

POLICY STATEMENTS

Please read, sign and return as soon as possible

CAMP HURONTARIO SMOKING POLICY 2006

The camp is concerned that first, no camper shall smoke while at camp and staff members will assist in this matter. Also, at no time will any staff member either give or take cigarettes from any camper. Further, there will be no smoking during the daylight hours as campers can easily detect when smoking is occurring both from the smell in the air and on clothing. Also, a staff member may never smoke in the presence of a camper. If a camper is found smoking at camp, the staff member involved agrees to inform a Director. Secondly, and new for 2006, there will be no smoking in any camp building as Hurontario moves closer to being a total non-smoking environment. Therefore, smoking will be limited to when it is dark. After programming, Mermaids Point will be the only designated smoking area where a large bucket will be provided. This will be monitored to assure that no cigarette butts are found outside the bucket.

Any infringement of Hurontario's smoking policy is considered a serious infraction as it may endanger the safety of the camp due to the fire hazard involved and is contrary to the staff image for which Hurontario is known. The health hazards are well-recorded by medical data and need no further stating here.

Therefore, if you do intend to either smoke or refrain while at camp, please be certain, as you must be prepared to adhere to what you hereby sign below.

Name in full (please print) _____

I am a smoker _____ (even occasional smokers, please check)

I will smoke while at camp _____ Signature _____

I will not smoke at camp _____ Signature _____

DRINKING AND DRUG POLICY 2006

I hereby agree that during my contract dates with Camp Hurontario I will adhere to the Camp's policies with respects to both drinking and drugs. I understand that if I in any way break one of these policies while on contract, I will jeopardise both my position at salary. I further understand that my personal effects may be checked at any time both on arriving at camp and while at camp.

Signature _____

SUN PROTECTION POLICY 2006

Due to the ever increasingly dangerous effects of the depletion of the ozone layer in southern Ontario, staff are required to wear a sunhat, sun glasses, sunscreen with an SPF of 15 (minimum) and to cover up in the sun. Further, all staff will undertake at all times to protect their campers from the harmful rays of the sun by ensuring that hats, sunscreen, appropriate clothing and other protective measures will be carefully handled while the campers are at Camp Hurontario and under the counsellor's care.

Please sign to indicate you have read and agree to the above:

Name in full _____ Date _____

POLICIES FOR THE SUMMER OF 2006

***** There are several important changes *****

***** Please read carefully before signing your contract *****

Dear staff member.

Before signing the Camp Hurontario contract (enclosed), it is necessary that you agree to the following policies: changes in policy from last summer will be bold and starred ***

1. The Day Off Policy ***
2. Staff Image in the community
3. Policy on Smoking at Camp ***
4. Policy on Drugs ***
5. Policy on Alcohol ***
6. Staff Relationships
7. First aid course in the city/or on own
8. Salary Payments at the end of Summer
9. Legal Dismissal
10. Legal Responsibility
11. Work Weekends Policy

**** Please note that all counselling staff must have their Bronze Medallion again this summer. This is a firm Government regulation. It will be necessary this summer, 2006, for all trippers to have their Bronze Cross. ** Please register for a course now to assure that as a counsellor or counsellor-in-training you have this requirement. Please sign the contract line for this requirement as we can not guarantee an examiner on staff during orientation.**

1. DAYS OFF

**** Please note that all staff may have their personal items checked at the of any day off or on the return from any time off the camp island (i.e. a trip). All staff will check in with a Director at the end of all days off.**

- a) **First, the Directors confirm the importance, for safety sake, of knowing the whereabouts of the staff on days off. In 2006, a staff member will be unable to take his/her day off if a phone number and address are not left at the office or with a Director. C.I.T.'s must have parental permission to spend their day off away from camp if not with their parents.*****
- b) **The duration of a DAY OFF is from 12:30pm to 11am or a 'sleep-in day' day off is from 1pm till 11am. Please note the return time which will allow time to ensure that everyone is in the dining hall for the noon meal.**
- c) **Please note that staff who are on a day off, unless they have otherwise informed the kitchen, will not be expected for lunch and therefore, a noon meal will not be provided *** (even if the boat is late, staff will not come to the dining hall for food while waiting for their boat)**
- d) **Staff will make their own transportation arrangements. The cost of the Marina Taxi will be approximately \$10.00 per person, one way, and will be paid in cash to the driver. Please be aware that there is only one taxi boat. Your boat, unless booked well in advance, may be late arriving . Any discussion of problems with taxi boats will take place between a Hurontario**

director and the concerned staff member. At no time will a staff member take issue with someone from the Marina.

