

Employee Handbook
Policies, Procedures & Emergency Protocol
2021



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- Housing Contract
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Dear Stone Canyon Outdoor EdVentures Instructor,

Thank you for deciding to join our summer camp program at Stone Canyon. We are very proud of the reputation we have developed over the last few years as having one of the best outdoor education programs available in Metro Denver.

Being a member of the Stone Canyon team will provide you with the unique opportunity to play an important role in the lives of many children during your employment. Working as a summer camp counselor is a selfless decision, putting the needs and wants of the students ahead of your own.

You are about to embark on a journey of one of the hardest, challenging, time consuming, and yet most rewarding jobs that you may have. Physically and mentally draining from the get-go, it is important that you take a proactive role in caring for yourself and your peers. Please remember a few things along the way:

- There will be days/weeks where you feel like you never have enough time to get prepared.
- There will be challenging campers that force you to learn more about yourself.
- There will be days when neither campers nor yourself will want to go outside in the rain, sleet, wind or heavy snow.
- There will be times when you feel like nothing is going right and you want it all to be over.

However, when these things start to get you down remember all the wonderful things that you are doing for students:

- You are giving them a positive role model in life.
- You are giving them an opportunity to be seen in a different light.
- You have a thousand moments in a day to share with others and teach subjects you are truly passionate about.
- You have an amazing support system all around you, from your peers to the administrative team.
- You are appreciated by all of us every day as a member of the Stone Canyon Family.

Also, remember that we are one team that must work together to make our program successful. If you observe one of your peers having a difficult time, help them!

We have asked you to be a counselor because we feel that you have the qualities to move past the things that are challenging and focus on the positive aspects for students. We realize that our expectations of you as an counselor and interactions with students are extremely high. If you strive for quality programming it is easier to achieve an incredible experience. We thank you for your willingness to take on all these responsibilities.

Sincerely,

The Stone Canyon Administrative Team

OUR WHY

We transform how people experience...

VISION

To provide innovative educational and recreational experiences that empower clients to become stewards of their community and environment.

MISSION

Utilizing a blend of experiential, adventure and social based programming, we strive to develop responsible individuals, daring leaders, and highly effective teams.

History of Stone Canyon Outdoor EdVentures

The Douglas County Commissioners purchased the Emily Griffith Opportunity Center outside of Larkspur in 2011, with a vision of entering into a partnership with the Douglas County School District to provide students with the opportunity for local outdoor education.

The County donated the property to the School District in September 2011, which consists of 15 structures on 99 acres in southwest Douglas County.

Douglas County School District opened Douglas County Outdoor Education Center on August 27, 2012 with over 200 students, teachers, and community leaders in attendance. Since our grand opening, we have touched the lives of over 8,000 people. The name was changed to Stone Canyon Outdoor EdVentures in the fall of 2015.

When our facilities are not being used for outdoor education, rental opportunities are available for overnight retreats, team-building activities, family events, and summer camp.

The Stone Canyon Way

CUSTOMER FIRST

We provide the highest level of service to all customers.

- We provide accurate, unbiased and courteous responses to all guests.
- Customers eat first.
- We are a trash-free environment.
- Phone answered before the 2nd ring with a happy tone of voice.

PROFESSIONALISM

Stone Canyon expects a professional approach at all times. The criteria for professionalism includes:

- Emotional maturity.
- Recognition of the seriousness of the position.
- Ability to defer personal matters in favor of the customers.
- Positive interpersonal communication.
- Ability to assume authority when necessary.
- Tolerance for stress and the ability to handle emergencies.
- Ability to provide for an individual's need in a group setting.
- Professional in appearance.
- Punctual to all meetings and programs.
- Represent yourself professionally when wearing Stone Canyon clothing.
- Respect supplies and equipment.
- Leave a clean work area at the end of the day/project.

PERSONAL GROWTH

We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

POSITIVE WORK ENVIRONMENT

We treat co-workers and other colleagues with respect, dignity, fairness and good faith.

- We advocate conditions of employment that safeguard the rights and welfare of all employees.
- There is no acceptable alternative to honesty.
- No harassment or discrimination.
- Drug and smoke-free work environment.
- Clean Communication: All individual companies work to one goal – be successful. Issues and situations may arise that cause negative feeling between individuals and companies. These should be discussed openly and freely between department heads. **Gossip and negativity have never solved a problem.**

PERSONAL ACCOUNTABILITY

We will all be held accountable for our actions and choice.

STAFF ROLES

Director – Responsible for all aspects of program, from the residential aspect to program experience to long reaching goals. Oversees all staff performance, hiring and development. Oversees and supervises all sales and marketing tasks. Handles staff discipline issues and performance observation/evaluation process. Writes and maintains operational budget.

Day Activity Supervisor – Responsible for coordinating all logistics for the day programs, including scheduling, set up, and tear down of all activities. Provides support and feedback to counselors regarding effective teaching technique and delivery.

Head Counselors – Provides support to the counselors, campers, and program staff team. Responsible for creation of group lists, including coordinating with parents as necessary. Perform observations to provide feedback to counselors regarding overall job performance.

Ropes Coordinator –

Office Manager – Responsible for purchasing program materials and ensuring that all classes are stocked and set up for programming. Perform all accounts payable functions, including auditing and processing purchase orders and invoices for payment, filing, and running budget reports. Perform all employee payroll functions including responsibility for timeliness and accuracy of all salary and fringe benefit payments. Prepare, issue, and process client invoices. Coordinate and assist with new hire process and onboarding procedures.

Nurse – Responsible for dispensing medications to all students that attend camp. Available at all times.

Speaks to parents on a weekly basis about any food allergies or other medical needs.

Chef – Manage and perform the daily operations of the camp food/dining service. Responsible for preparation, service, and cleanup of all meals. Prepare adequate meal substitutions with dietary needs. Order/receive food and supplies necessary to produce the established menu. Oversee and execute the sanitation of all kitchen facilities and equipment. Ensure all kitchen operations are in compliance with state and local regulations. Planning of menu as needed for the camp.

Sous Chef – Assist in the preparation and service of meals ensuring compliance with department regulations. Assist in the set up and clean-up of serving areas for timely service to clients. Receive deliveries and store food and supplies as directed by supervisor. Serve meals daily while ensuring compliance with Hazard Analysis Critical Control (HACCP).

Site Manager – Site Manager is responsible for corrective and preventative maintenance, cleaning, and upkeep of all buildings and grounds to include classrooms, common areas, and play fields. They are expected to monitor and perform required inspections of various systems within buildings and on-site. Additionally, the Site Manager will be expected to maintain a working relationship with the Operations and Maintenance Team.

Counselors – Responsible for actively supervising campers in cabin, at meals, and during assigned activities. Counselors will act as positive role models and will create a safe environment for their campers. Counselors will assist in the creation and facilitation of Camper's Choice activities and Specialty Clubs.

PERSONNEL POLICIES

PERSONNEL POLICIES

By accepting a position as a staff member in the summer camp program, you have committed to a position of great responsibility to the campers, parents, guests, fellow staff members and to Stone Canyon.

We believe that the role of an instructor demands a professional approach at all times.

The criteria for professionalism includes:

- Emotional maturity.
- Recognition of the seriousness of the position.
- Ability to defer personal matters in favor of the program and students.
- Skills relating to others.
- Ability to assume authority when necessary.
- Tolerance for stress and the ability to handle emergencies.
- Ability to provide for an individual's need in a group setting.

You will need all of your patience, leadership, self-confidence, self-motivation, sense of humor, self-control and empathy for children this season. And please, never forget... You are appreciated by all of us every day as a member of Stone Canyon.

“AT WILL” / MUTUAL BENEFIT

Employment is a relationship that exists as long as both Stone Canyon and the employee determine the relationship is in their respective best interests. Employees are free to resign at any time for any reason; however, proper advance notice is requested. Similarly, Stone Canyon is free to terminate the employment of an employee at any time with or without cause and with or without notice. The “at will” nature of the employment relationship may not be altered by any oral statement, but may only be altered in a written document that is signed by the director.

EQUAL OPPORTUNITY EMPLOYER

Stone Canyon is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications regardless of ethnicity, creed, gender, national origin, age, handicap or other protected groups under the Federal, State and Local Equal Opportunity Laws.

EMPLOYMENT ELIGIBILITY

All employees must provide documentation establishing their identity and legal authority to work, as required by Immigration and Naturalization Service form, I-9.

PERSONAL EQUIPMENT

It is highly advisable that in a group living situation, staff members bring a lockable bag with them to camp. Staff should not bring any valuable personal items or animals to camp. Stone Canyon will not be responsible for any personal equipment, lost or stolen.

CARS & PARKING

Staff cars are encouraged to remain parked at staff housing, and are not permitted at Base Camp during programs. Staff may park in the space near Lower Canyon and TLC during program days. Please remember that there is a **10 mph speed limit** in camp at all times. When driving into the campgrounds, always be mindful of un-attentive campers. Staff members in violation of the parking policy will not be permitted to bring their car on-site.

DO NOT block emergency exits and/or fire lanes, when parking. Remember to lock your car and do not leave any **food** in your car when you come to work.

Personal cars are not to be used for camp business. At no time shall a camper ever travel in your car (barring an emergency evacuation).

SMOKING

To protect the security of all, maintain sanitary conditions and provide the best example possible, instructors will not be allowed to smoke while on duty. This includes inside the staff house. Because Stone Canyon is school district property, you may only smoke off site.

ACCEPTING MONEY/PROPERTY

Stone Canyon will not accept responsibility for any student's property accepted by staff for safekeeping.

PERSONAL SALES

Staff members are prohibited from selling personal property to a camper. Staff members are not permitted to use the property of a student without the student's permission.

SEARCH AND SEIZURE

Stone Canyon reserves the right to search personal property or lodging with or without the staff member present, if reasonable suspicion exists.

FIREARMS

Personal firearms and weapons are not permitted on camp property.

TIME OFF & ABSENCES

All staff members will receive a 60 minute off blocks throughout the week. Off blocks will be determined by activities offered and staffing needs.

All staff must be punctual when returning from time-off. Violations of this policy will result in a write-up in the staff's personnel file as well as "re-paying" that time at the Director's discretion.

