

Camp Weredale

Staff Handbook

A manual for camp staff, which describes the camp and identifies current policies, procedures, rules and regulations for the summer camping program.



Camp Weredale respectfully acknowledges that we are located on unceded Indigenous land originally occupied by the Algonquins and later the Mohawk nation of the Iroquois Confederacy.

MESSAGE FROM THE CORE TEAM

Welcome to Camp Weredale! As we enter our 90th summer, I am delighted to have you join our stellar team.

Camp Weredale has been a part of my life since 2019 and has helped me discover who I am as a person. It is a great honor to allow you to experience what this place has to offer. It is a land of adventure and games, and if you allow it, you may very well find yourself swept into the adventure of a lifetime.

Weredale is a place for people from all backgrounds to come together to ensure that our campers have a good summer and—at the very least—a great day. It is our duty to be the best versions of ourselves to achieve this outcome. With this team, you will discover new friends, connections, and aspects of your character that you may not have been aware of. Will you emerge as a skilled archer? A talented musician around the campfire? Or, like me, find joy in embarking on expeditions into the Lost World?

“As Director, it is my responsibility to ensure that you are all well taken care of and are motivated to persevere through any challenge that may come your way. Having been a counselor and a Nature Specialist in recent years, I know exactly what you are going through. To this, my key point of advice: let yourself have fun. Allow camp to be the place to help you become the person you didn’t think you could be.

There’s a lot of memories in this place; let’s make some more!” **Tharonhianente Barnes, Director**

“From my humble beginnings as a lifeguard in 2021 to now, where I have the honor of serving as Assistant Director, my journey at Camp Weredale has been nothing short of incredible. This place has become more than just a workplace; it’s become a second home, a sanctuary of growth, laughter, and lifelong connections.

As I step into this new role, I’m filled with excitement and enthusiasm for the opportunities that lie ahead. Together, we’ll continue to build on the foundation of community and camaraderie that defines Camp Weredale. Whether you’re a camper, a staff member, or a part of our wider network, know that your support and dedication are what make this place truly special.” **Jordan Lahmy, Assistant Director**

“For many years, I knew that I wanted to work with youth. In 2017, I started studying Special Care Counselling to further my education with youth. In 2021, I went to Camp Weredale to further expand my experience and it changed my life completely with great inspiration. It gave me the motivation to continue pursuing my goal for working with youth. Continuing my love for camp, I came back in 2022 as a counsellor. In 2023, my love for camp was still strong, but with a new job in the field, I was unable to attend camp full time. However, that did not stop me from going up to camp and volunteering numerous days. In 2024, I am so proud to be a part of the Core Team as the Operations Coordinator. I can’t wait for a great summer for the youth who will be attending the camp.” **Danika Stacey, Operations Coordinator**

“Last summer, I was asked countless times why I kept returning to Camp Weredale after all this time. My answer was always the same, “You’ll understand at the end of the summer”. Ever since joining the staff in 2019, Camp Weredale has been the site of countless memories and stories, as well as friendships, for me. Sometimes, it is the little things that stick out of a specific session, like seeing a camper come out of their shell, or try something new. But you will all have the opportunity to get a grasp of that this summer. Yet, camp is more than just that. It is about letting

yourself be your goofiest self and do things you would have never thought possible. It's about making the most of the summer and not having any regrets." **Sophie Balmer, Office Manager**

Our Mission and Vision Statements

Mission

Camp Weredale is a community based non-profit organization dedicated to providing a fun outdoor experience for campers aged 6 to 17 years. The majority of our campers face social, economic or personal challenges requiring supportive services. We offer an experience in which they can learn new skills, build on their strengths, and develop positive relationships.

Vision

Since 1934, Camp Weredale has offered a sleep away camp for vulnerable, underprivileged youth. Our vision is to continue this tradition for generations to come by providing an affordable, safe, supportive environment in which campers of all backgrounds, orientations and circumstances feel welcomed. Camp Weredale is a place where they can experience nature, escape ongoing life challenges while focusing on their happiness and wellbeing. We aim to positively impact the lives of our campers and foster a lasting bond with the Camp Weredale community.

Guiding Principles

- Nature and positive relationships are powerful agents for personal growth and emotional wellbeing.
- All campers, regardless of financial means or difficult life circumstances, have the opportunity to discover the joys of summer camp and outdoor activities.
- We embrace diversity and encourage creativity within a nurturing, respectful environment.
- We foster self-awareness, responsibility, resilience, belonging and self-esteem.
- We appreciate the therapeutic benefits of camp for youth who have experienced trauma, abuse, or neglect.

Our Camp

Camp Weredale opened in 1934; it is owned and operated by the Weredale Foundation.

It first served as a "summer home away from home" for the boys from Weredale House.

In the 1980s, it became a special needs camp for both boys and girls from the Youth Horizons Reception Centre.

In the 1990s, it offered support programs to foster children and families in addition to the regular camp programs.

Today, it provides a summer program of activities for children and youth, many of whom are receiving social services through the Batshaw Youth and Family Centres, which is under the

umbrella of the Centre intégré universitaire de santé et de services sociaux de l'ouest-de-l'Île-de-Montréal (CIUSSS-ODIM).

