



North American Federation  
of Temple Youth

# Camp CAR

Counselor/Staff Training Manual

**POLICIES AND PROCEDURES  
FOR NFTY-CAR'S  
MITZVAH PROJECT**

Dear URJ/NFTY Camp CAR Staff,

Welcome to the team! We are thrilled that you will be part of our staff team during Camp CAR Weekend! We hope you are as excited as we are about the opportunities we will have together to make this an incredible experience for our participants and one another. **This packet contains important information you need to know prior to Camp CAR - we ask that you please print this handbook out and BRING IT WITH YOU to Camp CAR.**

The hope is that the information in this manual will enable you to make decisions during camp that demonstrate maturity and a desire to accomplish the common goals of all committed staff at this mitzvah project. The purpose of the following information is to clearly state for the staff some of the responsibilities, attitudes, and general criteria needed to be a staff member at Camp CAR. These practices, policies, and procedures have been created to facilitate the functioning of the staff within a safe and secure framework. It is our hope that this will aid everyone in the effort to maintain the standards set by NFTY for this project.

Each staff member has a significant part to play in ensuring our program's success. Our staff consists of talented individuals with varied backgrounds and experiences, each of whom adds something unique to the team. While each of us may be assigned to a particular task or function, we work as a team and support one another. Every job is the most important job in camp, and it's a respectful understanding that all roles are created equal that lends to a successful working community. You may be asked to perform jobs and responsibilities that are beyond your particular job description in order to guarantee that camp functions successfully. We have an obligation and great responsibility to provide this year's participants with a safe and healthy camp experience they will never forget - an experience which will make them proud of themselves, their affiliation with Camp CAR, and our community.

We wish you all safe travels and we look forward to seeing you at Camp CAR!

Magically Yours,

Your Camp CAR Leadership Team

## ***The Camp CAR Story***

Camp CAR is a year-long partnership with Cooke Magnet Elementary School in Waukegan, IL. NFTY teens volunteer in Waukegan throughout the year, and then welcome elementary school campers to a weekend planned and led by NFTYites at OSRUI. Campers who otherwise wouldn't get to experience summer camp have the opportunity to meet teen counselors eat three nutritious meals a day, and enjoy activities such as music, hiking, arts and crafts, cooking, and a variety of sports and team building activities – all for free!

Participants in NFTY-CAR as well as Jewish adults from the Chicagoland area staff Camp CAR Weekend at OSRUI. Our camp is modeled after a similar program, Camp Jenny, which takes place in the Southeastern regions of NFTY. Camp Jenny has been providing a similar camp experience for over 25 years.

### **The Camp Jenny Story**

In November 1987, Jenny Rosenthal from Montgomery, Alabama was killed in a serious car accident. Jenny Rosenthal was a girl who spent most of her young life as a camper at URJ Camp Coleman and was involved in youth group. Everyone who had the chance to meet her fell in love her every passion! Jenny was a friend to every single person she met. Jenny's death stunned hundreds of people throughout the Southeast. Nearly 60 friends from Camp Coleman traveled to pay their final respects to Jenny. After the funeral, Jenny's friends and family decided to honor her memory. Camp Jenny was founded in the spring of 1988 in memory of Jenny Rosenthal. The purpose of this program would be to provide a weekend at Camp Coleman for underprivileged children who have never had the chance to go to summer camp.

### **Camp CAR Weekend**

We are partnering with a school in urban Waukegan, IL to recruit third, fourth, and fifth grade campers for a weekend at OSRUI. Camp CAR provides an opportunity for the campers to have an overnight camping experience and an opportunity for teens in NFTY to be exposed to a different community and cultures that we may not see on an everyday basis.

While at Camp CAR, the campers will engage in activities such as art, music, sports, dance, drama, cooking, water play (weather permitting), and many other activities. Our campers' programming will involve the campers discovering that, with determination and perseverance, they can succeed.

Jewish text states that "All people are God's children, whatever their belief, whatever their shade of skin." God commands us, and those before us, "Tzedek, Tzedek Tirdorf – Justice, Justice, shall you pursue." Camp CAR is a way for us to remember one of Judaism's sacred commandments, while strengthening the life of one small child at a time. We so appreciate your help to continue to make a difference in the lives of these children. Thank you for your commitment to Jewish values and Camp CAR.

