



Volunteer Guide

Circle at
Emma Kaufmann Camp

2022



Table of Contents

<i>The Mission of Circle Camps</i>	4
<i>Circle Camps Board of Directors</i>	6
<i>Partner Directors</i>	6
Camp Twin Lakes – CTL	6
LIT4 in New Hampshire	6
Emma Kaufmann Camp - EKC	6
Camp Tapawingo – CAT	6
EMERGENCY NUMBERS	7
<i>Morgantown Police and Fire Departments</i>	7
2022 Circle Camp COVID 19 Response Addendum	8
Circle Camps Covid19 Protocol Summer 2022	9
General Rules and Regulations	10
The following are not permitted in any part of the Camp property: (CAT, CTL, EKC)	10
Other rules and regulations	10
Searches and Inspections	11
Cell Phone Policy	11
Emergency Procedures	12
<i>On-Site Accidents</i>	12
What is an Emergency?	12
In Case of an Emergency	12
Crisis Management Plan	13
Emergency Warning System	14
Emergency Steps	15
Code Red – Fire	15
Code Yellow – Missing Person/Camper	15
Kidnapping	16
Code Green – Intruder	17
Code Blue – Bomb Threat	18
Weather Emergencies	19
Code Black – Tornadoes	19



Tornado Watch	19
Tornado Warning	19
Code Gray - Severe Lightning	20
Utility Failure	20
<i>Behavior Management Policies and Guidelines</i>	20
Circle Camps has a strict stance on the following:	20
Behavior Management	21
Challenging Behaviors	22
Focus on Positive Behavior	22
Anticipate and predict when challenging behavior may occur	22
How to prevent challenging behaviors from occurring when possible	23
Positive Reinforcement	24
Protect the camp and other campers when challenging behavior occurs	25
Positive re-entry into activities	27
Common Challenging Behaviors Scenarios at Camp	27
Restraining a Camper	29
<i>Dining Room Rules</i>	30
Kitchen Hours	30
Coffee - Hot Water	30
Dining Hall Procedures	30
Clean Up	31
<i>General Information for Circle Camps</i>	31
Universal Precaution includes:	37
<i>Stages of Youth Development</i>	37
<i>Activities and Programs</i>	40
Arts and Crafts	41
Bunk Games	41
Name Game	41
Guess Who?	41
I have a friend who...	42
The Birthday Shuffle	42
This or That?	42
Notecards	42
Teeth!	42
Circle Queen	43
The Silly Story Game	43
Celebrity	43



Land Sports	43
<i>How to run land sports:</i>	44
General Warm-Up Games	44
Basketball	44
Bocce	44
<i>KB</i>	45
Newcomb	45
Soccer	45
Stickball	46
Rainy Day Activities	46
Swimming Pool	46
<i>Please Remember:</i>	48
<i>Volunteer/Staff AT Camp Health Screening</i>	49
<i>10 Days Prior to Camp Health Screening 2022</i>	51
SCHEDULES	52



The Mission of Circle Camps

Circle Camps provides a free summer camp for girls who have experienced the death of a parent. Through multi-year leadership programming, Circle Camps prepares girls to become confident young women.



Circle Camps Triad of Programs

The mission statement of Circle Camps is founded on our triad of core values: **Community**, **Service**, and **Adventure**. The girls who become Circle campers begin their journey in the Circle Community w; here, they spend time with friends sharing their joy and sadness, as well as all the fun of summer camp. At 14 years of age, Circle campers begin Leadership in Training (LIT1) which allows them to begin mentoring younger campers. At 16, Circle campers become involved in Circle Service (LIT3). The LIT3 program is a one-week outreach-building project that encourages the campers to experience the joys of focusing their attention outside themselves and serving others. In their final year, the campers engage in the LIT4 program and experience Circle Adventure. This one-week backpacking trip challenges the body and the mind, tightens relationships, and teaches girls not to fear the unknown but to embrace an invitation to join in on an adventure.

The LIT4 program is not the end of their journey. Most of our volunteer counselors are Circle Camp graduates, who return to their Circle community to serve, mentor, and create new adventures for the younger campers.

The following section outlines more details about the Circle Camp programs:

The community at Camp: This program is for campers aged 8 to 14 years old (LIT1, LIT2)

- This is where our community begins to form. It includes one week of summer camp!
- During this experience, young campers begin finding their place in the Circle.
- The staff guides these campers as they move along their journey?
- There is an emphasis on traditional camping experiences infused with culture and songs.
- Campers build mutual respect and trust in the community and its members.

Service: 15 to 16-year-old campers (LIT3)

- This is where our campers learn to serve authentically and with purpose.



- Campers take the tools and lessons they have learned in grief management, leadership, and connection to facilitate the betterment of someone else's life.
- Campers build practical skills through hands-on projects that allow them to apply problem-solving and engage in planning.
- Circle Camps encourage a spectrum of leadership styles and provide opportunities for various personality types to lead using their strengths.

Adventure: 17 and 18-year-olds (LIT4)

- Campers experience adventures that take them out of their comfort zone and allow them to grow their mental strength so they can better prepare for “life after high school” and “life after Circle.”
- Campers are challenged physically and mentally so they can learn to tap into their inner strength, gain a sense of female empowerment, and explore the concept of individual success and how it contributes to community success.
- Campers experience a one-week trip either backpacking, mountain biking, or paddling.
- Trips include backcountry skill building, wilderness first aid, outdoor leadership, map reading, backcountry cooking, small group leadership, and dynamic management.
- Each trip features a new leader each day, and camp wraps up each night with a Closing Circle.

Circle Camps Board of Directors

- ♣ **Cynthia Abrams** – Board Member, Pittsburgh, PA
- ♣ **Stephen Abrams** – Treasurer, Denver, CO
- ♣ **Peter Emmons** – Board Chair, Atlanta, GA
- ♣ **Georgia Grove** - Board Member, Atlanta, GA
- ♣ **Jim Kieffer** – Board Member, Atlanta, GA
- ♣ **Mary Riddle** – Secretary, Atlanta, GA
- ♣ **Lane Shelton** – Executive Director, Atlanta, GA
- ♣ **Deb Sydnor** - Board Member, Atlanta, GA
- ♣ **Judy Train** – Vice Chair, Atlanta, GA

Partner Directors

- ♣ **Aaron Canter** - Emma Kaufman Camp, Morgantown, WV
- ♣ **JD Lichtman** – Camp Tapawingo, Sweden, ME
- ♣ **Josh Sweat** – Camp Twin Lakes (Will-A-Way) – Winder, GA



Circle at Emma Kaufmann Camp

EMERGENCY NUMBERS

Emergency Response Team (ERT): Lane Shelton*Sara MacDonald, Bex Oring, Ariel Goehring, Allison McNeil, Jen Potocki, Emily Martin - The ERT is Circle's emergency personnel. They are the first responders to a camp emergency and have all been given specific roles during an emergency. If an emergency should arise while at camp, the ERT should immediately be contacted by a counselor not caring for the ill or injured camper or counselor.

***Circle Camp Executive Director – Lane Shelton 404-790-7056 or 770-687-3066**

***Camp Director Sara MacDonald - 207-807-2564**

- **Emma Kaufman Camp: 297 Emma Kaufmann Camp Rd, Morgantown, WV 26508**
- **Emma Kaufman Camp Director: Aaron Cantor: (412) 339-5412**

Police Department

Emergency 911

Fire Department

West Virginia University Hospital

(Directions to each hospital are in the glove compartment of the designated Circle at EKC emergency vehicle.)

J.W. Ruby Memorial Hospital

Hospital information: [304-598-4000](tel:304-598-4000)

1 Medical Center Drive

Morgantown, WV 26506

Morgantown Police and Fire Departments

Physical Address

300 Spruce Street

Morgantown, WV 26505

2022 Emergency Response Vehicle:

Accidents and medical emergencies can happen anywhere at any time, often when least expected. When an emergency occurs, events unfold rapidly, leaving little time for planning. That is why advance preparation is important.

In any emergency situation, the immediate concerns are: first, caring for any ill or injured campers or counselors and second, the orderly handling of others on the scene. Communication with all families and appropriate response to any media inquiries are also important concerns



2022 Circle Camp COVID 19 Response Addendum



Re: **COVID-19 Vaccination Requirements 2022, Addendum 1**
Lane Shelton, Executive Director
March 2nd, 2022

The following should be considered as an Addendum to the pre-existing [COVID-19 Pandemic Response Policy and Field Guide](#) which was published in May of 2021. Any current or future Addendums to the Field Guide will take precedence over any potential contradictions.

1. We will require *all* individuals to adhere to a strict pre-camp testing protocol. We will require proof of a negative COVID-19 test (PCR) no more than 72 hours before arrival at camp. If testing protocols change as we get closer to camp, we will alert the community. The logistics for submitting test results will be communicated to the Circle community by May 2022.
2. Circle Camps *strongly encourages* each volunteer, staff, and camper to come to camp fully vaccinated against COVID-19 this summer. Regardless of if they are vaccinated or not, each individual (volunteer/staff/camper) will be required to submit their vaccination status before camp. This is information we must have on file in the event of a positive COVID-19 case while we are at camp. The logistics for submitting vaccine statuses will be communicated to the Circle community by May 2022.
3. Leadership Team members are required to be fully vaccinated due to exposure and quarantine requirements.
4. Masking will be required for all individuals regardless of vaccination status while indoors in community spaces.
5. We have not yet made a decision on whether or not we will be implementing pods as we did last summer. We will let the community know what we've decided as we get closer to camp.

Because of the ever-changing nature of the pandemic, all testing, masking, and distancing protocols for camp, regardless of vaccination status, will be updated per CDC and ACA recommendations and guidelines as we move closer to camp this year.



Circle Camps Covid19 Protocol Summer 2022

- All staff will complete a 10-day prior to camp screening.
- All staff, volunteers, campers, and guests must be physically and/or verbally screened for COVID-like symptoms immediately before or after entering the camp facilities that, includes at a minimum:
 - Fever
 - Nasal Congestion
 - Sore Throat
 - Cough
 - Muscle Aches
 - Headaches
- All staff, volunteers, campers, and guests must disclose any COVID-like symptoms listed above while on premises and immediately self-quarantine.
- Any person experiencing COVID-like symptoms must be tested by an FDA-approved COVID test and receive a negative result before returning to camp programming or engaging with the camp community.
- Positive test results will require additional testing of persons sharing the same living quarters or who may have had prolonged close contact with the individual.
- Circle Camps will follow mask-wearing policies in alignment with the CDC or other governmental requirements.
- As of May 1, 2022, Circle Camps does not require any mask wearing unless otherwise stated in the policies herein. We reserve the right to change this policy at any time to provide for the safest operation of camp.

CTL Staffing Policies

- Circle Camps staff will be required to disclose any COVID-like symptoms before coming to work each day and shall not start work or interact with any staff, campers, volunteers, or guests until their supervisor permits. If symptoms appear at work, employees must self-quarantine immediately and notify their supervisor.
- Circle Camps Volunteers and staff must provide a negative COVID test result from an FDA-approved test before returning to work after experiencing COVID-like symptoms.
- Circle Camps will follow the testing and quarantine guidelines as outlined by the CDC after a positive test result of a volunteer and Staff member or any guest. All other volunteers and staff who may have been exposed to a person who received a positive test result will test in accordance with CDC guidelines as it relates to their COVID vaccination status.
- Asymptomatic staff will not have to stop work while waiting on the results of a test unless otherwise noted herein. If the person is in residence at the camp, any person sharing the same living space will need to quarantine immediately and remain quarantined until a negative COVID test is received.
- Circle Camps and staff who are “Up to Date” as defined by the CDC are **NOT** required to wear masks, cohort, or submit to any regular screening (unless presenting with COVID-like symptoms).



- Volunteers and staff who are “Unvaccinated” have not received any FDA-approved COVID vaccinations or have not completed the primary series. These staff will be required to provide a negative test at the beginning of each week prior to starting work and must wear masks when in close contact with guests while leading programs (unless it impedes their ability to perform safe and effective programs, and in this case, they must be able to maintain appropriate social distancing while unmasked), and while indoors except when eating while being socially distanced from guests or in their living quarters. These staff members are not required to cohort or social distance unless the partner policies require them to do so.

General Rules and Regulations

Circle Camps created the following rules and regulations to ensure that the camp operates smoothly. The rules apply to all Circle Camps' campers, volunteers, staff, and guests. From time to time, it may be necessary to amend these rules as situations warrant. The Circle Camp Executive Director will amend any rules as necessary and put them in writing.

The following are NOT permitted in any part of the Camp property: (CAT, CTL, EKC)

- Alcoholic beverages
- Drugs (except for prescription drugs and other necessary legal drugs. These drugs must be controlled and dispensed by specifically identified and responsible members of Circle Camps). All other drugs are strictly prohibited on any portion of the Camp property.
- Smoking (including e-cigarettes and vapes) and other tobacco products are not permitted anywhere on the Camp property. The storage of such products is restricted to the individual's vehicle and should not be carried or stored in any personal items throughout the Camp property.
- Knives, fireworks, firearms, or other weapons (except if they relate to the Camp Curriculum).
- Pets and untrained animals will be asked to leave the camp property. Trained services animals are permitted as needed.
- Visitors are not permitted unless approved by the Circle Camps Camp Director ahead of arrival time. This rule ensures that campers and staff remain secure. Upon arrival, all visitors must check in at the main office and be escorted throughout the Camp property. Visitors are not allowed to participate in any activities or use any of camps' equipment. Visitors can not be left alone with any camper while on the Camp property.
- Circle Camps discourage campers to bring items of great value to camp. If campers bring valuable items, they should check in and secure these items with the Camp Director. Circle Camps or the Partner Camp are not responsible for the loss of or damage to personal property while campers travel to/from or on the Camp property.

Other rules and regulations

- Fire and emergency drills may be conducted on each camp session's first day.
- Campers can only access certain specialized program activity areas when accompanied by a properly trained/certified staff or volunteer. These areas include but are not limited to horseback riding, archery, bikes, pool, lake, and challenge course.
- Vehicles are not permitted beyond designated parking areas. Vehicles must be parked in designated areas only. A maximum speed limit of seven (7) mph must be observed on camp.



- The Circle Camps Camp Director must directly authorize staff and volunteer's permission to use golf carts to utilize the golf carts.
- Meals are served according to the schedule established. The kitchen will be closed after supper is cleaned up until breakfast the next day. No one is permitted in the kitchen at any time. No food, glasses, dishes, or utensils should be removed from the Dining Area (Main Lodge, Dining Room, Dining Hall). Food is not allowed in cabins as it may attract rodents and bugs. Special dietary needs should be arranged through Camp Director in advance. Snacks will be available throughout the day in the Dining Area.
- Campers are ONLY permitted to use personal sports equipment such as personal bikes, skateboards, roller blades, etc., under the supervision of staff and volunteers. And given permission by the Camp Director.
- All camp facilities must be left clean and free from debris at the end of the Circle Camps term. Graffiti is strictly prohibited.
- Laundry use is reserved for camper emergencies and infirmed individuals only.

Searches and Inspections

To achieve the goals of this policy and maintain a safe, healthy, and productive work environment, Circle Camps always reserves the right to inspect any individual, as well as their surroundings and possessions, for substances or materials that may violate this policy. This right extends to searching or inspecting clothing, desks, lockers, bags, briefcases, containers, packages, boxes, backpacks, Camp-owned or leased vehicles, and any other vehicles parked on Camp property where prohibited items may be concealed.

Cell Phone Policy

- Circle Camps strives to be a cell phone free environment for all members of our camp community. While some camp community members may have access to cell phones for necessary day-to-day communication, Circle Camps wants to significantly reduce cell phone usage while at camp and never in the presence of campers. Staff and Volunteers should only access cell phones or other devices on breaks or during periods outside the campers' company.
- Circle Camps maintains a stricter No Cell Phone Policy for all our campers during their camp session. All camp staff and volunteers are expected to confiscate all cell phones from campers if seen or made aware of their possession of such devices to the Camp Director. The Camp Director will return the device to the individual before camper pick-up.



Emergency Procedures

Circle Camps Emergency Protocols and Procedures

Circle Camps has an Emergency Response Team (ERT). This team is made up of the Leadership Team and Non-Bunk Counselors. They are the first responders who handle all camp emergencies. Their roles and responsibilities are suited for emergencies. If an emergency should arise while at camp, a counselor should have another counselor who is not caring for the ill or injured person to contact the ERT immediately.

Emergency Response Team (ERT): The team consists of Lane Shelton, Sara MacDonald, Bex Oring, Ariel Goehring, and the head nurse, Allison and head of the waterfront, Emily.

On-Site Accidents

Many hazards may arise while at camp. To prevent these situations, please follow the signs available for viewing at many program locations in camp. These locations include but are not limited to:

- **High Ropes Adventure Course** - Do not use or enter this adventure course without proper supervision from Camp staff. This area will remain locked until a certified staff member arrives.
- **Waterfront** – Do not enter the waterfront or boating areas without proper supervision from Camp staff. Supervision is required at all times if any of the waterfront areas or boats are used. This area will remain closed until a certified staff member arrives.
- **Pool (CTL & EKC)**- Do not enter the pool area without a lifeguard. This area will remain locked until a lifeguard staff member arrives.
- **Archery** - Do not enter the archery area without proper supervision. This area will remain closed until a certified staff member arrives.
- **Horseback (CTL)**– Do not enter any horseback area without proper supervision. This area will remain locked until a qualified CTL staff member arrives.

What is an Emergency?