We employ over forty staff, some of whom have worked at Camp Weredale in previous years.

Core Team

This summer, the camp will be run by the following team:



Tharonhianente Barnes – Director, since joining our staff in 2019 as a counselor, Tharonhianente has made a remarkable impact at Camp Weredale. One of his most notable contributions was the improvement of our Archery and Nature programs. He is iconic for being the Cowboy, creating adventures of a lifetime for campers, and for his many expeditions into the Lost World. In the off-season, Tharonhianente teaches social studies and film in a high school.



Jordan Lahmy – Assistant Director, since joining our team in 2021 as a lifeguard, Jordan has been a camp powerhouse. When he wasn't making the waterfront fun and safe to use, Jordan could be found assisting Barney with camp maintenance. However, it is his impressive chess skills that have really stood out for the campers. This off-season, Jordan is traveling and dedicated to getting our camp up and running in June.



Danika Stacey – Operations Coordinator, since joining our staff in 2021 as a counselor, Danika has been a key part of our team. She was fundamental in the restoration of camp in 2021 and played an instrumental role in helping Camp Weredale transition back from the pandemic in 2022. Yet around camp, she is known for her remarkable personality and humour. In the off-season, Danika is wrapping up her Special Care Counselling degree and works part-time for KSCS.



Sophie Balmer - Office Manager, since joining our staff in 2019 as a counselor, Sophie has had a significant influence at Camp Weredale. Working behind the scenes, she has revamped and maintained our social media communications since 2022. Offline, she has also contributed to the restoration of camp. In the off-season, Sophie is pursuing her Master of Public Relations after obtaining her undergraduate degree in Sociology and Communication Studies.

Staff

Our staff includes various specialists, lifeguards, camp counselors, kitchen, laundry, maintenance, and overnight supervisor.

Chapter 1

1.1. RESPECT

At the core of all our behavior, decisions and interactions is a profound understanding of the importance of respect in all facets of camp life. As such:

- * All interactions between employees, management, support staff, families and campers must be respectful in tone, language and behavior.
- * We do not tolerate any form (verbal or non-verbal) of intimidation, shaming, teasing or provocation.
- * We respect individual differences, strengths, and limitations.
- * We are committed to resolving conflict in a peaceful, solution-focused manner.
- * We expect that all camp material, equipment and facilities are treated with care and left in their original order.
- * We ensure that any damaged or defective materials are reported promptly to staff management.
- * We understand the importance of immediately reporting any behavior that may compromise the safety, security or emotional well-being of a camper or other individual on site.

1.2. CAMP VALUES AND BELIEFS

We are guided in our actions with a set of values and beliefs upon which the existing policies and practices have been established.

We believe that all actions and decisions must be guided by the needs and best interests of our campers and families.

We believe in excellence and demand competence of the highest level. To this end, we have incorporated both support and accountability in our camping practices. Staff receive ongoing supervision and evaluations. We promote growth and learning for both our staff and campers, while aiming to provide the best possible camp experience.

We believe in a creative and individualized approach to camp programming.

We believe in the empowerment of youth and our responsibility to advocate for them.

We believe in the importance of preserving the environment.

We believe in regular communication and meaningful consultation with input from staff.

We believe that campers themselves have an important contribution to make in improving the programs offered at Camp Weredale.

We believe that campers, their families and staff have the right to be treated fairly and with respect. With these rights come responsibilities. Campers receive information, which describes rights, responsibilities, expectations, rules, consequences and recourse mechanisms.

We believe that campers must be safe and secure at all times. Staff receive First Aid and CPR training. Emergency procedure manuals are regularly updated and available. Fire safety and regulations are reviewed with campers and fire drills are conducted regularly. The waterfront is supervised constantly and rules applied rigorously.

We value and appreciate our camp staff as they are the means by which we carry out our mission and deliver our program.

We believe that competent, caring staff is essential. We have a careful screening process, pre-camp training and reference materials. We provide a handbook for staff which includes clear policies and procedures.

We believe in the importance of collaboration with the social service agencies who refer the majority of our campers.

We believe in furthering our understanding the needs of our youth by expanding our learning.

We believe that standards at camp are necessary and have been accredited by the Quebec Camping Association.

Fiscal responsibility is a high priority at Camp Weredale. We are grateful for the funding we receive from our donors and feel a responsibility to prioritize the needs of campers when using these funds.

Given our clientele and their specific needs, we hope to be agents of positive change and growth for children and their families.

1.3. CODE OF ETHICS

All Camp Weredale staff are expected to act in a manner which demonstrates true caring for and a high level of commitment to, the well-being of all campers.

We aspire to achieve and maintain a camp program that is consistent with the following standards of conduct:

- * We will respect the uniqueness of each individual's race, culture, sexual identity and religion and recognize each person's right to be treated with dignity and respect;
- * We will demonstrate exemplary behavior physically, emotionally and ethically as we are role models for youth and families;

- * We will respect the confidentiality of the information we acquire in the course of our involvement with youth, families and colleagues and will divulge information consistent with our duties in accordance with existing laws and camp policies;
- * We realize that both written and verbal communications are essential to carry out our duties and will ensure that the content and style of all communications are respectful, honest, clear, direct and complete;
- * We will maintain professional boundaries and objectivity to ensure that our value biases, vulnerabilities and judgments do not interfere with our relationships with campers and their families.