## GENERAL POLICIES

- A. While on duty, all staff is required to attend all camp functions for their duration.
- B. All staff members are expected to set a good example: rise on time, clean their areas, personally supervise washing routines at wake-up and bedtime, be prompt along with campers to meals, participate in all activities, display good manners in the dining hall as well as in every facet of camp life, etc. All counselors are expected to supervise campers as they make transitions between activities and meals.
- C. All staff members should have cleanliness in their clothing, bunk, and throughout camp and its facilities.
- D. Anything that defaces camp buildings or property hurts the camp community and will not be tolerated. No graffiti is acceptable and penalties will occur if this rule is disregarded.
- E. Respect for self, others, and our environment is stressed at all times at Camp CAR.
- F. Males are not permitted in or near female living areas. Females are not permitted in or near male living areas.
- G. Staff will abide by all rules with regard to use of camp facilities and equipment while on or off duty. Staff will be held responsible for damage to camp equipment, specifically cabin walls and furniture.
- H. Staff will aid water play staff when at water play activities. All counselors are expected to wear proper attire each time their group attends water activities. If you see campers rough-housing near water sources, you should address the campers involved and discuss the safety issues involved in this act prior.
- I. Staff specialists will maintain their activity areas in a neat and well-kept manner and care for all of the equipment and supplies that are part of their areas or departments.
- J. All specialists will be assigned to a unit. Once assigned and whenever possible, staff will maximize their involvement in that unit by attending unit programs and camp wide events. The camp administration understands that specialists are primarily responsible for their specialty area and specialists will not be penalized because they are meeting those responsibilities.

## **GENERAL JOB DESCRIPTION FOR ALL STAFF MEMBERS**

In addition to the various specific tasks assigned to each member of the Camp CAR staff, there are certain expectations and responsibilities that are required of all staff members, regardless of their particular assigned duties. **All staff members are expected to satisfy the expectations and take on the responsibilities outlined in the following General Job Description for all Staff Members:**

### **Character Expectations:**

- A. Desire and ability to work with children in a camp setting
- B. Ability to relate to one's peer group
- C. Ability to accept supervision and guidance
- D. Good character, integrity, and adaptability
- E. Enthusiasm, sense of humor, patience, and self-control
- F. Well-developed sense of responsibility, good judgment, and common sense
- G. Ability to act as an adult role model of responsibility, mature living
- H. Ability to understand the potential and problems of young children
- I. Ability to act mature enough to guide impressionable youngsters through their stay at camp

### **Responsibilities:**

- A. Be responsible for the needs of the campers, your fellow staff members, and yourself.
- B. Be safety conscious at all times. The health and safety of all campers (and staff members) are the responsibility of all of us, regardless of where your defined position is within the camp structure. Be a good giver of help and assistance, and an equally good recipient.
- C. Provide fellow staff members with your support, whether it is through your participation or your communication, let your fellow staff members know that you care about their performance and success; demand the same consideration and care in return.
- D. Maintain strong lines of communication with all other staff members, but particularly those with whom you work most closely, be they your co-counselors and specialists, your supervisors, or those for whom you have supervisory responsibility.
- E. Have fun and see that others, campers and staff, have fun as well.
- F. Behave appropriately and maintain proper decorum when in the presence of campers, when on the campgrounds, and whenever serving as a representative of the camp.
- G. Be an exemplary role model. Staff members are expected to dedicate themselves to creating a positive community that fosters good self-image and self-esteem in the campers.

## **WHAT DOES A RA AT CAMP CAR DO?**

Primary responsibility for the health and safety of all campers lies with the staff. We are in a position both to prevent illness and injury and to recognize it when it does occur.

In the area of prevention, **all staff members must always consider health and safety as their top priority**. Staff members must constantly be aware and sensitized to health and safety concerns - whether that be by stopping inappropriate horse-play (the major cause of accidents), watching for poison ivy and other natural hazards, insisting that proper personal hygiene and sanitation be maintained in cabins and around camp, or simply being aware of any and every potentially threatening situation into which campers may get themselves.

### **RA Responsibilities in the Cabin**

- RAs will be in their cabin every time the campers are in the in the cabins - this includes rest hour and dinner prep.
- At the campers' cabins-in time, every RA on camp should be in their cabin to make sure all counselors and campers are accounted for and are in good health.
- RAs will dismiss counselors from their cabins once all campers are washed up and in bed, with the lights off and a quiet cabin. Counselors are responsible for any bedtime rituals or routines; however this does not prevent you from being involved.
- RAs are to stay in their cabins from cabins-in time until the cabin leaves in the morning for breakfast.

