

THIS HANDBOOK BELONGS TO:

Skylake

2022 Staff Handbook

THIS IS GOING TO BE THE MOST
MEANINGFUL SUMMER OF YOUR LIFE!

Skylake Yosemite Camp

since 1945



HISTORY & PHILOSOPHY

Skylake was founded in 1945 by Wendell and Ruth Howe. The camp was originally a boy's camp located at Lake Tahoe. The camp was relocated to Bass Lake in 1959. John Howe assumed the Director role in '70's and continued as the Director through 1994.

In 1995 Jeff Portnoy and Charles Gold purchased Skylake. Jeff's children Adrienne and Jessica, along with Charles' children, Matt and Wendy, had all attended Skylake as campers. Jeff Portnoy became the director in 1995 and continues today as the Executive Director. Adrienne Portnoy Durgin and Jessica Portnoy Sonka are now the Co-Directors.

Skylake is the epitome of a traditional children's summer camp. Skylake continues to offer a traditional summer camp experience the same as children have experienced in America since the 1940's. We are "old-fashioned" by design. It is this traditional philosophy that provides the framework for all our camp policies that includes no cell phones and no screens.

What is not old fashioned or dating from the past, is the Skylake vision and commitment on Diversity, Equity, and Inclusion. Every member of the Skylake family, whether it be staff, camper, or parent, shall be a valued and respected member of our community. Skylake is a "safe zone" for all its members.

MISSION STATEMENT

Skylake shall seek to provide an environment where every camper experiences the joy and freedom of being in a community of total support. Skylake shall be a place where campers and staff experience the magic of the mountains, create memories and friendships, and develop their own sense of identity.

CORE VALUES

Skylake is a traditional summer camp which allows children to slow down and just be kids-low tech, low key, and high fun. A world away from fast paced pressures of school, technology and growing up too fast. Most importantly, a place to build relationships and a place to learn it is our differences that make us a better community.

"My being here does not make me a hero to the kids. It does however give me the opportunity to become one. I have a choice to make this summer."

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"If a child is to keep alive that inborn sense of wonder, that child needs the companionship of a least one adult who can share it, rediscovering with the child the joy, excitement and mystery of the world we live in. I am going to be THAT adult this summer."

Notes:

Skylake Cabin Structure & Daily Schedule

VILLAGE GROUPS (By grade just completed)

GIRL'S CAMP		BOYS' CAMP	
CHICKADEES	1 - 3	CHIPMUNKS	1 - 3
WARBLERS	4 - 5	BOBCATS	4 - 5
TANAGERS	6 - 7	BEARS	6 - 7
SENIOR	8	SENIOR	8
CILT I	9	CILT I	9
CILT II	10	CILT II	10

DAILY SCHEDULE *A day in the life*

7:15	Reveille
7:45	Morning Flag
8:00	Breakfast, Cabin Clean-Up, & Health Check
9:00-Noon	Structured Activity Periods
12:15	Lunch
1:15-2:30	Siesta
2:30-4:30	Cabin Group Activity or Swim Call
4:30	Shower Time & Shasta Call
5:45	Flag Retreat
6:00	Dinner
7:00	Twilight Sports
8:00	Campfire
9:15	TAPS & CILT Activities
10:15	All Campers in Cabins for the Night
12:00	Camp Closed

ADMINISTRATION AND STAFF STRUCTURE

Skylake employs 56 cabin counselors, 6 trips staff, 3 cooks, 16 kitchen assistants, 2 housekeepers, two office staff and the following camp administrators: 2 Directors, Kitchen Manager, P.M. Director, Head Girls Counselor, Head Boys Counselor, Waterfront Director, Program Director, P.M., Trip Staff Director, and Office Assistant(s).



Job Description - Camp Counselor

Notes:

PRIMARY JOB ELEMENTS *(All four will apply to YOU)*

- A. ROLE MODEL
- B. COUNSELOR AND CO-COUNSELOR
- C. ACTIVITY COUNSELOR
- D. CAMP SUPERVISION

A. YOU ARE A ROLE MODEL

The most important aspect of your job is that you are a role model for the campers. Campers are watching everything you do and say. It is important that every minute that you are visible to the campers that you demonstrate the qualities for which you were hired. Fairness, sense of humor, no favorites, no obscene language or gestures, a sense of fun and adventure, are all examples of the qualities you should be displaying. Sarcasm is not appropriate with young children.

B. CABIN COUNSELOR AND POD COUNSELOR

There are 16 cabins in Boy's camp and 16 cabins in Girl's Camp. Each cabin will have one assigned primary counselor. There will also be assigned a POD Counselor for each cabin. Assignments usually change every two weeks. Be prepared to be moving cabins every two weeks. The Pod Counselor may be assigned to multiple cabins.

TWO KEY RESPONSIBILITIES

- Be a constant advocate on behalf of your campers. Make sure they accomplish everything during their camp visit that you believe they want to.
- Build a family. Create a safe place where all your campers feel listened to and share in the group living experience.

DAILY ROUTINE

- **Reveille** - You should be the first one up, helping your campers get ready for the day.
- **Dining Hall** - All meals at Skylake are very important. Be enthusiastic about the day. Get the campers sharing ideas and stories. Be positive about the food. But if there are problems let the kitchen manager know. If your campers ever do not get enough food, please advise a Director immediately. Make sure you sing songs and have your campers singing. Hats off in the dining room.



Notes:

- **Cabin Clean up** – You and your campers are responsible to clean your cabin daily. Every morning the cabins are graded for cleanliness by the head counselors. This is a direct reflection on the quality of the job the counselor is doing with the campers. It is your responsibility to make sure no damage occurs to the cabins. Graffiti is not permitted.
- **Siesta and Shower Time** - These are relaxed times, but if you are on duty, you will be assigned to supervision.
- **Campfire** - Counselors always sit with their campers. Campers should not leave campfire. Tell them to go to the bathroom before and to bring sweatshirts if they think they are going to get cold. After the campfire, it is your responsibility to escort your campers back to their cabins and to supervise them until TAPS.
- **Taps** - Staff is to be in the cabins with their campers. Quiet talk is fun and perfectly o.k. **IT IS YOUR JOB TO KEEP YOUR CAMPERS IN AT NIGHT AND TO NOT ALLOW CAMPERS FROM OTHER CABINS INTO YOUR CABIN AFTER TAPS.**

ENDLESS DETAILS:

You are the surrogate parent for the time the campers are in your cabins.

It is your job to be sure:

- Campers brush their teeth, bath, change clothes and perform proper personal hygiene on a daily basis.
- Campers drink enough fluids, put on sunscreen, take their medications and get enough rest.
- Campers get their laundry out at the appropriate time and remember to pick it up.
- Campers write home at least once a week.
- Campers eat properly and wash their hands before every meal.

ADMINISTRATIVE RESPONSIBILITIES

In addition to being the surrogate parent, you must keep the actual parent and the administration informed of the progress of all campers.

- **Post Cards** - The quick and easy form of communication between you and the parents is by post cards. It really only takes three or four sentences to fill a post card. Parents are starved for information about their campers. You are responsible to write a postcard the day the campers arrive introducing yourself and announcing their campers have arrived safely. You must include a sentence that actually proves that you know “their” child. A second card will be mailed home on Thursday of week one. Every card will be read by the Head Counselor and returned to you to be rewritten if it is not deemed up to camp standards. Handwriting matters! Take your time on postcards. Be a STAR, write extra postcards.
- **Camp paper work** - At end of the session parents receive a report from you regarding how their camper did in camp. It is important that you keep track of these activities on a daily basis. Handwriting, spelling, grammar, are all important on this paperwork.

- **Parent Phone Calls** - You may be required to phone parents either because you have concerns regarding a child or the parent has requested a phone call. Phone calls to parents should only be made after a discussion with a head counselor or a director. Please be sure to complete a Parent Contact sheet after any phone call.

C. ACTIVITY COUNSELOR

Skylake offers approximately 20 different activities. Staff members are each assigned to an activity. **Primary requirements as an activity counselor:**

- **Lesson Plan** - It is critical that you establish a written lesson plan for what you plan to accomplish and how you plan to accomplish it. The goal of all of our activities is that the campers learn skills and how to enjoy their new activities.
- **Activity Preparation** - During staff training and continuously during the camp sessions you are expected to properly maintain the equipment for your activity and to maintain the area of your activity.
- **Timeliness** - Activities begin ten minutes after the hour and end on the hour. As the leader you are always expected to be there before the campers. Impress upon the campers they also need to be on time so that the activity can start on time. Please keep your campers at the activity until the end of the hour.
- **Campers being present** - It is very important that the campers attend all of their activities. One of the largest complaints from parents is that the campers can cut the activities. The Skylake rule is that the campers do not have to participate but they do have to attend. It is the only way we can assure parents that the campers are being supervised. Campers have plenty of flex time to hang out. Activity time requires them to be at their activities. Roll will be taken at every period.
- **Staff Assignments** - The goal is that you will be assigned to a single activity for the summer while giving you the opportunity to experience and perform some of the other activities for limited periods of time. Camp safety is dependent on consistency in the staff running activities. PLEASE REMEMBER you only are assigned to an activity 12-15 hours per week. Skylake is very desirous that you enjoy your summer, but you also need to remember this is a job, and sometimes you won't be thrilled with your assignments.

E. CAMP SUPERVISION

If you see unsafe or inappropriate behavior, you have the responsibility to immediately respond. It is an unfair burden on other staff if you do not share in the responsibility of monitoring behavior in camp at all times. There are certain times of the day that staff may be assigned to Active Supervision. It is a time of active and involved supervision. It is not a time for reading, friendship bracelets or ear pod music listening.

YOU ARE NOT ALONE

Remember, parents don't raise children alone. They have each other, they have friends, and they turn to professionals. Do not try to handle all the problems you will confront by yourself. Share your issues with other counselors. Turn to the Head Counselors for assistance. We are all here as a group to help each other.

YOU ARE A CAMP COUNSELOR - NOT A TRAINED THERAPIST

You may be confronted by some very challenging camper situations. Campers may be struggling with eating disorders, gender, or sexual identity questions, racial or religious concerns along with all of the issues of adolescence. It is important to remember your responsibility in such a situation is to provide comfort and support but not try to solve those problems. None of us are professionally trained or have the experience necessary to fully engage on these types of topics. Listening to the camper is the most important action you can take if situations arise. Every situation is different, use your best discretion, but think of yourself more as a conduit to get the assistance necessary vs. being the problem solver. Be sure to communicate any and all concerns to Leadership staff.

Staff Scheduling

DAYS OFF

A Skylake “day off” is normally from 5:45 p.m. one day, until 5:45 p.m. the next day. The goal is that the day off will always be 24 hours. You will not receive a normal day off during staff training week. You will receive eight days off during the summer. Every attempt will be made to allow you to choose some of the friends you will share on your days off. The goal is to keep your day off consistent for the entire summer. Staff are required to return to camp with zero alcohol present in their system as they are immediately in charge of campers upon return.