1.4. STAFF CODE OF CONDUCT

It is unacceptable for anyone working for or within Camp Weredale to engage in behavior which is detrimental or harmful to the health and well-being of campers and staff.

By reviewing some of the ways to which care and protection of youth and their families are jeopardized, the following behaviors have been identified as **clearly unacceptable**:

A. PHYSICAL CONTACT:

- * To intervene physically in an aggressive and/or humiliating manner;
- * To intervene physically when a youth, staff or the environment are not at risk;
- * To “rough-house” with a youth;
- * To have contact with a person’s intimate body parts;
- * To engage in any sexualized behavior or behavior which may be interpreted as such;
- * To stare at a youth who is dressed provocatively, is wearing under garments, or no clothes.

B. ESSENTIAL NEEDS:

- * To deprive a youth of essential needs as a corrective measure (food, water, shelter and care);
- * To ignore the physical pain expressed by a youth and fail to provide medical intervention and care;
- * To make disproportionate demands on a youth and not acknowledge his/her physical, emotional, social and cognitive development.

C. COMPLICITY:

- * To introduce or expose a camper to pornography;
- * To accept or incite a camper to racist, sexist or violent attitudes or actions;
- * To encourage a child to behave in a provocative fashion towards others;
- * To engage a camper in dangerous, illegal or inappropriate activities such as the use of drugs, alcohol, weapons, stealing or prostitution;
- * To give a camper favors or items to either fulfill one’s own needs or to favor one youth over another;

- * To engage in personal financial transactions with campers;
- * To allow or incite a camper or staff to disrespect the laws of society or camp policies;
- * To incite or encourage a camper to behave in a way that would damage one's physical integrity, such as self-mutilation;
- * To let a group of campers develop an abusive disciplinary control amongst themselves;
- * To let a camper wear inappropriate clothing that would either endanger their life (no lifejacket), or which conveys racist, sexist or negative/illegal related messages;
- * To permit a youth to continue in a situation which is detrimental to the youth's safety, security, and development;
- * To allow or encourage a youth to harm another person either physically or verbally.

D. NEGLIGENCE:

- * To withhold knowledge of unacceptable camper and staff behavior;
- * To not respond immediately to a serious situation, such as a suicidal threat or a serious injury to a camper;
- * To give free or unsupervised access to any drug, dangerous products or places;
- * To not take into consideration the difficulty for a youth to be in close proximity to an adult when that youth has clearly expressed the stress provoked by that proximity;
- * To fail to communicate to the appropriate person any important/critical information regarding the camper or family;
- * To allow campers to disregard safety rules or engage in potentially dangerous activities or behaviors.

E. ABUSE OF POWER:

- * To threaten a camper with deprivation of essential needs in order to obtain information;
- * To violate a camper's privacy unless it is an emergency;
- * To buy peace or silence with compensation, threats or emotional blackmail;
- * To apply disproportionate or unrelated consequences to a misbehavior;
- * To support, encourage or utilize punishment in working with a camper;
- * To provoke loss of control.

Failure to respect the code of conduct may result in the following actions and sanctions:

- * Warning to the staff involved in the breach of conduct.
- * Meeting with the staff and the directors and possible notification to parents/caretakers.
- * Meeting with the staff and the directors to establish a plan of action and corrective measures.
- * Possible temporary suspension.
- * Dismissal.

Chapter 2

2.1. POLICIES, RULES AND REGULATIONS

2.1.1. LOSS OR DAMAGE OF CAMPER POSSESSIONS

Camp Weredale is not responsible for the loss, damage or theft of items, which campers bring to camp. However, we recognize the value of campers bringing some personal possessions with them when they come to camp.

Staff should therefore regularly remind campers of the need to safeguard their belongings and to provide the opportunity for the safe storage of specific possessions.

2.1.2. SAFETY AND SECURITY INSPECTIONS

To ensure that installations are safe for everyone on site, the facilities where they are housed at Camp Weredale are inspected prior to each session.

This inspection is recorded. It should evaluate and confirm:

- * Emergency procedures manual is easily accessible;
- * First Aid kit is complete;
- * Exterior lights are in working order;
- * Fire extinguishers are in place, have valid tags and are in working order;
- * Kitchen hood filter free of grease;
- * Electrical outlets in good order;
- * Proper extension cords in use;
- * Garbage in appropriate cans;
- * Lights in working order in appropriate places;
- * Furniture or other objects are not blocking any fire doors.

2.1.3. USE OF CAMP VEHICLES

Only authorized drivers may operate the camp vehicles (van and truck).

Authorized drivers must hold a valid provincial driver's permit for the appropriate vehicle and a copy of which must be on file with the insurance agent.

Rules and responsibilities are made according to the Quebec Highway Standard Code and the Canadian Safety Standards for motor carriers.

Smoking or vaping in camp vehicles is prohibited.

