details of the incident(s), names of the individual(s) involved, and the names of any witnesses.

Bystander: If you observe harassment of any person at camp, please report the incident immediately to one of the individuals listed above.

Supervisors who receive any complaint of harassment, discrimination, or retaliation must promptly report such complaint to one of the individuals listed above.

Camp Ramah takes all complaints of harassment seriously and will not penalize you or retaliate against you in any way for reporting potential harassment or discrimination in good faith.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. Moreover, any employee, supervisor, or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination. Additionally, under state law, employees may be held personally liable for harassing conduct or allowing harassing conduct that violates the state employment statutes.

All employees and individuals performing services for Camp

Ramah are expected to comply with this policy and to cooperate with investigations of complaints of harassment.

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.

PERFORMANCE EVALUATION

We believe strongly in the principle that all of our **צוות** (*tzevet*/staff members) should have regular opportunities to receive feedback regarding the quality of the work they are doing.

To that end, **צוות** (*tzevet*/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 **צוות** (*tzevet*/staff member) is doing. We expect that all **צוות** (*tzevet*/staff members) 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 **צוות** (*tzevet*/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 placed in your file.

CUSTOMER AND PUBLIC RELATIONS

CRNE's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of all **צוות** (*tzevet*/staff members). The opinions and attitudes that **חניכים** (*hanichim*/campers) have toward CRNE may be determined for a long period of time by the actions of one person.

All **צוות** (*tzevet*/staff members) must be sensitive to the importance of providing courteous treatment in all working relationships. This applies not just to your treatment of your **חניכים** (*hanichim*/campers), but also your polite, welcoming, respectful treatment of all camp parents (including staff parents) and other visitors to camp.

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

CRNE 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.

צוות (*tzevet*/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, **צוות** (*tzevet*/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 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.

צוות (*tzevet/staff members*) 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. **צוות** (*tzevet/staff members*) must always respect intellectual property rights such as copyrights and trademarks. **צוות** (*tzevet/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. **צוות** (*tzevet/staff members*) may not install password or encryption programs without the written permission of the Assistant Director. **צוות** (*tzevet/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. **צוות** (*tzevet/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 all **צוות** (*tzevet*/staff members), 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 contacts regarding a current or former **צוות** (*tzevet*/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 **צוות** (*tzevet*/staff members). Therefore, **צוות** (*tzevet*/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.

צוות (*tzevet*/staff members) 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.

X. SAFETY IN THE WORKPLACE

EACH STAFF MEMBER'S RESPONSIBILITY

All **צוות** (*tzevet*/staff members) must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the CEO, 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, marijuana, or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages, marijuana, drug paraphernalia, or illegal or controlled substances on CRNE's property is forbidden. **(Please see more information on Pg. 77-79.)**
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 **צוות** (*tzevet*/staff member) or anyone else against a staff member, supervisor or member of management will not be tolerated.

If you receive or overhear any threatening communications from **צוות** (*tzevet*/staff members) or an 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. **צוות** (*tzevet*/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 **צוות** (*tzevet*/staff members) and **חניכים** (*hanichim*/campers), 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 **צוות** (*tzevet*/staff member)'s room, **צריף** (*tzrif*/bunk), living area, vehicle, office, desk, files, locker, equipment or any other

area or article on our premises. In this regard, it should be noted that all rooms, offices, desks, files, lockers, equipment, etc. are the property of CRNE, and are issued for the use of צוות (*tzevet*/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. צוות (*tzevet*/staff members) working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as צוות (*tzevet*/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 צוות (*tzevet*/staff members), including but not limited to, those who have a valid permit to carry a firearm.

צוות (*tzevet*/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 CEO, 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 צוות (*tzevet*/staff members), their co-workers and the חניכים (*hanichim*/campers) we serve. The unlawful or improper presence or use alcohol, marijuana, or controlled substances 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.

צוות (*tzevet*/staff members) are prohibited from reporting to work or working while using illegal or unauthorized substances. צוות (*tzevet*/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 צוות (*tzevet*/staff members) of any age on the camp grounds. There is no consumption of alcohol allowed for any צוות (*tzevet*/staff members) of any age during any nights-off or time-off during the day. צוות (*tzevet*/staff members) who are over 21 years old are allowed to drink alcohol during the first 12 hours of a 24-hour day off, only.

Camp Ramah in New England is a smoke-free environment. There is no smoking allowed on the camp grounds. Smoking of tobacco 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*).