NIGHTS OFF

A “night off” at Skylake commences at 5:45 p.m. and concludes at midnight the same evening. Staff will receive a total of eight nights off during the summer. This is bonus time off and is dependent on many factors. There may be a week you do not get a night off but will receive two nights off during a future week. There may be times you have a special request regarding a night off request. If the schedule permits Skylake will try to accommodate your special requests. In exchange, please limit your special requests.

Staff members that return after a night off are immediately on duty and therefore are not permitted to return to camp with alcohol level in excess of .03. There will be occasions where the relief staff member covering the cabin needs to sleep in the bunk of the staff member who has the night off. In this situation often there is a request to allow the returning staff member to sleep in the staff retreat or an empty bunk rather than returning to their cabin. This is too allow the relief counselor a full night sleep and not to disturb the cabin.

Subject to the following guidelines that may be permitted:

1. No cabin switches can be made without prior approval from the P.M. Director.
2. If permission is given for someone to cover your cabin you must be back in your cabin immediately after reveille.
3. **PLEASE NOTE:** Even if you have been approved for having someone cover your cabin the midnight curfew and blood alcohol rules shall still apply.
4. If your bunk is empty, you will always be expected to return to your bunk.
5. Approval of such a request may depend on factors such as past performance, the number of times the request is made and how well the cabin is doing.

VILLAGE PATROL BREAK

Village patrol occurs between 10:00 p.m. and 11:45 p.m. on average once per week. Cabin counselors stay in their cabins until 10 p.m. when they are relieved of duty and usually go to the Dining Hall for a break. A rotating portion of the staff is assigned to village patrol to walk among the cabins to maintain supervision.

Village Patrol break will usually include a short staff meeting, fun and surprise food, entertainment and relaxation in the Lodge, or free time, always in camp.

Village patrol nights cannot occur on dance nights, the first or last day of a session, or any night that special activities are planned. Tennis Court sleep outs usually do not occur when a Village Patrol night is scheduled.

TEAM TIME

The staff will be divided at the beginning of the summer into three teams. The teams will be used as designated groups to both perform necessary tasks during the summer and to have as a group scheduled time off. The two daily occasions when teams are scheduled are for shower time and twilight sports.

- **Shower Time** - Every afternoon at 4:30 one of the three teams will be assigned to the task of Shower Time Supervision. The two teams that are not assigned for this task have a one-hour break. Shower time concludes at 5:45, not before, not after. Staff need to stay in their supervision location until 5:45 and staff that were off need to be back by 5:45.
- **Twilight Sports** - Almost every evening, twilight sports occurs between 7:00 p.m. and 8:00 p.m. Two teams will be assigned to work this activity period and one team will have this hour off.

CURFEW

Camp closes at midnight. No one is permitted to enter camp after midnight. All staff members are to be in their cabins no later than 12:15 a.m. If you have the day off your choice is to either return to camp prior to midnight, or to not return to camp until the next morning when camp re-opens.

COURIER DUTY

All of the busses transporting campers must have at least one staff member on board. All staff is subject to being assigned this responsibility. Courier duty requires leaving camp on a Saturday with the bus, spending a night in the LA or SF area, and returning on a camp bus the next day. Closing day buses at the end of the summer also require couriers on board. Your contract does not end until all campers are safely home.

REQUESTS FOR CHANGES IN SCHEDULE

The Skylake counselor staff consists of over 75 individuals. Everyone's schedule is part of a matrix that includes making sure all responsibilities are appropriately staffed. Every time a change is made in the schedule it impacts many other parts of the matrix. Please try to limit your "special requests" for changes to your schedule to an absolute minimum and Skylake will attempt to accommodate you as best it can.

STAFF SKIING

The Skylake ski boats are not available for staff skiing. Staff desirous of skiing on their days off may wish to take advantage of the Millers Ski Boats. Millers provides a Skylake discount and Skylake will pay 50% of the balance of the rental fee for ski boats. (This payment offer does not include picnic barges, jet skis, ski equipment or gas charges.) You will need to complete a request for reimbursement for to be paid. No alcohol is permitted and no guests are permitted to take advantage of this opportunity.



Staff Policies and Procedures

- NEVER BE ALONE WITH A CAMPER
- ALCOHOL & DRUGS
- APPROPRIATE PERSONAL BELONGINGS
- BOYS CAMP & GIRLS CAMP
- CELL PHONES & OTHER ELECTRONIC DEVICES
- CIGARETTES AND NICOTINE PRODUCTS
- DINING
- DRESS CODE
- TATTOOS, PIERCINGS, HAIR
- EXERCISE
- GUESTS
- INJURIES & ILLNESS
- INTERNET ACCESS
- LOCKERS
- PHYSICAL PUNISHMENT OR EXCESSIVE FORCE
- PRIVATE VEHICLES
- REIMBURSEMENT FOR CAMP EXPENSES
- STAFF RETREAT
- STAFF STUFF STAYS STAFF
- SWEARING
- SWIMMING
- WATERFRONT AT NIGHT
- SEXUAL HARRASSMENT IN THE WORKPLACE
- MANDATED REPORTER

PROTECT YOURSELF AND YOUR CAMPERS

NEVER BE ALONE WITH A CAMPER.

Every staff member has the absolute responsibility to never be alone with a camper AND to be vigilant in observing other staff members to enforce this rule. If you ever witness any staff member alone with a camper it is your absolute responsibility to bring that to the attention of the administration, immediately.

You can never be accused of inappropriate behavior with a camper if you never provide an opportunity for that accusation. The quickest and easiest way to accomplish that is to never allow yourself to be in a situation where you are isolated with a single camper. If you need to speak with a camper privately do so in a place where you are under observation by others. It is ok to be with a camper sitting at campfire or in the dining hall where you can be observed by others-it is not ok to go for a walk up the fire road with a camper.



ALCOHOL & DRUGS

This is a zero tolerance situation for both you and the campers. This is a children's camp. Honor the concept that this should be a safe zone. The consumption of alcohol or use of drugs during the work day will result in termination. The work day includes time off for shower hour, twilight sports and village patrol. Random and "for cause" drug testing will occur during the summer. Marijuana use is not permitted for the entire summer. The prohibition on marijuana or THC use includes medical marijuana.

APPROPRIATE PERSONAL BELONGINGS

Young campers are very inquisitive. They are prone to go into your personal belongings if you do not properly secure them. You will be held responsible if campers find inappropriate items in your personal belongings. Most commonly this has to do with inappropriate magazines, books, or inappropriate writings such as diaries. Use your locker to store private items.

BOYS CAMP & GIRLS CAMP

Staff shall respect the opposite genders space. "Boys' camp" and "Girls' camp" are closed areas and this rule applies equally to campers and staff. Please get an escort if you need to go into the opposite genders side of camp.

CELL PHONES & OTHER ELECTRONIC DEVICES

The use of cell phones or any other electronic devices for communicating on the Internet is not permitted in camp. All phone calls, texting, etc. are only permitted when you are off duty and off site or inside the staff retreat. This also means that you cannot use your cell phone as an alarm clock or for listening to music. Laptops cannot be used in the presence of campers and shall not be used to show videos to campers.

CIGARETTES & NICOTINE PRODUCTS

Cigarette smoking, vaping, chewing tobacco, etc. are not permitted on the premises or ever in the presence of campers.

DINING

Staff are expected to eat with their campers at all times they are on duty and assigned to a cabin. Staff members on their times off are permitted to eat with their cabins but are not required to do so. The staff has a designated staff table on the lakeside porch. The table needs a single hopper to be assigned each night that is responsible for getting the food for the table and cleaning the table after the meal. Staff may not go to the salad bar before grace and must only go to the salad bar when authorized by the dining room host. We know that you are in a rush sometimes to start your night off, but if you have chosen to eat at camp it means you must follow all dining room procedures.

There is no such thing as "staff cuts."



DRESS CODE

Staff members are role models to the campers at all times. This requires that staff members dress in an appropriate manner at all times. This requirement includes when you are at evening flag and just getting ready to start a day or night off.

Please respect the following policies:

1. Staff shall wear shirts at all times that they are in camp. Sleeveless shirts with large arm openings, exposed stomachs, or wearing bikini tops without a cover shirt are not permitted.
2. All shorts and pants shall be properly fitting so that the waistband shall be at or above the hips and the pant length is a minimum of 4".
3. Dressing with the intent of exposing undergarments is not permitted.
4. All clothes worn will be clean and neat.
5. T-shirts and clothing items that contain messaging must be "age" appropriate and contain no alcohol, drug, or divisive content.
6. Remember - everyone must wear shoes with a heel strap to go down the swim trail.
7. Flip-flops - The wearing of flip-flops is not appropriate during activity periods unless you are assigned to sand volleyball or crafts.
8. Staff shall wear a Red Cross approved lifeguard swimsuit at all times when on duty at the waterfront. The suits will be the standard red suit. Staff that are not lifeguard certified shall wear a similar suit but it may not be red. Please wear a properly sized swim suit.
9. Jewelry should be limited and nothing should be worn that is capable of being caught or entangled. Earrings may not contain loops or dangling elements.
10. Hats are not permitted in the dining room.



TATTOOS, BODY PIERCING, & HAIR STYLES

Body piercing (other than a small ear piercing) is not permitted. Anyone who has body piercing must remove them prior to arriving at camp for staff training. This means that nose and bellybutton studs, rings, etc., are not permitted. Please don't wait to be asked to remove these items.

Tattoos that can be seen are also prohibited. Essentially, any tattoo that is visible when you are in a swimming suit and not easily covered disqualifies you from being on staff at Skylake.

The hairstyle and facial hair you had when you were hired is expected to be the standard for the entire time you are in camp. Men are expected to shave every day, preferably prior to morning flag. Men and women are expected to properly groom their hair.



EXERCISE

Many staff are desirous of running or exercising early in the morning. If you have campers, it is required that you make sure they are informed of where you are and that another counselor covers your cabin while you're out exercising and you need to return prior to reveille.

GUESTS - NO GUESTS!

Skylake is a closed facility. Guests are not permitted at any time without prior approval from the office. A staff member must accompany authorized guests at all times they are on the property.

INJURIES AND ILLNESS

All staff is covered under Workers Compensation insurance. This insurance covers you in the event of injuries incurred in the course and scope of your employment. It does not cover illness or injuries suffered during your time off or not within course and scope of employment. Skylake does not carry any health insurance for its employees.

INTERNET ACCESS

There are no computers available for staff. There are two high-speed connections in the Annex building available to anyone who brings their own laptop. Please limit your use if others are waiting and please remain inside the Annex building. Use of the camp internet to download movies is strictly prohibited.