A camp emergency is defined as a life or death situation. Emergencies at camp include:

- Severe weather conditions
- Severe injury to a camper or staff member
- A camper or staff medical situation
- A stranger on campgrounds after hours who will not leave on their own accord
- A missing camper
- A horse(s) out of the pasture or riding area
- A broken water line

In Case of an Emergency

The Circle Camps' ERT members carry camp walkie-talkies throughout the camp session. In case of an emergency, notify a member of the Emergency Response Team (ERT). If a medical emergency should take place during the night, any adult should be alerted. They should alert any one of the ERT as follows.



In the case of all Emergencies, the following actions should be enacted:

- The Camp Director, the Head Nurse, or any trained medical personnel will decide to transport a camper or counselor to the hospital.
- A member of the ERT and a Circle Camps counselor designated by the Camp Director will accompany any camper or counselor transported to the hospital. The Head Nurse will provide the injured person's emergency contact and insurance information.
- One car is designated as the "**Emergency Vehicle**," and it will be located at the Camp Office. Counselors are aware of this vehicle. **Directions to the local hospital are in the glove compartment.**
- Immediately following the incident, a debriefing occurs, and the ERT completes an incident report.
- The Executive Director, Lane Shelton, is the spokesperson representing Circle Camps. She makes the official statements to the media; no one else should speak to the press.
- Some families may want their children to return home when notified of the incident by the Executive Director or Camp Director. It is also possible that medical staff nearest to the hospital may decide to transfer the injured person to another facility for treatment. In such cases, the accompanying counselor will remain with the injured person until relieved by a family member.

Crisis Management Plan

- The most senior staff member or counselor at the emergency scene assigns one person to tend to the injured, another to calm other campers, and the third person to contact the Camp Director or Executive Director.
- Move campers who witnessed the emergency away from the scene and walk them back to their bunks. If the emergency occurs in a bunk, move campers who saw the emergency out of the bunk and into the next closest bunk. The Camp Director and the Clinical Director will instruct all other campers and counselors to return to their bunks. After campers are inside, the counselors will meet in front of the bunks, and the Camp Director, Clinical Director, or Executive Director will inform them about what has happened.
- Campers and counselors who have witnessed the emergency may need additional support. The Head Nurse or the Clinical Director will determine how best to accommodate that need.
- Campers and counselors who did not witness the emergency may have questions. Only the Camp Director, the Clinical Director, or the Executive Director will respond to questions asked by other campers or counselors to ensure that everyone receives accurate, consistent information.
- There may be media inquiries if news of an emergency at a Circle Camps' location is broadcast over police or emergency radio channels. Immediately take reporters who come to the camp to the Camp Office, where the Executive Director, or the designated spokesperson, will meet with them.
- **No one else is authorized to provide a statement to any reporter or media representative.**



- If reporters or media representatives call for information about any emergency, the Camp staff member answering the call should inform the caller that an official statement will be issued as soon as accurate information is available. The Camp staff member should tell the caller that the Circle Camps' Executive Director will respond to their call. The Camp staff member should respond courteously if and when a media representative contacts the camp by indicating that the adults on hand are focusing on the care of the campers as their main responsibility. They should then ask for the reporter's contact information and assure the caller that a statement will be sent as soon as it is released. The host camp staff member should make no written or verbal statements regarding the causes or circumstances of the emergency except to the police or other authorities. The host camp staff member should not admit or attribute guilt or accept responsibility for what happened.
- A log is to be maintained in the Camp Office of all telephone calls from the media or other parties inquiring about the emergency.
- The Executive Director is responsible for notifying Hamby and Aloisio, Inc., Agent: Mary McCowen, 404-538-1688, immediately following an accident or event that causes serious injury to a camper or counselor. The Executive Director accompanies any insurance company representative who comes to camp to view the site of the accident.
- Each child's family must be notified of any serious accident, injury, illness, or death. Families will have to answer their child(ren)'s questions and address their concerns about the incident after the camper(s) returns home. To do so, families need to understand what occurred.
- The Executive Director will be responsible for notifying the family if a child suffers a severe injury, illness, or death.
- Families of other campers will be notified of any incidents in a letter from Circle Camps' Executive Director, which will be drafted and reviewed by legal counsel prior to its release – recognizing that time is of the essence.
- Legal counsel will review the letter and communicate with families via DialMyCalls.
- At the end of camp, the Camp Director, the Head Nurse or a member of the Clinical Team, and other designated counselors, depending on the number of buses, will ride with the campers and make themselves available to meet with any parents who may have questions about the incident. They will have copies of the letter available since some parents may not have received it.

Emergency Warning System

An emergency code system will be activated over the walkie-talkies to alert all camp participants of emergencies such as fires and severe weather conditions such as tornadoes, floods, and lightning storms. Once a code is called over the two-way radio, all staff and volunteers should listen for the next steps or follow the outlined procedures below.

At the start of each summer camp week, The Camp Director will review these policies and share them with their staff and volunteers.

- Code Red – Fire – Location
- Code Yellow – Missing Person
- Code Orange- Active Shooter



- Code Green – Intruder - Location
- Code Blue – Bomb Treat -
- Code Black – Tornado Warning -
- Code Gray – Severe Lightning

Emergency Steps

1. Remain Calm.
2. Account for campers, Staff, and Volunteers within each cabin group.
3. Protect campers, staff, and volunteers (relocate when needed).
4. Wait for additional instructions from the Leadership Team.

Code Red – Fire

All cabins and the Medical Center are equipped with smoke sensors, and all buildings have fire extinguishers. In case of a fire or any emergency, activity staff will remain with their activity group and provide directions for the group until either responsibility is turned over to the bunk counselor or until the emergency has concluded. In case of a grass fire, move all children to the Dining Hall or Waterfront (via the safest route – camps roads if need be). Counselors should take a headcount and remain with their bunks. All Circle Camps staff or volunteers without cabin responsibilities must report to the Camp Office for instructions.

In case of a fire in the Dining Hall, have the cabin groups exit the building using the nearest available exit. Staff/Volunteers should take campers to the Ball field or Tennis Courts and conduct a headcount. Names of any missing persons should be radioed to the Camp Director.

In case of a fire in a cabin, go to another cabin, notify a Leadership Member and move everyone to the Dining Hall. The Partner, Camp Management Team, should also be notified. There are fire extinguishers in the buildings at camp, and only after the campers and staff are safe should anyone attempt to put out the fire.

A designated staff or counselor (non-bunk counselor) should inform other bunks to move to the Dining Hall. If the conditions are not conducive to the fire spreading, only the campers in the affected cabin and the ones on each side should be moved. If the conditions are conducive to the fire spreading, all campers should move to the Dining Hall. They should designate someone to communicate via walkie-talkie to communicate about the situation.

Please review the evacuation plans and locate the closest fire extinguisher. If a door is blocked, head toward the opposing door or through the windows.

Code Yellow – Missing Person/Camper

The conduct protocol and type of search depend on the incident's circumstances. The following steps are general guidelines to follow if a person is determined to be lost/missing.

- **Prevention:**

Within a bunk (cabin), each counselor should be assigned to and be particularly aware of the presence of the number of campers. Adjustments should be made when a counselor is away from the group to ensure that the campers are always accounted for. Any staff member seeing a camper has wandered away from their group or activity without supervision should personally escort that



camper to their group, activity, or another staff member who can do so.

- **Procedure:**

When a camper is discovered missing, the staff member should notify the Camp Director immediately. The Camp Director will contact the Head Nurse, the Clinical Director, and the Partner Camp personnel. The following information should be shared:

- Camper's Name, Age, Bunk number, Description of the campers' clothing, location last seen, length of time missing, what has already been done to find them, and any other pertinent information.

A counselor from the cabin of the missing person will send one of their counselors alongside a member of the Leadership Team to search for the camper in the most likely areas, including their cabin (check under the bed and any closets), the last activity area they were seen in, the Dining Hall, and recheck the Medical Lodge, etc.

If the camper is not found within five (5) minutes, the Circle Camps Camp Director will announce that the Lost Camper plan or Code Yellow is in effect.

There will be repeated announcements on the radios, which means everyone must go to the Dining Hall except the Non-Bunk Counselors (NBC). Cabin groups should sit together at tables; counselors should take a headcount and leave one counselor in charge of the table (board games or decks of cards will be supplied; it is a good idea to keep the campers involved in something during this time).

All NBC counselors should report to the Camp Office to help with the search. They will then explain to the group what has happened and ask if anyone has seen the missing camper. They will also ask if anyone has any other relevant information to share. Staff will spread out to search program areas. Waterfront staff will begin water search and rescue procedures. Additional staff will start a search of trails, outposts, and maintenance areas. NBC will also search all cabins and buildings. After thirty (30) minutes, they will notify 911, and we will broaden the search for the camper with the aid of local emergency officials.

Kidnapping

Staff and volunteers should refer all visiting persons (strangers or known) to the Camp Office for an official check-in. All visitors must check-in and obtain a visitor's badge. Under NO condition may a camper be removed from camp without the permission of the Camp Director.

Although these policies are in place to ensure the safety of the campers, there may be strangers who attempt to come to camp in search of potential victims or guardians who may be amidst custody disputes and may try to remove a camper from the camp.

The Camp Director has the sole responsibility and authority to release campers and volunteers. And staff. The Camp Director will verify that the camper is released only to the legal guardian or their authorized designee. All requests to pick up campers or staff must be directed to the Camp Director. Should a camper be taken from camp without the direct knowledge and approval of the Camp Director:



Notify the Camp Director IMMEDIATELY and provide them the same information requested during a missing camper or "Code Yellow."

Code Green – Intruder

Unfamiliar persons on the camp property may range from someone lost and looking for directions to someone who has come to the camp with the intent to harm persons or property. Some judgment must be made on the staff's part to determine the risk level. Staff and volunteers should assess the situation and address unfamiliar persons only if they feel comfortable. If they don't feel comfortable, they should send a runner to the Camp Office and stay at a comfortable visual distance from the person till a Camp Director arrives. If the staff or volunteer feels comfortable, they should question that individual to ascertain who they are and why they are on camp property.

Do not antagonize an intruder. Be polite and give assistance if possible and either accompany the person to the camp office or ask them to leave. Inform them that the Camp is private property and is not open to the public. Remain observant of their location to ensure that the person leaves the site. To do this you may escort them out of camp or contact a Circle Camps' Leadership Team member or Partner Camp Staff to do so. If they seem suspicious, observe their car's make, model, and license number and share this information with the Camp Director.

If the appearance of the unfamiliar person makes you uncomfortable, only approach them with another staff member. Someone should always stay with the campers, keeping them away from the situation. If the person seems threatening, do not approach or take any chances. Remove yourself and the campers from the area, notify the Camp Office and the Camp Director, and observe the person's whereabouts. If you see or suspect an intruder in camp at night, immediately inform the Camp Director and a Camp Partner member.

In the event of a CODE GREEN

staff and volunteers should do the following:

Run:

Gather the campers within the immediate vicinity, even if they are not from your cabin, and head to the nearest building (preferably a cabin) and lock or barricade doors. If outdoors, hide together, away from trails or other areas of heavy traffic.

Hide:

Hide the campers and other individuals in the safest area of the room. Remain quiet, and do not use radio communication or cell phones to contact anyone. NEVER share the group's location over the radio system. Staff and volunteers should not leave their hiding space if they hear an "all-clear" over the radio, a fire alarm sounds (without the presence of smoke), or any singular individual tries to engage the group.

Campers, staff, and volunteers should stay hidden until a uniformed Police Officer, and Circle Camps' Leadership Team member comes to notify the group in person. Campers, staff, and volunteers should not contact parents/guardians, family, or friends to inform them of the incident that is/has occurred until the Circle Camps Executive Director has granted approval.



Fight:

Staff and volunteers should be prepared to fight a possible intruder to protect the campers they supervise. This is only a last resort and should NOT occur unless directly engaged by the intruder physically.

Code Blue – Bomb Threat

A bomb is a device present on camp or on the premises, which may or may not have exploded.

Warnings to Staff and Campers:

When the staff signals a Code Blue, they will announce the evacuation location on radios, and the PA

All staff and campers are to go to the far end of the ball field unless another location is announced during the announcement.

All staff and campers should be accounted for at the holding site.

The entire camp is to remain in this area until all is clear or other information is given.

Steps of Action:

- If the threat is made by phone, the person receiving the call should obtain as much information as possible. A checklist is provided for this procedure. Stay Calm!
- Notification should be given to the Partner Camp Directors – by phone and/or radio using the words "code blue."
- If the Directors determine that it is necessary or wise to evacuate the area, the necessary information will be given via radio.
- The staff will ensure that all staff and campers are evacuated to the assigned areas. Staff will then take roll call. All staff and campers will remain in their designated evacuation location(s) until staff issues an all clear.
- Staff should look for unusual or suspicious noises, devices, packages, or disturbances while evacuating the main areas of camp.
- Protect face and head from flying debris with arms, backpacks, etc.
- Once in the evacuation area – nobody is to use radios, cell phones, or other electronic devices for any reason.
-

In case of a Code Blue Bomb threat, the staff will manage the following responsibilities:

Circle Camps Camp Director(s) will:

- Determine the need for evacuation and will notify all staff.
- Gather information from staff regarding anything they observe that may be suspicious.
- Assist the medical staff.
- Coordinate all efforts with the Partner Camp Director when possible.
- Call 911.
- Contact evacuation resources to ensure a speedy and safe evacuation, if needed.

Camp Medical Team:

- Will coordinate and administer any and all first aid.

Camp Partner:

- Will (along with their staff) shut off the gas to the kitchen and lodge.



- Meet the police bomb team at the gate.

Circle Camps Clinical Director:

- Will coordinate the evacuation process.
- Once this evacuation process is complete, they will determine whether all staff and campers are present.
- Ensure all needs are met during holding time in the evacuation area.

Weather Emergencies

If a sudden thunderstorm, tornado, or other weather emergency occurs, the large bell will ring continuously, or the counselors will be notified by radio or a runner. When alerted of severe weather:

- Remain Claim.
- If in a cabin, conduct a head count of campers.
- If campers are at an activity, the counselors should quickly and safely stop all activities and move to safety areas: EKC – Basement of Hotel Beit Choskey or Field House, TAP- Main Lodge, CTL – Gym or center of a bunk.
- Remain calm and don't alert campers. Staff and Volunteers will keep groups together and supervise them quietly and efficiently.
- Once inside the designated area, campers will sit with their bunks, and counselors from each bunk will sit at the front and back of the line to ensure an accurate head count.

*If campers become separated from their group, they should evacuate their building and join another group. The camper will stay with the new group until further instructions. A camper should never be alone in search of their group.

Code Black – TORNADOS

Tornado Watch

Weather conditions indicate that **a tornado could be coming during a tornado watch**. During a tornado watch, an announcement will be issued over the radio instructing everyone that they need to end their activity immediately and head to their cabin. Groups on nature hikes, mountain bikes, and on horses will be notified by radio and given specific instructions.

Tornado Warning

A tornado warning goes into effect once **a tornado has been sighted**.

During a tornado warning, everyone must move to shelter immediately. The campground will issue an announcement over the radio (if needed, the large bell will ring continuously) to notify that actions need to be taken. Everyone should move immediately to the closest, strongest inner structure, away from possible blowing debris.

- Emma Kaufmann Camp – Basement of Hotel Beit Choskey or the Field House.
- Camp Tapawingo – Inside the closest building, the Basement of the Main Lodge
- Camp Twin Lakes – Will- A-Way – Gym or Center of a cabin (Bathrooms)

If groups are in any other building, move away from any glass and into the strongest inner structure and cover the group with mattresses, if available. The Dining Hall is not a



recommended place to be due to the amount of glass. If the group is outside in an open area, move toward the best possible depression (trench, etc.) and lay down there. Keep in mind that as a counselor, it is important to keep the group from panicking; keep track of who is in the group; use good common sense. Always try to anticipate rather than react.

Code Gray - Severe Lightning

In case of lightning, swimming and all outdoor activities will be canceled. Do not allow campers to go outside when there is lightning. If the group is outdoors, seek shelter in a building.

If severe weather comes and the group is not near an immediate shelter, seek a low-lying area and lie flat. Avoid large open spaces and trees. Lightning will seek tall objects, so stay away from lone trees and hilltops.

Utility Failure

During a utility failure, all Circle Camps' staff are not permitted to access breaker boxes, downed wires, electrical equipment substations, or large green transformer boxes throughout the camp. These areas are dangerous and off-limits as a power loss may occur from sources inside or outside of the camp.

There are battery-operated safety lights in all cabins. The radio system may not work if the power is off to the entire camp. Stay put. A Leadership Team member will come to each building with instructions.

In case of an Electrical Fire, assemble and evacuate all campers and notify the ERT. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Downed power lines are extremely dangerous. Stay clear and do not touch them. Remove any campers from the area, notify an ERT member, and ensure that no one accesses the area until an ERT member arrives.

Behavior Management Policies and Guidelines

Circle Camps has a strict stance on the following:

- Corporal punishment, hazing, bullying, or any other discriminatory or abusive behavior are not permitted and will result in immediate dismissal from programs and facilities.
- Any illegal behaviors will be reported in accordance with local, state, and federal laws.
- Circle Camps' reserves the right to change/or modify behavior plans if they feel the safety or wellbeing of an individual is at stake.
- Circle Camps' reserves the right to remove individuals from programs and/or facilities if they deem behavior problems not fitting for the Circle Camps environment.
- Circle Camps has a zero-tolerance policy in regards to "bullying" behaviors. Bullying can include verbal, physical, or consistent emotional abuse (put-downs, exclusion, etc.). All behavior problems, bullying, and discipline infractions should be reported immediately to the Camp Director and/or a Leadership Team Member.
- An incident report must be completed and shared with the family.



- Destructive behavior is not tolerated at Circle Camps.
- Any damages will be billed to the individual, parent, or guardian.