Workweeks typically end on Saturday afternoon and start again on Sunday Morning.

Stone Canyon is under no obligation to provide any further scheduled time off. All absences excused or otherwise, will have a per diem deduction from the stated compensation.

SICK LEAVE

The Stone Canyon employment contract does not allow for sick days or sick leave in this short-term employment arrangement. The program, however, recognizes that we all get sick now and then and, in some cases, time off is necessary for a speedy recovery. Typically, sick time taken by staff members has not been abused. However, there have been cases where a staff member spent the entire day in the infirmary and miraculously recovered for their night-off or the weekend. This abuse cannot be tolerated and must be penalized. Each case will be evaluated on its merits and left to the discretion of the Assistant Director. However, please remember that **sick days are not granted in the employment contract** and such days may result in the **pro-rated reduction in salary**.

BEREAVEMENT LEAVE

In the event of a serious illness or death in a staff member's family, the staff member may be granted leave based on the circumstances and at the discretion of the Director.

ABSENCE WITHOUT PAY

When the operations of the program are closed due to uncontrollable or unexpected factors (i.e. low enrollment, fires or a national emergency) staff members will not be paid for the time during which the camp is not operating. This time will be considered excused absence without pay.

CODE OF ETHICS

All employees of Stone Canyon are part of a professional education team who serve visiting students, teachers and the community. To provide that service effectively, all employees of Stone Canyon are to use their best efforts to supply visiting students and teachers with the highest quality services possible. All employees will share in this mission. This ethics code outlines the guiding principles and expected behaviors for all Stone Canyon employees:

1. We will treat each other, students, guests and members of the community fairly and with dignity and respect.
2. We will put forth an honest effort in the performance of our duties. We will use our work hours productively to carry out Stone Canyon's program of providing quality educational services to visiting students.
3. We provide the highest level of service to all visiting students and teachers through appropriate and usefully organized resources, equitable service policies, equitable access, and accurate, unbiased and courteous responses to all participants.
4. We, as Stone Canyon employees, will act to earn, promote and maintain the trust and confidence in Stone Canyon.
5. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of Stone Canyon or the provision of service to students and teachers.
6. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers and by fostering the aspirations of potential members of the profession.
7. We treat co-workers and other colleagues with respect, fairness and good faith. We advocate conditions of employment that safeguard the rights and welfare of all employees of our institution.
8. We will not use our position for personal or private gain. We will not use Stone Canyon's

resources for private, non-work related purposes or for purposes other than for which they were intended. We will not solicit or accept contributions for non-work related purposes from outside vendors who may do business with Stone Canyon.

9. We will not accept gifts, services, travel, entertainment, jobs for immediate family members or other special considerations that may give the appearance that the benefit could improperly influence institute decisions.
10. We will disclose waste, fraud, abuse and corruption to the appropriate personnel at Stone Canyon.
11. We will not use our authority to intimidate, threaten or retaliate against a person to attempt to interfere with the disclosure of potentially improper activity.
12. We understand that employees who fail to comply with the provisions of this Ethics Code may be subject to administrative and/or legal action.

CONFIDENTIALITY POLICY STATEMENT

This policy covers all persons working, volunteering or doing business with Stone Canyon both during and after employment, volunteering and/or when business with Stone Canyon has been completed or terminated.

This policy prohibits confidential information as defined by The Federal Privacy Act of 1974 from being accessed, disclosed or released in any format to or by any person/business that does not have a "need to know" without the proper consent of the individual involved and/or management of Stone Canyon.

- **Conduct of Personnel:** All individuals are expected to be professional and maintain confidentiality at all times, whether dealing with actual records, projects, or conversations, and abide by the obligations of contractual confidentiality agreements.

Situations in violation of this policy include, but are not limited to:

- a. "Loose" talk among colleagues regarding medical information about any student or fellow employee.
- b. Allowing unauthorized access on computers to confidential student information, financial data, confidential research data, or employee personal information.
- c. Sharing of information acquired by persons in the course of their work to others who don't

have a need to have the information; accessing information that the individual doesn't have the authority to access in the course of their work, or doesn't have a need to know to carry out their job duties.

- d. Sharing of information relative to confidential Human Resources matters.
- e. Discarding confidential documents in non-secured trash. (Secured shredder bins must be used).

Examples of Types of Information to be protected:

- **Camper Personal/Medical Information:** Camper information must not be accessed, removed, discussed with or disclosed to unauthorized persons, either within or outside of the institution, without the proper consent of the student's guardians. All individuals having access to confidential information are bound by strict ethical and legal restrictions on the release of personal or medical data. No individual therefore may disclose to a third party, including his/her own family, information learned from information sheets, management information systems, or any other confidential sources during the course of his/her work. No individual may access confidential information that they do not have a need to know to carry out their job duties.
- **Personal/Medical of Fellow Employees:** Employees may not access, release or discuss the personal or medical information of other employees without proper consent, unless the employee must do so to carry out specific assigned job functions. This includes personnel, medical, and other similar files where unauthorized access or release, falsification or destruction of confidential individual records is strictly prohibited.
- **Stone Canyon Information:** Stone Canyon information that must be protected includes but is not limited to:
 - Ongoing negotiations (labor contracts, leases, purchases)
 - Pending litigation and/or investigations
 - Information that is proprietary, e.g., information that allows Stone Canyon to be more competitive in the marketplace. For example: an innovative approach that is described in a marketing proposal.
- **Confidential commercial or financial information.** This information may not be accessed, removed, altered or disclosed unless Stone Canyon administration has given proper authorization.

- **Disposal of Confidential Documents:** Confidential documents must be disposed of utilizing the designated containers for shredding.
- **Reporting Breach of Confidentiality:** Persons must report violations of this policy to the Stone Canyon Director

Disciplinary Action for Non-compliance: Violation of this policy is cause for disciplinary action up to and including dismissal.

DRUG & ALCOHOL FREE WORKPLACE POLICY

Drug/alcohol use and abuse at the workplace or while on duty are subjects of immediate concern at Stone Canyon. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, users of the facility, the public at large, and result in disaster. Therefore, it is the policy of Stone Canyon and the State of Colorado that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited anywhere on Stone Canyon property, including staff housing. Any employee(s) violating this policy will be subject to termination and may include discipline involving local authorities and conviction. A Stone Canyon Employee may be discharged regardless of whether the employee's conduct was detected within employment hours or whether his/her actions were connected in any way with employment. The specifics of this policy are as follows:

- Any authorized employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on duty, regardless of whether the employee is on or off Stone Canyon premises will be subject to discipline up to immediate termination.
- Any employee who reports for any assigned duties under the influence of controlled substances or alcohol will be subject to discipline up to immediate termination.
- The term "controlled substance" means any drugs listed in 21 U.S.C. 812 and other **FEDERAL regulations**. Generally, all illegal drugs and substances include marijuana, heroin, morphine, cocaine, codeine or opium additives, LSD, DMT, STP, amphetamines, methamphetamines, and barbiturates.
- Each employee is required by law to inform the agency within five (5) days after they are convicted for violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of nolo

contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

- Stone Canyon will be responsible for reporting conviction(s) to the appropriate source within ten (10) days after receiving notice from the employee of a conviction. All conviction(s) must be reported in writing to the director who will then turn it in to the Human Resources Department within the same time frame.
- The State of Colorado encourages any employee with a drug abuse problem to seek assistance from the Employee Assistance Program (EAP). Your department personnel officer has more information on EAP.
- If an employee is convicted of violating any criminal drug statute while on Stone Canyon Property (including staff houses), s(he) will be subject to discipline up to and including termination. Conviction(s) while off Stone Canyon property may result in discipline or discharge.
- Stone Canyon has the right to "at will" drug test employees within rights of reasonable suspicion that an employee is under the influence of a controlled substance.
- The law requires all employees to abide by this policy.
- Those staff members who live on property may consume alcohol inside their immediate domiciles. These situations must be invisible to other guests. No alcohol may be taken out of the residence.
- You may not consume alcohol during your breaks.
- Marijuana is legal in Colorado but federally it is still illegal. Marijuana use is prohibited on site at all times. No marijuana or paraphernalia may be in any Stone Canyon residence.

HARASSMENT

Stone Canyon is committed to a work environment and climate in which relationships are characterized by dignity, respect, courtesy and equitable treatment.

Verbal or physical harassment on the basis of race, color, religion, sex, nationality, age, sexual orientation, marital status, pregnancy, disability, citizenship, or any other basis prohibited by law is a violation of the law. Stone Canyon expressly prohibits any form of employee harassment on this basis.

All Stone Canyon staff is responsible for helping ensure harassment is avoided. Any individual, who believe they have been the target of, or witness to harassment should immediately report the alleged incident to their supervisor, or to the Director. There will begin an immediate investigation of the circumstances. Employees are assured that the utmost discretion will be used consistent with the requirements of the law in the conduct of the review. If the review indicates that harassment has in fact occurred, immediate and appropriate disciplinary action will be taken.

SEXUAL HARASSMENT POLICY

Stone Canyon prohibits all forms of sexual harassment. Sexual harassment is sex discrimination and is unlawful according to Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on race, color, religion, sex, or national origin. This prohibition applies equally to male and female staff, as well as faculty, students, to all other persons on the premises of Stone Canyon and to those engaged to further the interests of Stone Canyon. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or otherwise full participation in Stone Canyon life.
- Submission to or rejection of such conduct by an individual is used as a basis for decisions related to employment.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work, or creating an intimidating, hostile, or offensive work, teaching, or residential environment.

Sexual harassment includes verbal and physical behaviors that range from sexual gestures or teasing to sexual assault. Verbal sexual harassment may include, but is not limited to, sexual remarks, comments, jokes, and innuendoes, whistles, and cat calls, crude and offensive language, comments on physical attributes, use of demeaning or inappropriate terms, discussion of sexual activities, the posing of personal questions, the spreading of stories about someone's social or sexual life, and propositions or pressure for social or sexual conduct. Physical sexual harassment may include, but is not limited to, unwanted touching, patting, grabbing, pinching or hugging, explicit or suggestive pictures, sexual assault and rape.