LOCKERS

Lockers are available to all staff. They are located in the staff retreat. You should bring your own key or combination lock.

PHYSICAL PUNISHMENT OR EXCESSIVE FORCE IN PLAY IS NEVER PERMITTED

Under no circumstances shall any staff member strike, squeeze, push, or in any other way use their size and power to discipline a camper. Use of excessive force in play is also a form of physical abuse. Be conservative in your actions with campers. Raising your voice and yelling at a camper is verbal abuse and will not be tolerated. Requiring campers to do push-ups, sit-ups, as punishment is never permitted.

PRIVATE VEHICLES

Private vehicles shall only be used to transport campers in the event of camp evacuation. All staff that bring an automobile to camp will be required to show proper registration, insurance and a valid driver's license. The driveway speed is 15 mph. Vehicles are not permitted past the parking lot. Having your own vehicle WILL NOT relieve you of possible courier assignment at the conclusion of camp. Speed limit is 5 mph inside the gate.



REIMBURSEMENT FOR CAMP EXPENSES

All expenses incurred on behalf of Skylake must be preapproved. If you advance personal funds for a preapproved expense you should immediately seek reimbursement from the office. All reimbursements for amounts totaling less than \$20.00 will normally be paid in cash. Reimbursements for amounts exceeding \$20.00 may be paid by check. To seek reimbursement all receipts should be attached to an 8 1/2 by 11 sheet of paper, and should have written on it your name, date, amount, and purpose for the expenditure.

SEXUAL HARASSMENT IN THE WORKPLACE

Skylake is an employer. You are a Skylake employee. One of the joys of working at a summer camp is that it may not feel like a job. But - IT IS! The State of California has established rules of behavior that apply to you and to Skylake. The law requires you to treat your fellow employees with dignity and respect. The law also requires Skylake to create and to maintain a safe workplace free from sexual harassment.

Sexual harassment is defined as “Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature that tend to create a hostile and offensive environment.” It is important to understand that behavior that may be tolerated on a college campus is actually illegal in a workplace. Also, because of the uniqueness of the Skylake work place, your time off from work may still be considered part of the workplace for sexual harassment laws.

In addition to the legal obligation that exists to not commit any act of sexual harassment, every employee also has a legal duty to report any act of sexual harassment that they witness or become aware of. Skylake has both the legal responsibility to investigate any possible act of sexual harassment and also the affirmative obligation to take affirmative action to prevent a hostile workplace from existing.

All staff are required to read and sign the defined “Sexual Conduct Policy” of Skylake.

MANDATED REPORTER

California law imposes on anyone that is caring for minors the responsibility to notify law enforcement if they become aware of any possible sexual or physical abuse that has occurred to a minor. This requirement includes events that have occurred prior to the camper arriving at camp. If you become aware that a child has been abused please bring that information to a Director immediately.



HOW TO FILE A COMMENT OR COMPLAINT ON ANY TOPIC

Every staff member is a valuable and critical member of the Skylake team. Your concerns are our concerns. If you feel you are not being heard on a topic we very much want to hear from you. **Please consider:**

- Approaching your Head Counselor or any Administrator with your concerns.
- Jessica and Adrienne are in camp 24/7. You should feel comfortable approaching either of them with any concerns.
- Jeff is available by email 24/7 although he will not be present in camp at all times. Please email him directly at jeff@skylake.com.
- All requests for confidentiality will be honored to the fullest extent possible.

STAFF RETREAT

The staff retreat is off limits to all campers. The staff retreat is also off limits to staff when they are on duty. Staff is responsible for establishing its own rules and procedures for the conduct and maintenance of the retreat. 12:15 A. M. is lights out in the Palace.

STAFF STUFF STAYS STAFF

The campers want to know everything about you. Your life is personal. Please do not share with the campers your personal life both having to do with before you came to camp as well, or most importantly, what your personal life is like at camp. Anything you say will end up being repeated and will come back to haunt you. This is an ongoing yearly problem in camp. ***THIS IS FAR MORE IMPORTANT THAN YOU REALIZE! Again, just to reiterate, THIS IS FAR MORE IMPORTANT THAN YOU REALIZE!***

SWEARING, INAPPROPRIATE LANGUAGE, HATE SPEECH

At no time shall staff use any inappropriate language around the campers. In addition, staff must take a much more aggressive role in controlling the swearing, inappropriate language or hate speech of the campers. Set a tone early, and maintain it

SWIMMING

Staff always enjoys swimming on their free time. You are encouraged to do so but please remember the following American Camp Association Standard Requirements:

- A lifeguard must be present whenever staff is swimming
- Swimming should always be done with a buddy
- Buoy swims must have a rescue tube for every 3 swimmers
- If more than 8 swimmers are in the water, a lifeguard is necessary
ON THE DOCK.
- Swimming after dark is NEVER authorized.



Notes:

WATERFRONT AT NIGHT

The camp docks are generally off limits to staff during their days off and at all times at night. Often times we have campers sleeping on the docks.

Pine Point is a popular hangout area for staff. Please be aware that the California Land Management (CLM) company manages that area and their rules state that the area is CLOSED at sundown. Historically CLM has tolerated Skylake staff using the area as long as they are quiet, completely clean up and do not have any automobiles parked in the area. However, every year is different. Please be aware that a new manager can choose to operate differently. CLM has the authority to make arrests. Please remember that alcohol, minors and adults are a bad mix. If you are over 21, and you supply alcohol to a staff member who is under 21, you have violated the law and are subject to arrest. Any fires must be OUT before you leave and the coals wet and cold.

SO HERE'S THE DEAL - CONSEQUENCES

The Skylake experience should provide you with one of the most memorable summers of your life. Let's all make sure it is a favorable memory and not one of disappointment. Sadly, some of you may not be here at the end of the summer. Although it is our desire that everyone fits in and does their job correctly, sometimes that just does not happen.

The vast majority of staff will have a very successful and happy summer. Those that do not will probably fall into one of two categories. The first category will be those who either come with, or develop, a negative attitude. Attitude is everything when it comes to performance. The second category of staff members who will not succeed are those that exercise poor judgment as it relates to our staff rules.

Skylake will attempt to be very clear in outlining the performance standards necessary to succeed. In addition, Skylake will work very hard to communicate with staff members throughout the summer so there is no question or confusion regarding staff that are failing to live up to the required standards.

There will be at least two structured performance review opportunities for you and a supervisor to discuss concerns you may have or concerns that the supervisor may have. These are open sharing opportunities.



DAY TO DAY-SLIPPERY SLOPE

The general concept here is relatively simple; you must at all times present yourself as a good role model for the campers and always carry a positive attitude. Any instances where you are not fulfilling your responsibilities, you will be spoken to by one of the administrators.

Types of behavior to avoid a “spoken warning”:

- Run a fun and active activity
- Be a positive person around camp
- Be a team player at all times
- Maintain a clean cabin
- Show respect for camp equipment
- Be on time for assignments
- Maintain proper supervision to campers
- Maintain a clean personal appearance with good hygiene

If it is observed that you are failing in your performance of any of the above outlined standards supervisors will:

1. Meet with staff member in an informal, hopefully non-confrontational discussion to be sure there is clarity on what the expected standard is and what the perceived inadequacies are.
2. Depending on the severity of the issue normally a number of discussions would take place with the goal of making sure there is no misunderstanding of the rules and creating a warning system for concern. The matter will proceed to a written warning if improvement is not achieved.
3. If the matter has proceeded to a written warning, risk of termination for continued poor performance is possible.

This job is only nine weeks long. If you need to be spoken to and dealt with more than a couple of times in that length of time, something is terribly wrong. Skylake does not have the luxury of allowing a staff member to be out of sync with what is required. Our summer is too short and the responsibility is too high. These types of issues will be dealt with quickly.

HIGH MOUNTAIN OFFENSES

This second category is for conduct by a staff member that is of a very significant nature. These actions are either of poor judgment or an attitude that immediately calls into question whether the individual can remain on staff. The type of behavior described here are essentially “zero tolerance” issues. Specifically, these issues usually involve sex, drugs, alcohol, child endangerment, or some form of intolerance to the ideals and goals of Skylake.

Examples:

- Use of drugs or alcohol in camp.
- Being under the influence of drugs or alcohol in camp.
- Physical or verbal abuse of a camper or another staff member.
- Sexual harassment or inappropriate touching of a camper or another staff member.
- All behavior that endangers a camper or other staff member (e.g. unsafe boat driving, misuse of bows and arrows, careless at ropes course, lack of attention during lifeguarding, etc.).
- Clear and absolute disrespect for camp policies, other staff members or a camper.



Daily Schedule

- | | |
|---|--|
| A. REVEILLE | R. SWIM CALL |
| B. MORNING FLAG | S. CABIN GROUP ACTIVITY (CGA) |
| C. LAUNDRY | T. SHASTA CALL |
| D. HEALTH CHECK | U. CARE PACKAGES & MAIL |
| E. HYGIENE | V. SHOWER TIME |
| F. CABIN CLEAN UP | W. AFTERNOON FLAG |
| G. SHOWER HOUSE CLEAN UP | X. DINNER PROCEDURES |
| H. VEGETARIAN BRACELET | Y. CABIN WALK SUPPERS |
| I. BREAKFAST PROCEDURES | Z. TWILIGHT SPORTS |
| J. CAMPER ACTIVITY PERIODS
(MAJOR DAY/MINOR DAY) | AA. CAMPFIRE |
| K. LUNCH PROCEDURES | BB. DANCE NIGHTS |
| L. GENERAL DINING ROOM
PROCEDURES | CC. TAPS |
| M. HOPPER PROCEDURES | DD. CILT ACTIVITIES |
| N. STAFF TABLE IN DINING ROOM | EE. SLEEP OUTS (TCSO) |
| O. DINING ROOM CLEAN UP | FF. SNEAKING OUT VIOLATION
& CURFEW VIOLATION |
| P. TRADING POST | GG. VILLAGE PATROL |
| Q. SIESTA | HH. STAFF CURFEW & CAMP CLOSED |



A. REVEILLE

Rejoice - you only have 56 of these incredible mornings! Reveille is at 7:15 a.m. Staff should be the first out of bed, not the last. There will be a 7:30 a.m. loudspeaker announcement indicating 15 minutes until morning flag. All staff must be out of bed by this time. You now have 15 minutes to get you and your cabin presentable and to the flag on time. Announcements cannot begin until all campers and staff is present. Being a role model starts with looking ready for the day and being on time at morning flag.