### **RA Responsibilities during Daily Activity Times**

- While the camper's are around camp for various activities, RAs could be working on school work, enjoying Camp CAR in a productive manner, or relaxing in their cabin. We also need help managing the Camp CAR social media, if you are available during the day to help upload and share photos and content.
- If your cabin returns to the cabin at any point during the day (whether for rest hour, dinner prep, etc), you must be in the cabin at this time as an RA.

### **RA Various Responsibilities**

- You should be available for your counselors to approach you, as well as the campers if needed
- Keep in communication with your counselors and be supportive (check in on how they are doing, how the campers are doing, etc)
- You are an extra set of eyes and ears in the cabin. Pay attention to what is going on in the cabin with everyone. If there is anything that you know is wrong, have a strange feeling about, or are questioning, don't keep it to yourself. Be on the safe side and notify the Head RA of anything that may be of concern. If a situation should occur in your cabin, please bring it to the Head RA's attention as quickly as you can. Even if you think something may be "no big deal" please air on the side of caution and the Head RA know.
- You may be assigned to help serve food at meals. All RA's need to be present in the Dining Hall at all meals.

RA's can leave camp, but only **with permission from the NFTY Regional Staff Person**.

## WORKING WITH CAMPERS

Children look for a number of things when spending time with older teens and young adults, including, but not limited to:

1. **Listening.** Campers are looking for someone who will listen. Being an active listener is important for everyone. There are different styles of listening:
  - Decision Making** – This is done when a problem arises with the campers. Before making an assumption, listen to what each child has to say. Then you can make a fair, rather than impulsive decision.
  - Compassionate Listening** – Campers are very sensitive to what is said to them. Be aware of your camper's moods and feelings. Encourage them to talk over a problem with you. They will know that you are listening to them and you will be there to listen to them when they need you.
2. **Acceptance.** An important part of your job as a staff member is to help enhance self-esteem. This can be done by responding to what campers "do" and not what they "are." This does not mean you should accept inappropriate behavior. Avoid words that are demeaning or can be interpreted as bad.
3. **Equal Treatment.** Campers can sense favoritism. Everyone should be treated equally no matter what. Be aware of how much time you spend with each camper and be sure to spread your time and attention equally.
4. **Support.** Campers are looking for you to be supportive.
5. **Honesty.** Although there are some things you as staff will know that campers do not need to know, do not lie to campers. It is okay to say that you cannot share information if asked. If campers ask you something you do not feel comfortable answering, you can say that you do not feel comfortable discussing that topic or answering that question and be a role model in the way you respond.
6. **Role Model.** As a staff member, campers will look up to you and everything you do. Children will follow your behavior and often copy the things you do. Be smart in all of your actions each day. If you are involved in an activity, it is more likely the campers will be as well. If you have a positive, upbeat attitude throughout the day, it is more likely campers will also.

### Using Positive Reinforcement

Give each camper attention for good behavior daily. Be sure to look for good behavior and whenever possible give attention to that behavior. Campers will feel supported and other campers will strive for the same kind of attention. If a group is noisy, you can try to find the one child doing the right thing and compliment him or her. When everyone else hears the compliment, a chain reaction will start and others will quiet down.

### Accountability

It is your responsibility to know where all campers are at all times. Don't rely solely on other staff members or co-counselors! Part of accountability relates to positive and clear communication between you and your co-staff. It is important to establish rules at the beginning of camp to ensure that all counselors and campers have a mutual understanding of camp. Setting rules at the beginning and ensuring they are meaning and clear, will preserve your sanity as well as earn the respect and admiration of your campers. For older campers, rules may be established by them as a conversation with the counselors, this way they feel ownership with their behavior. Be sure to emphasize the necessity for each camper to participate in everything, clean up, as well as programs, as this helps shape well-rounded individuals.

When orienting yourself with the campers, introduce yourself and then ask the camper to introduce him or herself. Depending upon the age group, you can do this as a game. The majority of the campers will already know each other, so you will have to work especially hard at learning their names. Each child will want to feel special, and focusing on each individual is one way of achieving this. It is important that you draw out the unique aspects of each child's personality.

## **CHILDREN AS AN OVERVIEW**

All children require the same needs, which must be fulfilled in order to experience healthy and happy lives.

The Physiological Needs:

1. Food and Drink
2. Rest and Relaxation
3. Shelter and Protection
4. Elimination of Body Wastes

The Social and Psychological Needs:

1. Security and a feeling of belonging
2. Status among one's own age group
3. Recognition for achievement and accomplishment
4. Giving and receiving love and affection
5. SELF-ESTEEM
6. Self-respect
7. Self-confidence
8. Self-fulfillment and self expression
9. Fun and adventure
10. Independence and freedom of thought and action

Children all come from different homes and different lifestyles. Some children are very custom to rules and structure, while other children may not be. The needs listed in the previously mentioned section are met differently in different homes. The way in which children's needs are met may adversely affects many aspects of their functioning. It is important to note that all children are different and may behave and react in different ways to different situations and to each other.