צוות (*tzevet*/staff members) are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of alcohol, marijuana, or controlled substances in the workplace including: on CRNE paid time, on CRNE premises, in adjacent public land, in CRNE vehicles, or while engaged in CRNE activities on or off CRNE premises including a camp trip. צוות (*tzevet*/staff members) are also prohibited from

reporting for duty or remaining on duty with any alcohol in their systems. צוות (tzevet/staff members) are further prohibited from consuming alcohol during working hours, including meal and break periods. Staff-members may not have any marijuana or drug paraphernalia on the CRNE premises for any reasons.

The above policies are in effect during the full duration of all צוות (tzevet/staff members)'s summer employment (including time off).

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 צוות (tzevet/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 our צוות (tzevet/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 צוות (tzevet/staff members) will receive an Emergency

Procedures Handbook when arriving at camp, and those procedures will be reviewed during Staff Week. It is critical that all **צוות** (*tzevet*/staff members) become familiar with the camp's emergency procedures.

XI. 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.

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 payday.

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.

We generally cannot honor requests for salary advances. If you

have a need for a salary advance, please contact our Finance Associate or Director of Finance and Operations to discuss your request.

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, please report it to the Finance Associate or Director of Finance and Operations immediately.

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.
- An air-conditional rental (see pg. 25).
- A refrigerator rental (see pg. 25).
- Medication purchased for a staff-member by our medical staff.

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.

IF YOU MUST LEAVE US

Should you decide to leave your employment with us, we ask that you provide the CEO 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 or ask us for a reference in the future.

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

Additionally, all resigning **צוות** (*tzevet*/staff members) should complete a brief exit interview prior to leaving. All CRNE property 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 **צוות** (*tzevet*/staff member) or **חניך** (*hanich*/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.

XII. 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.

צוות (*tzevet*/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 any **צוות** (*tzevet*/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, **צוות** (*tzevet*/staff members) must complete a reimbursement request form (available in the main office), along with all receipts for one's purchases. **No reimbursement form will be accepted for reimbursement if your form is not signed by your ראש עדה (Rosh Edah/Division Head) or ראש ענף (Rosh Anaf/Head of Specialty Department)**

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.**

צוות (*tzevet*/staff members) must use the tax-exempt form when making purchases. **If צוות** (*tzevet*/staff members) submit a

receipt for a purchase made without using the tax-exempt form, we will not reimburse for the sales tax on the purchase.

In order to be reimbursed before you leave camp, your reimbursement form must be turned in to Ken in the **משרד** (*Misrad/Main Office*) by the Wednesday morning before your last day.

TRAVEL FOR CAMP BUSINESS: Personal cars may not be used for camp business (i.e. transport, etc.) without explicit approval of the CEO or Director of Finance & Operations. Travel in any **צוות** (*tzevet/staff-members*)'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 CEO, 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 per mile for the total round-trip mileage of your trip, minus 150 miles each way, **up to a maximum reimbursement amount of \$150.**

All travel reimbursements will be issued at the end of the camp season.

If you are flying to camp from outside of the United States, you MUST e-mail Emma Neusner, Staff Hiring & Programming

Coordinator, with your flight details BEFORE booking your flight. Any flight not approved by Emma will NOT be reimbursed.

If you are flying to camp from within the continental United States, you MUST e-mail Marggi Shechanah, Office Manager, 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 an on-line travel reimbursement form, along with a mapquest or googlemaps itinerary of your trip, 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 Emma to make this request. Requests will not be considered after June 1st, 2019.

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

GRATUITIES

צוות (tzevet/staff members) may not accept tips or gratuities from parents either prior to, during, or at the end of the camp session.

צוות (tzevet/staff members) should please 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.

XIII. 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 six (6) designated days off during the contract period.

Please note that full-summer **מדריכים** (*madrachim*/counselors) in certain **עדות** (*edot*/divisions) might only be allotted five (5) days off, because of the schedule for that **עדה** (*edah*/division).

Single session **צוות** (*tzevet*/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 CEO or Assistant Director.

Unless it is a regularly scheduled day off, time off requests should be made by June 1st to Emma Neusner, Staff Hiring & Programming Coordinator. PTO can be used as vacation time, sick time or to take care of personal matters.

Days off are generally twenty-three hours, and are generally 6:30 PM-5:30 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.

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 Emma Neusner, Staff Hiring & Programming Coordinator, before June 1st.

If you are unexpectedly going to be late for work or absent, notify the Staff Hiring & Programming Coordinator 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

צוות (*tzevet*/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. **צוות** (*tzevet*/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. **צוות** (*tzevet*/staff members) 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.