B. MORNING FLAG

Important time for roll call and announcements. All campers shall be at the Flag at 7:45 a.m. Campers shall line up by cabin group with their counselor. We cannot start until every camper and every staff member is present. Flag is an important start to the day. In addition to the raising of the flag, daily announcements take place and a little Skylake spirit begins to be spread. This is also a time for accounting for every staff member and every camper. Roll call is very important. Campers must be "All present OR accounted for." After flag, campers are sent either to their cabins for clean-up, to the infirmary for health check, or in groups to the dining hall for breakfast.

C. LAUNDRY

Don't get carried away, keep it to a small bag. Campers will have the opportunity to have one bag of laundry done for them each week. The Staff also has this privilege at no cost to them. Laundry days are normally Wednesdays for Girl's camp and Thursdays for Boy's Camp. Campers bring their laundry to flag in the morning. The laundry is taken to a commercial laundry and is returned the following day before lunch. You should make sure the campers have their names on their bags and think ahead for campers who are going to be out of camp on trips. You are also responsible to make sure campers pick up their laundry when it is returned. Don't send valuable clothing out for laundry.

D. HEALTH CHECK

Both little people and big people get sick - so don't ignore the signs. Campers will receive a health check on their day of arrival. They will also receive a health check at least once thereafter. Campers go to health check by cabin groups immediately after morning flag.

Staff is responsible to monitor the health and safety of their campers at all times. Make sure they are drinking two quarts of water per day. Ask your campers every day if they have any problems such as sprains, cuts or bruises, sunburn, headaches, etc. Be observant. Please be sure to make the nurse aware of any concerns. Specific hours will be established for all non- emergency visits. The infirmary is not a 24-hour drop in service.

Many campers arrive in camp with medications. All medications must be taken to the infirmary where they are to remain for the camper's entire stay at camp. Campers must go to the infirmary to take their daily medications. This is a very important health rule.

Medications must not remain in cabins and counselors are responsible to make sure their campers are going to the infirmary for medications. Many campers will try to avoid their medications. Over the counter medications also are required to be stored in the infirmary. You must remember to remind your campers to go to the infirmary for their medications. Staff medications are also required to be maintained in the infirmary.



E. CAMPER HYGIENE

Keep it clean! Campers are given time in the morning before first activity, during shower hour and before TAPS to take care of personal hygiene. This is the first time many of these young people have been away from home and it is now your responsibility to make sure the campers are:

1. Showering every day.
2. Changing their underwear every day.
3. Brushing their teeth every day.
4. Using the soap and shampoo their parents provided every day.
5. And yes, in some cases, instructing them on proper toilet procedures.

6. Washing hands prior to every meal.

7. Not sharing water bottles.
8. Treating the bathrooms with respect.
9. SUNSCREEN-SUNSCREEN-SUNSCREEN!



F. CABIN CLEAN-UP

Make it fun, not a job. Cabins are inspected daily, usually by head counselors, soon after breakfast. The cabin counselor and the campers are responsible to clean and straighten their cabin prior to First Activity Period. As incentive, the best cabins are given session reward. Cabin cleanliness is also an indication of quality of supervision being provided by counselors. Cabins will also be monitored for damage during these visits and they will be charged for intentional damage. The cleanliness of the cabin reflects on the cabin counselor.

The grading scale runs from Blue as the best, Red, Yellow and Black as the worst. A score sheet will be posted outside of the dining hall. Cabins with Black lose trading post privileges for a day. In addition to a messy cabin, a black will be earned if campers are found in the cabin or anything inappropriate is found in the cabin including cups, silverware, or ping pong paddles.

Staff cabins will also periodically be checked to make sure they are presentable.

G. SHOWER HOUSE CLEAN UP

The head counselors assign cabins on a rotational basis for shower house clean up. The chart will be posted in the shower houses. This task should be performed between 8:30 and 9:00 a.m. Campers are not responsible for hard cleaning, but they are responsible for the mirrors, sinks, and general straightening. Shower house clean-up is part of the cabin clean up evaluation for the day. Please remember to tell your campers, nothing is to be left in the shower houses. The housekeepers are instructed to clean and remove all personal items every day. Items left should be taken

to lost and found on the lakeside porch.



H. VEGETARIAN BRACELETS

All campers that are vegetarians shall ask for and receive a vegetarian bracelet. The bracelet will be required to access the vegetarian buffet table. The bracelet is an all or nothing situation. You cannot be a vegetarian part time. Eat a burger, lose your bracelet.

I. BREAKFAST PROCEDURES

The most important meal of the day! Breakfast is served from **8:00 a.m. through 8:45 a.m.** Approximately 1/2 to 1/3 of the camp will be sent directly to breakfast at the conclusion of flag. The balance will go either to cabin clean up or the infirmary for health check.

Breakfast is served buffet style. The types of food the kitchen window serves are: eggs, bacon, pancakes, French toast, hot cereal and hot potatoes. Coffee is for staff only.

There will also be two buffet tables set up for cold items. One table will be near the fireplace and the second table will be opposite the kitchen-serving window. Cold items include: cold cereals, fresh fruit, milk, juice, yogurt, toast (including bagels and English muffins), along with jelly and butters.

Staff must accompany campers to breakfast and all other meals. Cabin groups always sit together as a cabin group. All cabins are responsible to clean their tables and the area around their table at the conclusion of every meal. Make sure your campers are washing their hands prior to coming into the dining room. Make sure your campers are drinking at least one glass of water at every meal. Make sure the campers are eating a proper meal. 16 pieces of bacon is not a proper meal.

The cabin counselor is responsible to make sure the table and eating area is left clean after they're finished eating. Campers bus their own dishes at breakfast. Silverware goes in the properly designated bucket, cups are stacked, and plates are dumped of garbage and stacked in the window. No plates, silverware, or glasses are to leave the dining room at any time. Skylake replaces over 1000 pieces of silverware annually. Please try to help us out.

Saturday/Sunday Breakfast schedule is a little different. Campers are usually not awakened until 8:00 a.m. Campers then can come directly to breakfast in a more relaxed and informal manner than the rest of the days. Flag is then called at 9:00 a.m.

CAMPER ACTIVITY PERIODS

Everyone must go to activities-including you! The Skylake week consists of Major Days and Minor Days. The most common format is that Major Days occur on Monday, Wednesday and Friday. Minor Days occur usually on Tuesday and Thursday. It is important that cabin counselors keep records of their camper's activities as this information will be necessary for Parent reports. Staff is expected to be on time for all assigned activities.

(9:08 **IS NOT** on time. 9:00 **IS** on time.)

The activity portion of the day is as follows:

- 1st Activity Period: 9:10 - 10:00
- 2nd Activity Period: 10:10 - 11:00
- 3rd Activity Period: 11:10 - 12:00

MAJOR DAYS: Mondays, Wednesdays, & Fridays

Campers are scheduled for an entire week into three activities that they attend each major day for that particular week. Campers will complete a major day request form upon arriving in camp. For each subsequent week, the camper will complete the form on Friday and no later than flag on Monday morning the assignments for the week will be made. Skylake guarantees to its campers that if they do not receive one of their top 3 picks in week one, they will get it in week two. ***Counselors must be sure their campers are satisfied with their activities. If there is any problem please be a strong advocate for your camper and make it happen. Remind the camper about getting activities on Minor Days and if not successful on a Major Day request and that it is guaranteed for the following week. But you need to make that happen.***

MINOR DAYS: Tuesday & Thursday

Skylake now uses an “OPEN” sign up for minor days. Staff is responsible to announce at flag in the morning very specific lesson plans for the day to excite campers to come to their activities. Be ready to be called on at flag to excite campers about your activity for the day. All minor day activities for the day will be posted on the white board outside the dining hall.

J. LUNCH PROCEDURES

Knock the building down with songs! Lunch is served daily at **12:15 p.m.** Campers will meet at Flag prior to Lunch for hand washing. Please assist in having campers keep their voices down, stay seated and exhibit appropriate table manners. No one eats before grace is said. No one goes to the salad bar until designated by the dining room supervisor.

Hoppers will be called to the Dining Room at 12:00 to set the table for their cabin and to bring food and condiment items to the table. Hoppers shall pour one glass of water for all campers. Only hoppers will be given food at the counter. The basic plan is that everything that is not hot is put on the tables before the campers arrive. Hot food is not put out until after grace. Most lunches and most dinners, are served family style. The Counselors will be responsible to come to the counter to pick up the desserts. The advantage of family style eating is that all campers arrive and depart at the same time. This facilitates announcements, supervision, and feeling of entire camp and maybe most importantly, provides an opportunity for songs! Songs are one of the core values at Skylake.

The flip side of family style dining is that it results in wasted food and severely impacts the kitchen ability to provide hot food and a full variety of offerings. Buffet lunches will be used on days when special foods such as the burrito/ tostada bar, deli sandwich day, potato bar, etc. are being served. Thursdays, Fridays and Saturdays are usually buffet days. If you have food on your table you know you are not going to eat, please offer it to neighboring tables.

In addition to the standard meals served for lunch and dinner, there will always be two complete salad bars. The salad bars will be in the same two locations as the morning cold cereal and fruit tables. Cabins will be called in rotational sequence to the salad bar tables. Please hold your campers at your table until the cabin is called.



Multiple garbage cans and bussing tubs will be located in the dining room, lakeside porch, and an additional station for the Recreation Room. This is in addition to the dish wash window that quickly can become overwhelmed with dishes if all 300 cups and plates are brought to that window.

Campers will sing songs and be dismissed after lunch with an attempt to spread the campers out from overwhelming the Trading Post. Campers go to Trading Post as a cabin group.

K. GENERAL DINING ROOM RULES & PROCEDURES

Rules, rules, rules - how else can we serve 900 meals a day?

There is a dining room host in charge at each meal:

1. The kitchen is OFF LIMITS at all times.
2. No eating prior to saying Grace.
3. Please, NO food fights.
4. Be positive about food at all times.
5. Teach your campers to say "please" and "thank you" to the kitchen staff.
6. Only go to the Salad bar when the Dining Room Host calls on your table.
7. Make sure everyone is drinking adequate fluids.
8. Make sure campers are maintaining proper nutrition.
9. If there is not enough food, go straight to a Director- there must be food for everyone.
10. If you are unhappy with the food, be constructive, but do talk to a Director.
11. Return all serving dishes to the service window.
12. Return all dirty plates, glasses, silverware to one of the three bus stations.
13. The only person up during the meal is the ONE designated Hopper.
14. The counselor picks up desserts for the cabin.
15. Leave your table and floor area clean at the end of any meal.
16. Your table must be excused before leaving your table.
17. If your cabin is assigned to sweep, counselors must stay and supervise.

18. The Staff table follows the SAME RULES as all other tables.

L. HOPPER PROCEDURES

The key to hot food and enough food! One hopper is assigned for each table. The hopper's job is first to set the table with plates, silverware, glass, and napkin. Hopper then gets water and drinks for cabin. All cold food items are picked up from the window. NO HOT FOOD GOES OUT UNTIL AFTER GRACE. Hoppers must line up for food starting from the LEFT side of the window as you look at the window with the youngest cabin groups first working up the older cabins. The table should not begin to eat until the hopper has returned.