2.1.4. DRIVERS' RESPONSIBILITIES

- * Drivers pick-up keys from the camp office;
- * Drivers must carry out a visual inspection of the van each time they use it (for client transportation);
- * Drivers must report any major defect before using the vehicle and accept to use the vehicle only after the major repairs have been carried out;

- * Drivers are responsible to pay the cost of traffic or parking tickets, which they incur while using the camp vehicle;
- * Drivers record each trip, the reason, and the persons being transported in the log provided.

The Camp maintenance is responsible for the upkeep and repairs done on camp vehicles and to have periodic inspections of the vehicles done by certified mechanics as defined by the Canadian Safety Standard.

The Camp Directors are responsible to make sure that all drivers are following procedures.

2.1.5. FIRE DRILLS, EVACUATION, EMERGENCY PROTOCOLS

The fire drills are conducted to ensure that campers and staff know what to do in the event of a fire.

Fire drills are carried out at least once during each regular camping session, within the first 24 hours.

After the fire drill, a debriefing session is held to talk about what happened.

Campers and staff must be reminded regularly of the importance of fire safety and the fire evacuation procedures at camp.

2.1.6. SEXUAL ABUSE PREVENTION

Camp Weredale recognizes that sexual abuse is an issue within our society and of particular importance given the population of campers we serve, some of whom have been signaled under the Youth Protection Act.

Our policies and practices with respect to the protection of the campers are closely linked with those of the Batshaw Youth and Family Centres from which many of the campers are referred.

Prevention measures include:

- * Specific procedures for recruiting and hiring camp staff include, collecting background information and verifying references. All staff are expected to abide by the appropriate rules of conduct.
- * Providing staff with specific information about what sexual abuse is, the symptoms of sexual abuse in a child, the establishment of reasonable suspicion and the procedures to be followed in such a case.
- * Setting out rules of conduct for camp staff in order to prevent sexual abuse. (reporting sexual abuse note)

2.1.7. REPORTING ACCIDENTS AND INCIDENTS

All staff in collaboration with the camp medic must ensure that an accident report is completed whenever an emergency situation, requiring a **major** first aid intervention, occurs. These reports are completed systematically. Camp Directors are notified.

Accident reports must be kept at the camp for a minimum of three years.

The accident report, available at the Health Center and in all Emergency Manuals, should be completed as soon as possible after the event and contain the following information:

- * Full name of the injured person;
- * Date and time of the accident;
- * Location of accident or ailment;
- * Nature of the accident or ailment;
- * People present during the accident;
- * Nature of the intervention;
- * Date and time of the intervention;
- * Full name of the treating person;
- * Full name of witnesses;
- * Procedures carried out after the intervention (e.g. contact with parents or authorities, debriefing activity).

The incident report, available at the Health Center and in all Emergency Manuals, should be completed as soon as possible after all cases of:

- * Client injury or serious inappropriate behavior;
- * Employee injury during the performance of duties or on Camp Weredale property;
- * Damage done by our campers to outside property or person(s);
- * Damage to property (buildings, equipment, cars etc.);
- * Fire (major or minor);
- * Flood;
- * Break-ins;
- * Theft of property or money;
- * Generally, any incident involving potential costs or liability for the camp or its staff.

2.1.8. PROCEDURES

In accordance with camp policies and procedures, **staff must tend to any clients or staff affected adversely by an incident.**

Once this has been accomplished, **an incident report must be completed immediately.**

A file is established in which the incident report, as well as any additional information relevant to the incident, are filed (related purchase receipt(s), police report(s) etc.).

2.1.9. EMERGENCY PROCEDURES

It is expected that all staff read and become familiar with our emergency procedures. If an emergency occurs, staff will then know where to look for the information on how to proceed.

These procedures cover what to do in an emergency, as well as the follow-up actions required; for example, incident report, police report, insurance claim, meeting with campers, staff, etc.

2.1.10. EMERGENCY PROCEDURES MANUAL

All staff must familiarize themselves with, and periodically review, the emergency procedures manual.

2.1.11. WATERFRONT RULES

- * No one swims without waterfront staff present;
- * Lifejackets must be worn and properly fitted when swimming beyond the zone for which you qualify;
- * If someone is missing or in trouble, notify waterfront staff immediately;
- * Glass containers are not permitted anywhere in waterfront areas;
- * Safety equipment should not be played with (poles, ring buoys, rescue board, etc.);
- * Swimmers are permitted to swim in supervised, designated areas only, unless otherwise stated by waterfront staff;
- * Swimmers must swim in designated areas depending on their swimming skills and abilities;
- * No one is allowed to swim under the dock;
- * Only one person dives at a time (unless otherwise specified) and only on the area of the dock designated for diving;
- * Street shoes and/or running shoes are not permitted on the dock;
- * No pushing, dunking, throwing or piggyback riding is allowed in the water;
- * Sand, stones and hard objects are not to be thrown;
- * Eating, smoking, or chewing gum is not permitted on the waterfront;
- * Equipment may not be taken without staff permission;
- * Counsellors are expected to be in the water when their campers are swimming;
- * If rules are not respected, involved parties will not be permitted on the waterfront.