Members of the Stone Canyon community who believe they have been the target of sexual harassment and wish further information, advice, or assistance in the filing of a complaint, should contact:

Jolee Jones

Director of Outdoor Education
Stone Canyon Outdoor EdVentures
12163 South Perry Park Rd
Larkspur, CO 80118

Stone Canyon will investigate complaints of sexual harassment pursuant to the Non-Discrimination Complaint Procedures. Those who are found to have engaged in sexual harassment will be subject to disciplinary action that may range from suspension to termination. Retaliatory action of any kind by any member of the Stone Canyon community against individuals who bring complaint of sexual harassment, or individuals cooperating in an investigation is prohibited and shall be regarded as a separate and distinct violation of community standards and the Stone Canyon Nondiscrimination Policy.

Stone Canyon & THE ENVIRONMENT



The depletion of natural resources is of great concern to Stone Canyon. We are committed to environmental issues & awareness. Recycling is an important part of this operation. Instead of aluminum cans and plastic bottles being left in the woods or put in the garbage, we would like to see every plastic bottle make it to the recycling bin. This applies to all materials we can recycle here at Stone Canyon (e.g. aluminum cans, glass bottles, plastic soda bottles, office paper, corrugated cardboard and tin cans). Not only will these actions help to conserve our resources and lessen our environmental impact, it will also instill in our visitors an awareness of why such actions are necessary and important. As staff, you are expected to serve as role models by encouraging an attitude of respecting the earth. Your involvement will help Stone Canyon in its quest to be as conscious of its environmental impact as it can be. Thank you in advance for your efforts!

Stone Canyon Instructors are required to:

- *Use a staff mug for hot beverages. Do not use the paper cup products provided for visitors.*
- *Commit to reusing and recycling as many class items as possible.*
- *Turn off lights to conserve energy when possible in the cabins, all classroom spaces and staff houses. Turn off all lights and leaky faucets and report any faulty hardware to the site manager.*
- *Make a conscious effort to live environmental practices and connect teaching with reduce, reuse, and recycle practices set forth by Stone Canyon policy.*

TRASH

It is the responsibility of all staff members to pick up trash when they see it. Do not walk past trash. It is important that every area that we go into is left cleaner than when we got there. All trash that is brought into the area must be picked up and disposed in a proper manner. Please empty any trashcans or recycling bins.

WHAT WE EXPECT FROM YOU

JOB DESCRIPTION

Program Description: Stone Canyon is a fast-paced and growing summer program located in the foothills of Colorado. Our program works with school-aged students from Douglas County and surrounding districts as well as adults from all areas. We provide an excellent experience for all campers through meaningful connection. We hire enthusiastic, camper-minded counselors ready to live and work in the woods.

Job Description: Stone Canyon counselors are dedicated and enthusiastic educators with a strong work ethic. Camp counseling is so much more than a summer job, it is a life changing adventure! When you join the Stone Canyon Team you will immerse yourself in a job unlike any you have ever had before, because you have the opportunity to significantly impact the lives of our campers. Here you will help campers explore the outdoors, develop new skills, and make new friends. Job duties include but are not limited to singing silly songs, wearing crazy costumes, running around outside, and laughing every day. As an overnight summer camp program we expect a lot from our staff. The hours are long, and there are many responsibilities. But as high as the demands are the rewards are even greater because at Stone Canyon we want to transform how our staff and campers experience summer.

Qualifications:

- Applicants must be a minimum of 18 years old and have one year of experience working with children
- Extensive experience in the camping and/or experiential education fields.
- Be comfortable and confident supervising and teaching students and adults in large and small groups.
- Must be able to have fun with kids, laugh at yourself and be silly!
- Must have a good sense of humor.
- Must have the ability to be flexible and adjust to changes quickly.
- Must have the ability to work in a team environment with other staff.
- Have a positive attitude.
- Handle concerns and issues in a constructive manner.
- Must be able to receive constructive feedback and apply the information in the timely manner.

- The ability to use creative teaching techniques and group management skills.
- The ability to learn and execute the lessons/activities in an expansive curriculum.
- Excellent written and oral communication skills.
- Must pass a federal and state background check.

Hours: This is a full-time seasonal position with hours scheduled according to group attendance and additional duties assigned by the Director.

Housing: Counselors are provided on-site housing accommodation for weekend and out of cabin use.

GUIDELINES FOR STUDENT INTERACTION

- It is the duty of each Stone Canyon counselor to provide the best instruction and leadership through knowledge, understanding, and applied ability.
- Each instructor is here for the campers. Work can be rewarding and enjoyable if the campers' best interests are kept in mind.
- Do not discuss personal problems or experiences in front of any campers. Refrain from discussing other staff members and personal relationships in front of campers.
- Remember, your example is what the campers will follow. You should always be a role model as a Stone Canyon Instructor.
- Encourage campers to participate; participation is itself a great reward. Recognition of the success that follows will be an even greater reward. Everyone can be successful at something; you can put that "something" within reach of every student.
- Counselors should ALWAYS follow the bathing suit rule. A staff member should never touch a camper in any area of their body that is or could be covered by a bathing suit.
- Genuine praise, a "Pat on the back" or a "high five" is a great boost to a camper in building self-confidence. Be free, but genuine with your praise.
- Children are praised less frequently when they do anything right (as opposed to criticism when they do it wrong). Recognize positive moments. Catch the campers doing something right every day.
- People judge our program by what they see. A well-organized class has a very positive impact.

Remember, we are constantly in the public view, both on and off-site.

- Never discuss a camper with anyone other than involved staff members or administrative staff. Discuss problems discreetly and privately. Be careful when referring to campers in public places; do not use their last names. Be professional at all times with regard to your job.
- If anything out of the ordinary occurs, discuss it with the Director so as to avoid misunderstandings and exaggerations. Always fill out an incident report form.
- Be constantly aware of each camper as an individual and know their interests. Do not let them get lost in the group, but make them feel a part of it. Refer any serious problems to the Director and document the referral with an incident report.
- Public relations are an important part of our job. Go out of your way to be courteous to everyone with whom you come in contact. Greet your campers' family if the opportunity presents itself.

Upon the campers' arrival, it is important to try to be more than a "friend" as this will come naturally from mutual respect. Be fair with the campers. Be honest and lead them with enthusiasm. Never threaten them, use poor language or sarcasm. You will be their teacher and role model while at Stone Canyon.

STAFF RULES & REGULATIONS

Termination of Employment: The following may be cause for immediate termination of employment from Stone Canyon:

- Reporting for regularly scheduled work duty under the influence of drugs or alcohol
- Failure of a background check.
- Bringing alcohol, drugs or pornography onto Stone Canyon property.
- Sexual, physical, or verbal harassment of campers, junior counselors, or any Stone Canyon staff.
- Releasing a camper to an adult without signing them out through the sign-out book located in the front office and having the nurse aware of release of camper to a parent.
- Taking a camper off campus without explicit permission from the Director.
- Smoking on or around property (including the staff house).
- Viewing pornography on work or home computers.
- Placing student images online such as Facebook or other social media sites.

- Communicating with campers through email, Facebook, Twitter, Instagram or other forms of social media.

Write-up: We have staff policies that involve tardiness, poor decision-making, not having your radio charged and on when appropriate, and other pertinent information outlined in the Staff Manual. The first time you break one of these offenses it is a written warning in your staff file; offense number two is a written behavior contract, possible suspension and a meeting with the Director; offense number three is a meeting with the Director and may be grounds for immediate dismissal from employment at Stone Canyon

Alcohol and Marijuana: No staff shall report to work with ANY alcohol or marijuana in their system!! Your off block in the middle of the day does not allow sufficient time for alcohol to leave your system. No drinking outside of staff housing while guests are present. Any violation of this policy may result in immediate dismissal.

Smoking Policies: There is no smoking allowed on or near camp property or staff houses. This includes the use of hookahs in the houses. The excessive smell of smoke in the houses will be considered smoke damage and result in a deduction from your housing deposit.

Dress Code: All staff must be presentable as we are counselors here at Stone Canyon and are expected to wear clean clothing (including clean camp t-shirts) and be clean ourselves. Male staff must keep facial hair well kept. No excessive jewelry, body piercings, or glorifying visible tattoos allowed. We are professionals; we must look and act like role models. Staff t-shirts may not be altered and must be worn on arrival/departure days when clients are at Stone Canyon.

Marketing: I agree that my name, image, photo or other likeness can be used in any or all promotional photographs and videos.

Personal Property: I agree that camp is not responsible for any loss or damage to my personal property (i.e. cars, watches, money, personal devices, cloths, etc.). You are responsible for proper care of personal items and it must be kept in your own personal space.

Time off: Summer Camp Counselors are expected to be present throughout the course of the workweek.

Staff are permitted to leave site during time off, but must be back **TEN minutes** before teaching or returning to the cabin. Anyone caught breaking this policy will have time deducted from their next off-block. All absences excused or otherwise, will have a per diem deduction from the stated compensation. Arriving late for weekly staff meetings will result in a disciplinary write up and potential termination. Staff will be scheduled for one period off each day full day.

Sleeping Arrangements for Staff With Cabins: All staff scheduled to sleep in cabins should be with their cabin from lights out until they are taken up to breakfast the next morning.

Sleeping Arrangements for Staff without cabins: Please sleep at your house for the night if you are not scheduled in cabin.

Cell Phones: Cell phone use is for your time-off and is not permitted in plain sight of children. **Cell phone use is not allowed in cabin at night for calls or Internet use.** Your priority should be your campers, not your Facebook status or email. If you have a special circumstance (i.e. family emergency) that requires you to check your phone, you **MUST** notify the On-Site Administrator ahead of time to receive permission. Violations of this policy will result in disciplinary action.

If you're going to be late (power went out, you woke up sick, etc.) please call, text or email and let us know as soon as possible!

Staff Sick Policies: If you get sick and can't work please see the nurse so she can diagnose you and let the Director know the situation.

If one period off will help to remedy your ailment we will work to try to accommodate you. If you are truly sick and cannot work, and going home to rest is the best option, take a half (or full) day off with appropriate pay adjustment.