## **RESPECT FOR FEELINGS AND PROPERTY**

The feelings of property of each staff member must be respected. In a camp setting where individual relationships are intimate, minor incidents can turn into major catastrophes.

Any camp property or personal property willfully damaged by staff will have to be replaced by that staff member.

**When you see trash around camp, please pick it up and help keep camp clean!**

## **DISCIPLINE**

To function, a community sets rules. Camp CAR has an established set of rules, however it is appropriate for counselors to discuss with their campers other rules they feel could be beneficial in the cabin setting.

Campers may act out throughout the Camp CAR weekend, and as staff it is our job to help guide them to make smart choices and decide the right thing to do in any situation.

While at Camp CAR, NFTYites are to behave according to the NFTY Brit Kehillah (Code of Conduct).

## **DISCRIMINATION**

Any behavioral or verbal expressions of discrimination that discriminate on the basis of race, religion, national origin, gender, or sexual preference are unacceptable.

## **SLEEP**

Going to sleep in a new place demands tremendous trust in that place. Staff members may not do anything that calls this trust into question. Pranks, jokes, abusive actions, or anything which threatens a child's sense of well being in camp are not acceptable.

Sleep is one of the most important pieces to keeping staff members healthy and happy. You are expected to be awake, alert, and responsible to the needs of the campers. Curfew for staff is set in order to allow for ample sleep. Please use nighttime, after free time ends, to get as much sleep as possible.

## **NIGHT TIME PROCEDURE**

- A. All bunk-related staff must accompany their campers from evening program to their respective cabins. Each cabin will have an adult RA who will be present any time campers are in the bunk.
- B. Campers are to sleep one to a bed. There is to be no sharing of beds under any circumstances.
- C. All counselors should stay with their campers until all campers are washed up and in bed. It is the counselor's responsibility to get the cabin ready and quiet for lights out. The counselors should stay with their campers until their RA releases them for the evening.
- D. No NFTY staff member will be permitted to leave camp at this time. NFTYites will be required to attend programs at the beginning of the evening and then will be free until curfew at the designated time. Locations open for free time will be discussed.

## SOME FACTS ABOUT KIDS

### **Ages 6-7**

1. Make and forget friendships easily
2. Sex differences not apparent
3. Becoming self-dependent
4. Improve memory
5. Very sensitive to failure and criticism
6. Full of energy
7. Enjoy and thrive on competition
8. Love dramatic plays and fantasy
9. Enjoy "showing off"
10. Require frequent rest periods
11. Often push themselves beyond physical capacity
12. Need informal group games
13. Need structure in their daily life
14. Need development of muscles through play and varied activities

### **Ages 7-8**

1. Ready to tackle anything
2. Show more enthusiasm than judgment
3. Try to feel more comfortable with separation from home
4. Try to find place in adult world
5. Emotional attachment not as strong as one to two years ago
6. Large muscles developing at a rapid pace
7. Beginning to enter period of gang and group life
8. Extremely sensitive to failure
9. Enjoy more organized games and activities
10. Learning how to lead, follow, win, and lose
11. Love to test themselves against others
12. Overly fond of rough and tumble activities
13. Becoming increasingly aware of others
14. Need for close friendship development
15. Beginning to find rules extremely important
16. Desire for better performance in activities requiring skill
17. Expects and require praise
18. Sensitive about taking orders from others
19. More responsive to learning new techniques
20. Poor sense of physical boundaries in the environment

### **Ages 8-9**

1. No longer considered a child but a capable boy or girl
2. Widespread of interest or activity
3. Beginning to develop own ideas and interests
4. Gangs and clubs in one's own sex become important
5. Definite need for peer recognition
6. Questioning almost everything (why? And how?)
7. Desire to plan own activities
8. Need for recognition and praise
9. Scorn for make believe, fixed realities
10. Evaluates the behavior of others
11. Interested in fairness and even-handedness
12. Need to learn how to make decisions
13. Enjoys and loves physical activities
14. Enjoys running games, feeling of abandon
15. Loves constructive projects
16. Developing small muscles and fine motor coordination