ABSOLUTELY NO ONE IS TO SWIM AFTER DARK

2.1.12. KAYAKING AND CANOEING RULES

- * Canoes and kayaks must **not** be put in the water without permission from staff;
- * Life jackets must be worn by everybody when in canoes and kayaks;
- * Inexperienced canoers are not allowed out unless accompanied by an experienced canoer;
- * No more than three persons in one canoe at a time;
- * Anyone using a canoe or kayak must avoid damaging through inappropriate conduct;
- * No standing in a canoe or kayak;

- * Avoid changing positions in a canoe or kayak;
- * No tipping canoes or kayaks without permission from staff;
- * Canoes or kayaks are not permitted in the swimming area;
- * Canoes must be cleaned out after being used;
- * Paddles, life jackets, canoes and kayaks must be put away after each use;
- * Appropriate clothing required in canoes or kayaks;
- * A complete bailer kit is mandatory in each canoe or kayak.

2.1.13. ARCHERY RULES

- * The designated Archery Specialist(s) should be the only ones crossing the Firing Line.
- * Ensure the Red Zone is clear before touching the bows.
- * All actions involving bows should be based on the guidance of the Archery Specialist(s).
- * Arrows are pointed down when not in use.
- * Aim only at the target.
- * Do not dry fire (drawing without an arrow).
- * Avoid wearing long sleeves or glasses.
- * For additional safety, wear an arm guard.
- * Respect your fellow archers and the equipment.
- * Failure to follow any of these rules will result in expulsion from the field.

2.1.14. SMOKING AND VAPING RULES

Camp Weredale is obliged to be in compliance with *The Tobacco Control Act* that came into effect May 26, 2016.

In compliance with the law, smoking and vaping is prohibited:

- * In vehicles carrying persons less than 16 years of age;
- * In the public spaces of residential buildings that have 2 to 5 units;
- * On the commercial terraces, including those of restaurants and bars;
- * In outdoor parks for children.

At all times on the grounds of:

- * Daycare centres;
- * Educational institutions: Preschool, Primary school and Secondary school, this includes camps.

Fines for the various offences under the Act have increased and now for smoking and vaping in a prohibited place the fine is \$250 to \$750 and a repeat offence is \$500 to \$1,500.

While we discourage smoking and vaping at Camp Weredale, safe designated smoking areas will be determined by the administration for staff and visitors. All smoking and vaping paraphernalia must remain in your cabin, unless you are heading to the designated smoking area. Staff should not smoke or vape in front of campers.

2.1.15. THE USE AND CONSUMPTION OF ALCOHOL AND DRUGS AT CAMP WEREDALE

Campers:

The consumption of alcohol, cannabis and non-prescription drugs is strictly prohibited for all campers Camp Weredale.

Only drugs and medication prescribed by a physician and identified in the camp medical file are permitted; all other drugs and medication are prohibited.

Staff:

The consumption of cannabis and alcohol is **strictly prohibited while camp is in session when campers are present.**

Further, other than prescription drugs and medication, for which there is record in the staff medical file, the **use of all drugs is prohibited at Camp Weredale** (except routine over the counter medicine e.g. Tylenol, lozenges, etc.).

2.1.16. CAMPER ATTENDANCE

No camper is permitted to leave camp, camp organized activities or camp organized transportation without permission.

Camp staff are responsible to report unauthorized absences immediately to the **Director** or their delegate.

The Director or their delegate is responsible for maintaining daily attendance records.

2.1.17. PLAY AREAS AND EQUIPMENT

The Director or their delegate is responsible for inspecting activity areas and equipment before the start of the season as well as the start of each session throughout the summer.

The Director or their delegate is also responsible for following up on inspection reports for activity areas and program equipment.

2.1.18. GENERALIZED EVACUATION PLAN

The Director or their delegate is expected to carry out a generalized camp evacuation drill for all staff and campers within 24 hours of the arrival of the buses at each session, and to complete and sign the camp form on this subject.

2.1.19. PROCEDURES FOR INFECTION CONTROL

All staff members are responsible for being familiar with and applying the procedures for infection control. Staff members must also monitor practices amongst campers and promote these procedures.

The procedures are designed to safeguard health of campers and staff, to ensure safety of campers and staff and take the necessary measures to prevent the transmission of infectious diseases.

2.1.20. INFECTION CONTROL PROTOCOL

An essential component of any infection control program is good general hygiene.

Hand washing is an effective way to prevent the spread of germs.

Wash hands with soap and water before preparing food, before eating, after using toilet, after manipulating objects soiled with blood and other bodily fluids, as well as after tending to broken skin. The use of disposable gloves may be helpful but is not a substitute for good hand washing.

Hand sanitizer is available throughout the camp in all main buildings and sleeping quarters.

Use of disposable latex gloves must be used whenever there is a possibility of exposure to bodily secretions or with objects and surfaces soiled by such substances.

Specifically, gloves must be used when tending to wounds, or open sores, sorting out laundry and cleaning bathrooms. clothing and linens (towels), nail files, tweezers, make-up (lipstick, mascara etc.).