Please use your best judgment and discretion so we can all help to prevent abusing the policies!

Workers' Compensation Issues: Should you get injured in the course of your regular work duties at Stone Canyon you will be entitled to worker's compensation. To ensure coverage, please:

- Immediately see the nurse for first-aid and treatment.
- Report (or have the nurse report) the accident/injury to the Director **IMMEDIATELY**.

- Employee injuries need to be reported within 24 hours to the administrator on site and Risk Management. Please call 720-433-1087 to report the injury.
- The **Stone Canyon Accident/Incident Report Form** must be filled out and submitted to Risk Management. Reports should be turned into Jolee Jones.
- If the injury is life or limb threatening, call 911 and go to an emergency medical facility.
- For work-related injuries, an authorized treating physician must treat employees.
- The Case Manager will provide a list of authorized medical providers.
- Employees are not authorized to treat with their own personal Primary Care Physicians.
- If a Worker's Comp. physician determines you are not able to work.
- Employees must notify Risk Management and the Director immediately if the Workers' Comp. physician restricts you from working.
- Employees are paid 2/3 of their average weekly wage for time missed.
- It is expected that employees will schedule medical appointments after work hours.

HEALTH & SAFETY OF YOU AND OUR VISITORS

It is up to all of us to take responsibility for the campers in our cabins. What can you do? A child cannot be healthy if they do not drink plenty of water, eat at every meal and do not wear sunscreen and lip balm.

The quality of the camp experience will suffer if ailments are not treated. The quality of the camp experience will suffer if campers do not change their clothing daily and shower often.

For this reason, we will be focusing on the well-being of the students...

- ***Are the campers eating well?***
- ***Are the campers drinking enough water?***
- ***Are the campers changing their clothes?***
- ***Are the campers wearing sunscreen?***
- ***Are the campers using lip balm?***
- ***Are the campers over-tired?***

The next few pages are designed to assist you in focusing on your number 1 priority: the health and safety of ourselves and of our campers! Without taking care of this necessity, the program will have failed the parents and the child.

INFIRMARY PROTOCOL

The goal of this health care policy and plan is to ensure the health and safety of all campers and staff so that they may participate in all activities to the maximum of their capabilities. This goal will be accomplished by providing:

- *Dispensing of prescribed medications for ongoing problems provided they arrive in their original packaging.*
- *First Aid for minor injuries and illnesses*
- *Referral to outside medical resources for all other injuries and illnesses*
- *Education of staff to promote general well-being among both campers and staff*

Medical care by a licensed nurse will be provided. Anyone requiring evaluation and treatment beyond the scope of this policy/plan will be referred to an appropriate facility and/or their own physician.

Stone Canyon recognizes HIPAA laws. Copies of this law are posted in easily accessible areas. Every

precaution will be taken to keep medical information confidential.

Information will be provided to instructors who live with campers on an as-needed basis. This is done in a simple code to further protect the confidentiality of the student.

Medical staff will receive camper health history information prior to campers' arrival to allow time for review. Incomplete forms or any concerns that arise after review can be addressed prior to the student's arrival.

Review of the staff forms will occur at the beginning of the season and whenever new staff is hired.

*It is important to note that all medications must be entrusted to the care of the Camp Nurse and kept under lock and key at the infirmary. **Under no circumstances can any medication (staff or camper) be left in the cabin.** This includes vitamins and aspirin.*

Campers should not be in possession of medications at any time. The only exception to this rule is the carrying of injectable epinephrine (epi-pens) and rescue inhalers. Campers are allowed to carry these after it has been assessed that they know how to use them without assistance. Medications should be checked in by the camp nurse. These will be reviewed and distributed accordingly.

HEALTH CARE

We expect the counselors to be aware of the health condition of each student assigned to their care. If ever a camper makes any type of complaint of not feeling well or indicating any situation involving a medical problem, use your best judgment and don't hesitate to bring the camper to the infirmary to be checked out by the nurse.

*In case of injury or serious illness, radio the infirmary immediately. No matter what your feelings about the validity of the complaint, never take a chance. **If you have an opinion about a medical situation, please do not attempt to make a diagnosis.** The only people authorized to diagnose a medical situation is the camp nurse.*

If any of the following symptoms appear, we expect the counselor to make sure the student reports to the infirmary at the earliest available time.

- Do they complain about earaches, headaches, constipation, diarrhea or sore throat?
- Are there any signs of skin rashes, abrasions, infections, sunburn?
- Has the child lost their appetite?
- Is the child irritable? Are they getting enough sleep?
- Does their face seem flushed?
- Are their eyes inflamed?

MIDDLE OF THE NIGHT

Should a camper in your cabin get sick in the middle of the night and require medical treatment, radio the on-duty admin and the nurse to transport the student to the infirmary.

PLEASE DO NOT:

- Let children go up to the infirmary by themselves, regardless of age.
- Leave a camper at the infirmary without making the "hand off" to the nurse.
- Leave the cabin to bring a camper to the infirmary.

EMERGENCY HOSPITAL TRANSPORTATION

Stone Canyon designates any admin's vehicle as an "emergency camp vehicle."

Ensure that the student has seen the nurse for immediate medical treatment. Should the nurse feel that hospital attention is required, the Director will be notified of the situation and we will arrange to transport the student.

A member of our admin staff may be asked to drive a car to the hospital. A copy of the camper's medical form will be provided to the staff member to bring to the hospital.

The nurse will decide if 911 needs to be called depending on the type of injury. If the nurse is not immediately available and you need to call 911, it is important that you report: type of injury, condition of the victim, age of the victim, and specific location of the injured person within 12163 South Perry Park Rd, Larkspur, CO. Administrative staff will make further arrangements as necessary.

BLOOD BORNE PATHOGENS PROTOCOL

All staff will be trained on the use of biohazard kits. Proper protocol and post incident instruction are discussed in detail.

Biohazard Kit available includes:

1. Rubber gloves
2. Masks
3. Eye protection
4. Absorbent Powder
5. Trash Bags
6. Spray bottle with 1 part bleach to 10 parts water
7. Hand Sanitizer

CONTAGIOUS DISEASES

Camps are well known breeding grounds for contagious diseases. We've found that sickness can be kept to a minimum by discouraging the campers from sharing drinks, sandwiches, towels and other items where germs are likely to be present and transmitted. Please be aware of the camp sanitary procedures for dealing with blood, urine, vomit and situations when individuals come in contact with another's bodily fluids.

ACCIDENT PROTOCOL

What to do in the event of an accident:

- Provide Secure Care for the Injured.
 - First, make sure you are safe and the surrounding area is safe.
 - You are certified in CPR and First Aid. Use your training. Assess and if necessary triage the injured. Provide immediate care to those who need it most. If other staff are present, ask for assistance and, if onsite, radio the Nurse. The Nurse will arrive immediately with any further first aid supplies to the scene if needed.
- Supervise the uninjured.
 - Guide the rest of the group to a safe place away from the accident or instruct another staff member to do so.
 - Take a head count and make sure everyone is accounted for.
 - Comfort and reassure the group.
 - Assess each person again for injuries.
 - Keep them together and out of harms way.
- Know Whom to Notify in an Emergency

- **If the victim loses consciousness or is seriously injured, declare 'code red' twice over the radio. Wait for a response, then go to channel '2' to wait for further instructions.**
- If the accident is in the vicinity, a gator will be dispatched to the scene.
- Calls to parents will be made from the main office.

WORKER'S COMPENSATION

If you are injured on the job you must report it immediately. The camp nurse will then assess what type of attention you need. If necessary, the appropriate health insurance paperwork will be filled out. You are responsible for having a Health History form and a copy of your medical insurance card on file. See Workman's Comp section above.

CHILD ABUSE

Stone Canyon supports and maintains an environment that is free of child abuse and neglect. The Child Abuse Prevention and Treatment Act ("the act") defines child abuse and neglect as "the physical or mental injury, sexual abuse as exploitation, negligent treatment or maltreatment of a child under the age of 18, or the age specified by the child protection law of the state in question by a person who is responsible for the child's welfare under circumstances which indicated that the child's health or welfare is harmed or threatened.

The Act defines sexual abuse as the use, persuasion or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution or incest with children.

Child abuse and neglect are unlawful acts. It is against Stone Canyon policy for any volunteer or employed staff, either male or female, to physically, sexually or mentally abuse or neglect any camper.

Stone Canyon prohibits the taking of video or photographs inside cabins or any other situation, which may be deemed inappropriate by either campers or staff members.

In accordance with this policy, Stone Canyon will neither condone nor tolerate:

- Sexual abuse, as defined above, upon campers.
- Infliction of physically abusive behavior or bodily injury upon campers.

- Physical neglect of campers, including failure to provide adequate safety measures, care and supervision in relation to Stone Canyon activities.
- Emotional maltreatment of campers including verbal abuse and/or verbal attacks.

Stone Canyon employees are Mandatory Reporters and are required to report any violations of this policy. Stone Canyon will consider any of the above-mentioned prohibitions as the basis for immediate termination.

HOMESICKNESS POLICY

Every homesick child is an individual case requiring individual attention and sincere care. Homesickness should be treated quickly. If you have questions about homesickness, seek out a Stone Canyon administrator for help. There should be no campers crying for hours at a time with no steps being made to try to appease the child's concerns.

BE ALERT - Use your eyes and ears for any signs of homesickness. Possible signs are students who are:

1. Withdrawing from group activities, cabin time, or meal conversations.
2. Difficult getting their full attention because they are upset or wandering off.
3. Crying, complaining, or the camper is telling you or other campers that they are homesick, missing family, or just not feeling well.

IF YOU KNOW A CAMPER IS HOMESICK

1. Do not allow anyone to ridicule the student.
2. Listen to the campers' concerns.
3. Empathize with the campers' concerns; we have all been there at some point and time.
4. Let them know they are not alone and that it is normal to miss home.
5. Encourage the camper to find a buddy.
6. Try and engage the camper in activities to get their mind off of home.
7. Check in with the camper often to let them know you are there for them.
8. Talk with a Stone Canyon administrator to try and find out more information about where the camper is coming from. In extreme cases the parents may be called to find out more insights about the child.