Behavior Management

All campers, staff, and volunteers at Circle Camps are expected to behave appropriately. To accomplish this, all staff are trained in the correct ways to direct behavior. The expected behaviors include the following:

Respect- Campers and staff are encouraged to respect each other and their surroundings. This includes the people, campgrounds, and environment around them. Campers and staff should treat others the way they would like to be treated. They also need to be aware that everyone has the right to their own opinion, and everyone has the right to enjoy the camp as a judgment-free area.

Self-Control- Campers and staff should remain calm, collected, and in control. Through staff and peer mediation, they will be taught how to deal with difficult situations without raising their voice or using physical contact. Staff will also learn how to talk to a camper when acting out and the best ways to deal with this behavior.

Honesty- Campers and staff are encouraged to tell the truth and be honest with each other. Doing this prevents further issues such as lying, stealing, and disrespecting one another.

Courteousness- Campers and staff must be polite and courteous to all campers, staff, and camp visitors.

If everyone at camp addresses these behavior policies, it will help ensure that the camp is fun and fair for all campers and staff. Bunk accords, which are agreements that campers sign on the first day, are used in each bunk to help teach and explain positive behaviors.

If at any time the above rules are not followed, a discipline plan may be put into effect. In the unlikely event that a camper exhibits continued challenging behavior, it is the responsibility of one Circle Camps volunteer to directly attend to the camper. A second volunteer then focuses on attending to the remainder of the group. Discipline should always be fair and consistent. The following is a list of steps that can be used with a camper showing challenging behavior:

- Verbal warning.
- Have the camper remove themselves from the activity and return when they feel ready to participate appropriately.
- Meeting with the Camp Director (completion of a discipline/incident report).
- Calling home to the guardian.
- Being sent home.



- Sent home restricted from future Circle Camps programs.

*Staff will immediately contact the Camp Director if they witness serious violations of the above rules, such as drugs, alcohol, weapons, or abuse.

Challenging Behaviors

At Circle Camps, we expect to see some challenging behaviors. Challenging behavior may occur to access attention and items or to escape and/or avoid a situation. Campers are in a new and unpredictable environment. They are outside their comfort zone and experiencing new situations and emotions for the first time. All behavior is learned and is a product of its circumstances, particularly the events that immediately follow that behavior. It is best to set up the environment in such a way to prevent challenging behavior. Still, if that is not possible, your response to challenging behavior may impact whether or not it occurs in the future. It is best to explain challenging behaviors to promote meaningful change. This can be accomplished by describing exactly what you see rather than relying on explanatory fiction.

For instance, when ____ (antecedent) happened, the camper _____ (behavior), and we responded by _____ (consequence). By explaining behavior this way, you may prevent or make the challenging behavior less likely to occur in the future. All challenging behavior has a function or a purpose. Challenging behavior may occur to access attention and/or items or to escape and/or avoid a situation.

Focus on Positive Behavior

Circle Camps encourage staff to highlight positive behaviors with praise. We can also help children at camp by predicting, preventing, and protecting their challenging behavior.

1. Anticipate and Predict when challenging behavior may occur.
2. Prevent challenging behavior from occurring when possible.
3. Protect both the camper that may be conveying challenging behavior and the other campers when challenging behavior occurs.

Anticipate and predict when challenging behavior may occur

- Consult with primary caregivers and review the camper's application to identify any possible triggers that might instigate challenging behavior. If this information is unavailable, consult with a clinical team member or the Camp Director.
- After challenging behavior occurs, pay close attention to what happened immediately before the challenging behavior to avoid (if possible) that same scenario or environment in the future.
- If problems arise, develop a plan with the staff and/or campers to figure out how to avoid similar situations in the future and how to respond when similar situations arise. This can be accomplished within a bunk between co-counselors and campers, or if needed, a clinician or director can assist with developing a plan.



- Pay close attention to potential setting events. Setting events are defined as situations that occur prior to challenging behavior that may have increased the likelihood that challenging behaviors may occur. It's important to:
 - identify and address events as they occur to prevent future challenging behavior.
 - For example, it may be necessary to find some additional downtime or have a 1:1 conversation with a camper to develop some strategies to ensure a successful week at camp.
 - Some examples of setting events at camp may include:
 - Homesickness
 - Skill deficits.
 - Challenge in making friends and finding a supportive friend (especially when technology is not the means for communication).
 - Lack of knowledge regarding Self-cares. Unable to perform some of the camp activities (biking, climbing).
 - Illness.
 - Exhaustion.
 - Stressors at home.

How to prevent challenging behaviors from occurring when possible

When challenging behavior occurs, the team should assume that it will happen again unless they take measures to prevent the scenarios from occurring or equip the camper with appropriate skills to navigate the experience differently. Circle Camps advocates for a transformative experience for all campers. Circle Camps encourages the use of positive reinforcement for appropriate camper behavior as well as applying redirection and prevention strategies and offering campers opportunities to learn and grow when appropriate. Staff must follow the rules and model appropriate behaviors for campers. Leaders establish respect for rules and guidelines when they model that respect. It is imperative to enforce rules consistently, and any leniency may cause confusion or distrust by the campers. When challenging behavior occurs, the Camp Director and Leadership Team may determine that specific consequences are necessary.

- Provide necessary supervision at all times. Counselors should remain with their campers at all times and follow the “rule of three.” (ensuring that there are three or more people gathering at one time)
- Establish clear expectations at the start of each activity.
 - Model the rules and expectations when participating in the activity.
 - Allow campers to practice/rehearse appropriate behaviors and provide feedback when they do the right thing.
 - Remind campers of the expectations throughout the activity.
- Provide opportunities for choice (freedom) within a structure.
 - For instance, you can go anywhere during Rec period as long as two other people are with you.



- Praise and bring attention to desirable behaviors when they occur. Communicate with co-counselors so they can keep an eye out for good behavior.
 - Bring attention to kind, respectful individuals who follow the rules.
 - For instance, “I like how Tony sits on the bench waiting for directions. He is ready to climb the rock wall.”
 - For campers who seek attention, give them opportunities to access attention appropriately (Examples: camp shout-outs, dancing in the dining hall, extra responsibility, encouraging a special interest or talent).
- Prepare for future experiences by having conversations about expectations and concerns. Ask campers what they are excited about and what they are nervous about.
 - Talk about challenges campers may face.
 - Encourage personal goal setting and emphasize bettering yourself rather than comparing to others.
- Build relationships with campers. Get to know campers’ names or reference their name necklace. Get to know something about them. Find some common interests or characteristics.
 - Be kind and engage in respectful exchanges with campers. Model respect with other camp staff. Be careful with sarcasm and inside jokes.
 - Fill each camper’s bucket! “All day long, we are filling up or dipping into each other’s buckets by what we say and do. Try to fill a bucket and see what happens.” – Carol McCloud
- Minimize triggers when possible. Triggers may include low rates of positive attention from peers and staff, frequent corrections, personal conflicts, or a series of failures.
- Redirect and distract when appropriate.
 - For example, if you see a camper becoming increasingly agitated about something, redirect to a new activity or topic of conversation.
- When anticipating upcoming transitions or changes, such as meals and new experiences, provide warnings.
- **All campers deserve dignity and, therefore, should be valued and respected.**
- Ask for support when needed. As camp staff, we don’t expect you to have all the answers or know how to respond in all scenarios. Never hesitate to ask the veteran staff or the Leadership Team for guidance.
- Model leadership skills.
 - Model vulnerability – be willing to admit when you are wrong and ask for forgiveness.
- Things to avoid:
 - Counselors should avoid being overly critical or demanding of camper’s performance and participation. Remember all activities are “challenge by choice.” of the level, participation is up to the camper in all scenarios.

Always remember that challenging behavior occurs for a purpose, and as an adult and a leader, it’s essential to make every opportunity a chance to learn and grow. Avoid becoming offended by challenging behavior.



Positive Reinforcement

Circle Camps' advocates a guidance and discipline policy emphasizing positive reinforcement, redirection, prevention, and the development of self-discipline. Circle Camps' staff and volunteers remind campers that camp rules are established for the safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need to follow the rules ourselves. Please do not contradict the established guidelines. Corrective discipline must be a creative, caring effort on the part of the counselor, and it needs to be upheld with the intent that the camper feels supported in the redirection; it must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the possible consequences of breaking any rule:
 - a. Quiet time.
 - b. Restriction from activity.
 - c. Restriction to adult supervision.
 - e. Conference with Camp Director.
 - f. Conference with guardian/director.
 - g. Removal from the camp.
3. Enforce all rules at all times, without malice, and be consistent in application.
4. Inform the Camp Director of all disciplinary measures.
5. Never allow discipline to include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, or physical exercise or restraint.
6. Circle Camps periodically evaluates the program/staff/camper groups to ensure that the camp environment is not contributing to behavior problems.

Protect the camp and other campers when challenging behavior occurs

When a camper becomes noticeably agitated, balance the camper's need for attention versus their need for space.

- o Put a name on the feeling/behavior
- "I can tell by your (face, body actions) that you are getting frustrated..."
 - o Communicate concern and empathy
- "... and I want to help."
 - o Redirect back to activity if possible (may serve as a distraction)
 - o Provide space (quiet space) for cooling off
 - o Offer choices
 - Offer opportunities for brief disengagement (sitting away from the group, refilling water bottle, short walk)
 - o Keep interactions brief
 - o Keep in close proximity



If the camper begins engaging in more challenging behavior or appears more agitated as time passes.

- Pause and think, “Is this an emergency situation?”
 - If yes, seek assistance immediately.
- Avoid anything that will make it worse.
- Assess your body language
 - Do you need to pause or reset before responding?
- Use a calm but severe tone and facial expression.
- Remove triggers if possible
 - Disengage (don’t talk) if needed.
- Establish the bottom line and stick to it.
 - Make “do” statements, reminding the camper what to do.
 - Not questions.
 - Use “You need to...”
 - Your “do” statement should be something a camper can do quickly, readily, or easily
 - “You need to sit down in your chair/As soon as you’re sitting in your chair...”
 - NOT “You need to stop this right now.”
 - Administer the same “do” statement over and over (e.g., broken record) Every 2 min to allow for a response.
 - If you feel uncomfortable in the situation, please send or use a Walkie-Talkie to get someone for assistance from the Leadership Team.

If severe challenging behavior occurs, such as aggression to self or others or property destruction:

- **Your priority** is to keep all campers (including the camper in crisis and camp staff) safe.
 - Call for help.
 - Make sure everyone is safe and unharmed.
 - Give the camper time and space to calm down.
 - Engage in a low-effort activity that is fairly easy to get the camper back into the swing of things.
 - Offer a snack or water.
 - Evacuate other campers from the area, if needed (rely on other staff/other volunteers to continue programming elsewhere),
 - Remove dangerous items if you can (push chairs out of the way; remove sharp objects).
 - Disengage from the camper.
 - Don’t do or say anything that will escalate the situation,
 - Repeat the bottom line (if it doesn’t make things worse),
 - After the camper appears calm (no physical or verbal aggression and property destruction for 5-10 min), the camper may appear confused or disoriented. The



camper may try to deny or minimize the problem or blame others. The camper may request alone time or to speak with someone specific.

- o **Do not** provide access to the most preferred activity or item.

Positive re-entry into activities

After the camper is calm and has recovered from the situation, the focus is on getting the camper back in the ready-to-engage state. Consider the following steps to facilitate the transition back to camp activities to decrease challenging behavior in the future.

- o Reinforce ANY appropriate behavior.
- o Follow through with consequences after debriefing.
- o Do not rub in their face what happened.
- o During conversations about challenging behavior, staff should remain:
 - o Calm.
 - o Straight forward/matter of fact.
 - o Focused on facts.
 - o Unemotional.

When appropriate, debrief with the camper about the situation.

- Ask the camper to give their side of the story.
 - o Don't argue about it, even if it's not the way you saw it.
- Try to help the camper self-identify different actions to take next time
 - o Don't force the camper to apologize.
- Whatever you do, don't say things that will result in regression
 - o Avoid placing blame.
 - o Don't nag.
- This is the only time it's appropriate to ask "WHY."
 - o Not all children can articulate "why" they engaged in challenging behavior. If they were, they likely would not have engaged in challenging behavior.
 - Consider the child's age and communication abilities
 - o Just because the child can't articulate "why" doesn't mean the behavior has no purpose.
 - All behavior has a purpose (function).
 - The child's reason may not match the actual behavior function they chose to act out.
 - o If the camper can articulate "why," that "why" is always valid.
 - **Don't argue with the camper; just say, "you're probably right."**

Common Challenging Behaviors Scenarios at Camp

"The **Bully or Show-Off**" Some campers may be especially competitive with their peers or seek extra attention for their accomplishments, which may alienate them from the rest of the campers. In these situations, encourage the camper to compete with themselves instead. For example, you might tell them, "let's see if you can beat your own time." Foster teamwork and



encouragement by modeling and explaining what this looks like across all camp activities. Sometimes, campers may benefit from a 1:1 conversation about strategies for being a supportive friend.

Fighting. When campers are unable to express their wants and needs, they may resort to physical fighting. This may begin with a verbal altercation or “fooling around.” Counselors should be attentive to camper conversations and maintain adequate supervision to avoid these scenarios. When a fight breaks out, separate the combatants immediately. Let your voice show calmness and mature authority. Attempt to give them time to cool down. Watch facial expressions that indicate the amount of tension present. Disallow angry verbal exchanges and physically remove combatants to a “safe distance” from each other if necessary. Fights that involve serious contact (hitting, kicking, biting, punching) require both combatants to visit the nurse, who will check for bruising and internal injuries. The Nurse will decide when the campers can resume activities. An incident report should be completed.

Once combatants have regained composure, try one or more of the following:

- Calmly discuss the situation separately with each individual. Emphasize resolving the problem, not placing blame. Aim for a mutual “shake hands and makeup” plan.
- Hold a face-to-face hearing where each participant describes their version without interrupting the other. Attempt to help each see the other side, reconcile differences, make up, and forgive.
- Allow the individuals to discuss the situation between themselves privately if you are sure the anger has dissipated. You can help mediate if they wish. Emphasis should be placed on strategies to prevent this scenario in the future and how to ask for help when things escalate.
- Invoke a logical consequence if apparent provocation can be established or if this is a repeat offense. (See the Camp Behavior Management Policy).

Stealing When campers steal, they may have been experiencing food insecurity associated with fear of not having enough food or material items. Prevent stealing by establishing an atmosphere of trust among all group members. Discuss openly the need to respect each other’s property. Establish group rules so campers understand the importance of protecting every individual’s property and define sanctions for rule infractions. Always discourage campers from leaving valuables out in the open unnecessarily. If stealing still occurs:

- Allow the offender to return the article anonymously, without punishment.
- The counselor may need to play detective if the item is not returned and the offender is still not identified. Be cautious in seeking group cooperation to avoid ostracizing the offender.
- If there is evidence to identify an offender, deal with the camper privately. Give them a chance to make restitution and plan together to avoid repeat behaviors.
- If evidence is lacking regarding the offender’s identity, try handing out sheets of paper to each group member. Have them write either “I did not take it” or “I did



take it, and I'm sorry," and sign their name. Allow them to secretly return the papers to their counselor. Deal with the offender privately at a later time.

- If the problem persists, follow camp procedures and inform the Camp Director.

Restraining a Camper

Restraint should only be used for campers who are an imminent danger to themselves or others. Staff should ensure the camper's safety and engage in restraining the camper. Restraint should be implemented safely and humanely without any intent to harm or create undue discomfort for the camper. **Prone restraints**, which occur when an individual is placed face down on the floor, or another surface and physical pressure is applied to the camper to keep the individual in that position, **are prohibited** in all situations. **Circle Camps' staff and volunteers are not trained in physical restraint and, therefore, will never restrain a camper.**



Dining Room Rules

Kitchen Hours

The kitchen will be closed after supper, clean up until breakfast the next day. Only designated staff are permitted in the kitchen.

Coffee - Hot Water

Coffee cups are to remain in the Dining Hall.

Dining Hall Procedures

1. Except for assigned staff members, the kitchen is off-limits.
2. Please be on time for meals.
3. Silverware, plates, napkins, salt, pepper, beverages, cups, and some food will be pre-set when campers enter the Dining Hall. Counselors will help pre-set.
4. As meal service begins, two representatives from each table go to the service area to receive their table's platter(s).
5. The salad bar(s) will be on either side of the Dining Hall. Please do not go to these areas until meal service begins.
6. If the table needs seconds on an item, please ask a neighboring table before going to the line. The Dining Hall Host will announce 'seconds' for everyone should they be needed. If seconds are needed on an item, and a neighboring table does not have any, please send one representative to the service line with the appropriate platter once seconds have been called.
7. Beverage Refills: please send one person to refill pitchers at the drink station. There are ice dispensers at the drink stations.
8. Dessert may not always be served from the meal service line. Please listen for instructions on where and when dessert will be located and ready. Only one (1) dessert is available per person.

Clean Up

During clean-up time, all groups are cleaning simultaneously. Clean-up must be done prior to any singing and/or other announcements. All campers, staff, and volunteers can help with clean-up.

Encourage all campers to help with clean-up time! Campers, staff, and volunteers play the primary role in ensuring that the area is clean and free of debris. Kitchen staff will ensure that the Dining Hall is kept clean daily.

1. A bus tub will be provided for each table to utilize.
2. A cabin member should scrape all food & paper onto the largest platter and then into a trashcan. The dishes, silverware, and glasses should be placed into the bus tub (please do not put silverware in the trash). Please separate all items into either trash, recycling, or composting (site dependent). All liquids should be poured into the pitchers.
3. The bus tub should then be taken to the dishwashing area, and the pitchers should be placed on the appropriate rack.