*******NEW*******

- e) **Money for Days Off.** Due to past difficulties in signing out money at the last minute and hence creating unnecessary pressure for the office staff, all staff will their own day off money which must be left in the camp safe or else the camp can not be responsible for this cash. Staff will individually be responsible to deduct sums taken from their envelopes provided for their day off money. ***

Days off may be in jeopardy for the following actions by any staff member. This does not include sleeping in for breakfast. However, days off may be 'earned back' should a staff member demonstrate to the Directors that he/she merits this .

- i) A staff member consistently smoking away from Mermaids Point
- ii) A staff member often away from their own sleeping cabin after 12:00 pm
- iii) A staff member leaves his/her group/program area frequently
- iv) Actions which seem contrary to assuring the most positive environment for campers.

Other Important Guidelines for Days Off are as Follows:

- a) camp canoes may be used provided the staff stay on Georgian Bay (and are not required for program at the time of the day off).***If you take a camp canoe, the Directors reserve the right to approve your destination. Any costs for canoes damaged on days off will be the responsibility of the staff concerned.***
- b) kayaks may not be taken on days off as the fleet becomes depleted
- c) camp canoes may not be taken and left at the Government Dock, at cottages off the Bay, or where they will not be attended.
- d) camp motorboats/cars are not available for days off
- e) there will be no lending or borrowing of other staff members' cars
- f) staff overnights in the vicinity of the camp will not be permitted
- g) staff when at cottages, parks or restaurants in the vicinity of the camp will uphold Hurontario's image and maintain a behaviour suited to leaders of Hurontario.
- h) staff members who hitch-hike on days off take full legal responsibility for their actions as the camp does not condone hitch-hiking.
- j) if a staff member returns late from a day off without significant cause, appropriate measures will be taken.
- k) staff members at cottages in the vicinity of the camp will exercise discretionary behaviour to protect Hurontario's image within neighbouring communities.

2. STAFF IMAGE IN BOTH THE CAMP AND PARENT COMMUNITY

In addition, a good image presented to our parents when they visit, to the cottagers when we travel the Bay and to our public in general and when we are on days off, is obviously important at all times. Accordingly, setting a proper example as far as behaviour and appearance is necessary at all times when representing the Camp. The Camp has established high standards in this regard and these must continue to be maintained by all staff members. The Camp accordingly, expects its staff members to:

- a) have an appropriate hair cut;
- b) be appropriately dressed when parents arrive;
- c) use language, stories, books, music suitable to a leader of children
- d) staff will leave their 'adult' music and reading materials at home.
NEW. Staff cabins may be periodically checked to assure they are in good upkeep and contain materials only suited to a camp setting* ;**
- e) be prepared to maintain high levels of personal cleanliness;
- f) assure that their staff cabin is kept clean and presentable;
- g) **walls of staff cabins will have only those pictures etc which are appropriate to a camp setting. Any considered inappropriate by the directors will be confiscated***;**
- h) to leave large ghetto blasters in the city;
- i) staff will agree, for health & safety reasons, to wear at all times in any boat, a lifejacket & will put on sunscreen and wear a hat when in the sun.

3. SMOKING

***** Please be sure to read (b) section very carefully*** NEW *****

Smoking, both a health and fire hazard, is limited to ONE area of the camp. This is new for 2006. Ideally, Hurontario would like to become a smoke-free environment and hire as many non-smoking staff as possible.

- a) At no time will a staff member smoke in the presence of a camper, whether on trips or in camp.
- b) **Staff members may not smoke in any staff cabins. There will be no smoking in any buildings in centre camp nor at the back of the camp island nor near fuel tank (Reesers area of camp)*****
- c) Staff will only smoke in the evening. ****Staff contracts may be endangered if staff smoke during the day or smoke in their cabins. This is a change from our 2004 smoking policy and makes smoking at camp much more a serious issue as we endeavour to staff Hurontario with non smokers.**
- d) Smoking is only permitted in the evenings when campers are asleep.
- e) Mermaids Point is designated as the only communal smoking location.
- f) There will be no daytime smoking. ****Appropriate disciplinary measures will be taken to ensure this policy is adhered to at all times and will be considered a serious**
- g) While on trip, a staff member who smokes will at all times try to prevent his campers from seeing him smoke. He will always also consider the danger of fire while smoking in the north.
- h) Staff will assure that campers are not permitted to smoke while at camp. We let our parents know that campers will not be permitted to smoke and staff will uphold this policy. If a staff member smokes in front of a camper, it again will be considered a serious contravention of the staff contract.
- i) While travelling on camp buses, vans or trains rented or used by the camp, there will be no smoking (again, appropriate measures will ensure adherence to this policy).