### **Ages 10-12**

1. Gang conscious, especially in dress and conduct
2. Development uneven and growth irregular
3. Girls taller and more developed than boys
4. Feelings of conspicuousness and self-consciousness
5. Girls beginning to take interest in boys and vice versa
6. Love to escape from adult domination
7. Need free time to play
8. Love to master skills and coordination
9. Love adventure and excitement
10. Enjoyment of organized sports is beginning
11. Love to giggle and tease
12. Capable of developing team spirit
13. Group pressure dominant
14. Strong desire to be outstanding in some area
15. From cliques to friendships
16. Growing competitive spirit
17. Need increased sense of responsibility

## DINING HALL

In order to make the dining experience a pleasurable and safe time, we ask your help in the following:

- A. **Arrive on time for meals!** Being late disrupts the entire camp schedule.
- B. Make sure that your campers wash their hands prior to entering the dining hall. This is for health reasons. Hand washing, with soap and water, reduces the possibility of spreading germs. A hand-washing sink is located in the dining hall restrooms.
- C. Meals begin when the Camp CAR grace is recited. No food is served prior to the blessing.
- D. Campers should remain at their tables AT ALL TIMES during the meals, unless going up with the cabin to get food from the line. Staff should also remain at their tables unless they are in line for food with campers.
- E. If campers need to use the bathroom, a staff member must accompany them to the bathrooms at the side of the dining hall.
- F. Counselors and staff members at tables are responsible for maintaining order at their table. When announcements are being made, or a hand is raised, staff must insist on their campers being silent. In addition, please assist in guaranteeing that everyone at your table has had a first helping of each food item at the table.
- G. Counselors and staff members are responsible for maintaining order in the dining room. During singing and cheering in the dining room, for example, always be aware of what your campers and other campers are doing.
- H. All staff members are expected to remain at meals until the meal is dismissed. Announcements that pertain to daily activities and scheduling are made after meals and each staff member should be present.
- I. Counselors are responsible for encouraging campers to drink enough water throughout the day, due to a danger of dehydration. At meals, encourage campers to drink one cup of water for each cup of juice they may want. (All staff should keep hydrated by drinking water throughout the day as well)
- J. Counselors should encourage campers to eat a balanced meal, rather than focusing on only one food group (or dessert).
- K. All staff and campers are expected to wear proper clothing in the dining hall. Bathing suits may not be worn unless covered by a top and shorts or slacks.
- L. The kitchen and storage areas are off limits to all non kitchen related staff.
- M. Please respect the kitchen staff. All inquiries or problems regarding food should be reported to the kitchen manager.

## FOOD

- A. Camp provides three meals a day, as well as various snacks. Please do not take food from the dining hall.
- B. There is food, candy, snacks, etc. permitted in the bunks, but all garbage must be thrown out.
- C. Staff members should be sensitive to the eating patterns of their campers. If you have concerns about a camper displaying signs of a potential eating disorder (temporary or long-term), communicate the information to the NFTY Regional Staff.

## **Health and Safety**

The staff are responsible for protecting the health of the campers and staff members. The medical staff are here to care for everyone in the camp community. To make this work, the following procedures must be followed:

- A. During meals will be “sick call.”  
One counselor must accompany each cabin’s campers to sick call.
- B. In case of an emergency, campers or staff members should be brought to the NFTY Regional Staff immediately, if it is safe to move them, and a counselor should stay with the camper until dismissed by medical staff or Regional Staff. In case of life-threatening injury or illness, 911 should be called, followed immediately by a call to the Regional Staff. Someone should remain with the injured person at all times.
- C. All medications must be kept with the Regional Staff. No camper medicines should be found in bunks. Exceptions will be made for asthmatic campers/staff with inhalers or epi pens.

### **ALLERGIES/ASTHMA**

Many campers come to camp with allergies and asthma. It is essential that all staff be aware of the following:

- a) If a child is wheezing, or complains of asthma, treat it seriously and report it to the infirmary.
- b) Know which campers have asthma and know what to do in case of asthma attack.
- c) If your camper comes to camp with an inhaler make sure they have it with them at all times.

Asthmatic campers will be affected by excessive dust and pollen – all of which are prevalent in various areas of camp. Please be especially conscious of your asthmatic campers during situations that may inadvertently contribute to an asthma attack, so that we can be proactive rather than reactive.

Many campers come to camp with food allergies as well. Your camp directors and associate directors should be able to tell you if any of your campers have allergies once they arrive to camp. You may ask your campers if they have allergies, but be aware they may not know exactly. We will do everything we can to accommodate their needs during meals. Ask the Regional Staff if you have questions regarding food allergies.