4. The table should be wiped clean with a green rag and a sanitizer bottle on the silver rack.
5. The floor around and under the table should be swept after each meal.
6. When leaving the Dining Hall — stack chairs and push them against the window or flip them on the table as directed by the Dining Hall Host.
7. Please let the kitchen staff know of any major spills.
8. Please do not take any food or Dining Hall service items, such as glasses, plates, or silverware from the Dining Hall.
9. Please ensure that everyone stays in their seat until the Dining Hall is dismissed.

General Information for Circle Camps

AKA Glossary

Bed Bugs: If bed bugs are suspected in a facility or personnel items, vocalize the concern to the Camp Director or Head Nurse. Either Camp Director or Head Nurse will notify affected campers, staff, volunteers, and host camp.

Bedwetting: If you know that a camper in your bunk has problems with bedwetting (this will be noted on her Camper Report), touch base with the nurses to create a plan. There is extra bedding in the Health Center. Let the nurses know if you need extra sheets and bring soiled sheets to the Health Center; one of the nurses will return them to you by the end of the day. Please be supportive of the camper, be discrete, and do not in any way express shame.

Bell (TAP): We use a large, loud bell to signify the start and end of activity periods. The bell is rung 5-7 times. If you have a ^ next to your name on the schedule, you are responsible for ringing the bell at the beginning and end of that period. Make sure you know when to ring the bell (see daily schedule). When the previous activity ends, head to the bell, so you are not late. An alarm clock is near the bell. Take the alarm clock with you and set it for five minutes before the end of the period. Keep it close to you during the entire period so you can hear it. At the end of the period, after you ring the bell, leave the alarm clock at the bell for the next ringer. ^ = morning bell ringer, * = afternoon bell ringer, Ann S is the evening activity bell ringer. THE BELL is also our emergency warning system; you can tell if there is an emergency if you hear a series of three rings. Campers should not ring the bell.

Bunk Accord: On the first day, the campers should create their Bunk Accord and post it in their bunk. **Below is a sample of a Bunk Accord.**

As a camper at a Circle Camp, I understand that:

- Circle Camps has a zero-tolerance policy for bullying.
- I will show respect to all members of the Circle family at all times.
- I will not act in a way that is harmful to others.
- I will take excellent care of all camp property and equipment.
- I will give my counselor all my iPods, cell phone, and any food or candy.



- I will do a bunk clean-up chore, straighten my belongings, and make my bed daily.
- I will travel with my group from one activity to another at all times.

Bunk Clean-Up: To remain in accordance with our COVID-19 policies, each bunk must be disinfected daily to a reasonable extent. It is most important to clean high use areas such as bathrooms, handles, sinks, etc.

Bunk Counselor: this title is reserved for the staff or volunteer who supervises and leads the campers while on site. This position is a live-in cabin role, and these counselors provide direct care and supervision to the campers assigned within their cabin. These individuals should look to the Camp Director for direction or ask questions.

Bunk Supervision (BS): All bunk counselors should be in the bunks until 9:30 pm each night to help campers settle and be in bed. When you are scheduled for Bunk Supervision (BS), you are expected to stay in the bunk for the remainder of the night. All other bunk counselors can go up to the Main Lodge/Wifi shack/shower from 9:30 pm until curfew at 11:00 pm. Remember, sound travels very clearly at camp. Please be quiet! You may swap supervision nights with your co-counselor, as long as everyone agrees and there is still bunk coverage.

Note: All bunk counselors are expected to return to their bunks during rest and rec periods unless otherwise tasked. If there aren't enough bunk counselors during these times, a female NBC may be scheduled to help cover the bunk/shower. You may leave the bunk in the morning as long as one bunk counselor stays with the campers. All bunk counselors are also expected to be in the bunk each morning at reveille to help the campers get up and out the door for breakfast.

Bus Notes: Bus notes are a great way to conclude the week at camp. Be sure to collect enough paper and markers ahead of time! Encourage each girl to write each bunkmate a nice note for them to read on the bus ride home. It is important to establish that everybody wants to participate, because the girls must write a note to all of their bunkmates and cannot pick and choose who they want to write to. This is a great mood booster. It is a way for the girls to write about a favorite moment they shared with a bunkmate, a funny memory, how their bunkmate may have inspired them, etc. If possible, grab an envelope or bag for each girl for their bunkmates to drop their notes into.

Camp Director: Our Camp Directors are Sara Mac Donald (EKC, TAP), Bex Oring (LIT), and Garbo David (CTL); they have been with Circle Camps for many years. As Camp Directors, they are responsible for the day-to-day operations and is a go-to person when we have questions, concerns, and suggestions.

Campfire: This event helps us to celebrate our beautiful surroundings. During our campfire, we can enjoy the warmth and power of the fire, the kindred connections made within our Circle family, and the gift of our time together. Literally, we fuel the fire with logs and sticks; figuratively, we fuel it with our presence and participation. Campfire time includes speeches, songs, and laughter. Campfire time is both a fun activity and a time to be respectful and serious. There is no talking, starting with the walk to the campfire and ending with the walk from the campfire. The LIT2 organize and plan the campfire ceremony.

Circle of the Stars: Circle of the Stars Talent Show may be the only time campers appear in front of



an audience and receive applause. Regardless of talent, we get to encourage and applaud our campers' practice. Some are individual, and bunk acts; some are silly skits, and others demonstrate skills and talents.

Clinical Director: Our Clinical Director, Ariel Goehring, holds an MSW and LSW. She and other clinicians assist with behaviors connected to grief or another mental-health issue. If a camper is exhibiting behaviors that make you uncomfortable, please find Ariel or a clinical team member (if the issue is behavioral, please find Sara). During activity periods, a clinician is always available at an alternate activity location specified on the schedule. Check the bottom of the counselor schedule if you need to find a Clinician during an activity period.

Closing Circle: During the week we're together at Circle, each camper's bunk functions as their temporary 'family' unit. On our last day of camp, each bunk comes together in a Closing Circle to acknowledge that their time at camp and their time together as a bunk is ending. We must allow the campers to say goodbye to their bunk family. This is especially significant for campers who didn't have a chance to say goodbye to the parent who died. **Bunk counselors lead** their own bunk's Closing Circle. When it's time for your Closing Circle, wait until all campers are present to start. Let the campers know how much time they have for their Closing Circle and remind them that this is a special time set aside for the bunk to share their thoughts and say goodbye. You might want to continue by sharing an observation of your own. Try to make sure that everyone gets time to say something. If you're aware that some campers haven't shared, consider asking, "Who hasn't spoken or would like to add something?" Pick up on feelings that are expressed. For instance, if a camper says they are sad to go home, you can repeat, "Yes, it is sad for us to be leaving." Some campers may agree; others may express a different feeling or try to offer comfort. All are fine. Remember, we don't try to change a camper's feelings – we hear their words and listen. Younger campers may manage their feelings and those circle differently than older campers. Their comments may be more concrete and less introspective. The important thing is that they are together and saying goodbye.

Reminder: Although we cannot be in touch with campers over the winter, they are free to contact each other

Community Circle: The bunk counselors facilitate bunk time at the end of each day to wrap up, wind down, reflect on the day and give appreciations.

Executive Director: Lane Shelton is the Executive Director of Circle Camps. She has extensive experience working with camps, campers, and volunteers, and she oversees the entire organization of Circle Camps, from fundraising to camper recruitment to ordering the ice cream bars. When at Camp, check the Gaga pit!

Flagpole: This activity occurs during pre-breakfast, lunch, and/or dinner programming. Cabins will participate in the flag raising, singing, dancing, cheers, and more. While the USA flag joins us as a country, various other flags will use placed underneath the USA flag. By the leadership of LIT 1s.

Grace: This is a time of reflection before every meal. We use traditional "song" style blessings to give thanks for the food and the hands that made it. The Blessing is introduced before the first meal service, which typically signifies that the meal has begun.



Grief Activities: Campers are offered several weekly opportunities to participate in grief activities. While several activities are designed for certain age levels, two of the activities listed below are for all campers. Our Moments (OM) is also included, as campers may choose to share this activity with counselors. A Clinical Team member facilitates all grief activities.

- **Circle Time:** Each year, our first grief activity occurs in every bunk during Circle Time. The campers bring a picture of the parent who died with them as we come together in a circle. The clinician facilitating the Circle begins by introducing themselves, welcoming the campers to Circle Time, and giving other clinicians in the circle a chance to introduce themselves. The clinician then explains that during most of the time that we're together at camp, we'll be busy going from one camp activity to another but that Circle Time is a time for special sharing. In bunks with returning campers, we ask for a camper to help explain what they remember about Circle Time. We thank them and remind the campers that everyone will have a turn and of the importance of being good listeners.
- **Our Moments (OM):** OM is an extension of what the LIT2s share during their Circle time. Developmentally, the LITs are at an age where they realize and reflect upon the depth of their losses at a different level than younger campers. Each LIT2 is asked to choose a "moment" that reflects some aspect of their grief and then select a creative way (poetry, art, song) to express this moment/experience. Each LIT2 is encouraged to express their feelings in a way they feel comfortable. LIT2s share their moments and then have the option of sharing their moments with the Circle counselor community on Thursday night after Taps. We will coordinate bunk supervision so as many counselors as possible can attend.
If you plan to attend, note that counselors have described this as an intense, emotional experience. If you are uncomfortable witnessing raw emotion, think about if this is the right setting for you.
- **Rock Ceremony:** This ceremony is our only formal, all-camp grief activity and is centered around three powerful symbols:
 - the circle, which represents unity, connection, and inclusiveness.
 - The tree for its life with growing roots and branches.
 - The rocks for the unique individuality of each of us and our enduring, cherished memories.

As we walk, stand, and sing together during the rock ceremony, we focus on supporting one another by spending quiet, reflective, and respectful time remembering those who have died. During this time, we also strive to appreciate the beautiful setting of the mountains to one side and the lake to the other. At the end of the ceremony, we all blow bubbles and share time in our Memory Garden. **Counselors, make sure to talk about this ceremony beforehand with your campers.**

CIRCLE OF LOVE

*Make a circle around our tree / Leave a rock for a memory
For the ones, we are thinking of / We make a circle of love*

Head Nurse: Our Head Nurse holds an MSN and RN. While at camp, she oversees other nurses and is responsible for distributing the medication before/after breakfast and dinner and distributing medication individually throughout the day. If a camper presents a physical medical issue, find a nurse.



If the problem is a simple scrape or itchy bug bite, please use the provided first aid kit in each bunk to take care of the camper. Locate one of these team members by checking the schedule or finding someone with a Walkie-Talkie.

Lake Swim – (TAP): Counselor lake swims will be offered for those who have passed the extended “lake swim” swim test. If you want to participate, you must let the Head of Waterfront know by the previous meal. The waterfront will be closed if no one is doing the lake swim. Coordinate with your co-counselor to ensure bunk coverage.

Leaders In Training (LITs): These individuals are the older campers who have taken on specific roles and responsibilities to learn to step into leadership roles. The LIT1s and LIT2s will be at camp daily while the LIT3s and 4 are off site much or all of the week. LIT3s building and LIT4s hiking.

Leadership Team: This team consists of the following individuals: Executive Director (Lane Shelton), Program Director (Garbo David), Camp Directors(s) (Sara Mac Donald and Bex Oring), Clinical Director (Ariel Goehring), and Social Media Director (Ricky Emmons). These individuals provide direct support to the camp community and serve as a resource to all camp community members.

Mandated Reporter: All Circle Camps’ staff must protect the campers' well-being in our care. If a counselor or clinical team member becomes aware of circumstances that may pose a risk or potential harm to one of our campers, it is important that they report this circumstance to the Clinical Director, Head Nurse, or Camp Director immediately so that they can ask for direction and receive follow up support. A counselor or clinical team member should report risk or potential harm related to physical, sexual, or emotional abuse or neglect of a camper while at home or not in the circle. Psychologists, licensed social workers, teachers, and nurses are mandated reporters and have the responsibility of reporting suspected child abuse. Camp administrators and counselors must also report when a child may be a victim of abuse or neglect.

Medical Center (Health Lodge): This area is designated for healthcare-related procedures and is equipped with basic healthcare-related supplies. Activities such as medication administration, First Aid, or use as an infirmary are common in this area.

Morning Meetings (EKC, TAP): Morning meetings occur five minutes before breakfast when bunkmates come together to welcome the day. This might include sharing appreciation, sharing a word for the day, participating in Dynamic Mindfulness activities, or sharing a song or other small gesture before heading to breakfast.

Non-Bunk Counselor – NBC: This counselor is either a staff or volunteer who supervises and leads the campers while on site. This position does not live in the cabins with the campers. This individual should look to the Camp Director for direction or ask questions.

Partner Camps: Partner camps are Emma Kaufman, Camp (EKC) Morgantown, WV. Camp Twin Lakes (CTL), Winder, GA, and Camp Tapawingo (TAP) Sweden, ME.

Phones (and other devices): Circle Camps strives to be a cell phone free environment for all members



of our camp community. While some members of the camp community may have access to cell phones for necessary day-to-day communication, Circle Camps expect that this use will be reduced significantly while at camp and never in the presence of campers.

Circle Camps maintains a strict No Cell Phone Policy for all our campers during their camp session. All camp staff and volunteers are expected to confiscate all cell phones from campers if seen or made aware of their possession of such devices. All confiscated devices must be turned over to the Circle Camps Camp Director and the camper's name and cabin assignment. The Camp Director should return these devices to the individual before camper pick-up.

Photography: Ricky, Charlie, and Garbo are our photographers and will take activity and candid photos that will be used for social media and the slide show. **Bunk pictures** (at Rest or Rec) will be scheduled and taken throughout the week. Ask your campers to decide where they want their bunk picture taken. Campers wear their Circle t-shirts for bunk pictures. Counselors are also encouraged to wear their Circle shirts. *Bunk counselors will need to remind their campers ☺

Program Director: Garbo (Sandra David) is our Program Director; she works with the Executive Director and Camp Director(s) to plan schedules and implement camp sessions. Garbo supervises the Camp Directors, Clinical Director, and Head Nurse. She or her designee will be on site for the duration of the Camp session. Garbo is part of the Circle Camps Leadership Team.

Rainy Day Activities: No day at camp shall ever be wasted, not even a rainy one! Any day at camp is fun, rain or shine. We will offer a long list of large and smaller group programs that can take place indoors during surprise storms and showers.

Rec Period: Every day after the 6th period, campers get a “Rec” period. Campers have free time during Rec period; one bunk counselor will be responsible for knowing where their campers are during Rec. Campers can choose to be in their bunk during this time, or they can choose to play outside of the bunk. Campers may not visit other bunks at any time. Also, campers will not be allowed at the waterfront during Rec unless they are there for a swim test or a make-up tubing period.

Showers (TAP): One counselor must be in the shower house with campers. The other counselor stays in the bunk. Coordinate with your co-counselor or another counselor to make sure both locations are covered. The camper shower schedule is below. In case of a schedule conflict, Teens can shower QUIETLY after Taps. Counselors can shower during their off periods or after Taps.

Singing / Spirit Time/Spirit Chant: This is a post-meal and post-clean up activity where campers, volunteers, and staff spread camp cheer throughout the camp by singing, dancing, cheering, and more. Either campers, staff, or volunteers will direct when Spirit Time is ready to begin.

Snack and Free Play (CTL): Snack and Free Play will be held at the center green and the farm at the outpost Monday through Thursday for 30 minutes in the afternoon. Circle staff and volunteers must be present to provide support at whichever location is closest to their previous program session. This serves as an intentional, unstructured time to allow our campers to develop social skills and enhance their creativity, imagination, and problem-solving skills.



Teen Choice (EKC & TAP): Teen campers have “choice” periods this summer, on Wednesday and Thursday. They are given options and can sign up for their preferences on Monday. The goal is to let the campers attend activities with campers from other bunks and to let them have some say in what activities they do. Counselors scheduled for a choice activity may be asked to switch to a different one, depending on the number of campers signing up. Counselors scheduled for Teen Choice Signups are needed to help with sign-ups. Masks are required during teen choice sign-up as it will happen indoors.

Universal Precaution includes:

- Hand hygiene.
- Use personal protective equipment (e.g., gloves, masks, eyewear).
- Respiratory hygiene/cough etiquette.
- Sharps safety (engineering and work practice controls).
- Safe injection practices (i.e., aseptic technique for parenteral medications).
- Sterile instruments and devices.
- Clean and disinfect environmental surfaces.

Waterfront, Pool, Lakefront: See the specific section about Waterfront, Pool, and Lake. These areas are fun and have no access policies for campers and volunteers unless a guard is on duty and the area is marked open.

Walkie-Talkies: Lane, Sara, Garbo, Bex, Ariel, Sara, and the various Nurses will carry walkie-talkies. At CTL Walkie-Talkies are in each bunk.

Stages of Youth Development

Use this list to guide your understanding of the age groups you will work with this summer. While these traits are considered "typical" of each age group. Please remember that no two campers are alike, and each possess unique qualities worth celebrating! Additionally, it is important to note that a camper's chronological age may not always reflect their developmental level.

Ages 5-8

- Energetic and enjoy physical activities.
- Concrete thinkers: use 5 senses to help children experience and explore. This age is naturally curious.
- Routine and consistency are extremely important.
- Need specific, clear instructions, and it may take longer to get ready and transition from place to place.
- Countdowns are a helpful tool ("in ten minutes, the lights will be turned off; "in five minutes...")
- May seem to care more about working on a project than actually completing it; remember that



the process is more important than the product!

- Need activities that focus on "we" instead of "me." Provide opportunities that foster cooperation and teamwork rather than competition.
- May have several "best friends." Vary activities, so that youth are getting a balance of attention as
 - individuals and in small groups.
- Like to try new things but have short attention span! Alternate high-medium-low energy activities to maintain engagement.
- Will need reminders about and help with personal hygiene, cleanliness, and other routine tasks like making beds.
- Need plenty of rest and nourishment. Please be aware that children this age may be slow eaters and need help cutting food. Early to bed, early to rise!
- Seek adult approval and are sensitive to criticism: need extra TLC, patience, and praise!