M. STAFF TABLE

Take a break, you've earned it! The staff that is "off" may either eat with the campers or at the staff dining table on the lakeside porch. The staff is responsible to provide a hopper, must clean up after the meal, and can only go to the salad bar when called by the dining room supervisor. Co-counselors are expected to regularly eat with their cabin, you are not "off." **Also please note - THERE IS NO SUCH THING AS STAFF CUTS.**

N. DINING ROOM CLEAN UP

Don't leave a mess for the kitchen staff. Dining Room Clean-Up is assigned to two cabins each meal period. All campers and their counselor are responsible to sweep the dining room, clean the tables, sweep and mop up any spills. The cabin counselor must remain with their campers and be in charge of the clean-up. Counselors are responsible for getting all garbage cans emptied and new liners into the cans. Garbage bags should be placed by the backdoor of the kitchen.

O. TRADING POST

Love those M & M's! Most days after lunch (and occasionally during Shasta Call) the campers will be given the opportunity to go to the Trading Post. The Trading Post is located at the backside of the Rec. Room. Cabins must go as a group to the Trading Post after lunch period. After the initial crush of campers trying to get to the Trading Post, campers may come individually without their entire cabin group. *Please note: There is NO trading post on buffet lunch days. The Trading Post stocks items such as candy, chips, toothpaste and toothbrushes, soap, shampoo, flashlights, lip balm, etc.*

P. SIESTA

Try not to fall asleep before all your campers are back in the cabin! Siesta is every day after lunch, from **1:15 until 2:30 p.m.** The magic words of Siesta are "In, on, or under your bunk." All campers and staff will be in their own cabins during this time. A limited number of cabins may be designated each day to also use this time as a shower hour. No ping-pong during siesta.

Siesta is assigned work time for staff. All staff with cabin coverage responsibility shall be at their cabin supervising their campers during this time. You are however permitted, even encouraged, to nap. There will also be assigned staff roving in camp during this time. Occasionally, there will be Village Patrol during siesta to allow for meetings or time away from campers.

Q. SWIM CALL/LAND ACTIVITIES

A dip will do you good after a sweaty siesta! Swim Call will be from 2:30 to 4:30 on Minor Days (Tuesday and Thursday). We will be attempting to vary the schedule and the frequency of swim call during the summer. The Daily Schedule will indicate which half of camp are assigned to go to swim call and which half are assigned to land activities. All cabins assigned must go to the waterfront because the counselor for the cabin is part of the count for counselor supervision and their presence is mandatory. Swim call is normally divided into two or three groups so that no more than 100 campers are at the waterfront at any one time.

General rules of swim call are:

1. If assigned, you and the entire cabin are required to go.
2. Campers must not cross the road without a road guard present.
3. Staff will be assigned shifts of lifeguarding.
4. At conclusion of swim call, staff must accompany campers back to camp.
5. Notify Waterfront Director immediately if any camper is unaccounted for.
6. Everyone **MUST have a "Buddy"** when swimming.

R. CABIN GROUP ACTIVITY (CGA)

This is your time to create memories! Cabin Group Activity (CGA) occurs primarily as a Major Day Activity, between 2:30 and 4:30 p.m. It is an activity that the cabin counselor and the entire cabin enjoy together. It should be one of the special times for you and the campers. Signups occur by the cabin counselor using the Sign-up board located on the Lakeside Porch.

The following is only a partial guideline of available locations and number of cabins that can go to each area along with requirements. Use your imagination. Come up with fun things to do with your campers. Extended Siesta is not an appropriate CGA. Chipmunk and Chickadee cabins are not permitted to go to Pine Point or Rocky Point or any swim activity away from the docks.

- Banana Boating- by assignment - 12 cabins (Only a portion of the CGA time)
- Climbing Wall & Cargo Net -3 cabins & ropes course instructors
- Horseback Riding - 1 cabin at 2:30 & 1 cabin at 3:30
- Tennis Courts - 2 cabins
- Hike - 2 cabins must take 2-way radio & approved trail
- Volleyball - 4 cabins
- Softball Field - 3 or 4 cabins
- Basketball - 4 cabins (tournaments)
- Archery - 1 cabin at 2:30 & 1 cabin at 3:30
- Recreation Hall - 2 cabins
- Kayaking - 2 cabins & at least 1 lifeguard & another counselor
- Canoes - 2 cabins& at least 1 lifeguard & another counselor
- Swimming Docks - No more than 8 cabins with 1 life guard per 10 campers
- Pine Point - 2 cabins with 1 life guard per 14 campers, 7 max in the water
- Rocky Point - No more than 2 cabins with 1 life guard per 14 campers, 7 max in water
- Paddle Boards - 1 cabin with lifeguard
- SUP - 2 upper division cabins - To remain on the lake entire time. No Beaching!
- Camp Treats (not at the lake)
 - 4 cabins- s'mores
 - 4 cabins- rice krispie treats
- Cabin Competitions - Skit Preparation - Hikes



S. SHASTA CALL/AFTERNOON SNACK

Every afternoon at 4:30 campers can come to the dining hall for either a snack or a Shasta call and possibly open Trading Post. Staff are welcome to enjoy the snack, but remember, no staff cuts.

T. CARE PACKAGES AND MAIL

So important to campers - we must protect their mail! Mail arrives in camp sometime between 11:00 a.m. and 1:30 p.m. It has to be sorted which can take considerable time. Counselors can usually pick up their cabin's mail at the beginning of shower hour, not before.

Packages are distributed after dinner. A package list is posted that names all campers that have packages. The mail tent is OFF LIMITS to all campers and staff except for the designated CILTs who are distributing the mail.

No more than the 2 "assigned" CILTs are permitted in the mail tent. The campers are only supposed to receive one package per week that is no larger than a shoebox. Counselors are responsible to manage these rules. Please talk to a head counselor if any care packages aren't appropriate.

U. SHOWER TIME

There should be plenty of hot water. Every day from 4:30 P.M. to 5:45 P.M. is camp shower time. Campers use this time to take showers, attend to personal time, socialize, etc. The staff that is not assigned to general shower supervision has this as time off. Staff is permitted to go to Miller's during this time. There is not enough time to go to Oakhurst. One team will be assigned for supervision. No staff may leave camp until all assigned staff has checked in. Staff leaving camp must check out. One or two teams will be "off" depending on staff size. The duty roster will assign staff to be in charge of supervision during this period.

Shower supervision responsibilities include:

1. Check in with the Administrator on duty at the traffic circle promptly at 4:30.
2. Actively supervise campers in your assigned area of responsibility.
3. Active supervision requires that you do not read, use earphones for music, or make friendship bracelets. Walk around with eyes up.
4. Walk around and play with the kids- you'll be amazed how fast the hour goes by.

V. AFTERNOON FLAG RETREAT

Changing of the guard. Afternoon Flag retreat is called every day at **5:45 p.m.**

This is a time to bring everyone together for announcements, roll call and to get ready for dinner. This is also the time for hoppers to go to the dining room. All counselors except those with the day off are required to be at flag. Staff who will be starting their nights off must "SHAKE HANDS" with the staff member who is replacing them. This insures all cabins are covered-staff are not permitted to leave until all day off staff have returned. DON'T BE LATE!

W. DINNER PROCEDURES

Dinner procedures are essentially identical to lunch.



X. CABIN WALK SUPPERS

Fajitas heaven! Cabin walk suppers are tentatively scheduled for all Sundays that are not changeover weekends. (*The end of the first, third, fifth and seventh weeks of camp.*)

Cabins are called to the Dining room starting at 5:45 p.m. The dining room is set up as a large buffet (many leftovers from the week) and a burrito or fajita bar, where campers compile a bag dinner to take somewhere around camp or the lake to eat. The docks, Pine Point, etc., are some favorite places. A sign-up schedule of locations will be established. All campers must be back in camp by 7:00. Please be sure to take a garbage bag with you from the dining room.

Y. TWILIGHT SPORTS

Only as good as you make it! Twilight sports are a scheduled activity most evenings from 7:00 p.m. until 8:00 p.m. It is not a mandatory activity for campers. However, for many staff it is a mandatory supervision assignment. Two teams will be assigned for running and supervising the activities and camp. Unassigned staff members are permitted to leave camp after all assigned staff check-in.

Twilight sports vary from summer to summer, and session to session. It depends on the camper's interest. It is the time of day that works great for tennis and basketball tournaments. It is a great time for quiet swim or watercolor on Lakeside Porch. It is also a great time for the campers to just relax. Quiet activities will also be offered.

The realistic goal is that at least 40% of the campers are involved in an active program. Staff will be assigned to activities or to general supervision in camps. Normally anywhere from five to seven activities will be available for campers. Those assigned to general supervision have the same set of conditions as outlined above for shower hour.

Z. CAMPFIRE

This is where the magic is created! Think of yourself as 12 years old and get pumped! Campfire is generally scheduled for every night of camp at 8:00 P.M. Most evenings it is physically held at the campfire area, however, on a number of evenings it may be held in the dining hall or other areas. All Staff are expected to help lead campfires during the summer. There will be sign-up sheets for you to sign up.

During the course of a session there will be a number of regularly scheduled special campfires. They include: CILT night, staff night, and closing campfire. Please check the camp calendar for these dates. There are a number of campfires that have become traditions, such as; "know your counselor," "scavenger hunts," and "you asked for it." Campfire is a VERY IMPORTANT part of our day. All material for staff night and CILT night must be approved by the Director or the P.M. Director.



Basic rules that apply at all campfires include:

1. Cabins sit together and the counselor is with their campers.
2. Program starts at 8:00 p.m. and concludes by 9:00 p.m.
3. All counselors should be ready to assist in planning and implementing.
4. A camp administrator must be in attendance at all campfires.
5. All materials should be "G" rated as we have many young campers.
6. Every camper should get on the stage at some point in his or her stay.
7. Campers should be actively involved in campfires.
8. Staff shall accompany their campers back to their cabins after campfire.

AA. DANCE NIGHTS

Skylake usually holds one dance per week. The 1st dance will be on a Saturday night and usually the 2nd dance is on the Wednesday night of week two. It is critical for the staff and the campers to understand we have neighboring camp grounds on both sides of camp. Noise must not disturb these camp grounds and we need to honor the Forest Service rules regarding quiet hours that commence at 9 p.m. each night. Dances usually begin at 7:15 p.m. and conclude no later than 9:00 p.m. Counselors are encouraged to make the dance more fun for the younger campers in the 7:15 to 8:15 time slot when the older campers usually have not gotten to the dance yet. (e.g. line dancing, electric slide, bunny hop- to help get the kids involved) We do not encourage "dates" for the dance.