### **BITES**

There are many insects around camp. If a camper or staff member are bit by an insect and the area becomes inflamed or irritated, they should go to the medical staff or Regional Staff.

### **EMERGENCIES**

Emergency procedures for evacuations, floods, forest fires, windstorms, tornados, or lightning will be presented to staff at training at OSRUI.

An emergency code word will be established at Camp CAR during staff training for use by all staff. The word will indicate to another staff member that help is needed without alarming campers.

## **DRESS/PACKING**

It is expected that you will bring clothing that is both comfortable and that reflects respect for both yourself and for camp. Although you may feel comfortable wearing something you need to be respectful of everyone around you as well. Very tight or revealing clothing or t-shirts with sexual, drug or alcohol references are not allowed. Designs on shirts and jackets may not promote alcohol, drugs, suicide, or ethnic hatred, and they may not contain profanity or sexually suggestive words or phrases. Staff members dressed inappropriately will be asked to change clothes to more appropriate attire.

### **Mandatory Items:**

- Sneakers
- T-shirts
- Shorts (must be an appropriate length)
- Shoes for water play
- Bathing suits (one piece)
- Pajamas
- Jeans/long pants
- Rain gear (boots, rain jacket)
- Sweater or sweatshirt (it can be chilly at night)
- Underwear & socks
- Water bottle
- Flashlight
- Sunscreen
- Alarm clock (do not rely on a cell phone)
- Toiletries
- Insect repellent
- Linens (sheets, blankets, towels, pillow, sleeping bag)

## **COUNSELOR LIVING AREAS**

- A. Campers must be made to feel that staff members are approachable and accessible. No co-ed visitation in cabins is permitted with the exception of the Camp CAR Directors, Associate Directors, medical staff, and Regional Staff
- B. No counselor should ever be alone in a cabin with a camper. Any personal contact should be done in the open, so as to protect the counselor from accusations of abuse. Additionally, no camper should ever be left unsupervised in a cabin.

## **ELECTRONICS**

Hand held electronic equipment is not a necessary part of Camp CAR, and detracts from the environment we attempt to create. Please refrain from the use of cell phones, MP3 players, etc. for the duration of camp. Any and all music played in cabins must be "appropriate" and pre-approved by Camp CAR staff. Camp CAR, NFTY, and OSRUI cannot be held responsible for any electronic equipment lost, stolen, or damaged while at camp.

## **TELEPHONES**

Counselors are encouraged to "turn off" during Camp CAR and turn in their cell phones for safekeeping in the dining hall upon arrival. Phones will be available for use during free time. Those counselors choosing to keep their phones should refrain from all usage during "on" hours. Phones may not be used to show or take photographs or videos to or of campers at any time for any reason.

## **VALUABLES**

Camp is not responsible for the loss of or damage to personal property that has been brought to camp. Items that hold high monetary or sentimental value should be left at home. Items that have been brought to camp should be kept in a secure place and not utilized during camp to avoid accidental damage or misplacement

### **OBSCENITY**

Language pollution is an ongoing problem with children and teenagers. There is a time for everything, but when obscenity becomes habitual and constant, there is a problem. Find another way of verbally expressing your frustration, anger, or surprise. Please don't use obscene language and try to discourage its use by your campers.

### **SEXUAL BEHAVIOR**

Sexually explicit conversation is not appropriate at Camp CAR. Pornography or any sexually explicit literature is not appropriate. If brought to camp by campers, counselors should confiscate such materials and turn into the Regional Staff immediately. If brought by staff, it will be confiscated immediately. Any materials such as this brought to camp is in violation of the Brit Kehillah.

Any sexual behavior on the part of staff members, in the presence of campers, is strictly prohibited (including all forms of Public Displays of Affection).

Sexuality and romantic relationships are a purely personal and private matter. They are not to be the subject of discussion with campers on an individual basis or in cabin discussions.

### **PHOTOGRAPHY**

Photographs will be taken throughout Camp by selected media staff. Camp CAR and NFTY are hereby granted permission to use appropriate individual or group photographs showing staff members in camp activities for public relations purposes.

No photographs may be taken using cell phones. Personal photographs taken of campers may not be posted on any social media site without Camp CAR senior staff approval. Photos posted by official social media may be shared on your personal account.

### **CONSTRUCTION & EQUIPMENT**

No campers or staff members are allowed on any construction vehicles or within any construction area on camp. Camp equipment is everyone's responsibility. Keep it in good condition and working.

### **VISITORS**

NO VISITORS ARE PERMITTED unless someone from the Camp CAR Leadership Team grants specific permission. All staff must report any visitors/strangers to the Regional Staff and direct the visitors to them immediately.