Wounds and First Aid: preliminary First Aid should be administered as soon as possible using disposable latex gloves. All blood/bodily fluids are to be washed off surfaces with bleach solution (one part bleach - 10 parts water). Solution loses efficiency after 24 hours.

Environmental control measures:

Bathrooms surfaces (floor, countertop, sinks, showers) are first washed and then disinfected with bleach solution using rubber gloves.

The toilet blocked, add 2½ cups of bleach in toilet, wait 30 minutes. After this period, most bacteria will be destroyed, and unblocking procedure may begin.

2.1.21. SCHEDULES FOR SHOWERS AND LAUNDRY

Counselors are responsible for following the laundry and shower schedule posted on site.

2.1.22. DRINKING WATER

Camp Weredale conducts regular testing and analysis of the water from our two wells.

2.1.23. MILEAGE AND EXPENSE CLAIMS

There is no reimbursement made for the personal and occasional kilometers incurred in the use of personal vehicles during the summer.

However, it is recognized that staff must not be financially disadvantaged because they are using their own vehicles for camp business.

If warranted, you may be reimbursed for the use of your personal vehicle. You must get prior approval.

Chapter 3

3.1. WORKING CONDITIONS

3.1.1. WHAT YOU CAN EXPECT FROM CAMP

A safe, fun and stimulating environment;

- * A wide variety of supervised sports, artistic, nature, and water related activities;
- * A program that is adapted as much as possible to the interests of each camper;
- * Multi-choices and balanced meals that appeal to everyone;
- * A program that offers possibilities to develop skills in leadership and performance;
- * A trained, enthusiastic and skillful staff team.

3.1.2. WHAT CAMP WILL EXPECT FROM YOU

- * A smile on your face;
- * Respect for yourself and others;
- * An openness to new challenges and ideas;
- * A hand when it is needed;
- * Participating in the activities;
- * Singing as loud as you can around the campfire;
- * Putting on lots of “bug juice”;
- * Gazing at the stars and taking time to appreciate our beautiful surroundings.

3.1.3. LOSS OR DAMAGE OF YOUR POSSESSIONS

Camp Weredale is not responsible for the loss, damage or theft of items, which staff brings to camp.

Lockers are available in the staff cottages for the safe storage of specific valuables.

3.1.4. STAFF ROLES, RESPONSIBILITIES AND RULES

- * As a member of the Camp Weredale staff team, you are on duty 24 hours a day, unless given time off. Even on free time, you are expected to help in case of an emergency.
- * Camp is settled and quiet after 12:00 a.m. and common areas (Rec. Hall, Dining Hall, Big Apple basement) are closed and circulation around camp is at a minimum.
- * Staff huts are off limits to campers and you are responsible to maintain proper order in these facilities (keep them clean and tidy).
- * The consumption of cannabis & alcoholic beverages is strictly prohibited as defined in the camp policy.
- * You must know and rigorously respect the rules of the waterfront.
- * You must inform the appropriate director when leaving the campgrounds and upon your return.
- * Staff cars must be parked in designated areas and Camp Weredale is not responsible for any loss or damage to your vehicle.
- * You are expected to speak with a director if you are experiencing any difficulties with a camper or fellow staff members.

- * You must obtain permission before taking any camper off the campgrounds.
- * All accidents or injuries must be reported immediately to a camp director.
- * You will be informed by administration of the schedule for laundry.
- * Outgoing mail should be dropped off at Administration for posting. Incoming mail will be distributed at meal times.
- * Camp buildings and grounds must be kept clean at all times, and you have a definite role to play. (Don't walk past litter).
- * Access to the kitchen is with permission of the head cook or administration only.
- * Swimming is prohibited after dark.

3.1.5. REMUNERATION

In addition to the pre-determined salary for the season, staff is entitled to meals and accommodation, canteen with campers and a staff T-shirt.

Pay cheques are distributed four times throughout the summer. A Record of Employment (ROE) accompanies the final pay cheque.

The minimal basic deductions at source required by law are reflected on the pay cheques.

Time off, for which staff receive pay as part of the contract, is scheduled between camping sessions.

3.1.6. REPORTING AN ILLNESS

A camp staff who becomes ill must inform a Director or their delegate as soon as possible.

3.1.7. CONFIDENTIAL INFORMATION:

All camper information which is available to staff is confidential in nature and **must not be divulged without proper authorization.**

3.1.8. YOU ARE ROLE MODELS

All staff is expected to carry out their duties and otherwise behave in a way which is compatible with the philosophy, values and goals of Camp Weredale.

During programming activities outside the camp, the same expectations are maintained regarding behavior and responsibilities, as would exist if a staff were working at the camp.

Personal items should be secured in appropriate areas.

3.1.9. THE HIRING OF STAFF

All staff must complete an application for employment with identification of previous employers, references, qualifications, relevant trainings and statement of availability.

Characteristics, abilities and skills which camp staff should possess or have potential to develop include:

- * Personal stability;
- * Assertiveness (be able to implement rules, regulations and expectations of the program);
- * Flexibility (able to adapt to new, different or changing requirements);
- * Trustworthy, ethical and responsible;
- * Confidence in one's own abilities;
- * Self-motivation (willingness to learn);
- * Observation and decision-making skills;
- * Knowledge of one's own strengths and weaknesses;
- * Ability to accept direction and supervision;
- * Ability to distinguish and respond to campers' needs;
- * Ability to develop meaningful and purposeful and appropriate relationships with campers and staff;
- * Ability to effectively work alone, with peers, and within a team framework.
- * Consent to conduct a criminal background check is requested from each candidate over 18 years of age at the time of hiring.