- Dance activities in the first hour should be geared for young campers.
- 8:15 is the conclusion of the dance for Chipmunks & Chickadees.
- 8:30 is the conclusion for Bobcats & Warblers.
- 8:45 is the conclusion for Bears & Tanagers.
- All music must stop at 9:00 per US Forest Service rules.
- 9:00-9:30 Social time for Seniors and CILTs (Ice Cream Party, etc.).
- 9:30-10:00 - clean up and play time for CILTS.

When Dance Night is over, it can be very chaotic. Please be sure to locate your campers and head for your cabin ASAP.

Staff supervision is critical during dances. In addition to normal supervision at the dance, overall supervision around camp also required. Staff will be assigned on a rotational basis to supervise the entire camp. Campers are required to stay at the dance and not be circulating around camp. Dance nights also have on occasion been a night former campers try to sneak into camp or guests at neighboring campgrounds drift into camp. This is not to be permitted under any circumstance.

Dances are a big hit with the kids. They need to have their space, but they also need to be supervised. The music selections particularly can be a problem with inappropriate language and suggestive content. Staff assigned as DJ's will be accountable for the content of the music. Campers' attire can occasionally go beyond what is acceptable- please be a role model and get involved.

We must always remember we have campgrounds on both sides of camp. Music volume and noise must be kept to minimum at night and 9:00 p.m. is the absolute cut off on outside music.

BB. TAPS

Time to slow it down - be fair to the other cabins and keep it down. All campers are to be in their cabins by 9:15 and there will be a general announcement at that time. Campers by this time should have completed their bathroom chores and should be in their cabins. By 9:30 p.m. all campers and staff must be in their cabins. Taps will be played at 9:30 pm. This is a signal for camp to be quiet to allow campers desirous of going to sleep the opportunity to do so. QUIET talking and reading shall be permitted until designated lights out. ***Staff is to accompany their campers back from campfire to the cabins and to strongly supervise until all campers in bed.***

CC. SENIOR/CILT ACTIVITIES

Please control the mayhem! All CILT cabins attend CILT Activities. CILT Activities are regularly scheduled to follow nightly campfires and may be scheduled on occasion to coincide and overlap campfire. CILT activities commence at 9:15 and conclude by 10:00. On scheduled V.P. nights, CILT activities conclude at 9:30 p.m. This is not a time for unrestricted play. It can and should have a quality focus.

The 9:15 announcement will signal the beginning of CILT Activities when all campers should be inside the Rec. Hall. At the conclusion of CILT Activities campers must return to the cabin areas quietly and be in their cabins no later than 10:15.

The CILTS are responsible for maintaining the Recreation Room. Every night prior to leaving, the room will be straightened, all garbage removed and the floor mopped if necessary. This again includes tables and floors clean, no garbage or food left out.

Seniors may on occasion join the CILTS for a combined event. Seniors also may have a number of designated evenings of exclusive senior activities to immediately follow campfire and to conclude no later than 9:30 p.m.

DD. SLEEP OUTS “TCSO”

Lots of shooting stars! A privilege granted to cabins is the ability to sleep out. Head counselors schedule sleep outs based on availability and as a reward or incentive. This privilege can be lost for inappropriate conduct. There cannot be mixing of the genders during the sleeping times. There are NO co-ed sleep outs with Tanagers/Bears or Seniors or CILTS. There are no TCSO's on opening nights of sessions, dance nights, village patrol nights, or closing nights of sessions. Camp calendar has all nights listed when TCSO can occur.

EE. SNEAKING OUT AND CURFEW VIOLATIONS

This takes a “buy-in” from everyone. Campers are not permitted out of their cabins after their respective lights out. This means 9:30 for all campers except CILTS who have a 10:30 lights out on most nights. Please impress upon the campers the severity of this rule.

“Lights out” violations will be deemed to have occurred after lights out but before 11 P.M. Those violations will be dealt with on a case-by-case basis with individual circumstances dictating what the sanctions will be.

“Sneak Out” violations are considered a major violation of camp rules. Any camper outside of their cabin after 11 P.M. and not out solely for the purpose of going directly to a shower house solely for the purpose of using the toilet or to the Health Center is in violation of the policy and subject to being sent home. Staff will be held personally responsible for campers who sneak out at night.



The normal violation progression:

FIRST VIOLATION	SECOND VIOLATION
<i>Parents will be contacted at the time the camper is caught with the strong possibility of being sent home, depending on the circumstances.</i>	<i>The camper will absolutely be sent home.</i>

FF. VILLAGE PATROL

You deserve a break tonight! Skylake follows the basic rule that staff always goes to bed with their campers. The exception to the rule is the nights we have VP. Normally, the goal is to have village patrol once per week. The campers are put to bed, and then at 10 P.M. the staff is permitted to leave the cabins for staff meetings, planned food treats, or simply down time.

However, the campers must be supervised during this time. Normally 8-10 staff will be assigned to village patrol and will rotate physically being on duty. VP nights must conclude by 12:00 but may end earlier. 10-20 minutes of the VP time will be spent on camp updates, information sharing and in service training. The majority of the time will be relaxing.

On VP Nights there are no Tennis Court Sleep Outs and both Senior and CILT Activities end by 9:30 p.m.

GG. STAFF CURFEW AND CAMP CLOSED

Staff returning from nights off must check in prior to 12:00 midnight. After checking in with the P.M. Director on the Annex Porch or office, staff should quickly proceed to take care of good nights, shower house visits, etc., and be in their cabins before 12:15 a.m. It is very difficult to determine who anyone is at night. From a security standpoint, the easiest way to be sure there are no unauthorized individuals in camp is to know that anyone out after 12:15 should not be there.

Camp is considered closed at 12:00 a.m. All staff that have the day off have two options: You may choose to spend the night away from camp or, if you are desirous of sleeping in camp, you must return no later than 12:00 a.m. . If you return to camp you may not have a blood alcohol over .03.

All staff members returning from their “evening off” are on duty immediately upon returning to camp. You are again supervising campers. Staff is required to return to camp ready to work. Being under the influence of alcohol is NOT being ready to work. A blood alcohol reading of over .03 will be grounds for termination.

HH. CLOSING DAY-END OF SUMMER

The last day of camp is very busy and very emotional. The campers will depart camp at noon. The staff is required to clean camp in anticipation of Skylake being converted into a family camp. Once camp is cleaned, final paychecks will be distributed, everyone will say their good-byes and sadly camp will be closed.



Emergency Procedures

Notes:

MISSING CAMPER

Campers occasionally are not where they are supposed to be and this can be alarming. There are many reasons for this to happen and most often it is a just temporary event with kids either lagging behind or just losing track of time. None the less, it is a very disconcerting event when we cannot locate a camper. It is very important during every flag meeting, where campers need to be accounted for, to be thorough and conscientious in accounting for every camper. Please take roll call at Flag seriously. The generally accepted procedure for missing camper would be:

- Search the campers cabin and assigned shower house and the infirmary.
- Locate the counselor, close friends and cabin mates of the missing camper and determine the last place the camper was seen.
- Radio the waterfront to be certain the camper is not there.
- Examine out of camp trip logs to determine if camper is on a trip.
- Organize search teams to search the last know places the camper was known to be.
- Use the loud speaker to call the camper.
- Radio all staff that have radios to determine if anyone has seen the camper.
- Contact law enforcement if the camper is not located within 15 minutes. Once law enforcement is called the call to parents should follow very quickly.

FIRE AND SMOKE

The forest is very dry. Over the last 10 years the Sierra National Forest has lost millions of trees to the bark beetle and most of these dead trees still litter the forest providing incredible fuel supplies. Historically our California fires consumed 20 - 50,000 acres before they were controlled. Recent fires have been consuming hundreds of thousands of acres before being controlled. The smoke from these fires has been catastrophic and has led to camps having to evacuate due to smoke alone.

In the event of smoke that is determined to be unsafe activities will be scaled back commensurate with the severity of the smoke. In the event of severe smoke conditions camp may be closed and campers sent home. This will normally not be a time critical emergency. Long term exposure to smoke can be detrimental to your health, but a few hours or days is not a major concern. We will have adequate time to arrange safe transportation of campers and staff out of the danger area.

Recent fires have also acted very differently in the speeds

with which they travel. Fires that were five or ten miles away posed little risk just a few years ago. This is not the case today. Depending on terrain, winds, and temperatures, fires can move very quickly and as a result we may have to act very quickly.

It will be very important for you to respond to the directives you receive from the Directors. The normal first step in a fire emergency will be to sound the fire alarm signal and for all campers and staff to report to the flag to receive further instructions.

You should anticipate Fire Drills throughout the summer. Whenever you hear the Fire Alarm signal all campers and staff shall go to the Flag. Even if you are off you are required to go to the flag.

ACTIVE SHOOTER

We hesitate to include this topic because of the slim probability of this type of situation occurring. However, due to the horrific potential of such an event Skylake has looked at the potential alternatives of how to deal with such an event. Skylake does not have weapons on site and no one on site is trained to combat a shooter. Law enforcement support would be at least 15 minutes from camp.

The most appropriate action in the event of a shooter is for the majority of the camp population to disperse and hide. Staff would be instructed to herd as many campers as you can locate and direct them to run up into the hills. Campers and staff should fan out up the hill and remain in their hidden locations until they receive clear and credible information that is safe to return to camp.

Shelter in place is an option for those either in immediate vicinity of the shooter or those with the ability to lock themselves in a room that can be secured.

Distance between you and a shooter is the most effective safety measure you can take.

Skylake's Unique Activity Descriptions

- | | |
|--|---|
| A. BASIC CABIN RULES | L. WIDTH OF THE LAKE SWIM |
| B. NEW SESSION OPENING DAY SCHEDULE | M. CANOE RACE |
| C. BIG (SECRET) SISTERS | N. LENGTH OF THE LAKE |
| D. CAMPER OF THE WEEK (COW) | O. BEARS |
| E. CAMPER INITIATION CAMPFIRE | P. ALUMNI T SHIRTS |
| F. CAMPER WRITTEN POSTCARDS | Q. BACKPACK TRIPS |
| G. SPECIAL EVENT DAYS | R. CHANGEOVER WEEKENDS |
| H. YOSEMITE DAY TRIPS | S. CILT CIVILIZATION DAY SERENADE |
| I. NIGHT TIME SPECIALS | T. CLOSING BANQUET |
| J. MILLERS VISITS | U. EACH SESSION CLOSING DAY SCHEDULE |
| K. CILT NIGHT/STAFF NIGHTS | |

A. BASIC CABIN RULES

1. The Skylake Pledge of respect for property, people, and camp is the Golden Rule.
2. No campers from a different cabin are permitted inside a cabin without counselor present
3. Music players may only be used during shower hour, twilight sports, and siesta with Counselors approval. Music must always be low volume.
4. Electronic games, or anything with a screen, are not permitted in camp.
5. No one is permitted out of the cabin after TAPS except to go to the bathroom or to the Health Center.
6. No swearing, inappropriate language, or mean speech is permitted.
7. NO bullying or fighting (campers will be sent home).
8. Campers must attend all activities.
9. Cabins are off limits during activity periods except to change clothes.
10. Violate curfew rules and you will be sent home.
11. Waterfront if off limits.
12. The internet is off limits. Cell phones and all items that are capable of accessing the internet not permitted at camp. All devices must be turned into the office and will be mailed home.
13. Use only the bathrooms and shower house to which you are assigned.
14. Shoes must be worn at all times.
15. Shoes with heel straps or full heel required on the swim trail.
16. No graffiti anywhere in the cabin or anywhere in camp.
17. Receive a black for cabin clean up and lose trading post.