Ages 9-11

- Love camp and are excited to do everything! This group has boundless energy and is eager to try new things, but they also have interests that change rapidly. They need to be active and involved. Provide a wide variety of brief learning experiences that are fun to do.
- Usually, do best when information is presented in small "chunks"... Keep it short and simple!
- Many characteristics from the younger group are still true of children in this age range. They will generally be more self-sufficient and need less help with basic tasks.
- May still need reminders about personal hygiene and cleanliness.
- Routine and consistency continue to be very important.
- Like group activities with members of the same sex.
- Eager to please counselor- will look up to you (and older campers). Campers of this age will observe and mimic EVERYTHING you do and say!
- They are extremely curious and will learn by finding some answers on their own. PATIENCE is key!
- Don't like to be compared with others; instead, compare to past/present performance of the individual.
- Need ongoing praise and recognition from their counselor!

Ages 12-14

- Crave belonging to a peer group and try hard to form relationships; they want to be included.
- They are going through many physical and emotional changes at varying rates. Campers can be self-conscious and critical in all sizes and shapes, and they may be embarrassed to change clothes in front of others.
- Beware of drama and extreme feelings; validate the feelings that they have.
- Are interested in activities involving boys and girls.
- Talk centers around the opposite sex. Creatively change the subject now and then!
- Many have older or adult idols; create opportunities for older teens to work with this age group.



- Test independence but still want an authority figure. Usually are not “too cool for school.” Involve campers in deciding guidelines for the group.
 - Usually enthusiastic about camp activities, especially those competitive in nature.
 - Ready for leadership experience; give opportunities to plan activities with your guidance.
 - Respond well to encouragement and honest praise.
 - Sarcasm is easily misunderstood at this age!
 - Tendency to tease and put-down ... set expectations early! Tell them you will remind them not to do this if they forget. Find ways to use peer pressure as a positive influence.
-
- **Ages 15-17**Emerging sense of self-identity and a developing sense of philosophy.
 - Peer group affiliation and a strong desire for status within that group are often their primary concern. Establish an environment that is conducive to encouragement for all.
 - Want leadership roles and a chance to assert a strong voice in planning own programs. Provide guidance and suggestions rather than step-by-step instructions.
 - Reach high levels of abstract thinking and problem solving. Allow this age to make and carry out plans and then evaluate the results.
 - Are restricting areas of interest; may need to suggest related areas to give a broader outlook.
 - Want to be independent and treated like adults. However, they may benefit from being encouraged to try silly and fun things without fear (they’re not as old as they look!)
 - Suspicious of anyone in “authority” and like to test limits. There is a fine line between being a friend and a counselor. Be firm yet respectful regarding expectations.
 - Are developing a sense of the greater community; service opportunities are a good way for this group to give back.
 - Respond well to counselors/adults who show sincere respect.
 - Have more “free time” than other campers; they need supervision and their “space” simultaneously!
 - Their enthusiasm for camp activities is CONTAGIOUS!
 - HUMOR works well!

Activities and Programs

At Circle Camps it is important to have a goal and/or objective for each of our activities. Some of those goals or objectives may seem more clearly outlined, while others may be more passive depending on the activity. Below are some of our guiding goals and objectives for the Camp as a whole as well as for our program session:

- **Increase Independence** - Campers will be given opportunities to challenge themselves while negotiating obstacles in their lives. Through decision-making, self-care, and care for their environment, campers will be able to increase their independence.
- **Improve Self Confidence** - Campers will have opportunities to develop self-confidence through skill-based activities that are focused on success. Success focused programs will teach



campers the value of making mistakes and how they can use those mistakes to improve their success as they tackle assigned tasks.

- **Develop Leadership and Problem-Solving Skills** - Campers will get to try out leadership roles where they can learn how to lead and problem-solve as they guide their team through activities.
- **Uphold Values of Respect, Attitude, Growth, and Acceptance** - Campers will be exposed to these values during every activity at Circle Camps. We hope that all of our partners will adopt these values. Campers will learn the importance of these values via direct teaching, practice, and role modeling.

At Circle Camps, we aspire to provide activities and programs that are more than simply “fun.” While fun is the foundation of the camping experience, other characteristics are important when planning successful programming. Therefore, each activity should be progressive and challenging. Volunteers will play an important part in helping to carefully plan activities based on the campers' needs and interests.

In general, Circle Camps’ programming provides:

- A variety of activities.
- Equal opportunities for all campers to participate.
- Co-recreational activities.
- Outlets for creative expression.
- A safe place to play and engage with others.
- Opportunities for leaders to develop activities and across each activity area.
- Active and passive activities.
- Maximum use of equipment and facilities.
- Opportunities to develop life-long leisure skills.

To plan appropriate activities, a good leader should also consider the age-based characteristics and capabilities of the group of participants. Please refer to the following pages regarding the ages and stages of youth development while working with camps.

Arts and Crafts

When you first arrive as a volunteer within the Arts and Crafts department, note the age group that you will be working with.

Gather the materials that you will need for that specific activity.

Once the campers arrive, introduce yourself to the group and describe the project they will be working on.

Finally, pass out the materials and let the kids create their projects while providing guidance and supervision.

Arts and Crafts Rules

- Use materials wisely and mindfully.
- Do not run with scissors.



- Clean up your mess.
- Be mindful and considerate of others.

Bunk Games

Name Game

(this one is great for the first day)

Directions:

Sit in a circle and ask a counselor to begin. They will start with their name, an adjective, and a food they like to eat. The adjective and food must match the first letter of their name. For example, "I am silly Samantha, and I like to eat sandwiches" or "I am awesome Amanda, and I like to eat applesauce." The first player will give her statement, and the following player will repeat the previous player's statement, followed by her own. As the game goes down the circle, it gets more difficult as the players need to state each person's statement before their own. Leave the counselors until the end and see if they can repeat all of the girls' names and statements! The group can help share reminders if anyone gets stuck.

Guess Who?

Be sure to grab:

- a hat or bowl
- slips of paper and pens!

Give each girl 3 slips of paper and a pen

Ask them to write down 3 silly facts or quick tidbits about themselves without revealing who they are. Make sure you tell them to only share things they want the group to know about them since their identity will be revealed.

Each slip gets folded up and goes into a hat or bowl.

Each girl goes around and chooses one out of the hat or bowl, reads aloud, and makes a guess about whose slip it is!

If this seems too difficult, you can have them write down 2 or 3 facts on ONE piece of paper, making it easier to guess!

I have a friend who...

Create a wide circle and have each girl remove her shoes and place them behind her to mark the circle. Remove one pair of shoes from the circle.

One girl or counselor stands in the middle and states, "I have a friend who..."

The sentence should end with a statement they associate with and who they think others will.

For example:

- "I have a friend who likes to go tubing."
- "I have a friend who has a dog."
- "I have a friend who loves camp!"

Any campers or counselors who agree with or can relate to the statement run into the middle of the circle and then run back to the edge to find a spot by an empty pair of shoes. You are not allowed to run to the set of shoes next to you!

This leaves one girl or counselor in the middle to continue the game!



The Birthday Shuffle

Challenge the girls to form one line in order of birthdays by date from January to December. The trick is: no talking allowed!

This or That?

(aka: would you rather)

Each counselor stands at one end of a room with the campers in the middle. One counselor yells out a “this” and one counselor yells out a “that.” The campers run to the side of whichever counselor they agree with. The sentence can begin with “would you rather,” or “which is better?,” “which is worse?,” etc.

Examples: summer or winter, cheese pizza or pepperoni, dogs or cats, mornings or nights, books or movies, chocolate or vanilla, etc.

Notecards

Be sure to grab:

- Notecards
- something to write with

Give each camper/counselor two notecards and have them write down a silly get-to-know-you question. Once everyone is done, have them crumple up their notecards and throw them around the cabin. Have everyone go and find two notecards, then sit in a circle.

Go around the circle and have everyone answer the question on their notecards!

Teeth!

Form a circle and have each person in the circle take turns saying the names of two vegetables or fruits twice (for example: carrot carrot, apple apple)- the next player will repeat only the last fruit/veggie mentioned twice and then say their own fruit/vegetable twice (for example: apple apple orange orange) and so on. The key here is that nobody can show their teeth in the process. Of course, this is very hard to do because it looks pretty funny, and everybody has to prevent themselves from laughing to keep showing their teeth! Anybody who shows their teeth in the process gets eliminated!

Circle Queen

Gather in a circle. One camper will be the “guesser” and she will step out of the circle and close her eyes. While she is gone, a “circle queen” is chosen. Before the guesser returns to the circle, the “circle queen” will start an action, such as tapping her knee, clapping her hands, touching her nose, etc. The other campers in the circle must discreetly imitate the circle queen. The circle queen will occasionally change the action, and the other campers will continue to imitate. The goal for the guesser is to guess who the circle queen is!

The Silly Story Game

Start out by having everyone sit in a circle. The goal of the game is to create the silliest story possible. Have one of the counselors start by saying “once upon a time a....” then go around the circle and let each camper contribute a few words to progress the story. For example:

Counselor: Once upon a time, a....

- Camper 1: miniature dragon
- Camper 2: fell in love



- Camper 3: with a magic pair of shoes
- Camper 4: but she lost one of the shoes and...

Celebrity

Be sure to grab

- ideally post-it notes (or notecards and tape)
- a list of celebrities or well-known characters

This one requires a little bit of preparation. Using a stack of post-its, write down a well-known person/character on each piece of paper. Once everyone is sitting in a circle, place a post-it with a name on each camper's forehead. Each camper takes a turn as "the guesser." The game's goal is for the bunk to give "the guesser" clues to try to get her to guess the name on the post-it note that is stuck on her forehead!

*To increase difficulty, no talking! The bunk has to act out the clues (kind of like charades) *

Suggestions (for young bunks): Peppa the Pig, Riley from Girl Meets World, SpongeBob, Sofia the First, Harry Styles, Poppy from Trolls, Harley Diaz from Stuck in the Middle, Amelia Bedilia, Moana, Harry Potter, Andi Mack, Elsa from Frozen, Zendaya, Baby Ariel

Suggestions (tween/teen bunks): Meghan Markle, Amandla Stenberg, Jacob Sartorius, Ariana Grande, Maddie Ziegler, Shawn Mendes, Mark Thomas, Cheryl from Riverdale, Gigi Hadid, Aria from Pretty Little Liars

Land Sports

You can schedule two complete teams (a mix of campers and counselors) for each land sport scheduled. Counselors can join campers in play but should not take over the game. If you are excited about playing and having a good time, campers will be too. Note: In Soccer, Basketball, Flag Football, and Ultimate only campers should score. The counselors' role is to keep games moving and get the ball to campers.

How to run land sports:

- First 5-10 minutes: Get the kids moving – do some stretching and warm-up exercises.
- The remainder of the period: Pick a couple of the games or game variations. Start with a drill or relay race if it's more of a skill-based sport.
- **Note:** We want to spend most of the time playing. We are not looking to do significant skill building, but drills are a low-key way to get campers moving and ensure that less-dominant players get to participate. This is also a great way to scope out the stronger players so you can split them up when making teams.
- In KW or Softball, if you don't have enough campers, consider splitting up into three teams. Each team only needs a minimum of 4 players. One team bats while the other two teams field. After three outs, rotate the batting team and always keep 2 teams in the field.

General Warm-Up Games

- Blob Tag (Basketball)
- Tunnel Tag (any land sport)
- Spud (KW)
- Relay Races (any land sport)



Basketball

- *Knockout*- Players line up on the free-throw line. The first two participants have a basketball. After an initial shot from the free-throw line, participants keep shooting until a basket is made or the person behind them scores, causing a knockout. Once a participant has scored, they rejoin the line.
- *Last One Standing*- Have everyone stand in the center circle, each dribbling her basketball. Everyone tries to knock away others' balls while protecting their own. If they lose control of their ball and it goes out of the center circle, that player is out. If the game drags on, send in an "out" camper without a ball to protect.
- *No dribbling basketball*- Especially for the younger campers, this version of basketball is great when most campers don't play basketball at home. Rules are the same as normal basketball with one new rule – no dribbling! When a camper gets possession of the ball, they must stop where they are and then pass or shoot.

Bocce

- Bocce is played with eight large balls, and one smaller ball called the pallino.
- The purpose of the game is to get your bocce balls as close as possible to the pallino.
- Do not stay on the same spot- the entire campus is your field, with the exception of the waterfront!
- Divide the bocce balls evenly between the numbers of players.
- Each player uses balls in a set that are unique in design or color from all the other balls in play.
- Choose a player to throw the pallino.
- After they throw the pallino, the same player throws their first bocce ball and is considered "inside" because their ball is closer to the pallino than any of the competitor's balls.
- At this point, all other players are considered "outside".
- "Outside" players take turns throwing their bocce balls until one of theirs gets closer to the pallino than the "inside" player.
- After all, players have all thrown their bocce balls; the "inside" player is awarded one point for every ball that is closer to the pallino than the closest competitor's ball.
- A game is over when a player reaches 13 points or the point level a counselor in charge chooses.
- Start a new frame by choosing a new person to throw the pallino and the first bocce ball.

KB

Equipment: Bases, bouncy playground ball.

- *Suggestions:* Divide into two teams. The game can be played like baseball/softball with 3 outs in an inning, or your teams can wait to switch until everyone gets a chance to kick.
- Goofy KW: Do silly things (walk backward to first, hop to second, cartwheel to third, crabwalk home).

Newcomb

Equipment: Volleyball

- Two teams line up on opposite sides of the volleyball net. To start the match, the server on one team stands behind the back-boundary line and throws the ball over the net. The server can also throw the ball to the "server's helper," who stands in front of the net, catches the ball, and then throws it over. The player on the opposite team catches the ball and throws it back over the net from where they caught it.



- A “miss” is when
 - a team fails to catch a thrown ball that lands within the playing area
 - if the ball is touched and dropped
 - if the ball is thrown out of bounds.
- If the receiving team misses, the serving team scores a point, and the next play begins with the same server.
- If the serving team misses, it loses the serve. No points are scored for either team. and the next play begins with the opponents serving as the serving team.
- Each time a team wins a point, the same server serves for the next play. Each time a team wins the serve, players on that team rotate and remain in the new position until the serve is lost and won back again. Fifteen points needed to win.

Soccer

- *World Cup* - Everybody pairs up and waits in a marked-off box in front of the goal. A ball is tossed into the box, and each pair tries to be the first to score a goal. You and your partner are a team, and everybody else is your opponent—you try to stop them from scoring. Once you or your partner score, you advance to the next round, and your team goes out of bounds to wait. The last team to score in each round is eliminated.
- *Knockout* - Everybody dribbles in a designated area. You can have one or two people trying to kick balls out of bounds to get people out or have everybody against everyone else. See who can keep control of their ball the longest. As people get eliminated, make the space smaller.
- *Head-Catch* – A counselor stays in the middle with a ball; everyone else stands in a circle around them. That counselor tosses the ball—if they say ‘catch,’ the person needs to head it to stay in, and if they say ‘head,’ the person needs to catch it to stay in. Can do a practice round first. This is harder than it sounds.

Stickball

- We have fun with this activity. There are no rules, meaning the counselor in charge determines the rules...and as the game continues, they change them. No rule is too silly. Nothing is out of bounds. Basically, anything goes. Think of this as a goofy Circle interpretation of softball with a short broomstick and a Spalden ball - the only two pieces of equipment needed. Tip: if campers are having a hard time making contact, allow them to hold two sticks (bats) together.

Rainy Day Activities

- In the event an activity is canceled (runners will alert people at activities), everyone comes to the main lodge for rainy day activities. If you are stuck in your bunk or another building due to thunder and lightning, reference the “Bunk Games” section for ideas to keep your campers busy.
- In the event of thunder and lightning, follow the instructions in the Safety Procedures section of the program guide, repeated below.
- The safest place to be during a storm is inside a building. If you have campers in the shower, get them out.
 - If you are at an outdoor activity and a storm comes up, take your campers to the nearest building and stay with them until the storm passes.



- In case of thunder, the Waterfront Director clears the swimming, tubing, and canoeing areas and quickly checks out campers. A counselor at the waterfront takes campers up the hill and into the closest bunk.
- We wait a minimum of 30 minutes after hearing thunder before we resume waterfront activities.
- Do not walk through an open field during an electrical storm, and do not attempt to lower the flag during an electrical storm

Swimming Pool

Come cool off at the most popular place at the camp. The pool is maintained and treated multiple times during the day for safety. Swim lessons and pool games are available upon request. Please remember that this is not a drop-off activity and requires active participation by leaders. Pool toys and flotation devices are not allowed on the slide.

General Swimming Pool Rules

Swim checks are required of ALL staff and campers who want to participate in swimming activities. Counselors must actively engage as participants and act as lookouts while their group is at the pool. Counselors must come with the group and be ready to serve on guard duty. They must check in with the lifeguard on duty upon arrival and check out with the guard when leaving with the group. The Lifeguard on duty that a buddy check/headcount will occur during the swimming activity. Staff should be prepared to conduct a buddy check/head count of campers during this time and report to a Lifeguard that all campers are present or alert them if a camper is missing.