## **TOUGH SITUATIONS**

**Homesickness/Moments of Sadness** – Unfamiliar territory may tend to upset campers, even for this short a time. Try to reassure campers that many friends from school are here, and all the staff is their friends. Ask the camper to tell you a little about themselves, what they like to do, what are they good at, etc. Try to relate to the child, whether telling them a fun story. Talk about the next exciting activity on the schedule. Try to not focus on home, as it tends to make children focus more on their sadness.

**Crying** – This is mostly encountered in younger campers, and can be related to many things including homesickness/moments of sadness (see above) or exhaustion. We have tried to provide adequate rest time but additional “quiet time” may be needed. A game/story, sitting out to rest, or a nap can help. Don’t assume a child is just exhausted or missing home, but check in with them to see what may be wrong and try to cheer them up, because remember, camp is FUN!

**Bed Wetting** – Accidents happen. Be sure that you don’t get angry or let the camper know you are upset or disgusted. Help the camper into the shower to wash off. Work with a co-counselor to take the child’s clothes and sheets to the infirmary while the child is showering. Be sure to bring back a new set of sheets and a change of clothing. Notify an Associate Director in the morning.

**Illness** – Take the camper to the Regional Staff, or get a staff member to do this if it means leaving other campers alone. Do not leave other campers unsupervised!

**Injuries** – See above. First off, do not panic. Do not move camper if you think anything is broken or if camper is unconscious. Try to calm the camper down. Do not ever touch open or bleeding wounds with your bare hands.

**Isolation** – Try to involve campers one-on-one. Be sure to act like a kid. Try to make the camper laugh. Distract them with a coloring book, game, story, etc.

**Bad Language** – “We don’t say those words at Camp CAR.” “Those words hurt people’s feelings and this is a happy place.” “What is another way you can let me know...” Be careful of the language you use on camp and listen out for what campers might be saying. Campers will often copy what you do, so please be aware of your language usage.

**Acting Out** – Campers often may begin fights with one another. If this occurs, be sure to stop the fight, but without physical force. Separate campers. Listen to the whole story and don’t take sides. Keep your calm and don’t raise your voice or yell at them. Do not threaten to take away activities, but work with an Assistant Director or RA about anything further needed following a conversation.

**Uncooperative** – Praise approximations of appropriate behavior. Praise campers who are cooperating. Use positive reinforcements and incentives.

**Signs of Abuse** – Notify an Assistant Director who will address with Regional Staff. Don’t question the camper.

**Inappropriate Sexual Behavior** – See above

**Missing Items/Things not brought to camp** – If your campers arrive to camp without linens, bathing suit, closed toed shoes, toiletries, etc, there may be extras available in the dining hall. When the campers arrive to camp, help campers unpack and try to get a sense of if anyone is missing items. The earlier you know, the better luck staff will have in finding items for you. Be sure to not make the camper feel bad for not having items and let them know we will try to get them what we can.

**Hygiene** – Make cleanliness fun. Be an appropriate role model. Shampoo and soap should be used during a daily shower, and teeth should be brushed twice a day.

## **ABUSE**

The camp environment provides the setting for close 24-hour contact between campers and staff members. The closeness this ongoing contact brings is one of the most special aspects of camp. These relationships are encouraged, nurtured, and often form the backbone of the Camp CAR experience. The campers are modeling their behavior while at camp, as well as their behavior when they return home, after what they see during this weekend. Special care must be taken and sound judgment used to avoid even the slightest appearance of improper conduct. Abuse of any kind will not be tolerated.

**Physical Abuse** – NEVER, under any circumstances, should a staff member lay a violent hand on a camper. Camp CAR is designed to be a safe, secure environment for the campers where there is no threat of the violence or discord they may find in their everyday lives. If you feel yourself getting angry, walk away, find a friend, count to ten, run a few laps around camp, etc., but NEVER, NEVER touch a child with intentions to punish.

**Psychological/Emotional Abuse** – This common form of abuse can often leave deep scars as fear and distrust replace the comfort and trust we try to build. Be careful of threats, jokes, and of the way you speak to both campers and co-staff members. Never insult a person's physical character, appearance, personality, or mental ability. Sarcasm can easily be misunderstood.

**Verbal Abuse** – Working at Camp CAR is a tough and taxing job, both emotionally and physically. At some point, the campers will push your limits. Take a deep breath. Never yell, curse, scream at or threaten a camper. Yelling, cursing, or swearing might help you let off steam, but only communicates a message of being out of control.