3.1.10. HARASSMENT IN THE WORKPLACE

Camp Weredale is committed to treating individuals with respect and dignity. We promote an understanding of differences, working towards the elimination of prejudice and discrimination.

This policy is consistent with our effort to provide a workplace which protects the health, safety and dignity of our staff and which is free of bias. It is compliant with the *Quebec Charter of Human Rights and Freedoms* which states that the workplace must be free of harassment and discrimination on the basis of race, color, sex, pregnancy, sexual orientations, civic status, age, religion, political convictions, language, ethnic or national origin, social conditions, and handicap or the use of any means to palliate a handicap.

3.1.11. PROCEDURES

Steps to take if you believe you are being harassed.

- * It is advisable that the alleged harasser be told at the outset that their behaviors are unwelcome and asked to stop. However, we acknowledge that there may be situations where it is dangerous or too intimidating to do so;
- * Document and keep a record of any incidents, date, time and place if possible. Keep any letters, notes from the alleged harasser, and record in detail what happened, your

response, and any possible witnesses. You do not have to have a record but it will strengthen your case and will help you to remember details;

- * You are encouraged to seek the support of Directors and/or deposit a complaint. The Directors, in consultation with you, will determine appropriate follow-up action.

3.1.12. SUPERVISION OF CAMP STAFF

Camp Weredale believes in the value of supervision and helping staff to fulfill the expectations of their positions. Ongoing support and structured supervision is provided, and occurs throughout the summer. You will also receive an evaluation at the end of the summer (see Addendum B).

Chapter 4 – HELPFUL HINTS

4.1. GETTING READY

Before camp:

- * Find out about the camp from returning staff or our website;
- * Be able to support the camp mission, values and principles;
- * Understand the contract or agreement you have signed;
- * Know what the Directors expect from you;
- * Locate and make use of helpful reading material;
- * Determine what specific equipment and clothing you will need.

At camp:

- * Get to know all members of staff;
- * Know your strengths and weaknesses;
- * Improve weak skills;
- * Get to know the traditions;
- * Avoid cliques;
- * Be well acquainted with the camper rules and reference material;
- * Know the emergency procedures.

Daily routines:

- * The frame of mind in which you greet your campers is important;
- * At breakfast have two or three topics you can discuss;
- * Supervise clean up until you can gradually lead them to do the job well on their own;
- * Set up a schedule for your campers to change their clothes regularly;
- * Be sure you know which activities each of your campers will be doing each day;
- * Lunch time presents a good opportunity to discuss what each of your campers has done;
- * Rest periods are for rest;
- * The routine you set up during these first few days will be of value later;
- * Use the swim periods to get to know your campers better;
- * Suppertime is a good opportunity for reviewing the day and planning for the evening.

First days:

- * Find out as much as you can about each of your campers but avoid prejudging;
- * Check to see if the cabin is in good shape for the campers;
- * Help your campers get settled into the cabin;
- * Take them on a tour of the camp;
- * Keep them active;
- * Be sure to involve everyone, especially those individuals who are feeling uncomfortable and insecure;
- * Set high standards for campers' behavior and manners;
- * Take special care with your personal appearance.

Bedtime:

- * Plan restful activities for the evening;
- * Each camper should follow a good clean-up routine;
- * Line up a few suitable stories to tell in the evening;
- * This is a good time to discuss the highpoints of the day or topics of interest to them;
- * Leave them looking forward to the next day and knowing that you have a particular interest in each of them.

4.2. WHAT CHILDREN NEED

Security:

- * Children need to feel secure if they are to participate fully and positively in a camp's program;
- * Help campers get familiar with the camp site as well as with the location and use of all camp buildings and equipment;
- * Make campers aware of the program and routines;
- * Let campers know that you will support them and help them work out problems;
- * Make sure each camper is included and has an opportunity to learn how to live with others;
- * Treat each camper as an individual and show that you understand and appreciate individual differences;
- * Notice and reinforce campers when they make an effort;
- * Be patient and understanding in exercising control.

Recognition:

Everyone needs recognition in order to feel accepted as part of the whole, knowing they hold a place of value in the group. Your part in helping to achieve this can be:

- * Compliments for a job well done;
- * Assisting the campers to do something as a group so that they get recognition for their effort from the whole camp;
- * Making senior staff aware of your camper's accomplishments and asking them to give your campers some recognition for it;
- * Motivating campers to accept challenges offered at camp, help them gain recognition from their peers;
- * Giving the group the occasional special privilege for outstanding achievement;

Affection:

All of us strive for affection and particularly children. You can help fill this need by:

- * Showing that you are concerned about a camper's well-being and happiness;
- * Indicate to your campers individually the characteristics that you regard most highly in them;
- * Tell them when they have done well and encourage perseverance;
- * Giving recognition to the positive aspect of your campers' behavior;

New experiences:

New experiences are important because they provide opportunities to learn and have fun.