Pool Rules

- No one may enter the pool unless a Lifeguard is present.
- CTL Lifeguards will assess the program area for unknown features and hazards.
- An open phone box will be available on the pool deck when in use.
- All swimmers using the deep portion of the pool must pass a swim test developed by CTL Program Staff. They will need to implement a method for immediately identifying these approved swimmers (for example, a bracelet each experienced swimmer wears) while in the pool.
- No food, gum, or glass bottles are allowed at the pool.
- No running or horseplay is allowed in the pool area.
- No hanging from handrails or on the wheelchair ramp.
- People using wheelchairs must have chairs locked in place and seat belts or other restraining devices removed while on the pool deck.
- Everyone in the pool area must be quiet and give the pool staff their attention when lifeguards or other personnel blow two (2) whistles.
- No diving or flipping is permitted.
- Only CTL lifeguards or counselors are allowed to enter the pump room.
- When a lifeguard or other personnel blows three (3) whistles, the pool must be cleared of all persons.
- Staff may use the facility if another certified lifeguard is present.



- There should be one attentive and properly placed “lookout” for every 15 participants in the pool.
- There should be one certified lifeguard for every 30 campers in the pool.

Emergency Procedures at Swimming Pool

Assess the accident site, check for the possibility of further harm to the injured person or other persons and respond appropriately. Alert other lifeguards by issuing 1 long whistle blast. Clear waterfront area.

If an incident occurs in the water, assess the situation and act appropriately. Implement the proper water rescue techniques. For example, assist a distressed swimmer from the deck/dock using a shepherd’s crook or rescue tube or enter the water to assist a submerged or passive swimmer.

1. Re-assess the individual when the person reaches the deck/dock/ground.
2. Stabilize the person or persons and implement proper first aid/CPR techniques as needed. Utilize the backboard and maintain stability if neck injury is suspected.
3. If additional medical attention is needed, dispatch two (2) people, preferably ensure that at least one (1) of the people you dispatch is a counselor, to the nearest call box to call the Medical Lodge.
 - a. The Medical Lodge can be reached with any CTL radio located throughout camp.
 - i. See if partner staff has a radio that can be used.
4. If the injury sustained needs potential hospitalization, call for ambulance services. Use radios to call office personnel to initiate a 911 response.
5. After the incident is taken care of, fill out an incident report and turn it into the Camp Director and Executive Director.

Please Remember:

Parents know that campers should not bring cell phones to camp; campers know that if they bring them, bunk counselors will take and keep them until the end of camp.

Counselors may not use their cell phones around campers. If you need to make a call, send a text, or respond to an email, do it during your off time when you are away from activities and out of sight of campers.

Campers may not use electronic devices.

Post the bunk’s schedules each morning. Try not to share your schedules or booklet.

Camp is an intense week, and it will help to find time to decompress with other adults. You can do this during any free period, the rest and rec period, in the morning before reveille, and in the evening from 9:30 pm -11 pm when you are not scheduled for Bunk Supervision (BS). Make sure you coordinate with your co-counselors and NBCs so that there is at least one counselor in the bunk at all times when campers are present.

Leave the cones as they are on the athletic fields.

Do not remove supplies from the AC area.



Respect policies of no food in the bunks, gum only inside the cabin, and no caps/visors in the dining room.

Voices really carry at night. A little giggle in the Lodge sounds like a booming laugh in the bunks.

Make sure not to let doors slam after Taps.

Everyone must wear their name necklace at all times and be close to the neck.

When you have a free period, feel free to join in anywhere! Participation is encouraged.

We do not allow bunk gifts for campers.

At no time may any counselor be left alone with an individual camper unless it is an emergency. "Alone" means isolated and out of sight or earshot of other community members.

Keep to the "rule of three," and be able to see two others.

One counselor is to be in the bunk at all times when campers are present. Plan your before-Reveille and after-Taps activities with that in mind.

Once the camp week has ended, Circle Camps has a No-Contact Policy between counselors and campers. This includes in-person contact, telephonic contact, and social media. Advise campers of this, so they understand that you won't "friend" them or reply to emails, letters, etc.

Circle Camps has an Alumni Association and an Instagram account, should campers wish to keep in touch with you and one another.



Volunteer/Staff AT Camp Health Screening

Name: _____

Cabin #: _____

Allergies: _____ Temperature _____ Date/Time _____

Please answer the following questions to protect our camp community from contagious illnesses.

RECENT ILLNESS: Have you had any of the following symptoms in the past 48 hours?

Pink Eye	YES	NO	DIARRHEA?	YES	NO
FEVER?	YES	NO	OPEN SORES?	YES	NO
VOMITING?	YES	NO	RASH?	YES	NO
Coughing?	YES	NO	BUG BITES?	YES	NO
w/ blood?	YES	NO		If yes, ask about bed bugs.	

RECENT EXPOSURE: Have you been exposed to any of the following conditions in the past 48 hours?

- Person with any of the above symptoms YES NO If yes, who?
- Person with Chicken Pox YES NO
- Person with tuberculosis TB YES NO

PHYSICAL SCREENING

- Head Lice (live or nits) YES NO
- Physical Injury (observable) YES NO
- Unexplained weight loss (10 lbs.) YES NO
- Unexplained extreme weakness or fatigue? YES NO
- Unexplained chest pains? YES NO

MEDICAL HISTORY

- Have all the medications been received and stored? YES NO
- Any changes to the volunteer health history? YES NO If yes, change the health form
- Are there Over The Counter (OTC) medications? YES NO If yes, change the health form

TUBERCULOSIS SCREENING

- Have you been hospitalized within the last month? YES NO
- Have you been given BCG vaccines (given outside the US)? YES NO
BCG *vaccine* provides immunity or protection against tuberculosis (TB)
- Have you ever tested positive for TB? YES NO
 - If yes, chest x-rayed?
 - Medication?
- Do you have a family member with TB? YES NO

NAME of SCREENER* _____ VOLUNTEER'S INITIALS* _____

*Information is accurate to the best of my abilities.



10 Days Prior to Camp Health Screening 2022

BRING THIS COMPLETED TO CAMP

Volunteer Name _____ Date: _____

Date(s) of COVID Vaccination(s) _____ & _____ & _____

Manufacturer _____

Date of Negative COVID Test _____ 72 hours before the start of camp

Dear Camp Volunteers,

In an effort to minimize illness at camp, and the ease of COVID spreading, we ask that you check on your health daily beginning 14 days prior to arrival at Camp. Please have this form and a physical copy of your negative COVID test results ready for presentation as you enter the gates at camp. If you have received the full series of COVID vaccines (and are two weeks past your last vaccine), we DO NOT need you to be tested. Please bring a copy and post your vaccine card in to CampMinder. If any temperature or symptoms are present in a family member, contact Lane Shelton or Garbo David for further guidance.

COVID Symptoms: Monitor yourself and those you live with.

Chills	Nausea
Shortness of breath or different breathing	New Cough
Congestions	New loss of smell or taste
Diarrhea	Sore throat
Excessive Fatigue	Vomiting
Muscle Pain	Runny nose

- **I have not experienced any of the symptoms listed above within the last 10 days.**

Volunteer initials _____

- **To the best of my knowledge, I have not been exposed to COVID-19 or anyone with COVID-19 over the last 10 days.**

Volunteer initials _____



Dates and Temperature of Volunteer 10 days before Camp

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The signature below indicates that I completed this home health screening to the best of my ability. I understand that arriving at camp healthy is vital to a healthy camp for all participants.

Signature _____ Date _____



Bunk Assignments Campers and Counselors

BUNK 1	BUNK 2	BUNK 3	BUNK 4	BUNK 5
Camp Street 1	Camp Street 3	Camp Street 4	Camp Street 5	Camp Street 6
Annie Falk*	Rosalie Comaratta	Elliana Monton*	Malaiah Forehand	Julianne Cinnamond*
Riley Keith*	Margaret Falk*	Sarah Pancake*	Phoebe Patrick	Victoria (Danielle "Dani") Head*
Emery Montoya* (younger)	Tatum Namie	Marci Pao	Storey Gruden	Phoebe Horn
Kaci Pancake*	River Gray*	Olivia Schuntermann*	Lilia Hinze*	Stacy Rosen*
Abigail Soban*		Abigail Wilkerson*	Kyla Hinze*	Lauren Mitchell*
		Grace Wilkerson*	Chloe Wright*	Senna Wardell
	Margot Schocket-Greene	Bella Nayman	Kate Weissman	Nicole D'Angelo
Nikki Bradley	*Eliza Miller	Emily McGinley	Liz D'Angelo	*Kellie Smith
Libby Lydon	Jet Cohen- intern			Carianne Deacon-intern

BUNK 6	BUNK 7	LIT 1	LIT 2	LIT 3
Camp Street 7	Camp Street 8	Reingold 1	Reingold 2	Reingold 3
Maya Wardell	Sophie Beattie-Moss*	Veronica Claude	Allie Beck	Andie Beck
Emily Edwards*	Aubrey Thompson	Ellie "Holt" Holt	Eriy Bivins	Summer Bjork
Samantha Fraser	Alona Thompson*	Ellie Jurlando	Marissa Erbeltinger-Bjork	Miracle Brooks
Gabriella McKendrick*	Frances Cox	Siah Reason	Ava McCaffrey	Lena Carr
Hailey Schuntermann*			Loudy Olson	Tarae Stevenson
			Emily Patrick	Mileyah Vallo
Leah Datskow	Janey Zitomer	Mira Horn	Gracie Peil	
Zoe Dissanayake	*Charlie Christo	Meghan Curran	Laney Porterfield	
Sam Bradley			Andreas Stathakis	
			Em Eagan	Joa Segal
			Tiana Yetman	Melissa Dolphin

LEADERSHIP	NBC	NBC	HEALTH
Reingold 5	Sabra 1	Hotel	Nurse Center
Ariel Goehring - LT	Alex Walker	Lane Shelton - ED, ERT	Allison McNeil -ERT
Sara MacDonald - LT	Skyler Sauriol	Deb and Doug Taylor	Jen Potocki - ERT
Bex Oring - LT		Tom Helsey	Allison McNeil -ERT
Emily Martin - H20, ERT	Sabra 2	Rex Macey	
	Hannah French - A/C Head		
	Oliva Hoyt		
	Allie Kaplan - LG		
	Brianna Sivy- Clinician		



DAILY SCHEDULE

TIME	ACTION	SIGNAL
7:15	Wake Up	Bell
7:30	First Call	Bell / Bugle
7:40	Second Call	Bell / Bugle
7:50	Line Up	Bugle / Song
8:00	Breakfast & Bunk Clean up	
9:00 – 9:45	P1	Bell
10:00 – 10:45	P2	Bell
11:00 – 11:45	P3	Bell
12:00	LUNCH	
1:00	Rest Period	
2:00 – 2:45	P4	
3:00 – 3:45	P5	
4:00 – 4:45	P6	
5:00	REC	
5:30	First Call	Bell / Bugle
5:40	Second Call	Bell / Bugle
6:00	Dinner	Bell/Bugle
7:00	Evening Activity	Bell
9:00	To Bunks and Lights Out (9:15)	TAPS
9:30 – 11:00	Bunk Supervision ONE STAYS	

SUNDAY, AUGUST 14th

Notes

Please arrive at camp no earlier than 1pm. On arrival, park in the upper lot (Do not drive down to the cabins or to the Beit Choskey, aka ‘the hotel’) and go to the Pavilion by the pool. We can’t get into our cabins or the hotel until later that afternoon, but there will be plenty of time to unpack. After training ends, move your cars down to the bunk area or to the hotel, unload and **return your cars to the upper lots.**

We participate in Counselor Circle Time. Please bring a picture of someone important to you who has died.

Counselor Schedule

- 1:00 Meet & Greet at Pavilion
- 7:00 Dinner

After dinner

- NBCs to AC – prep AC supplies
- Bunk Counselors stay in dining room - make camper necklaces
- Clinical Team to Beit Choskey - Organize grief activity supplies
- New counselors stay in dining room - Program Guide explanation & camp tour



MONDAY, AUGUST 15th

Flag: LITS

Counselor Schedule

- 8:00 Breakfast
- 9-9:45 Counselor Training
- 10:00 Prepare for campers to arrive
- 10:30ish Campers Arrive!
- *There are basic topics to discuss after the campers have unpacked and are together in the bunk for the first time. Review the Bunk Accord posted in your bunk. Encourage new campers to ask questions and returning campers to answer them. Review the Dining Hall rules in manual. (The actual experience of the first meal teaches most campers what they need to know). If you have time, as an icebreaker, choose one in Downtime Game*

Flexibility is key today because we never know exactly when the buses will arrive!

- Lane will call Sara when the buses leave Morgantown.
- Counselors at camp wait on the road in front of the camp office holding Bunk Signs (campers will know their bunk #s).
- Bunk Counselors arriving on the buses will exit first to line up and greet campers as they come off the buses.
- Campers and bunk counselors go to their bunks, wait for the camper luggage to arrive, and start to unpack. At the bell, everyone will head to period 3.

Monday Evening Activity

Monday Evening Activity: Icebreakers (Leaders: Sara MacDonald)

The first night is a great opportunity to get to know all about the campers and counselors! Lace up your running shoes and be ready to answer some tough, and some not so tough, questions about who you are. Everyone will meet on the upper fields where two sets of cones will be placed to designate option one and option two. Sara will call out choices, such as Chocolate or Vanilla and campers and counselors will run to their choices designated side.



MONDAY Bunk Schedule

8/15	P1	P2	P3	REST	P4	P5	P6	REC
Bunk 1	Campers Arrive Unpack		Gaga	Bunk Accord	TB	SWT	A/C	
Bunk 2			NW		TB	SWT	A/C	
Bunk 3			A/C		Low Ropes	SWT	TB	
Bunk 4			Low Ropes		A/C	TB	SWT	
Bunk 5			Archery		A/C	TB	SWT	
Bunk 6			TB		SWT	CT	NW	
Bunk 7			SWT		NW	A/C	Tube	
LIT 1			SWT		Intro	TB/Flags	CT	
LIT 2			Intro		SWT	Low Ropes	High Ropes	
LIT 3			SWT		CT	Gaga	Dessert	

MONDAY 15th

EKC	B	P1	P2	P3	REST	P4	P5	P6	REC	
Alex Walker	S1			LRopes		TB	SwTest	Tube		
Allie Kaplan	S2			Pool*		Pool*	CT 6	TubeLg		
Allison McNeil	Medica l			Infirmary	SwTest	Infirmary	Infirmary	Infirmary		
Ariel Goehring	RP 5					CT LIT3*	CT 6*	CT LIT1*		
Bex Oring	RP 5			Intro 2		Intro 1	TB/Flags	Dessert		
Brianna Sivy	S2			SWT		LRopes	TB	NW		
Carianne Deacon	CS6			Archery		A/C	TB*	SwTest		
Charlotte Christo	CS 8			SwTest		NW	A/C	Tube		
Deb Taylor	Hotel			SwTest		CT LIT3	Gaga	Dessert		
Douglas Taylor	Hotel			Service Project Prep						
Eliza Miller	CS 3			NW*		TB	SwTest	A/C		
Liz D'Angelo	CS 5			LRopes		A/C	TB	SwTest		
Libby Lydon	CS 1			Gaga*		TB	SwTest	A/C		
Em Eagan	RP 3			Intro 2		SwTest	L Ropes	H Ropes		
Emily Martin	S2			Pool*		Pool*	Pool*	Pool*		
Emily McGinley	CS 4			A/C		LRopes	SwTest	TB		
Hannah French	S2			A/C*	SwTest	A/C*	A/C*	A/C*		
Bella Nayman	CS 4			A/C		LRopes	SwTest	TB		



EKC	B	P1	P2	P3	REST	P4	P5	P6	REC	
Janey Zitomer	CS 8			SwTest		NW*	A/C	NW*		
Jen Potocki	Medica 1			Infirmary		SwTest	NW	Infirmary		
Jet Cohen	CS3			NW		TB	CT 6	A/C		
Joa Segal	RP 7			SwTest		CT LIT3	Gaga	Dessert		
Kate Weissman	CS 5			LRopes		A/C	TB	SwTest		
Kellie Smith	CS 6			Archery		A/C	TB	SwTest		
Lane Shelton	Hotel					CT LIT3				
Leah Datskow	CS 7			TB		Swtest	CT	NW		
Margot Schocket-Greene	CS 3			NW		TB	SwTest	A/C		
Meghan Curran	RP 1			SwTest		Intro 1	TB/Flags			
Melissa Dolphin	RP 7			SwTest		CT LIT3	Gaga	Dessert		
Mira Horn	RP 1			SwTest		Intro 1	TB/Flags			
Nikki Bradley	CS 1			Gaga		TB	SwTest	A/C		
Nicole D'Angelo	CS 6			Archery		A/C	TB	SwTest		
Olivia Armev										
Olivia Hoyt	S2			Archery		A/C	SwTest	NW		
Rex Macey	Hotel			SwTest		LRopes	TB	Tube*		
Sam Bradley	CS 7			TB		SwTest	CT	NW		
Sara MacDonald	RP 5			Float		Float	Pool	SwTest*		
Skyler Sauriol	S1			TB*		TB*	SwTest	TB*		
Tiana Yetman	RP 3			Intro 2		SwTest	L Ropes	H Ropes		
Tom Helsey	Hotel			Service Project Prep						
Zoe Dissanayake	CS 7			TB		SWTest	CT	NW		

TUESDAY, AUGUST 16th

Flag: LITs

General

- LIT-3 begins their community project!
- Bunk 7 has Circle Time at Rest.
- LIT 2s will help run Activities this morning.
- LIT 1s will join their bunks in the afternoon.
- Office Hours will be available during Rec with Ariel, Bex, and Sara
- Don't forget the sunscreen!

Tuesday's Evening Activity: Minute to Win It (Leaders Mira and Meghan)

Mira and Meghan will challenge campers and counselors to complete 10 deceptively simple tasks with ordinary household items, each in under a minute. Each successful attempt moves the player toward their goal of ultimate Minute to Win IT Champion.