JURY DUTY

צוות (*tzevet*/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 **צוות** (*tzevet*/staff members), as well as all part-time, temporary and casual **צוות** (*tzevet*/staff members) whose hours may be reasonably determined. Thereafter, regularly employed **צוות** (*tzevet*/staff members) summoned for jury duty are granted an unpaid leave in order to serve. All other **צוות** (*tzevet*/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. Please make arrangements with the Assistant Director as soon as you receive your summons.

VOTING LEAVE

CRNE believes that all **צוות** (*tzevet*/staff members) should have the

opportunity to vote in any state or federal election, general primary or special primary. **צוות** (*tzevet/staff members*) will be granted unpaid time off in order to vote for the first two hours the polls are open if the **צוות** (*tzevet/staff members*) are otherwise scheduled to work those hours and they apply for voting leave. Exempt **צוות** (*tzevet/staff members*) may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Please notify the Assistant Director of the need for voting leave as soon as possible.

MILITARY LEAVE

צוות (*tzevet/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 **צוות** (*tzevet/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 **צוות** (*tzevet/staff member*) chooses. Military orders should be presented to the Assistant Director and arrangements for leave made as early as possible before departure. **צוות** (*tzevet/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

צוות (*tzevet/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 צוות (*tzevet*/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 Director of Finance and Operations. 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.

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 *Chadar Ochel* (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 trailer – 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. Is the camper wearing appropriate attire. (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. Ensure your campers conduct tick checks daily.
2. Wear appropriate protection before hikes in the woods.
3. 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 or other bodily fluids.

VI. Self-discipline

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

ADDENDUM II. GUIDELINES FOR OUT-OF-CAMP TRIPS

◆ **Planning for your trip:**

- Is this a unique experience (something the kids could not easily do at home)?
- What are our Jewish educational goals for this trip?
- What are our other goals/learning objectives?
- Are the activities/destinations age-appropriate?

◆ **Trip-leader will meet with the Senior Program Staff-Members at least one week prior to traveling out of camp for a trip briefing, to review:**

- Trip itinerary, including destinations/activities, addresses, telephone numbers, schedule, check-in time (at minimum: daily check-in for overnight trips) and RAIN PLAN.
- Intended route (printing directions to and from each destination) & identifying hospitals along the route in case of emergency (with address & contact information). 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.
- Review trip itinerary to identify risks and mechanisms to minimize them. Plan for any participants with physical limitations. Review individual camper issues with your *Yoetzet*.
- 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. Also include “facebook” with photos of all participants.
- Communication plans and emergency telephone numbers (Camp office, CEO, *Marp*, Kitchen, Hospitals, Staff members on trip) and insurance coverage – this list should be distributed to all staff-members on the trip.
- Emergency contact cards (including *Rosh Edah*, Camp office,

CEO) copied & given to all participants.

- Make reservations and receive a written confirmation.
- Ensure all permits are arranged and fees are paid (including any deposits).

Arrange with the Director of Finance & Operations:

- Review budget
- Petty Cash & Checks
- Campers' money (if applicable)

Arrange with the *Mirpa'ah* (Health Center):

- Medical forms for both staff and campers (make additional copies if group is separated); take special note of any allergies.
- Signed permission from parents/guardians of all participants to seek medical treatment, or a signed religious waiver.
- Pack out all necessary medicine for campers and staff (both regular and emergency, such as ibuprofen and EpiPens), and review methods for administering.
- Staff member with current first aid and CPR/AED certification present on the trip and properly oriented to the health conditions of the participants and any environmental hazards associated with the area.

Arrange with the Kitchen:

- Pack-out for food (meals and snacks) and drinks.
- The kitchen must be advised if you are missing a meal or need to make alternative meal arrangements..
- Make arrangements for any participants with allergies or other food issues.

◆ Trip-leader will meet with the Assistant Director, Director of Finance & Operations, and Senior Program Staff-Members at least 3 days prior to traveling out of camp for a final trip review.

◆ **Do not leave camp without all of the above items, as well as:**

- Trip orientation completed for all participants (see below)
- Fully charged cell phones (minimum one per bus; additional are required if splitting into groups)
- Satellite phones (if going to a campground or other area without cell service)
- Safety check of any and all equipment (if applicable)
- First Aid Kits and other emergency accessories, including ice packs (one kit per vehicle)
- Garbage bags
- Toilet paper
- Paper Towels
- Birkat Hamazon* Cards (& *Mincha/Maariv* cards if applicable)
- For overnight trips: siddurim, as well as everyone's *tallit*, *tefillin*, toiletries, and sleeping bags.

Other items may be required depending on the nature of the trip.