IF THE STUDENT IS STILL HOMESICK BY THE FOLLOWING MORNING

1. *Only under rare circumstances would the child speak to their parents on the phone. More often than not, when a homesick child speaks to a parent, the situation becomes more difficult to handle. A Stone Canyon Administrator would always prepare the parent when a child will be calling home and give them advice on how best handle the situation.*
2. *Try not to take it personally when a child in your cabin gets homesick. NEVER try to solve the problem alone. Seek out help if you seem to be getting nowhere.*

If the child's homesickness is affecting the group continuously in a detrimental way, a parent may be asked, after 24 hours, to pick up their child. We always try to handle ongoing homesickness before dinner so as a parent would not have to drive to camp at a late of an hour.

PROGRAM PROCEDURES

DINING HALL PROCEDURES

KITCHEN USE

STAFF EXPECTATIONS FOR THE KITCHEN

- Staff must follow all policies and procedures when helping or using the kitchen. Staff may not eat food that is allotted for the camp kitchen. They are allowed to eat meals during the allowed serving times. Meals are not allowed to be eaten in kitchen.
- Staff must wash their hands; wear gloves and headwear when they are helping in the kitchen.
- Staff may not sit on kitchen surfaces or kitchen equipment, i.e. serving area, kitchen area, and dish area.
- Staff will not be allowed in kitchen during meal times due to safety hazards unless they are helping with meal service.
- When staff uses dishes from kitchen, they will be responsible for cleaning them. Please do not leave them there for kitchen staff to clean.
- If you are in kitchen during off hours please clean up after yourself. Not doing so will result in loss of kitchen privileges.

GENERAL DINING POLICIES

- Campers and staff sit by table groups and should stay at their table throughout the meal. Do not allow your campers to wander.
- Please be punctual.
- All meals are family style.
- **Do any of your campers need to take meds at breakfast, lunch or dinner?**
- Campers are not permitted coffee.
- Junior Counselors are allowed one cup of coffee during BREAKFAST only.
- Campers must always eat first.
- Campers and staff should not leave the dining hall hungry.
- It is important that we do not distract the kitchen staff during the meals. They are extremely busy. **BE FRIENDLY!**

HYDRATION

Please explain the **purpose** of this policy to the campers. To prevent dehydration (and the inevitable sickness that follows), campers and staff must drink water.

- Campers may have juice (at breakfast) after they

have had a minimum 1 glass of water.

- Campers **should** carry a water bottle with them from breakfast through dinner. After each meal, the water bottle should be filled from the igloos outside the dining hall or around camp.

DIETARY NEEDS

During orientation, we will prepare a list of all staff with special dietary needs. Kitchen staff will prepare enough vegetarians/ special meals for those staff members who are listed with dietary needs. If you have dietary needs, please indicate this so we may prepare the appropriate meal. We cannot have staff members deciding one meal they are vegetarian, dairy free, etc at one meal and not another. If you do not have dietary needs, please do not eat the dietary needs food – and vice-versa.

- If you have any suggestions on special meals, please do not be afraid to make these suggestions to the kitchen staff.
- Campers should inform kitchen staff prior to arrival of any special dietary needs. Kitchen staff will always have a gluten free and vegetarian option when required.
- Special dietary needs such as soy, nut, corn, Celiac Disease, or other extreme allergies will be addressed by our nursing staff, i.e. call parents, or parents will provide meals.

WHY DO WE SIT FAMILY STYLE?

As a camper, this is an important time period in the day. Why?

- Staff/Junior Counselors are required to ensure campers are eating properly at each meal. With the very wide range of activities at Stone Canyon it is simple neglect to allow campers to not eat something and drink 2 glasses of water during meals.
- It is the perfect time to check in with the campers... how was their morning? Did they enjoy their classes? What was their favorite activity? How are they interacting? Are they making friends? Is the cabin becoming cliquish? Is a camper becoming dominant? Is a camper quiet and not joining in the activities?

By paying attention, we will be able to see the natural interactions between campers and be proactive in working with your students to ensure they have the best week of the year! This is called ACTIVE SUPERVISION.

SERVING RESPONSIBILITIES

All staff members will be scheduled to help run meals when they are out of cabin.

- This requires you to get to the dining hall **before** the meal begins.
- Do not eat or drink while serving food. This is a State Law.

To keep campers and staff healthy, please follow the guidelines below:

Hand Washing

When:

- Putting on or changing gloves
- All of the following also require a change of gloves
- Using a restroom
 - Changing from handling from one food type to another i.e. veggies to meats
 - Sneezing, coughing, or using a handkerchief or tissue
 - Taking out garbage, trash or handling chemicals
 - Touching anything that may contaminate hands such as clothing, aprons, hair, face, body, and un-sanitized equipment work surfaces.
 - Eating, drinking, or chewing gum

Where:

- In the dedicated sink

How

- Hot water 120 degrees
- 20 seconds of lathering
- Dry hands with a disposable towel

GLOVES are required at ALL times while handling food items

Change Gloves:

- Before beginning a new task
- Before and after handling one food item and then switching to another i.e. meats to veggie's to cooked or ready-to-eat food
- If they become soiled or torn

Never have bare hand contact with Ready To Eat food RTE (i.e. rolls, baked desserts, salads.)

- ALWAYS wear gloves provided

Proper attire:

- Always wear a clean apron to start the day. If your apron becomes dirty replace it with a clean one.
- Aprons will not be worn outside of the kitchen area

- No Jewelry, false nails or nail polish should be worn while preparing food

Kitchen Health:

- Any volunteer/worker exhibiting any of the following symptoms should not participate in the meal preparation while the symptoms persist:
 - Fever, Diarrhea, Vomiting, Sore throat with fever or Jaundice
 - Diagnosed with a food borne illness resulting from Salmonella typhi, Shigella spp., shiga toxin-producing E. Coli, and the hepatitis A virus

PROFESSIONALISM

Please remember that you have an important role in camp. Campers look up to you. If you complain about the food this attitude will transfer to them. A simple comment can lead to negative comments regarding the food, variety and quality.

Be positive in all aspects of camp. The kitchen staff do an amazing job producing an average of 300 meals per day in a dining hall that is equipped for much less.

After a while, you may get a little tired of the "same old food". This attitude cannot be shared with the students. Any concerns or suggestions you may have about the food can be shared, in private, with the Director and always out of earshot of the campers.

DINING HALL ETIQUETTE

Counselors should remind the campers:

- Remind campers to use "pleases" and "thank-you's."
- Emphasize the importance of campers taking only what they can eat and finishing everything on their plate.
- Keep conversations to reasonable indoor voices and refrain from chanting or banging on the tables.

MEAL PROCEDURES

At the first meal counselors should be very clear with their campers about dining hall rules and regulations.

- Campers should remain seated for the entire meal. Only two campers from each table are allowed to get up at a time. This is to cut down on the dining hall congestion. They are allowed up only if:
 - A camper (and only the pitcher) up for water refills.

Stone Canyon Outdoor EdVentures Employee Handbook

- *A camper is getting leftovers (when available).*
- *A camper needs to use the restroom.*
- *They are clearing their table – only one camper should be carrying dishes to the dirty-dish area at any one time.*
- *Counselors should remain with their table for the entire meal. If an issue should arise that you need to be away from your table please inform the administrative staff.*

CLEAN UP

- *All food waste should be placed in landfill or compost buckets (located by the garbage cans) before being carried to the trash.*
- *All plates, cups, bowls and silverware should be stacked separately before being taken to window.*

- *Make sure there is no trash underneath tables and that tabletop is clear of debris. Wipe down the table with the rags on the clean-up station.*

DEPARTURE

- *Counselors should have students get ready while the students are seated at their table.*
- *All chairs should be pushed in.*
- *The table group should then go together out of the dining hall when their table has been called; students should not be waiting at the doors or milling around. Use the side doors for exiting the dining hall.*

RADIO ETIQUETTE

As Stone Canyon's grounds cover 99 acres; the radios are essential to maintaining effective communication among OE staff members. The following guidelines are placed in order to maintain effective radio use.

All staff will:

- Have radios on their person when working.
- Have radios turned to channel 1 during work hours.
- Have volume turned up.
- Completely charge their radio before work each day.
 - Radios must be off while charging.
 - Solid green light signals that charge is complete.
- Communicate professionally during work hours.
- Let admin know of any problems with radios.

Making calls:

- Press down the call button and wait a moment before speaking.
- State name and whomever is trying to be reached.
 - e.g. "Han to Chewie".
 - Wait for response
- If being called, respond to caller.
 - E.g. "Go for Chewie".
- For longer calls (anything longer than asking someone's location), change over to channel 2 in order to keep channel 1 clear for additional calls.

Designated Channels

- 1- Main channel
- 2- Channel for longer conversations
- 3- Zip line channel

Stone Canyon Radio Codes

- Code Yellow:** Wet pants
- Code Brown:** Poop pants
- Code Green:** Vomit
- Code Red:** Med. Emergency
- Code Leo:** Mountain Lion
- Code Goldilocks:** Bear
- Code Diamond:** Rattlesnake
- Code Blue:** Intruder/Stranger on property
- Code Amber:** Missing Child
- Code Orange:** Fire

Radio No-No's

- Interrupting a fellow staff member's call (calling someone immediately after someone else has made a call).
- Inappropriate topics/conversations.
- Using campers' last names over the radio.
- "Eavesdropping" on other conversations.
- Discussing major medical concerns, or any other serious concerns that may cause panic on channel 1.

****Remember you are responsible for taking care of your radio once it is issued. Instructors will replace lost/damaged radios (approximate cost \$260**)**

CABIN COUNSELOR RESPONSIBILITIES

A cabin counselor has the unique opportunity of getting to know their campers on a level that is not always possible in another setting. In living with the campers, their experience is in your hands! It is crucial that the cabin counselor immediately establish an atmosphere of safety and trust while maintaining an inviting and fun attitude toward cabin life. Inappropriate behavior stemming from an unruly cabin can transfer to their performance at meal time, free time and, most importantly, in the classroom. This can hinder you and other Stone Canyon counselors responsible for that child from providing a meaningful and educational experience for them at Stone Canyon. Therefore, instituting a fun, healthy and authoritative atmosphere in the cabin can make or break campers' learning experience. This list will help you guide the children towards an exciting, memorable and safe adventure at Stone Canyon Outdoor EdVentures!