B. OPENING DAY SCHEDULE

10:00	Staff meeting	Staff will be responsible to move all of staff cars to the top of the play field. Parents arriving with campers will be directed to park in the staff parking lots. Campers upon arrival are directed to the campfire area for cabin assignments.
11:30	Staff Lunch	
12:15	Gates open for parents	
12:30-2:00	Buses arrive	
2:00-5:00	Swim tests, health check, camp tours, dining room procedures, popsicles, etc.	All staff assists in greeting and moving campers to assigned cabins. As soon as feasible, cabin groups are formed and the days schedule is followed. Please pay particular attention to campers not fitting in, fatigue, and dehydration. There will be food available all day in the dining hall. Opening day is both very exciting and very scary.
5:45	Evening Flag	
6:00	Dinner	
7:00	Early Campfire	
8:15	Cabin Pow Wows, Donuts and team building	
8:15	CILT planning evening - concludes at 9 p.m.	
9:15	Taps	

C. BIG (Secret) SISTERS/BIG BROTHERS

Girl's camp has a tradition of making sure every new camper have a big sister. That individual is unknown to the young camper but receives notes and little goodies from the Big Sister until closing campfire when the Big Sister presents herself. A similar activity exists in Boy's camp although it is new in our traditions and needs full buy in from staff to make it great.

D. CAMPERS OF THE WEEK (COW)

The **COW award** is given every week, to both a boy and a girl, from lower division and upper division. One CILT per week may (or may not) also be awarded this honor. The award is to acknowledge campers who exemplify the mood and spirit of camp. The award acknowledges those who are always willing to help, always have a smile, and are always willing to work as part of a group.

The Head Counselors in consultation with the cabin counselors make the selection normally at the Divisional meetings that takes place on Sunday mornings. On changeover weekends, the award must be presented at the Saturday closing campfire with parents present so the selection must be made on that Friday.

E. CAMPER INITIATION CAMPFIRE

On the 2nd night of each session at 7:00 p.m. a special opening campfire is held. A short campfire at campfire circle is held and then the boys and girls will be divided for separate events. The girls then proceed to Rocky Point while the boys proceed down the camp road and over to Pine Point. The road is a dangerous place. Please make sure campers are walking single-file on the side of the road. Move quickly and maintain road guards from the front and rear.

An Administrator shall be responsible and present at all times. Head counselors are responsible for the planning and appropriateness of the campfires. There will be no interference in the two simultaneous initiations.

At all times when Skylake acts as a group off premises, we must understand we have no priority or extra privileges to the Lake. Therefore, at all times respect the rights of others. If a spot that we traditionally use for our events is occupied by other people, respect their rights, and find another location. **NO FIRES OUTSIDE OF THE AUTHORIZED LOCATIONS.**

F. CAMPER WRITTEN POSTCARDS - TUESDAYS

Campers are required to write their parents on Tuesday. Pick up postcards/ stationary from the Head Counselor or the Office Manager. Postcards/letters must be turned in before dinner. Make sure with the younger campers that the addresses are correct. Staff should do the addressing for all campers ten years of age and under. Parents will absolutely love you if you can get the campers to write more often. Postcards are always available in the office. Make this a cabin group activity or an activity just before bedtime.

G. SPECIAL EVENT DAYS

On average, once per week (most often on Saturday) the daily schedule is abandoned in favor of a special event day. Staff committees are formed and jobs are assigned for these days. Recent years have seen some incredible special days such as theme days from Wizard of Oz and Willie Wonka and the Chocolate Factory. Often times a Special Half-day will occur. **These Days at Skylake are traditionally the highlight days of the summer and are VERY IMPORTANT.**



H. YOSEMITE DAY TRIPS

A considerable number of our campers and their parents desire the campers get a chance to go to Yosemite National Park. Skylake uses camp vans and our trip staff for these trips. The goal is to make sure every single camper desirous of going to Yosemite gets to go on that trip. The level of interest is determined by cabin counselors and trip staff and the appropriate number of trips will be scheduled. Normally trips will be scheduled to go out every Tuesday and Wednesday of Week #1 and Monday, Tuesday and Wednesday of Week #2, with the number of vans going determined by the interest level

I. NIGHT TIME SPECIALS

The desire to spice things up occasionally can produce great energy in camp. Some possible “nighttime special” activities include ice cream sundae or milk shake parties in the lodge, sleep outs on Goat Mountain, etc. All require advance planning and approval.

J. MILLERS VISITS

A special and cherished privilege for Seniors and CILTS is the ability to visit Millers.

The following policies apply to visits to Millers:

1. Campers are never permitted to walk on Road 222. Campers going to Millers either use canoes or walk on the fire road being sure not to leave the fire road until they are at a point where they can get to Millers without having to walk on Road 222.
2. Only CILTS may go the first week. Seniors may not go to Millers their first week in camp.
3. No camper shall visit Millers more than once per week.
4. The phones at Millers are off limits to campers.
5. No more than 3 cabins can go to Millers on any given day and no more than 1 cabin group is permitted inside Millers at one time. We have had theft issues in the past.
6. Campers may not return to camp with any purchases. Everything is to be consumed prior to returning to camp. All campers have been advised that they should bring \$10 for each of their opportunities to go to Millers.
7. Millers’ is off limits to all campers except as outlined above.
8. Miller’s is only available Monday thru Thursday.
9. Staff is not permitted to take money from campers for the purpose of buying items for them at Millers. *(Or anywhere else. Staff desirous of buying items for their cabins may do so - you just cannot take money from campers for this purpose.)*

K. CILT NIGHT/STAFF NIGHT

Special campfires are conducted by the CILTS and the Staff once every four weeks. These nights are dedicated to skits, talent and satire. All content must be pre approved by an administrator. Under no circumstances will any inappropriate content be approved. No sexual innuendos and no making fun of other campers. Video cameras shall not be permitted by staff or campers.



L. WIDTH OF THE LAKE SWIM

The “Width of the Lake” swim occurs as often as necessary to accommodate the number of swimmers desirous of accomplishing the swim. Historically it occurs 2-4 times per two week session. The “Width of the Lake” swim is also used as a qualifying event for the “Length of the Lake” swim. Every swimmer must have a canoe paddling beside of them. The canoe must have both a counselor and a camper in it at all times. All staff should be prepared to join in the festivities a couple times each summer. The swimmers meet at 6:15 a.m. and are in the water by 6:30 a.m.

M. CANOE RACE

The day prior to the “Length of the Lake” swim, 10 canoes must be transported to the far end of the lake. This is a great opportunity to stage a competitive canoe race. This event requires staff supervision in a ski boat and coordination with camp vehicles to get the participants back to camp.

N. LENGTH OF THE LAKE SWIM

Two times each summer (normally during the 4th and 8th weeks of camp) the “Length of the Lake” swim is conducted. This is a major traditional event at Skylake. It is also a very labor intensive and requires significant marshaling of resources.

Eligibility: A maximum of 10 campers are permitted to swim the event. Campers qualify for the event by swimming the “Width of the Lake” and the Waterfront Director determines eligibility. In the event of more campers being “time eligible” than can be accommodated, the following priority system shall prevail:

- Four week campers with the most years at Skylake.
- Two week campers with the most years at Skylake.
- Campers who have successfully completed the event in years past are not eligible unless there are openings.
- Chipmunks and Chickadees are not eligible for this event

Protocol:

- Canoes must be taken to other end of the lake the night before.
- Food prep is performed the night before. (Hot chocolate and bagels)
- Campers must be awakened at 4:30 a.m., in the vans by 5:00 a.m., and in the water at first light. 3 or 4 drivers are necessary.
- Waterfront Director is the supervisor of the event from land.
- Designated Assistant supervises the event from a ski boat.
- Swimmers should enter water with a 15-30 second stagger.
- Swimmers must be across Millers Cove before 8:00 a.m.
- After 8 a.m. campers must swim the balance of the swim inside the buoys.
- Each canoe must have 1 staff member and either a camper or an additional staff member
- Two-Way Radios should be provided to the Waterfront Director and the Designated Assistant.
The Camp Director shall also be on radio at all times the event is taking place.
- Staff that row will have the afternoon activity time off. (not the morning)

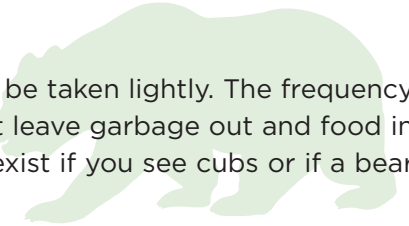


This event is a “tolerated” by the Madera County Sheriff. Lakeside residents are still sleeping. Unnecessary noise should be avoided and music is never permitted until after the swimmers have passed the Pines Resort and even then the music must not be loud.

This is a camper event, staff is not permitted to swim. Staff desirous of swimming the length should meet with the Waterfront Director to discuss any alternative opportunities.

O. BEARS

The area has a strong bear population. Bears are not to be feared but not to be taken lightly. The frequency of bears in camp will depend on how much food they have access to. Do not leave garbage out and food in cabins needs to be put away. No food with the CILTS outside. Danger does exist if you see cubs or if a bear is cornered. Give them space.



P. ALUMNI T-SHIRTS

Commencing with a camper’s 3rd year at Skylake, they are awarded an Alumni T-Shirt. The shirts contain a pine tree for each of the Camper’s years at Skylake. The shirts are generally awarded on the awards night campfire.

Q. BACK PACKING TRIPS

These are great opportunities for campers to experience the mountains and Skylake offers an extensive schedule of trips. They are challenging hikes. Most of the hikes are 3 days and 2 nights. Hikes are led by a “Trip Staff” that must have wilderness First Aid training and are over 21 years of age. The opportunity for camp staff to get on a backpack trip is limited. If you are desirous of making that happen advise the trips leader early in the summer.