To avoid the monotony of daily routines you can provide new experiences by:

- * Planning new activities for the cabin group;
- * Thinking up new ways to do the routine jobs and trips;
- * Being aware of the signs of boredom;
- * Being enthusiastic about whatever you are doing - your enthusiasm is stimulating to your campers.

Leadership:

Children must know that they can do some things well. Feelings of accomplishment are important. You can help by:

- * Providing opportunities for each of them to be in positions of leadership;
- * Providing opportunities for each camper to participate in activities where each has a chance to succeed even though the challenges may be small at first;
- * Taking an interest in each of their efforts and helping them realize that some failures are not bad, rather lessons in learning how to succeed.

4.3. CAMP STAFF RESPONSIBILITIES:

To the campers:

- * Make sure that safety rules are clear and well defined;
- * Check-in with campers, both as a group and individually;
- * Make camp fun;
- * Help campers progress each summer.

To other members of staff:

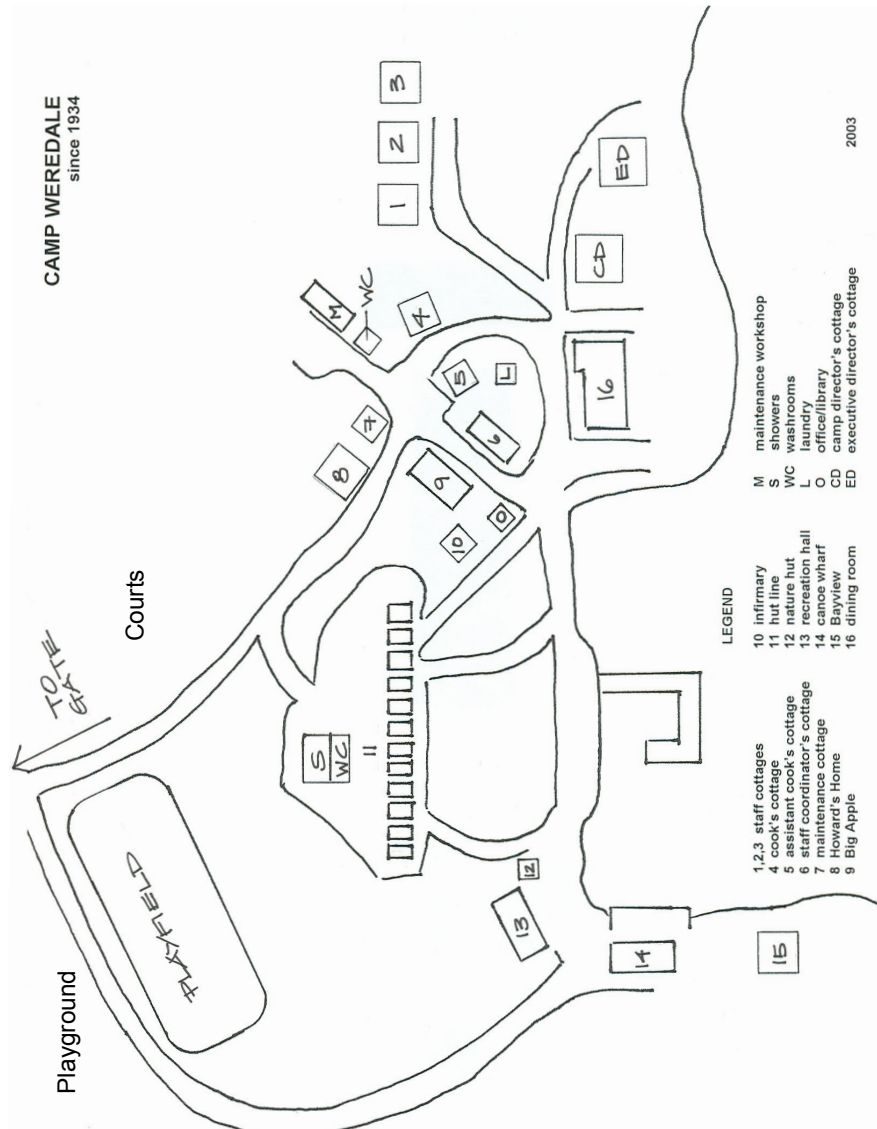
- * Get to know all members;
- * Support all members of staff;
- * Respect other's privacy.

To the camp and its directors:

- * Be honest;
- * Respect camp traditions;
- * Respect camp rules;
- * Share concerns with those who can do something about the situation;
- * Respect private property;
- * Be loyal to the camp.

To yourself:

- * Be aware of what your job entails;
- * Be prepared to accept the challenge.



STAFF EVALUATION

The following are some of the areas that you will be evaluated on at the end of the Summer:

- * Pre-camp participation;
- * Role modeling;
- * Punctuality;
- * Personal appearance;
- * Oral communication;
- * Camper interaction;
- * Staff interaction;
- * Response to constructive criticism;
- * Policies and procedures;
- * Flexibility;
- * Dependability;
- * Leadership;
- * Overall performance;