TUESDAY Bunk Schedule

8/16	P1	P2	P3	REST	P4	P5	P6	RE C
Bunk 1	CT	Archery	Low Ropes		Tube	Lake	Bball	
Bunk 2	Low Ropes	CT	Folk		Lake	Tube	Bball	
Bunk 3	Tube	Lake	CT		Archery	Tennis	KB	
Bunk 4	Improv	Tube	Lake		CT	Archery	KB	
Bunk 5	Pool	L Ropes	Tube		NW	CT	Improv	
Bunk 6	Canoe	A/C	Improve		L Ropes	High Ropes	Tube	
Bunk 7	Blankets	A/C	Improve	CT	L Ropes	High Ropes	Pool	
LIT 1	TB	Canoe	Lead 1		W/Bunks	w/Bunks	w/Bunk	
LIT 2	Activity Help	Activity Help	Activity Help		CT	OM	OM	
LIT 3	Service	Service	Service		Service	Service	Service	Pool

COUNSELOR SCHEDULE

TUESDAY 16TH

EKC	B	P1	P2	P3	REST	P4	P5	P6	REC
Alex Walker	S1	Tube	Tube	Tube		CT 4	Archery	KBall*	
Allie Kaplan	S2	Pool*	TubeLg	TubeLg		Lake*	TubeLg	Pool*	
Allison McNeil	Medical	Infirmary	Infirmary	Infirmary		CT4	Infirmary	Infirmary	
Ariel Goehring	RP 5			CT 3*	CT 7*	CT LIT2*	OM*	OM*	
Bex Oring	RP 5	Evening	Evening	Lead 1		Float	OM	OM	
Brianna Sivy	S2	CT 1*	CT 2*	X		CT 4*	CT 5*	X	
Carianne Deacon	CS6	Canoe*	LRopes	Tube		CT 4	CT	X	
Charlotte Christo	CS 8	Blankets*	X	Improv	CT	LRopes	HRopes	Pool	
Deb Taylor	Hotel	Service Project							
Douglas Taylor	Hotel	Service Project							
Eliza Miller	CS 3	LRopes	CT	x		Lake	Tube	Bball	



EKC	B	P1	P2	P3	REST	P4	P5	P6	REC
Liz D'Angelo	CS 5	X	Tube	Lake		CT	Archery	KBall	
Libby Lydon	CS 1	CT	Archery	LRopes		Tube	X	Bball	
Em Eagan	RP 3	Evening	Evening	X		CT	OM	OM	
Emily Martin	S2	TubeLg	Lake*	Lake*		Tube*	Lake*	Tube*	Pool
Emily McGinley	CS 4	Tube	Lake	CT		Archery	Tennis	x	
Hannah French	S2	CT 1	A/C*	Folk Songs*		X	Archery	Kball	
Bella Nayman	CS 4	Tube	X	CT		NW*	Tennis	Kball	
Janey Zitomer	CS 8	Blankets	A/C	Improv	CT	LRopes	HRopes	X	
Jen Potocki	Medical	Lake	Archery	X	CT 7	Infirmar y	Tennis*	Bball	
Jet Cohen	CS3	LRopes	CT	CT3	CT 7	Lake	Tube	X	
Joa Segal	RP 7	Service Project							Swim
Kate Weissman	CS 5	Improv	Tube	Lake		CT	X	KBall	
Kellie Smith	CS 6	X	LRopes	Tube		NW	CT	Improv	
Lane Shelton	Hotel								
Leah Datskow	CS 7	Canoe	X	Improv		LRopes	HRopes	Tube	
Margot Schocket-Greene	CS 3	LRopes	CT	Flk Songs		Lake	Tube	X	
Meghan Curran	RP 1	TB	Canoe	Lead #1		Nature	Archery	Eve Act Prep	
Melissa Dolphin	RP 7	Service Project							Swim
Mira Horn	RP 1	CT 1	Canoe	Lead #1		CT 4	CT 5	Eve Act Prep	
Nikki Bradley	CS 1	CT	X	LRopes		Tube	Lake	Bball*	
Nicole D'Angelo	CS 6	Pool	LRopes	Tube		X	CT	Improv	
Olivia Arme y									
Olivia Hoyt	S2	Blankets	CT 2	FolkSongs		NW	X	Improv	
Rex Macey	Hotel	Canoe	Archery	CT 3		Tube	Tube	Tube	
Sam Bradley	CS 7	Canoe	A/C	X		LRopes	HRopes	Tube	
Sara MacDonald	RP 5	CanoeLg	C	Float		Float	LgSwim	Float	
Skyler Sauriol	S1	Improv*	X	Improv*		Archery	CT 5	Improv*	
Tiana Yetman	RP 3	X	A/C	Lake		CT	OM	OM	
Tom Helsey	Hotel	Service Project							
Zoe Dissanayake	CS 7	TB LIT*	A/C	x		LRopes	HRopes	Tube	



WEDNESDAY, AUGUST 17th	Daily Reminders
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Flag: LITS

General

- LIT-3 is out of camp all day on a community project
- After dinner Alex and Em remind about Circle of the Stars
- Bunks 5-7 have bunk photos today during Rest. Please make sure they know to come back to their bunks during that time. Campers wear their Circle T-shirts for bunk pictures, counselors are also encouraged to wear their Circle T-shirts.
- Office Hours with Sara only during Rec
- LIT 1s have True Colors and LIT3s have Dessert Cook-off following Lights Out.

Wednesday’s Evening Activity:

Evening program will be led by LIT2s that select it as their leadership focus. They will receive a small budget and scheduled time for planning. They will organize all aspects and explain the activity to the camp. You’ll find out more that evening. We look forward to them being able to express their leadership through leading an all-camp activity.

CAMPER SCHEDULE WEDNESDAY

8/17	P1	P2	P3	REST	P4	P5	P6	RE C
Bunk 1	Dance	Folk	NC		Soccer	Pool	A/C	
Bunk 2	Dance	Canoe	Tube		Soccer	Archery	Pool	
Bunk 3	NW	NC	Pool		Soccer	Dance	Bball	
Bunk 4	Pool	NC	A/C		NW	Dance	Canoe	
Bunk 5	A/C	Pool	NC	Bunk Photo	Gaga	KB	Dance	
Bunk 6	NC	Dance	Gaga	Bunk Photo	Pool	KB	Soccer	
Bunk 7	NC	Dance	Gaga	Bunk Photo	Pool	KB	Soccer	
LIT 1	Tube	Gaga	Lead 1		w/Bunk	w/Bunk	w/Bunk	
LIT 2	Activity Help	Activity Help	Activity Help		Lake	Tube	OM	OM



LIT 3	Service	Service	Service		Service	Service	Service	
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COUNSELOR SCHEDULE

WEDNESDAY 17TH

EKC	B	P1	P2	P3	RES T	P4	P5	P6	RE C
Alex Walker	S1	Newcomb*	Newcomb*	X		Gaga	Tube	Dance	
Allie Kaplan	S2	Pool*	Pool*	Pool*		Pool*	Pool*	CanoeLg*	
Allison McNeil	Medica l	Infirmar y	Infirmar y	Infirmar y		X	Infirmar y	Infirmar y	
Ariel Goehring	RP 5	Float	Canoe*	Float		Float	Float	OM	OM
Belgica Rosario	HOTE L								
Bex Oring	RP 5	Evening	Evening	Lead 2		Float	Float	OM	OM
Brianna Sivy	S2	Dance*	Dance*	X		Gaga	Dance*	Dance*	
Carianne Deacon	CS6	A/C	X	Newcomb		Gaga*	KBall	Canoe*	
Charlotte Christo	CS 8	Newcomb	Dance	Gaga	BPs	Pool	KBall	X	
Daniel Patel	HOTE L								
Deb Taylor	Hotel	Service Project							
Doug Taylor	Hotel	Service Project							
Eliza Miller	CS 3	Dance	Canoe	Tube		Soccer	X	Pool	
Liz D'Angelo	CS 5	Pool	Newcomb	Gaga*		NW	X	Canoe	
Libby Lydon	CS 1	X	Folk Songs	Newcomb		Soccer	Pool	A/C	
Em Eagan	RP 3	Evening	Evening	X		Lake	OM	OM	
Emily Martin	S2	Tube*	Canoe	Tube*		Pool*	Tube*	Pool*	
Emily McGinley	CS 4	NW	Newcomb	Pool		X	Dance	BBall	
Hannah French	S2	A/C*	Folk Songs*	A/C*		X	A/C*	A/C*	
Bella Nayman	CS 4	NW*	Newcomb	Pool		Soccer	X	Bball	
Janey Zitomer	CS 8	Newcomb	Dance	Gaga		NW*	X	Soccer	
Jen Potocki	Medica l	Infirmar y	X	Newcomb *		Infirmar y	Pool	Soccer*	
Jet Cohen	CS3	Dance	Canoe	Tube		X	Archery	Pool	
Joa Segal	RP 7	Service Project							



EKC	B	P1	P2	P3	REST	P4	P5	P6	REC
Kate Weissman	CS 5	Pool	Newcomb	A/C		X	Dance	Canoe	
Kellie Smith	CS 6	A/C	Pool	Newcomb		Gaga	X	Dance	
Lane Shelton	Hotel								
Leah Datskow	CS 7	Newcomb	Dance	Gaga		X	KBall	Soccer	
Margot Schocket-Gr eene	CS 3	Dance	X	Tube		Soccer	Archery	Pool	
Meghan Curran	RP 1	Tube	Gaga*	Lead 2		Soccer	KB	X	
Melissa Dolphin	RP 7	Service Project							
Mira Horn	RP 1	Tube	Gaga	Lead 2		Nat Walk	Dance	X	
Nikki Bradley	CS 1	Dance	X	Newcomb		Soccer	Pool	Bball*	
Nicole D'Angelo	CS 6	X	Pool	Newcomb		Soccer*	KBall	Dance	
Olivia Armey									
Olivia Hoyt	S2	Dance	Folk Songs	A/C		X	Pool	A/C	
Rex Macey	Hotel	Tube	X	Tube		NW	Tube	Dance	
Sam Bradley	CS 7	Newcomb	Dance	X		Pool	Kball	Soccer	
Sara MacDonald	RP 5	Float	Float	Float		Lake LIT2	Float	Float	
Skyler Sauriol	S1	NW	X	Newcomb		Gaga	Archery	Soccer	
Tiana Yetman	RP 3	NW	Newco	X		Lake	OM	OM	
Tom Helsey	Hotel	Service Project							
Zoe Dissanayake	CS 7	Newcomb	X	Gaga		Pool	KBall	Soccer	

THURSDAY, AUGUST 18th	Daily Reminders
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Flag: LITs

General

- Today is our camp Birthday Party! The Dining Hall will be off-limits after lunch while we decorate and set-up for the Talent Show and Birthday Party.
- Following Dinner, return to your bunks until the bell rings.
- Bunks 6 and 7 should come to lunch in bathing suits as they will leave directly after lunch to paint with watercolors at the Lake.



- LITs have bunk photos today during Rest. Please make sure they know to come back to their bunks during that time. Campers wear their Circle T-shirts for bunk pictures, counselors are also encouraged to wear their Circle T-shirts.
- LIT2s are scheduled for Building Empathy during Rest- make sure they have their Circle T-shirts for their photo.
- At some point today (i.e. Rest period), describe Campfire to your bunk and what the campers do to prepare for it (see below for more details). Ask returning campers in your bunk to help with the discussion and share their appreciation for Campfire.
 - Ask your campers what has meant the most to them at camp. This will lead to sharing likes and reflecting together about the week. It is important for each camper to talk and be heard.
 - Help your bunk write a few sentences that encompass special memories or moments that were meaningful throughout the week at camp.
 - Select one speaker from your bunk who speaks loudly and clearly to read your bunk's speech aloud during campfire. Practice with them before Campfire.
 - After your bunk discussion, everyone finds a small stick. At Campfire, each bunk is asked to approach the fire together. After the speech is read, campers and counselors throw their sticks into the fire.

Counselors

If you are scheduled for Circle**s, please help Em & Alex work with campers as they practice and finalize their Circle of the Stars acts. There are several bunks scheduled at once and it's chaotic; history has proven that the show works best if we limit everything to one day.

If you are scheduled for Circle**. We need your help. It's important that everyone who is scheduled shows up on time to help set up for the show. There is lots that needs to be done and we need all hands on deck!

Thursday's Evening Activity (Leaders Em Eagan and Alex Walker)

The Circle of The Stars Talent Show is a traditional activity for Circle. Every camper will be able to sign up and perform a 90 second act of their choice. It can be a single act, or with a group/bunk.

Counselors are encouraged to get their campers involved in the show, as well as participating in their own act or with their campers. After the show we have our Birthday Dance Party, "I Gotta Feeling" by The Black Eyed Peas is a must play during the party.



CAMPER SCHEDULE

THURSDAY Bunk Schedule

8/18	P1	P2	P3	REST	P4	P5	P6	REC
Bunk 1	Circle **	Tube	Canoe		Improv	KB	Pool	
Bunk 2	Circle **	Pool	NC		Improv	KB	Yoga	
Bunk 3	Circle **	Archery	Improv		Tube	Canoe	Yoga	
Bunk 4	Tennis	Circle **	Sand		Soccer	Pool	Bball	
Bunk 5	Tennis	Circle **	Pool		Soccer	Sand	Bball	
Bunk 6	Grieffiti	Folk	Circle **	WC Lake	WC/S	Archery	Ult	
Bunk 7	Archery	Support	Circle **	WC Lake	WC/S	A/C	Ult	
LIT 1	Grief	Circle **	Lead 3	Photos	w/Bunks	w/bunks	w/bunk	
LIT 2	Activity Help	Activity Help	Activity Help	Photos Empathy	Rest	Circle **	Pool	
LIT 3	Service	Service	Service	Photos	Service	Service	Service	

COUNSELOR SCHEDULE

THURSDAY 18TH

EKC	B	P1	P2	P3	REST	P4	P5	P6	REC
Alex Walker	S1	Circle** **	Circle** **	Circle*** *		Grief 4	Circle** **	Stars prep	
Allie Kaplan	S2	Grieffiti	Pool*	Pool*		Tube	Canoe*	Pool*	
Allison McNeil	Medical	Infirmary	Infirmary	Sand		Infirmary	Infirmary	X	
Ariel Goehring	RP 5	LIT FB*	Support*	Float		Float	Float	Float	



EKC	B	P1	P2	P3	REST	P4	P5	P6	REC
Bex Oring	RP 5	Campfire	Campfire	Lead 3	Empathy	Service			
Brianna Sivy	S2	Grieffiti	X	Sand*		Soccer	Sand*	Yoga	
Carianne Deacon	CS6	Tennis	Circle**	Sand		X	Sand	Bball	
Charlotte Christo	CS 8	X	Support	Circle**	BPs	LIT3 Photos	LIT3 Photo	LIT3 Photo	
Deb Taylor	Hotel	Service Project							
Doug Taylor	Hotel	Service Project							
Eliza Miller	CS 3	X	Pool	Newcom b		Improv	KBall	Yoga	
Liz D'Angelo	CS 5	Tennis	X	Sand		Soccer*	Pool	Bball*	
Libby Lydon	CS 1	Circle**	Tube	Canoe		Improv	Kball*	X	
Em Eagan	RP 3	Circle** **	Circle** **	Circle*** *		Circle** **	Circle** **	Stars prep	
Emily Martin	S2	X	Tube*	Canoe	WC	WC	Pool*	Pool*	
Emily McGinley	CS 4	Circle**	X	Improv		Tube	Canoe	Yoga	
Hannah French	S2	Circle**	Folk*	A/C*		Improv	A/C*	X	
Bella Nayman	CS 4	Circle**	Archery	X		Tube	Canoe	Yoga	
Janey Zitomer	CS 8	Archery	Support	Canoe*	WC	WC	X	Yoga*	
Jen Potocki	Medic al	Tennis*	Support	Newcom b*		X	Pool	Infirmar y	
Jet Cohen	CS3	Grieffiti	Support	X		Improv	Kball	Yoga	
Joa Segal	RP 7	Service Project							
Kate Weissman	CS 5	Tennis	Circle**	Sand		X	Pool	Bball	
Kellie Smith	CS 6	Tennis	X	Pool		Soccer	Sand	Bball	
Lane Shelton	Hotel	FB LIT							
Leah Datskow	CS 7	Grieffiti	Folk Songs	X	WC	WC	Archery	Ultimat e	
Margot Schocket-Greene	CS 3	Circle**	Pool	Newcom		Improv	X	Yoga	
Meghan Curran	RP 1	A/C	Dance	Lead 3		X	Pool	Ultimat e	
Melissa Dolphin	RP 7	Service Project							



EKC	B	P1	P2	P3	REST	P4	P5	P6	REC	
Mira Horn	RP 1	A/C	Dance	Sand		X	Sand	Yoga		
Nikki Bradley	CS 1	Circle**	Tube	Canoe		X	KBall	Pool		
Nicole D'Angelo	CS 6	Tennis	Circle**	X		Soccer	Sand	Ulti*		
Olivia Armey										
Olivia Hoyt	S2	A/C	Archery	Improv		X	Canoe	Yoga		
Rex Macey	Hotel	X	Tube	Canoe		Tube	Archery	Yoga		
Sam Bradley	CS 7	FB	Folk Song	Circle**		WC	Archery	X		
Sara MacDonald	RP 5	Float	Float	Float		Float	CanoeLg	Float		
Skyler Sauriol	S1	Circle**	Folk Songs	Improv*		Improv*	Sand	X		
Tiana Yetman	RP 3	Campfire	Campfire	X	Build Empath	Rest	Circle** *	Swim		
Tom Helsey	Hotel	Service Project								
Zoe Dissanayak	CS 7	Grieffiti	Folk Songs	Circle**	WC	WC	X	Ulti		

FRIDAY, AUGUST 19 th	Daily Reminders
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Flag: LITs

General

- No singing after lunch – Sara invites LIT2s to explain campfire, Hannah teaches campfire songs chosen by LIT2s
- Campers & counselors who haven't already done so collect and sign rocks during Clean Up; counselors put them in a safe place so everyone has a rock at the Rock Ceremony at Rec.
- Period 6 ends at 4:30 to give everyone time to return to their bunks, use the bathroom, and collect rocks.
- At 5:00, all campers and counselors line-up outside their bunks. LITs line up by the Gazebo. We will walk up to the Rock Ceremony in silence.
- Bunks 1-4 have bunk photos today during Rest. Please make sure they know to come back to their bunks during that time. Campers wear their Circle T-shirts for bunk pictures, counselors are also encouraged to wear their Circle T-shirts.
- LIT-2s practice OM at Rest
- Ariel and Bex will walk the bunks when we are ready to head to OM (those in the Hotel, please wait in the lobby area starting at 9pm), the LIT2s will have the opportunity to share their Our Moments creations with the counselor community at the Amphitheater. They will decide earlier in the day if they would like to share, and we will let the counselors know at dinner. We will work to find bunk coverage so as many counselors as would like to attend



may do so. Before you leave your bunk, let your campers know where the nearest counselor will be. For more information, read the description of Our Moments earlier in this guide. Remember, counselors have described this as an intense, emotional experience. If you are uncomfortable witnessing raw emotion, think about whether or not this is the right setting for you.