◆ **Trip Orientation for Participants, run by *Rosh Edah* or senior staff-member:**

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

- Appropriate clothing and footwear (example: hiking boots)
- Camp t-shirt (if applicable)
- Hat
- Water bottle
- Sunscreen
- Kippot

All staff must be trained on their supervisory roles and responsibilities, and all participants must be oriented to:

- Representing camp -- appropriate behavior
 - Be respectful and polite to the people you meet
- Safety regulations
 - Staff need to regularly count the campers in their group
 - Staff must remain with their group at all times, and no

- camper is allowed to leave their group
 - Be aware of your surroundings and interactions with strangers
- Emergency procedures
 - What to do if you get lost from the larger group
 - For staff: what to do if you're missing a camper
 - If someone gets hurt: how to obtain medical and emergency assistance
 - Activity-specific procedures (boating, hiking, etc.)
- First aid procedures
 - Who is holding onto and distributing meds
- Health/sanitation practices
 - Don't leave garbage on the bus; clean up when we depart our area/the place we're staying
 - Hat/water bottle/sunscreen if outdoors
- Practices to protect the environment
 - Carry out-carry in
- Site-specific rules & boundaries, and off-limits areas
- Rendezvous times and places
- Bus rules (see below)
- *Kashrut* and allergies
- *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.

- Campers should be careful not to be disruptive during the bus ride (no yelling, running around on the bus, etc.). Videos and other entertainment must be quiet enough not to distract the driver.
- 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.

CAMP RAMAH IN NEW ENGLAND SUGGESTED CLOTHING LIST

Please label ALL items with first & last name!!

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.

PLEASE PACK:

TALLIT or *TALLIT KATAN* (required for male staff-members, encouraged for female staff-members)

TEFILLIN (required for male staff-members, encouraged for female staff-members)

12-14 T-shirts

10-12 Pairs of shorts

3 Sweatshirts

4 Long-sleeve or flannel shirts

14 Pairs of socks

5 Pairs of pants/sweatpants/leggings

15 Sets of underwear

4 Pairs of pajamas, including 1 warm pair

3 Swimsuits

2 Baseball caps or sun hats

Raincoat

Warm Jacket

4 Kipot (required for boys)

5-7 Bras / sports bras (if applicable)

2-4 sets of Shabbat clothes. This might include:

2 Pairs of khaki pants or nice shorts

4 Collared shirts

4 Dresses or skirts and blouses

FOOTWEAR:

1 pair rain boots

1 pair sneakers

1 pair beach shoes / flip-flops

1 pair shower shoes

1 pair Shabbat dress shoes or sandals

TOILET ARTICLES:

Toothbrush case
3 toothbrushes
Toothpaste
Deodorant
Sunscreen
Bug spray
Shampoo / conditioner
Soap or body wash
Soap dish
Comb / brush
Drinking cup
Shower caddy
Hair products
Hair ties
Nail clipper
Orthodontic retainer (if applicable)
Feminine hygiene products

BEDDING & LINEN:

4 Bath towels
2 Warm blankets or comforters
2 Wash cloths
3 Hand towels
1 Laundry bag
2 Twin sheet sets
2 Beach towels
1 Pillow

FOR MACHON (rising 10th graders) AND NIVONIM (rising 11th graders) STAFF, FOR *ETGAR* (OUTDOOR ADVENTURE) TRIPS (see pg. 33):

These items are recommended but not required:

Lightweight sleeping pad
Fleece jacket or heavy sweater
Lightweight hiking pants (fast-drying material)
Long john top & bottom
Warm hat

MISCELLANEOUS:

2 WATER BOTTLES labeled with name

1 Shoe bag

Sleeping bag

Flashlight & batteries

Umbrella

Extra eyeglasses

Contact lenses & solution

Books

Inexpensive camera

Athletic equipment (tennis racket, balls, baseball glove)

Musical instruments (non-electric)

Backpack and/or string bag

Cleats if planning to participate in a field sport
(soccer, ultimate frisbee or softball)

Swim cap if planning to participate in swimming

**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.

Please contact us at 781-702-5290 if you have any questions.

Todah rabbah!

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 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. As of 2017, we have a brand new winterized and air-conditioned *Chadar Ochel* (Dining Hall). 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 Health Center.

We have comfortably hosted groups from across New England and further away, including university Hillels, 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 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:

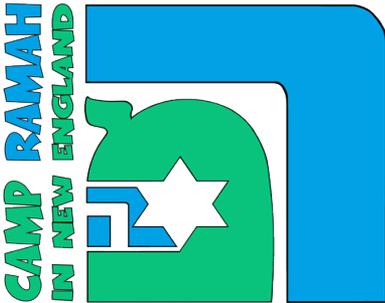
Massachusetts Turnpike West to Palmer Exit #8.
Follow directions above.

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