- 1. Upon the campers' arrival at the cabin, give a tour and show them where all the bathrooms, showers, and storage for personal possessions and ask if anyone needs to use the facilities before sitting as a group to cover the rules.*
- 2. Have a "Cabin Meeting." Explain all the rules that are posted in each cabin and give them time to ask questions about anything they don't understand.*
- 3. Show the kids how to read their week's schedule. Show them where it will be posted so they will better know which activities they will be doing.*
- 4. Be sure that kids are prepared for the day. For example: make sure they have sunscreen, carry a full water bottle, wear appropriate footwear, have layers if needed, etc.*
- 5. Have your group at meal line-ups early so you can participate in songs and trivia. Remember to have fun, too! If the kids see that you are participating and having fun they are likely to do the same. Ask them questions about their morning or afternoon sessions!*
- 6. Counselors and staff will sit with their same table group at all meals. They should enjoy conversation and get to know each member of their group. Learn all campers' names as soon as possible! Also make sure they stay seated, reasonably quiet, maintain respect for other tables, listen when group announcements are made, and clean up properly. Making a cleanup duty and leftover schedule can avoid fighting over who goes first or who does what.*
- 7. Meet your cabin at your meeting area after morning and afternoon sessions. Never make your cabin wait on you, as it is a poor reflection on your leadership abilities.*
- 8. Always be with your cabin during free time. ALWAYS!!!*
- 9. To prevent the kids from becoming homesick, keep them active. Do not let them just sit around during free time. Play games, tell jokes or riddles or go on a short hike.*
- 10. Any harassment between campers in the cabin or anywhere on-site needs to be reported to Administration immediately. Stone Canyon does not tolerate disrespect between campers, and parents will be called in extreme cases. See homesick policy for other ideas and never be afraid to ask for assistance.*
- 11. Prevent discipline problems by being clear and fair with the entire group. See the attached behavior contract to be clear of rules and regulations for campers and report any violations to Administration. Be as clear as possible when filling out a behavior action form.*
- 12. If the kids have any disagreements try to resolve them before they become a serious issue. Discuss the problem with the kids and see if they can come up with reasonable solutions of any dispute.*
- 13. Remind the kids to brush their teeth and they must SHOWER! Overnight campers are required to take at least two showers while in attendance at Stone Canyon; one of these showers must happen on Thursday or later.*
- 14. It is crucial that the campers get ample sleep. Our schedule is very busy throughout the day and sleep deprivation can lead to sickness, misbehavior and impedes a campers ability to learn.*
- 15. Wake up campers with a minimum of 45 minutes of flag raising. This gives kids time to get ready for the day and be circled up for flag raising. Go over the schedule for each campers' day and make sure they have everything they will need for the entire day. Going back to the*

*cabin multiple times during the day can become time-consuming and inconvenient. **Ensure all students are dressed for the weather!***

- 16. Encourage the kids to conserve water by taking shorter showers and not letting the water run while brushing their teeth. And of course, turn all lights off except the outside light at night. Make sure the heat is never left turned up during the day and ensure windows and doors are shut when not in use. You don't want to meet any furry friends upon return to your cabin in the evening!*
- 17. Don't hesitate to ask for help you if you are frustrated or need a quick five-minute break. Any administrative staff or floater will be glad to relieve you if you need a moment.*
- 18. Notify the Administration Team of any inappropriate behavior or when you need any help with a homesick child or any illness that may occur.*
- 19. You may never leave a cabin group alone, so it is important to have your radio in the cabin and charged at all times.*

Have FUN! You have an awesome job and these children will idolize you forever.

NIGHT DUTY RESPONSIBILITIES

Night Duty is performed by an overnight Admin staff

- *Make sure lights are off in Base Camp before dark.*
- *Walk through the dining hall and make sure all doors are shut and all lights are turned off and the doors are locked at the end of the night.*
- *Check to make sure the front gate is closed.*
- *Be at Base Camp to help quickly get kids and counselors off to their cabins.*
- *Help Nurse to round up kids that forgot to get their medication. Remind counselors to send any campers needing to see the nurse before heading to cabin.*
- *Check on each cabin after 9:45 pm to ensure lights are out and counselors are doing fine*
- *Answer all radio calls from staff. Assist the counselors in every way possible.*
- *Keep your radio on and close by all night. In case of an emergency.*
- *Make sure Base Camp is cleaned and set for the following day.*

DISCIPLINE AT Stone Canyon

Stone Canyon implements a Three Strike discipline system to ensure a successful and safe experience for all students. On arrival day, all campers attend an orientation in which Stone Canyon's rules and expectations are highlighted to set up students for a positive trip, including the "3 R's of Respect": respecting themselves, respecting others and respecting the environment. While we hope to change negative behaviors using other methods, there are times where it is necessary to implement this discipline system. When any strike is earned the student, their counselor and a Stone Canyon administrator will talk about how their behavior can improve.

- The 1st Strike is a warning. The camper will also be informed that if they earn a 2nd Strike, they will be talking with their parents about their behavior.
- A 2nd Strike is issued if a campers' behavior does not improve. The camper will call their parents

to explain their behavior. Also, the counselor and a Stone Canyon administrator will discuss possible consequences such as missing out on an activity or writing apology letters to those affected.

- Finally, if a camper earns a 3rd Strike, the Director will call the camper's parents to inform that they need to pick up their child from camp.

Please be aware that while the Three Strike discipline system is a progressive system, there are instances that will merit an automatic 3rd Strike and removal from camp. Such instances include, but are not limited to, fighting, sexual or verbal harassment, and hazing.

Stone Canyon WELCOME SPEECH

Welcome to Stone Canyon! While you are here you will have a blast learning and exploring in the Rampart Range. Since you will be living here at Stone Canyon for the week, we have some simple tips and rules that will help you have a safe and fun time here at Stone Canyon.

The most important rule at Stone Canyon is RESPECT. We respect 3 main things:

1. **OTHERS:** This includes your counselors, all Stone Canyon staff, and your fellow students.
2. **OUR ENVIRONMENT:** This includes the natural environment (trees, plants, animals, etc.) as well as the physical environment at Stone Canyon (Buildings, cabins, class materials, etc.)
3. **OURSELVES:** wear sunscreen, get lots of sleep, drink lots of water, wear weather-appropriate clothing, etc.

The easiest way to be respectful is by making SAFE and SMART decisions and by listening to your instructors.

If you have trouble following these rules, we have a three-strike policy.

Strike 1: Your counselor will discuss with you why your behavior is unacceptable. The Head Boys/Girls Counselor will be notified of your behavior.

Strike 2: If you continue to make poor decisions about your behavior and get a second strike, you will meet with the Head Boys/Girls Counselor and they or the Director will make a phone call home to your family. You will need to let them know about your choices and inform them that if you continue to choose negative behaviors they will have to come pick you up. You may also miss an activity.

Strike 3: Your third time of making a poor decision will earn you a third strike. If you earn three strikes you will be sent home. At that time, your folks will have to drive to camp immediately to get you, even if it's the middle of their workday or the middle of the night. I bet it won't be a pleasant ride home.

ZERO TOLERANCE RULE: Absolutely no violence, physical or verbal. Physical violence includes play fighting as well as an actual physical fight. Verbal violence includes making fun of someone, name-calling, using profanity, racial or sexual slurs and gossip. These are grounds for a possible immediate 3rd strike and dismissal from Stone Canyon.

TAKE AWAYS: Talk with the students about the experience they are going to have. Encourage them to think about when they can take back with them and the positive things they can bring back to their lives outside of camp.

CONTRABAND:

When you get to your cabin your counselor will ask you to turn in any items you brought that should not be here. The director will hold these items and give them back when you leave. Things you need to turn in include any food or drink items (water bottles are okay), electronic devices (no phones, game systems, music players, etc.), medications (even vitamins: the nurse will keep them in the infirmary if you need to use them.), or anything else that may get you in trouble later, if we find it. If we find you have these items later in the week you may receive up to two strikes - One for the illegal item and one for lying.

HOUSING INFORMATION

HOUSING POLICY

We hope you make yourself at home and enjoy living in your fabulous new home. While you are living here, please remember your home is Stone Canyon property. The staff house needs to be tenderly loved and treated with respect. The following are a list of housing rules to help you make this house your home. Thanks!



- Absolutely **NO SMOKING** or **DRUGS, including marijuana**, are allowed in the house by any housemates or guests. This is grounds for immediate termination.
- Houses need to be ready for inspection once a week, on Monday at 8:00am. This includes vacuuming, dishes, cleaning counters, taking out the trash/recyclables to the large bins, cleaning bathroom showers and toilets, and clearing any personal belongings out of main house areas.
- No changing or painting on any surfaces on or within the houses.
- No stickers on paint surfaces. No duct tape on paint surfaces.
- **Conserve energy!** Turn lights off when not using a room, keep windows and door closed when heat and air are in use, wash full loads of dishes and clothes, and turn off the water when you brush your teeth.
- Keep thermostat at a normal level. The thermostat should not exceed 70 degrees at any time.
- Keep all food packaged. Do not leave any food out on the counter at any time.
- Do not leave dirty dishes anywhere around the house. If you use a dish, wash it!
- Take shoes off when you enter the house. No exceptions!
- No co-ed rooms.
- Inform the director of any problems in the house so that they may fill out the appropriate maintenance request form in a timely manner.
- Storage is not permitted in the house shed, unless approved by the Director.

- Internet service is provided in each house. **Do NOT abuse this policy by downloading illegal or copyrighted material!**
- The Director and your roommates must clear overnight visitors to your house. Upon approval, visitors may stay in staff house for no longer than one week.
- Have FUN!