- Ariel and Bex will prep the Amphitheater for OM.

Rock Ceremony

The Circle Rock Ceremony is our only formal, all-camp grief activity and is centered on three powerful symbols: the circle for unity and inclusiveness, the walkway for our life paths and the rocks for our unique individuality and our enduring memories. Here, our focus is to support one another as we remember those who have died. At the end of the ceremony, we all blow bubbles (One counselor from each bunk places a bottle of bubbles behind campers as we form our circle.). **Counselors, make sure to talk about this ceremony beforehand with your campers.**

- Returning to your bunks quickly after P5 is key; we do not start to walk to the Memory Garden until all campers and counselors are present. Once we are all together, we walk quietly by bunk group from the Gazebo to the Memory Garden and form a circle.
- Except for singing, we show our respect by being silent while walking to and throughout the ceremony.
- **Sara** and **Ariel** lead the line to the Memory Garden. Hannah plays as we approach. **Lane** walks at the end of the line to keep the group together and quiet.
- Sara and Ariel split, walking in opposite directions to form a circle.
- Sara speaks, Ariel speaks and invites the person to her right to walk up and place her/his rock on the path. We wait quietly until everyone has placed her/his rock. Lane speaks, places her rock, and invites everyone to open and blow bubbles.
- As we leave the circle, we informally share this special time by talking and singing together.

Friday Evening Activity

Campfire

Campfire will be led by LIT2s who choose it as one of their leadership activities. It may look different than past years, they will have the opportunity to make it their own. We look forward to them being able to express their leadership through one of their favorite camp activities.

Campfire is for celebrating the light, warmth, and power of the fire, our Circle community, and the gift of our time together. Literally, we fuel the fire with logs and sticks; figuratively, we fuel it with our presence and participation. Our campfire includes speeches, singing, and laughing. Campfire is both a fun activity and a time to be respectful and serious. There is no talking, starting with the walk to the campfire and ending with the walk from the campfire.

When the bell rings, leave only the outside light on in your cabin and line up by bunk on the road in front of the dining hall. We form two lines, with the younger bunks in front, odd-numbered bunks on the right and even-numbered bunks on the left. **Only counselors take a flashlight.**

After Campfire has ended, bunks are invited one by one up to the gazebo area for s'mores.



CAMPER SCHEDULE

Friday Bunk Schedule

8/19	P1	P2	P3	REST	P4	P5	P6	REC
Bunk 1	FB	Yoga	NW	Photos	Pool	Tennis	Ult	ROCK CEREMONY
Bunk 2	A/C	B&A	Tennis	Photos	Pool	Gaga	Ult	
Bunk 3	Gaga	A/C	Waters	Photos	Folk	Ult	Pool	
Bunk 4	Tube	Ult	Gaga	Photos	Yoga	Folk	Pool	
Bunk 5	Yoga	Lake	Tube		Ult	Folk	NW	
Bunk 6	Pool	Tennis	Yoga		Bball	Tube	Lake	
Bunk 7	Lake	Tube	Folk		Bball	Tennis	Yoga	
LIT 1	A/C	Dance	Lake		W/Bunk	W/Bunk	W/Bunk	
LIT 2	Activity Help	Activity Help	Activity Help	OM	OM	Lake	Tube	
LIT 3	Service	Service	Service		Service	Service	Service	

FRIDAY 19th

EKC	B	P1	P2	P3	REST	P4	P5	P6	REC
Alex Walker	S1	Tube4	X	Tube		Ultimate	Ultimate	Ultimate*	RC
Allie Kaplan	S2	Tube*	Tube*	Lake*		Pool*	Tube*	Lake*	RC
Allison McNeil	Medical	Infirmar y	Infirmar y	Infirmar y		X	Infirmar y	Infirmar y	RC
Ariel Goehring	RP 5	Float	B&A*	Waters*	OM	OM	Float	RC Prep*	RC*



EKC	B	P1	P2	P3	REST	P4	P5	P6	REC
Bex Oring	RP 5	Campfire	Campfire	Float	OM	OM	Float	Float	RC
Brianna Sivy	S2	FB*	Ultimate*	Waters		Folk	Ultimate*	RC Prep	RC
Carianne Deacon	CS6	FB	X	Tube		Ultimate	Folk Songs	NW	RC
Charlotte Christo	CS 8	Gaga*	Tube	Folk Songs		Bball*	X	Yoga	RC
Daniel Patel	Hotel								
Deb Taylor	Hotel	Service Project							RC
Doug Taylor	Hotel	Service Project							RC
Eliza Miller	CS 3	A/C	B&A	NW*		Pool	X	NW*	RC
Liz D'Angelo	CS 5	Tube	Ultimate	Gaga*		Yoga	X	Pool	RC
Libby Lydon	CS 1	FB	X	NW		Pool	Tennis	Ultimate	RC
Em Eagan	RP 3	Gaga	Ultimate	X	OM	OM	Lake	Tube	RC
Emily Martin	S2	Lake*	Lake*	Tube*		Pool*	Lake*	Tube*	RC
Emily McGinley	CS 4	Gaga	A/C	Waters		X	Ultimate	RC Prep	RC
Hannah French	S2	A/C*	A/C*	Folk*		Folk*	Folk*	X	RC
Bella Nayman	CS 4	Gaga	X	Waters		Folk	Ultimate	Pool	RC
Janey Zitomer	CS 8	Yoga*	Yoga*	Yoga*		X	Tennis	Yoga	RC
Jen Potocki	Medical	Lake	Tennis*	Tennis*		Infirmery	Tennis*	X	RC
Jet Cohen	CS3	X	B&A	Waters		Pool	Gaga	Ultimate	RC
Joa Segal	RP 7	Service Project							RC
Kate Weissman	CS 5	Tube	Ultimate	X		Yoga	Folk Songs	Pool	RC
Kellie Smith	CS 6	Yoga	Lake	Tube		Yoga*	X	Yoga*	RC
Lane Shelton	Hotel	Lake	Tube7	Gaga		Bball			RC
Leah Datskow	CS 7	Pool	Tennis	X		Bball	Tube	Lake	RC
Margot Schocket-Gr eene	CS 3	A/C	B&A	Tennis		X	Gaga*	RC Prep	RC
Meghan Curran	RP 1	A/C	Dance	Lake		X	Tennis	Pool	RC
Melissa Dolphin	RP 7	Service Project							RC
Mira Horn	RP 1	FB	Dance	Lake		Yoga	Flk song	X	RC
Nikki Bradley	CS 1	FB	Yoga	X		Pool	Tennis	Ultimate	RC



EKC	B	P1	P2	P3	REST	P4	P5	P6	REC
Nicole D'Angelo	CS 6	X	Lake	Tube		Ultimate *	Ultimate	NW	RC
Olivia Arney									
Olivia Hoyt	S2	X	B&A	Gaga		Bball	Tennis	NW	RC
Rex Macey	Hotel	Tube	Tube	Waters		X	Tube	Tube	RC
Sam Bradley	CS 7	Pool	Tennis	Yoga		X	Tube	Lake	RC
Sara MacDonald	RP 5	Pool	Float	Float		Float	Float	Pool	RC*
Skyler Sauriol	S1	X	Tennis	Tube		Ultimate	Gaga	Lake	RC
Tiana Yetman	RP 3	Campfire	Campfire	X	OM	OM	Lake	Tube	RC
Tom Helsey	Hotel	Service Project							RC
Zoe Dissanayake	CS 7	Pool	X	Yoga		Bball	Tube	Lake	RC

SATURDAY, AUGUST 20 th	Daily Reminders
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Flag: LITS

General

No matter how carefully we plan, this day is chaotic. It is critical that you follow your schedule. If you complete a job, ask if anyone needs assistance.

- NBC's help pack camp when finished packing and during Closing Circles.

Bunk Counselors

- Camper & LIT Review Forms and Program Evaluations will be after camper departure
- After campers pack, put all camper luggage outside the bunk
- **Luggage for campers and counselors who ride to Morgantown is on the left as you face the bunk. NBCs will load**
- **Luggage for campers who ride to Pittsburgh - Oakland is on the right as you face the bunk. NBCs will load.**
- **Campers will set their bus carry-on luggage on the deck of their bunks.**
- After luggage is outside the bunk, have finished campers do what they can to help other campers.
- Counselors will pack after campers depart, unless leaving with the buses.
- Immediately after campers leave, counselors go to the Dining Room for the Closing Meeting.
 - o The rest of the afternoon is spent filling out Camper Forms and Program Evaluations, packing personal belongings, and cleaning the bunks.

Closing Circle

During the week at Circle, each camper's bunk functions as their temporary 'family' unit. On our last day of camp, each bunk comes together in a Closing Circle to acknowledge that camp and their time together as a



bunk is ending. It's important that we give the campers an opportunity to say goodbye to their bunk family. This is especially significant for campers who didn't have a chance to say goodbye to their parents who died.

Bunk counselors lead their Closing Circles. Since our last day at camp is hectic, please go over the day's schedule with the campers in the morning and let them know a few minutes before when it's time for the Closing Circle.

Wait until all campers are present before beginning. Let the campers know how much time they have for their Closing Circle and remind them that this is a special time for the bunk to share and say goodbye. You might want to start the sharing with an observation of your own. Try to make sure that everyone gets to say something. If you're aware that some campers haven't shared, consider asking, "Who hasn't spoken or who would like to add something?" Pick up on feelings that are expressed. For instance, if a camper says that they're sad to go home, you can repeat, "Yes, it is sad for us to be leaving." Some campers may agree, others may express a different feeling or try to offer comfort. All are fine. Remember, we don't try to change a camper's feelings – we hear their words and we listen.

Younger campers may manage their feelings and their Closing Circle differently than older campers. Their comments may be more concrete and less introspective. The important thing is that they are sitting together and saying goodbye.

Remember that counselors are not in touch with campers over the winter; campers are free to contact each other.

SATURDAY CAMPER SCHEDULE

SATURDAY Bunk Schedule

8/20	P1	P2	P3	
Bunk 1	PACKING	NC	Closing Circle	CAMPERS DEPART Volunteer SURVEY LINK CLEAN UP COUNSELORS DEPART by 3:00
Bunk 2	PACKING	NC	Closing Circle	
Bunk 3	PACKING	KB	Closing Circle	
Bunk 4	PACKING	KB	Closing Circle	
Bunk 5	NC	PACKING	Closing Circle	
Bunk 6	KB	PACKING	Closing Circle	
Bunk 7	KB	PACKING	Closing Circle	
LIT 1	Friendship Bracelets	PACKING	Closing Circle	



LIT 2	Friendship Bracelets	PACKING	Closing Circle	
LIT 3	Friendship Bracelets	PACKING	Closing Circle	

COUNSELOR SCHEDULE

SATURDAY 20th

EKC	B	P1	P2	P3	
Alex Walker	S1	KBall*	Pack/Luggage	Luggage	Counselors Clean up, Surveys, Inventory Depart Thanks for a great week!
Allie Kaplan	S2	Pack	Luggage	Luggage	
Allison McNeil	Medica 1	Infirmary	Infirmary	Infirmary	
Ariel Goehring	RP 5	Leave Early AM			
Belgica Rosario	Hotel				
Bex Oring	RP 5	Leave early AM			
Brianna Sivy	S2				
Carianne Deacon	CS6	Newcomb	Pack	Closing	
Charlotte Christo	CS 8	Kball	Pack	Closing	
Daniel Patel	Hotel				
Deborah Taylor	Hotel	Leave previous evening			
Douglas Taylor	Hotel	Leave previous evening			
Eliza Miller	CS 3	Pack	Newcomb	Closing	
Liz D'Angelo	CS 5	Pack	KBall*	Closing	
Libby Lydon	CS 1	Pack	Newcomb	Closing	
Em Eagan	RP 3	Bracelets	Pack	Closing	
Emily Martin	S2	Pack	Luggage	Luggage	
Emily McGinley	CS 4	Pack	Kball	Closing	
Hannah French	S2	Newcomb	Pack	Luggage	
Bella Nayman	CS 4	Pack	Newcomb	Closing	
Janey Zitomer	CS 8	Kball	Pack	Closing	
Jen Potocki	Medica 1	Pack	Newcomb*	Infirmary	
Jet Cohen	CS3	Pack	Kball	Closing	
Joa Segal	RP 7	Bracelets	Pack	Closing	
Kate Weissman	CS 5	Pack	Newcomb	Closing	
Kellie Smith	CS 6	Newcomb	Pack	Closing	
Lane Shelton	Hotel	Float	Float	Float	
Leah Datskow	CS 7	Kball	Pack	Closing	
Margot Schocket-Greene	CS 3	Pack	Kball	Closing	
Meghan Curran	RP 1	Bracelets	Pack	Closing	
Melissa Dolphin	RP 7	Bracelets	Pack	Closing	
Mira Horn	RP 1	Bracelets	Pack	Closing	
Nikki Bradley	CS 1	Pack	Newcomb	Closing	
Nicole D'Angelo	CS 6	Newcomb*	Pack	Closing	



EKC	B	P1	P2	P3	
Olivia Hoyt	S2	KBall	Pack	Luggage	
Rex Macey	Hotel	Pack	Kball	Luggage	
Sam Bradley	CS 7	Kball	Pack	Closing	
Sara MacDonald		Leave	Early	Am	
Skyler Sauriol	S1	Newcomb	Pack	Luggage	
Tiana Yetman	RP 3	Bracelets	Pack	Closing	
Tom Helsey	Hotel	Leave previous evening			
Zoe Dissanayake	CS 7	KBall	Pack	Closing	



Activity and Locations Circle Camp EKC 2022

ABBREVIATIONS	ACTIVITY	LOCATION
ACTIVITY HELPERS	ACTIVITY HELPERS	Assigned activity
ARCHERY	ARCHERY	Upper Field Behind Tennis Court
A/C	ARTS / CRAFTS	Arts and Crafts Building
Bball	BASKETBALL	Basketball Court behind Pool
BLANKETS	BLANKETS	Hotel Living Room
CANOE	CANOE	Meet at Bottom of Stairs to Waterfront
Circle**	CIRCLE OF THE STARS	Dining Hall
CT	CIRCLE TIME	Meet at Gazebo
Support	CIRCLES OF SUPPORT	Gazebo
Sand	COPING SKILL SANDWICHES	Lower Pavilion
Waters	CROSSING THE WATERS	Deck Across from A/C
DANCE	DANCE	Pavilion by Pool
FB	FISHBOWL	Playhouse by Reingold
Folk	FOLK SONGS	Amphitheater by Hotel
GAGA	GAGA	Gaga Pit behind Camp Street
GRIEFFITI	GRIEFFITI	Lower Pavilion
B&A	HOW MY LIFE HAS CHANGED BEFORE & AFTER	Deck Across from A/C
HRopes	HIGH ROPES	Up Road past Hotel
IMPROV	IMPROV	Playhouse by Reingold
INTRO LIT 1	INTRO LIT 1	At bunk
INTRO LIT 2	INTRO LIT 2	At bunk
INTRO LIT 3	INTRO LIT 3	At bunk
KBall	KICKBALL	Upper Field
LAKE	LAKE	Wait at bottom of stairs for check-in
LEAD #1	LEAD #1	See Bex
LEAD #2	LEAD #2	See Bex
LRopes	LOW ROPES	Up Road past Hotel
NW	NATURE WALK	Meet at the Office
NC	NEWCOMB	Volleyball Court behind Tennis Court
OM	OUR MOMENTS	See Bex
POOL	POOL	Check in at Gate
RC	ROCK CEREMONY	Bunks to Campfire
RCP	ROCK CEREMONY PREP	Upper Gazebo
SOCCER	SOCCER	Upper Fields
SWT	SWIM TEST	Check in at Gate (pool)
TB	TEAM BUILDING	Pavilion by Pool
TB/Flags	TEAM BUILDING / FLAGS	See Bex
TENNIS	TENNIS	Tennis Courts by Pool
TRUE COLORS	TRUE COLORS	See Bex
TUBE	TUBE	Wait at bottom of stairs for check-in
Ult	ULTIMATE	Upper Fields
WC/S	WATER COLORS	Wait at bottom of stairs for check-in
WC/S	WATER COLORS/SWIM	Wait at bottom of stairs for check-in
YOGA	YOGA	Lower Pavilion



CAMP MAP