4. DRUGS

***** Please read (b) carefully .***NEW*** for 2006**

- a) The Camp's position on Drug's is easily stated. Anyone using or bringing illegal drugs to camp will be sent home immediately without pay. ****Directors reserve the right to check all personal items when staff return from any time**

- off of the camp property to ensure that neither drugs nor alcohol are brought to camp.***
- b) Having drugs in your possession will be grounds for termination of your contract .

5. ALCOHOL

The Camp's policy on alcohol must also be clearly understood and respected. In the interest of Camp Hurontario's first priority, which is the safety of everyone, the following policy concerning alcohol applies to all staff while on contract with the camp. ****Again, please note, that Director checks of all personal items when staff return to camp after trips and days off may be instituted:**

- a) no under-age drinking is permitted while on contract;
- b) no staff members are to bring to, or consume alcoholic beverages on Camp property;
- c) directors reserve the right to check for illegal liquor in Camp ;
- d) if a staff member returns from a day off unable to perform the duties of a staff member, he/she is subject to immediate dismissal;
- e) any overt drinking, talk of drinking, or rumoured drinking while at camp or on days off, will be considered a serious breach of contract;
- f) those staff members who are nineteen and over may only drink, subject to limits and supervision, in the Recreation Hall and as monitored by the Directors.

6. STAFF RELATIONSHIPS

*****NEW***** Staff relationships are not condoned by Hurontario. Any interpersonal relationships between staff will be kept totally private; guarded from the campers and not conducted on Hurontario property.

In order to ensure the privacy of staff members, sleeping cabins will not be used as meeting places for staff. Male & female staff will not visit each others areas of the camp at any time. Meetings of staff should be held in more general areas such as the Rec Hall, Mermaids, Birnies Porch (which is available for staff in their free time).

7. FIRST AID COURSE / STAFF TRAINING IN CITY

On Sunday June 4th at Rosedale United Church at 1:30 until approximately 7:00 pm, Hurontario's first aid course for ALL will be held. This is to assist with the longer school year and the need for all staff to have an updated first aid course. We will, also cover Hurontario's policies (formerly known as 'The Heavy') at this time. ******* Staff who are unable to attend will be required to find and pay for their own comparable first aid course and bring their certification to camp.

8. PAYMENT OF SALARY

Another policy matter is the timing of payment of salary for the staff. As in the past, half of the salary will be paid, minus Government Deductions, at the end of the summer before leaving camp. The remaining portion will be forwarded in early September when all deductions are finalised.

9. DISMISSAL AND TERMINATION OF CONTRACT

The Camp retains the right to dismiss a staff member if there is sufficient cause. In such an event, the staff member will be paid a pro-rata amount of the agreed sum for the time worked at camp. ****If the policy on drugs or drinking is broken, there will be no payment. ****

10. HEALTH, ACCIDENT, PERSONAL PROPERTY

The camp is not responsible for any accident, injury or illness sustained by a staff member, however caused. Injuries coming within the limits of Workers Compensation shall be reported to the agency to be dealt with further. The Camp is not responsible for any damage, loss or theft of the staff member's personal property, howsoever caused. Valuables should be locked in the camp office. All staff members shall sign a personal declaration of good health before attending camp.

11. WORK WEEKENDS:

All staff members will assist with one work weekend in May. If a staff member is unable to give a May work weekend, that staff member will stay two extra days at the end of camp. If either option is not possible, the staff member must notify the office.

SUMMARY

The Directors of Hurontario hope the policies of the camp are clear, simple and ones to which the staff can easily adhere. Remember, in signing your contract, you are agreeing to abide by these policies. If you have any questions, please ask them before signing. Camp Hurontario has a fine reputation and it is our desire to keep it that way.

**Here's to another great summer in 2006 and best regards to all.
Please return your contract as soon as possible.**