HOUSING LEAD RESPONSIBILITIES (LEAD INSTRUCTORS)

- Make a chore schedule chart that includes all house members, with all necessary chores in a logical weekly rotation for the season. Post the chart where everyone can see it.
- Meet with the Director as needed to discuss housing issues as they arise.
- Call On-Site Administrator with any emergencies or snow issues.
- Ensure that house members are performing their chores by Sunday evening every week. If people go out of town until late Sunday, chores should be done before they leave for the weekend. Please let the Staff Coordinator know if people are not doing their chores.
- Monitor the thermostat, ensuring that temperature is always between 68-70 degrees. Ensure that doors and windows are closed when heat is in use.
- Report any house rule violations to the Director.
- Turn in any maintenance request forms to Director. Only the house manager is allowed to do this.
- Make sure the house is stocked with provided supplies at all times (Toilet paper, cleaning supplies, laundry detergent, light bulbs, etc.)
- A member of the Administrative Team will make weekly house checks on Monday mornings. This is to ensure that the chore schedule is posted with all names and chores and to see they are being done on a regular basis. Chores not done by a house member will be duly noted to the house manager as well as other suggestions. It is then the responsibility of the house manager to communicate with that house member.
- Lead by example to respect the house.

APPENDIX A

- Principals of Experiential Learning
 - Instructing Guide
 - Housing Contract
 - Gator Policies

PRINCIPLES OF EXPERIENTIAL EDUCATION

The principles of experiential education practice are:

- *Experiential learning occurs when carefully chosen experiences are supported by reflection, critical analysis and synthesis.*
- *Experiences are structured to require the learner to take initiative, make decisions and be accountable for results.*
- *Throughout the experiential learning process, the learner is actively engaged in posing questions, investigating, experimenting, being curious, solving problems, assuming responsibility, being creative, and constructing meaning.*
- *Learners are engaged intellectually, emotionally, socially, soulfully and/or physically. This involvement produces a perception that the learning task is authentic.*
- *The results of the learning are personal and form the basis for future experience and learning.*
- *Relationships are developed and nurtured: learner to self, learner to others and learner to the world at large.*
- *The educator and learner may experience success, failure, adventure, risk-taking and uncertainty, because the outcomes of experience cannot totally be predicted.*
- *Opportunities are nurtured for learners and educators to explore and examine their own values.*
- *The educator's primary roles include: setting suitable experiences, posing problems, setting boundaries, supporting learners, insuring physical and emotional safety, and facilitating the learning process.*
- *The educator recognizes and encourages spontaneous opportunities for learning.*
- *Educators strive to be aware of their biases, judgments and pre-conceptions, and how these influence the learner.*
- *The design of the learning experience includes the possibility to learn from natural consequences, mistakes and successes.*

Instructing GUIDE

A PROFESSIONAL CAMP COUNSELOR ALWAYS...

- **Respects the campers.**
They are the most important people in camp. Show respect to earn respect.
- **Practices “Active Supervision”.**
Ensuring all campers are engaged and / or participating in the current task / activity.
- **Displays positive behavior.**
- **Learns and uses the campers name.**
Do not nickname the campers. One trick to remembering a campers’ name is to repeat it back to them once they have introduced themselves.
- **Gets down to the campers’ level and listens not only to the words, but also to the feelings of the camper.**
Reinforce by repeating what you have heard and understand. Also ask the campers to repeat back to you what you said or asked for or just instructed. Take care to do this in a way that does not humiliate them in front of other children. Ask open-ended questions. Often this helps the camper to solve their problem, or arrive at the “right” conclusion. “Squat with tots, lean with teens”.
- **Models the behavior expected from the campers...**
Punctuality, dress appropriately (specialties, electives and evening events, etc.), manners, following established cabin rules. If it’s “do as I say,” it also has to be “do as I do.”
- **Be consistent.**
In the application of rules, in the treatment of all campers, in scheduling shower time, etc.
- **Uses mistakes as opportunities to learn.**
Don’t make the camper feel that his mistakes are sins. The behavior is bad. Focus on the behavior not the essence of the camper. Never make the camper feel small or inconsequential. Sarcastic humor won’t endear you to the campers and won’t get them to do what you want. Don’t correct the camper in front of other campers if possible. Don’t ever think that it is beneath your dignity to apologize to the camper.
- **Allows for transitions:**
 - *Allow a 3-5 minute warning - do countdowns.*
 - *Problem with tardiness? Always late? Set the alarm clock forward 5 minutes.*
 - *Allow or build in extra time*
- **Uses the same phrases and order of events for cleanup and similar kinds of activities.**
Realize that experience is 10 times more effective than words. Be as “concrete” as possible. Keep your instructions simple.
- **Gives immediate, positive feedback.**
Be specific with praise. Don’t let your praise lose its quality and value. Build your camper’s self-esteem. Catch the camper doing something right! Make “deposits” in your relationships with your campers. Genuine praise, a “Pat on the back” or a “high five” is a great boost to a camper in building self-confidence. Be free, but genuine with your praise.
- **Allows “down time” for campers to decompress.**
Prompt them to do so. Don’t expect campers to do this on their own.
- **Anticipates:**
Observe which times are most stressful for your campers (e.g., cabin cleanup, rest hour, evening, getting ready for bed) and build strategies to deal with or get extra help during those times.
- **Encourage campers to participate.**
Participation is itself a great reward. Recognition of success that follows will be an even greater reward. Everyone can be successful at something; you can put that “something” within reach of every camper.
- **Knows exactly where each of their campers are, and who they are with.**

AN UN-PROFESSIONAL CAMP COUNSELOR

- Congregates and socializes with co-counselors, planning for nights off and days off taking precedent over actively supervising the campers and the campers' best interests. Campers become an intrusion on their summer!
- Discusses personal problems or experiences in front of campers. Also, keeps camper's apprised of all camp **gossip** regarding other staff and personal relationships. Discreetly and privately are two words not in their vocabulary.
- Encourages campers to "do as I say" while breaking the rules.
- Hangs-out with their favorite campers.
- Takes great pleasure in labeling the bad kid, and does not care who knows about it.
- Sets their world right by explaining in great detail how bad things are and explain to people who cannot make change how they would run the camp differently without using the chain of command and never asking for help!
- Does not learn their campers' names and does not show any sign of interest in knowing the campers as an individual.
- Believes in the Lord of the Flies mentality - That camper's will find their own order.
- Brings their own food to camp "because the food here sucks".
- Upon the camper's arrival, explains that they can do what they want as long as they don't get caught and don't disturb them while they are sleeping.
- Uses threats, poor language, size and sarcasm.
- Succumbs to Regressive Pull – lowers their maturity level to the campers' maturity level.
- Repositions safety equipment or staff to make things easier, without thinking about the consequences.
- Disregards and / or disrespects their supervisor.
- Does not ask questions or ask for help.

GUIDELINES FOR CAMPER INTERACTION

- It is the duty of each counselor to provide the best instruction and leadership through knowledge, understanding, and applied ability.
- Each counselor is here for the campers. Work can be rewarding and enjoyable if the campers' best interests are kept in mind.
- Do not discuss personal problems or experiences in front of any campers. Do not discuss other staff and personal relationships in front of campers.
- Remember, your example is what the campers will follow. You should always be a role model.
- Encourage campers to participate; participation is itself a great reward. Recognition of success that follows will be an even greater reward. Everyone can be successful at something; you can put that "something" within reach of every camper.
- Instructor should ALWAYS follow the bathing suit rule. A staff member should never touch a camper in any area of their body that is or could be covered by a bathing suit.
- Genuine praise, a "Pat on the back" or a "high five" is a great boost to a camper in building self-confidence. Be free, but genuine with your praise.
- Children are praised less frequently when they do things right (as opposed to criticism when they do it wrong). Recognize positive moments.

Catch the campers doing something right every day.

- People judge our program by what they see. A well-organized activity can have a very positive impact.
- Remember, we are constantly in the public view, both on and off-property.
- Never discuss a camper with anyone other than involved staff members or administrative staff. Discuss problems discreetly and privately. Be careful when referring to campers in public places; never use their last names.

Be professional at all times with regard to your job.

- If anything out of the ordinary occurs, discuss it with the Director so as to avoid misunderstandings and exaggerations. Always fill out an incident report form.

- Be constantly aware of each camper as an individual and know their interests. Do not let them get lost in the group, but make them feel a part of it. Refer any serious problems to the Director.
- Public relations are an important part of our job. Go out of your way to be courteous to everyone with whom you come in contact. Greet your campers' parent's and when possible keep them informed about their campers' stay.
- Upon the camper's arrival, it is important to try to be more than a campers' "friend" as this will come naturally from mutual respect. Be fair with the campers. Be honest and lead them with enthusiasm.

"WHAT MAKES A DIFFERENCE" (WHEN WORKING WITH CHILDREN)

By Bob Ditter

1) Countdown: Children lose track of time easily. Giving them a five-minute warning before the end of a period helps them make the transition easier.

2) Allow the children to be "experts": Many children come to camp with a lot of knowledge about hobbies, sports - even about camp, having come back several years in a row. Allowing children to show off what they know - acknowledging their expertise - helps them to feel a sense of mastery and is a great way to establish mutual respect.

3) Listen: Most children are so used to adults not listening to them that they will be impressed when you do! Feeling unheard (or misunderstood, which is just another form of feeling unheard) is one of the worst feelings there is.

4) Share your "self": Sharing your own experiences in appropriate ways helps children see their own experiences as more normal. Besides, children seldom have the opportunity to engage with adults in meaningful ways. Camp is a place where this can happen!

SAFETY ISSUES - EMOTIONAL AND PHYSICAL

1) Keep boundaries: This means that while it is great to share your own experience (like if you were once homesick or afraid to try something etc.), news about your private sexual or romantic life is not appropriate to share with your campers (even though they may be curious about it and

ask you!) The other side of this is respecting distance that campers may need. What campers share with us about themselves is privileged. When we don't respect that, we lose their trust.

2) Set limits: As you may have heard children don't have such good "brakes". What that means is they often do not know when to stop. Setting limits means helping a child take "no" for an answer! (Remember: When children feel out of control, they do not feel safe - and someone may get hurt)

3) Allow children to "save face": What children fear more than anything else is being humiliated - being made to feel small. If you characteristically deal with children in such a way that you leave them feeling this way, they will resent you and stop listening to you.