**Neglect** – This type of abuse is often left off the list. There will be campers with whom you will immediately "bond" and ones with whom you might need more time to get close. All campers deserve equal time. Neglect is often an unintentional form of abuse, but can be just as damaging as the above forms.

**Remember:** You have RAs and Assistant Directors to support you throughout the weekend. When times get tough, don't hesitate to ask for a helping hand.

## 12 Myths About Childhood Sexual Abuse

- 1. Sexual abuse only happens to girls.** One out of every four little girls is sexually molested before the age of 18. But the report adds that at least one out of every 6 boys is also abused during his youth. Children are most commonly abused between the ages of 8 and 12.
- 2. Incest and molestation are sexual acts.** Like rape, incest and childhood sexual abuse are not sexual crimes. Rather, they are crimes of control, often stemming from the perpetrator's feelings of helplessness or inadequacy or rage. While many people assume that incest occurs most often in homes where the parents don't share a sexual relationship, many studies note the opposite: a father who has frequent intercourse with his wife may also seek sexual gratification with his child or other children, too.
- 3. Victims are usually adolescents.** In his book, "Sexually Victimized Children," Dr. David Finkelhar notes that preadolescents are the most likely victims for a perpetrator. Current research indicates that the average little girl who is abused is eight years old at the time of her first violation.
- 4. Child molesters are "dirty old men."** On the contrary, women also molest children. Studies released by the National Committee for the Prevention of Child Abuse indicate that the average age of an offender is 32. And according to the study, "Sexual Abuse of Children—Selected Reading," 80% to 90% of incestuous families involve a daughter and her father or stepfather.
- 5. The perpetrator is mentally ill.** Most molesters do not have prior criminal records and are even viewed by their neighbors as "good family men or women," or "pillars of the community." Studies portray the average offender as being of average intelligence and education, and a moderate drinker who is able to provide well for his family because he holds a steady job. Frequently, the incestuous family is active in religious organizations.
- 6. Incest is rare and extreme.** There are approximately 60 million people now living in the United States who survived childhood sexual abuse, and more than 1 million are currently being victimized. And while the perpetrators may express a desire to stop the abuse, incestuous affairs usually last five years or more. During this time, the abuse may take many forms: fondling, intercourse, anal intercourse, masturbation, oral sex, and rape. The most common form of sexual abuse is the "velvet glove;" the child is "lovingly" seduced, often over a number of years. Despite the outward appearances, however, this type of abuse is as devastating to the child as forcible rape.
- 7. The child will forget.** The child may develop amnesia or be able to block the incidents from memory for many years, but ultimately will remember the abuse. Often the memories begin to return when the surviving adult experiences life-changing trauma, such as a divorce, the death of the perpetrator, or pregnancy. The recovering child or adult needs to talk about the abuse to free herself or himself from feelings of guilt, shame, or anger. Often, the victim interprets adult silence about the on-going abuse as censure and needs to understand that she or he was not to blame.
- 8. The child asked for it.** All responsibility for any child abuse lies solely with the perpetrator, no matter how old the child was at the time of the incident, how long the abuse occurred, who the perpetrator was, or how the child was dressed or behaved. The notion that a child is sexually provocative is a myth that puts the blame on the victim. A child's behavior is neither an excuse nor an explanation for the abusive actions of the adult offender.
- 9. Incest is not traumatic.** Evidence clearly demonstrates that there is significant trauma to children of all ages who are sexually assaulted. The age and personality of the child, the nature of the assault, and the support available to the survivor influence the extent of the long-lasting effects of the abuse.
- 10. Children make up stories.** Statistics clearly indicate that only one out of 100 children who claimed to be victims of incest were lying, and these children needed psychiatric care. Professionals who treat child victims have found that the trauma of disclosing the abuse is so devastating that lying is seldom a factor. The truth is: children don't lie about sexual abuse.
- 11. Molestation is a way of showing love.** Popular beliefs that children are possessions of their parents perpetrates the myth that childhood sexual abuse is a form of "loving." A child is vulnerable, obedient, and many times totally frightened by the authority—or threats—of the parents. Sexual advances foisted on a child leave him or her with no choice but to cooperate.
- 12. Victims never treat children the way they were treated.** Unfortunately, the most common characteristic of incest and sexual abuse is that the child perpetrates other children. According to the National Institute of Mental Health, at least 300,000 young people who were they themselves abused sexually abuse other children each year. One of the many side effects from childhood sexual abuse is that the child-victim continues to victimize himself or herself...as well as others...unless he or she is able to break the cycle and become a survivor.