4) Acknowledging growth, change or adaptation: "You know Billy, you've really come a long way! You haven't been afraid all this week!!" "Sally, three days ago you wouldn't have been able to say that!" Children need to hear us notice they are growing up!

TIPS FOR CABIN COUNSELORS

Regardless of how hard you try to make your campers cooperate and work together, you may find yourself frustrated if the only ways you use to get your kids to do the things you want them to is to NAG, THREATEN, or BRIBE. There are some POSITIVE TACTICS you can utilize. Keep in mind though, no single technique works every time.

1. Establish a rapport with the camper. This involves seeing things from the camper's perspective. For instance, teens will often magnify the smallest thing, and may be devastated by actions that you will shrug off.
2. Realize that experience is 10 times more effective than words. Be as "concrete" as possible. Keep your instructions simple.
3. Ask open-ended questions. This will often help the camper to solve his own problem, or arrive at the "right" conclusion.
4. Build your camper's self-esteem. Catch the camper doing something right! Make "deposits" in your relationships with your campers.
5. Be specific with praise. Don't let your praise lose its quality and value.

6. *Lead by example. If it's "do as I say," it also has to be "do as I do."*
7. *Never make the camper feel small or inconsequential. Sarcastic humor won't endear you to the campers and won't get them to do what you want.*
8. *Don't correct the camper in front of other campers if possible.*
9. *Don't make the camper feel that his mistakes are sins. The behavior is bad.*
10. *Focus on the behavior not the essence of the camper.*
11. *Don't be inconsistent.*
12. *Don't ever think that it is beneath your dignity to apologize to the camper.*
13. *If you do resort to bribery (e.g., pizza from town, etc.), make sure that you promise something that you really can do or supply.*
14. *Use countdowns: Give 5 – 10 minute warnings for lights-out, leaving the cabin, end of the meal, etc.*
15. *If you have a "slow" cabin, build in extra time (prompt these children to start earlier) to be on-time.*
16. *Keep the MORE DIFFICULT child closer to you (at meals, in line-up). Close physical proximity helps make your routine consistent.*
17. *Use the same phrases and order of events for cleanup and similar kinds of activities.*
18. *Give immediate feedback. Make your feedback positive.*
19. *Use touch when talking to them or instructing them. Hand on shoulder, upper arm or upper back.*
20. *Ask them to repeat back to you what you said or asked for or just instructed. Take care to do this in a way that does not humiliate them in front of other children.*

In summary when living in a cabin:

1. *Always explain the rules.*
2. *Always apply the rules.*
3. *Be consistent in your treatment of all children.*
4. *Model the rules.*

5. *Smile and most importantly...*
6. *Ask for help. If you need a break, if you are dealing with a child's difficult behavior... YOU ARE NOT ALONE!*

TOP 21 THINGS CAMPERS SAY THEIR FAVORITE COUNSELORS DO AT CAMP

This survey was done on the feedback of campers from multiple camps through the American Camping Association.

1. *Spend time with them even when they don't have to.*
2. *Sit and talk with them, taking an interest in what they say (listen!)*
3. *Discipline with respect (take them aside when possible, avoid teasing, avoid humiliating them)*
4. *Sing, laugh or talk with them on the way from place to place.*
5. *Think up fun or crazy things to do with them.*
6. *Are actively involved in camper activities (Cheer! Play! Encourage!)*
7. *Are enthusiastic - they focus on the positive.*
8. *Show them what they want by doing it themselves - fold or put away clothes with younger kids. Drink water at the dining table and wake up on time.*
9. *Participate in clean up.*
10. *Read to them at night.*
11. *Make sure children go to bed having been listened to/validated.*
12. *Stay in the bunk until the last problem is solved.*
13. *Will wait ten minutes when a friend (peer) needs the time to help a camper.*
14. *Get up out of bed to get the kids up in the morning.*
15. *Make sure kids all have food before they start to eat.*
16. *Give kids choices (within reasonable limits)*
17. *Often place themselves in the middle of a group of campers. Use inventive or creative ways to help each camper be part of the group.*
18. *Tell them when they are going have time off and when they will be back again.*
19. *Address them by their first names.*
20. *Praise the group. Be specific in your praise.*
21. *SMILE A LOT. 😊*

Stone Canyon Outdoor EdVentures Housing Contract

Property

Stone Canyon, (Landlord) and _____ (Tenant) agree as follows:

The following property is included: dishwasher, refrigerator, microwave, oven/stove, clothes washer/dryer, house computer, dressers, beds, living room furniture, TV, and kitchen supplies/utensils.

Term

Landlord agrees to rent to Tenant/Tenants provided that said Tenants take care of the property and all property items inside the house/surrounding land.

The term begins on _____ until _____ for the Stone Canyon season. Either party may terminate the tenancy by giving written notice to the other at least 1 hour prior to the intended termination date, subject to any applicable local laws. Such notice can be given on any date.

Rent

Stone Canyon instructors are not responsible for rent during the listed dates above as this is included in compensation while currently employed at Stone Canyon.

Security Deposit

Tenant agrees to have \$150 deducted from the staff training paycheck to cover the housing security deposit. All or any portion of the security deposit may be used, as reasonably necessary as follows: 1. Repair damages, excluding ordinary wear and tear, caused by tenants or by a guest or licensee of tenant. 2. Clean premises, if necessary, upon termination of tenancy. 3. Clean premises for smoke damage. 4. Replace or return personal property or appurtenances.

Within one week after tenant vacates the premises, landlord shall: 1. Furnish tenant with an itemized statement indicating the amount of any security deposit received and the basis for its disposition, and/or 2. Return any remaining portion of security deposit to tenant.

Parking/Neighbors

Tenants will park not park on any roads or fire lanes. Tenants will respect roommates right to peace

Storage/Garage

Storage is not permitted on the premises. Tenants are not to access the storage shed without verbal permission from the director or any of the property stored inside the storage shed.

Smoking/Drugs

Smoking is prohibited in house or around the property. This includes the use of hookahs. Drug, including marijuana, use will not be tolerated on any Stone Canyon property. Drug use will lead to immediate dismissal. Alcohol in moderation is allowed when Stone Canyon has no guests on site and bottles may not be left outside the house and must be recycled in a timely manner.

Cleaning

Tenants agree to abide by the weekly cleaning schedule and leave the house clean and orderly upon termination of employment. Tenants understand that weekly inspections will occur by the landlord to ensure cleaning schedule is being followed.

Disregard for the cleaning schedule and expectations may result in disciplinary action.

Visitors

Stone Canyon employees are allowed to have out of town visitors to houses upon one-week notification to Director of Stone Canyon and informing roommates of guests. **Guests in houses may stay no longer than one week.** If your visitors cause damage to the houses, you will be held responsible. Under no circumstances may people from other camps in the area shower and cohabitate in your houses. Housing at Stone Canyon is a privilege and any abuse of this policy will result in immediate dismissal from your house.

Pets

Pets are not permitted. Therapy animals must follow policies and regulations set in place by Douglas County School District

Cohabitation

Bedrooms need to be shared by same gender employees. Couple cohabitation is left to the discretion of Stone Canyon Administration.

Keys

Each tenant of the house will receive a key to keep the house locked. Loss of key will result in a \$15.00 lock change fee. It is advisable for the safety of your house and belongings that your house is kept locked at all unoccupied times. Stone Canyon is not responsible for any lost or stolen personal items.

Repairs/Upgrades

Tenants are not to make any repairs or upgrades. Tenant is required to notify landlord for any and all repairs or modifications.

Tenants may not use duct tape or any other material (i.e. permanent stickers) to hang items that strip paint from walls and doors.

Utility Usage

Windows and doors are to be kept closed when heating is on and thermostat must be kept no higher than 70 degrees.

Departure

Upon departure from house, Tenants personal belongings must be removed from house entirely.

If tenant is returning the following season, personal belongings must be boxed up and stored according to the director's instructions. If belongings are not boxed up, all loose items will be thrown away, including those in the common areas.

Trash Service

Tenant will be supplied with one trashcan and trash is to be placed in the large garbage container. No trash may be left outside of the house or on the porch.

I understand that on-site housing is a privilege and not an obligation for Stone Canyon to provide for staff. I may occupy the said property as part of my compensation from Stone Canyon. I agree to inform the director of any damages I may cause or that may be caused by other Tenants within 24 hours. Any damages will be taken out of my final paycheck, if necessary.

House Location: _____ Date: _____

Tenant (signature): _____

Landlord (signature): _____

Stone Canyon Outdoor EdVentures Gator Policy

Use of private cars on property at Stone Canyon is highly discouraged. In order to get around camp, we utilize a gator. This policy is created to ensure safe operation of the gator on the Stone Canyon Outdoor EdVentures property. Failure to operate any vehicle in the safe manner described below will result in immediate disciplinary actions.

1. Before operating gator, operators must complete an orientation on the equipment safety rules.
2. The gator is to be used for the operation of programs only.
3. Any activity deemed horseplay involving the gator will result in suspension of driving privileges.
4. Passenger capacity should be limited to the number of seats provided in the vehicle.
5. Driver and passenger must remain seated while the vehicle is in motion.
6. Keep hands, feet, and arms inside the gator at all times.
7. Pedestrians have the right of way. Reduce speed when approaching pedestrians.
8. Prior to backing up, the driver will do a visual inspection to ensure nothing is behind the gator.
9. Use only on Stone Canyon grounds. Gators must not be operated along public roadways or sidewalks.
10. No texting or operating cell phones while operating the gator.
11. Do not drive the gator while taking medication if the label or your doctor advises against it.
12. Driving the gator more than the speed limit or as instructed is prohibited.
13. Reduce vehicle speed to acceptable limits on wet, icy, snow covered or uneven surfaces.
14. Drivers must be responsible, use good judgment and maintain safe speeds at all times.
15. No unauthorized personnel shall be given rides.
16. Drivers are to drive carefully, be courteous and yield to pedestrians.
17. Instructors must obtain permission before using the gator.
18. The key must not be left in the gator. Always remove the key to prevent guests from taking the vehicle.

I acknowledge that I have read and received a copy of the Stone Canyon Outdoor EdVentures Gator Polies and will comply with these guidelines.

Signature: _____

Date: _____

Print Name: _____