R. CHANGEOVER WEEKENDS

Campers that are not going home are permitted to have visitors but are no longer permitted to leave camp. Make sure your campers know this. All visitors must leave camp 30 minutes after the buses depart.

CILT CIVILIZATION DAY

The CILT II’s spend one day in town during the final week of each session. The campers have a pizza and movie. Provocative clothing or clothing that attracts attention is not permitted. This event is subject to availability of vehicles.

S. STAFF SERENADE

Staff serenade traditionally occurs after Session B and Session D. This is the end of the traditional four-week sessions. The last Friday of camp is a very emotional evening for the four-week campers, particularly the CILTS and the staff.

The staff meets at the Flag immediately after TAPS. The Serenade should commence no later than 9:30 p.m. and should conclude by 10:45 p.m. Most of the campers remain awake during this entire time. Please return promptly to your cabins at the end of the serenade to spend some quality time with the campers as they get ready to return to the real world. The P.M. Director will be the supervisor in charge. Please be aware that emotions of the moment and lack of quality supervision campers can get a little out of control. A number of staff will be assigned to a Roving Village Patrol during this event.

An abbreviated Serenade will be held at the conclusion of Sessions A and C with the CILTs participating.



Notes:

T. CLOSING BANQUET

On the last Friday night of each camp session we will always try to do something a little special.

U. CLOSING DAYS

Closing days occur on Saturdays. They are always busy and can be chaotic. The most important requirement is that packing for going home starts at least two days before with the removal of as much garbage as possible.

Black Box Thursday occurs the last Thursday of each session when all cardboard boxes must be broken down, flat, and thrown away.

Friday all extra garbage must be out of the cabins as we will be making a special “dump run.” Four-week campers in particular accumulate an incredible amount of care package garbage.

Closing Day Itinerary:

- 6:45 Early Reveille
- 7:00 Packing and bags out
- 7:45 Morning Flag
- 8:00 Breakfast
- 9:00 Goodbyes and baggage moving
- 9:30 Gates Open for Parents
- 10:00 Closing Ceremony
- 11:00 Buffet Lunch
- 11:45 Begin Loading Buses
- 12:00 Buses and parents depart
- 1:00-4:00 Camp Clean up, cabin signs, move into new cabins



Health & Safety

BATS

The flying variety. Bats are prevalent in and around Skylake. The basic rule is that a bat should never be touched. Any physical contact with a bat is a basis for requiring a series of injections to prevent rabies. Unless it can be determined that bat is not rabid, the injections are mandatory. It is very important that cabin doors are never left open. You do not want a bat inside your cabin. If you discover a bat in your cabin after Taps, you should move to the tennis courts if the bat doesn't fly out on its own.

HAND WASHING & CABIN SANITIZING

Through years of experience, and some unfortunate incidents, Skylake has learned the importance of hand washing and proper sanitization of cabins. Trust us, it is no fun when everyone in camp either has diarrhea or is vomiting.

Campers are required to wash their hands properly before every meal. This will normally be done by going directly from the flag area to a designated hand washing station. Staff will be assigned to monitor the hand washing and counselors will always accompany their campers.

Cabins are sanitized completely prior to the commencement of every session AND in the event of a camper vomiting in a cabin. Sanitization requires that everything be removed from the cabin. The floors will be scrubbed, the mattresses will be sprayed with a bleach/water solution (1/2 c bleach to 2 gallons of water) and all surfaces of the cabin will receive a light spray of this solution. The mattresses and the surfaces must then be allowed to AIR DRY.

In the event of a camper vomiting during the night, that was not caused by overeating junk food, all campers must vacate the cabin and sleep in an alternate location and then return in the morning to sanitize the cabin.

LIFE JACKET REQUIREMENT FOR CHIPMUNKS & CHICKADEES

All Chipmunks and Chickadees will be issued personal lifejackets the first day of camp. These campers will wear lifejackets at all times that they are at the waterfront except when involved in swim instruction. Chipmunks and Chickadees are only permitted to visit the waterfront at the Docks. (No Pine Point, Rocky, etc.)

INJURY/ILLNESS PREVENTION

- It is critical that you pay close attention to your hygiene, hydration and sleep requirements.
- The kitchen is off limits at all times.
- Long pants and closed toed shoes are required to participate in horseback riding.
- Your personal safety as well as the safety of your campers is dependent on you making sound and mature decisions.



Miscellaneous

CAMP BOUNDARIES & OFF LIMITS

Skylake does not have any fences or boundary signs. Campers must be advised and shown the camp limits. The basic rules for campers during the times they are moving around camp is that they are not permitted into the opposite gender's side of camp, above the basketball courts or to the horse corrals, more than 10 yards behind the back row of cabins, staff areas such as staff retreat, parking lot, staff bathrooms, gatehouse, or the camp kitchen. Campers are expressly prohibited from entering the public campgrounds or going anywhere off site.

COMPUTERS & PHONE CALLS

Campers are not permitted to call home or possess cell phones or any device with internet access. Campers that go to Millers should be advised that the no phone call policy applies and they are not to make calls.

On Camper's Birthdays, they are permitted to call home. The most convenient time is immediately after dinner. They should be advised it is a "short" call, e.g. ten minutes. The campers should come to the office to place their birthday call.

PARENT PHONE CALLS

The children are not permitted to call home from camp, however, parents are permitted and encouraged to call camp to get reports on their children. Often times, after a letter home, a parent will be worried and call the camp. You may be required to return all calls from the parents. Skylake uses a telephone contact sheet to advise counselors if there is a need to call. The counselor should come to the office after dinner, make the phone call, write a summary of the call on the same contact sheet given to you and leave the form on Jeff's desk. The form will be reviewed and then filed in the camper's file. Please be sure if no one is home that you absolutely leave a message that indicates

you were calling just to provide some status check information and that the camper is perfectly ok." If you do not reach the parent make sure the message indicates that the office is closed and that you will call them again in the morning. In the past, staff members have on occasion not left a message, and the parents returning home can see from the message log that a call came from camp and with no message left, they become frantic that something has happened to their child.

CAMPER-STAFF CONTACT AFTER THE SUMMER ENDS

The continued interaction between staff and campers at the conclusion of the summer is challenging. Staff will be remembered for a very long time by the campers. Staff members are revered by the campers and continued communication by e-mail or letters is commendable. However the absolute requirement is that prior permission be sought and obtained from the parents. Communication without such permission is deemed inappropriate. There is no reason staff should be meeting with campers after camp ends. So, unless you are in the presence of the parents, you should not be meeting campers outside of camp.



SOCIAL MEDIA

Your social media presence is a window into your life. You should be very careful of the image you project by controlling what you share and what you use on your profiles, including tagged posts by others. Often times, what you think is private, is not. Please remember that parents will now be looking at your social media as well.

Skylake requires that at no time do you become “friends” with a camper via social media. This includes all platforms including Facebook, Instagram, Twitter, Snapchat and the like. This is not subject to parent approval-it is a prohibition.

Skylake requires that at no time do you post images online of events that occur in camp showing any campers. Campers should never be photographed nor should their images ever appear on your social media sites. Pictures of staff that you post on line should always be respectful and appropriate. This means no alcohol or compromising situations.

Any use of the Skylake name or Skylake Logo is not permitted.

STAFF VISITOR POLICY

Skylake is a closed facility. The basic rule is that we have a “no visitor” policy. Keeping camp safe is our highest priority and knowing everyone on-site is critical in that objective. Friends should visit you on your day off. Parents and relatives of staff may come for an escorted visit with authorization beforehand. Former staff and former campers should call camp for approval to visit. Any former staff or campers that arrive without first calling may be turned away depending on the camp schedule. No one, including former campers or staff are permitted in camp without an escort at all times.

It is your responsibility to immediately go up to anyone unaccompanied you see on the camp property and advise them of our policy and to accompany them to the office if they are in need of assistance or further information.

SHOWER HOUSE ASSIGNMENTS

The campers and all staff will be assigned specific shower houses for use. Please make sure your campers only use their assigned shower house and that you use your designated shower house during the assigned hours.

The upper boys shower house is exclusively for the use of the CILTS, Seniors, and Bears. The front side of the lower boy’s shower house is exclusively for the use of the Chipmunks and Bobcats and the backside is exclusively for staff.

The lower division girls will have access to left side of the girl’s shower house and the upper division girls will use the right side. The backside shower room of the girls’ shower house is exclusively for staff except during shower hour and on dance nights when it will be exclusively available to the CILT girls. If the CILT numbers are low for a particular session, Senior Girls may also be given access to the backside shower house.



SESSION BREAK VISITS

Campers are no longer permitted to leave camp during a session break. Parents may visit but may not take their campers out of camp. No exceptions. Former campers are not permitted to visit during session breaks unless they are accompanied by their parents or are over age 21.

EMERGENCY HORNS & WHAT TO DO

FIRE ALARM	(or General Call to Congregate) Three short Blasts - Repeated Go to the Flag
WATERFRONT	One short blast-everyone out of the water “CLEAR THE WATER” command from staff.
SEVERE EMERGENCY	Steady, short blasts, over & over. Take your cabin group, activity group and all campers and head to the woods. Do not return until certain the area is safe.
ALL CLEAR	5 Second long blasts Return to Flag

GLOSSARY

ACA	American Camp Association
CILT	Camper in Leadership Training
CGA	Cabin Group Activity
COW	Camper Of the Week
Hopper	Cabin member responsible to set table and bring food
SUP	Stand Up Paddleboard
TCSO	Tennis Court Sleep Out
YDT	Yosemite Day Trip



Songs

SKYLAKE CLOSING SONG

Moonlight over Skylake / Lighting Heaven's doors
Waters, silvery waters / Kissing moonlit shores
Listen, hear the wind blow / Through the evening blue
Come girls, come to Skylake / Where each friend is true.

To Skylake men, Sierras call / Brings memories that bind us all
The gatherings in the firelit night / The view of Bass Lake's glorious sights
The hikes to mountains, lakes and streams / Cooperation with the team
But most of all the friends we make / The men of old Skylake

Day is done/ Gone the sun
From the lakes, from the hills, from the sky
All is well, safely rest / Gooooooooo Niiiiiiiite.

COOKIE

Cookie, Cookie, listen while sing to you

Cookie, Cookie, you're a part of camp life too.

*Anyone can bake a cake and anyone can sing
But it takes our cookie to make the things we eat*

*SO, Cookie, cookie, listen while sing to you
You are a dandy
Listen while we sing to you!*

SKYLAKE'S AWESOME

Skylake's awesome, Skylake's awesome, Skylake's awesome, yeah yeah yeah
Skylake's awesome, Skylake's awesome, Skylake's awesome, yeah yeah yeah

We love this place and Mr. Portnoy's cool
Bass Lake is dirty and we wish we had a pool, hey!

Skylake's awesome, Skylake's awesome, Skylake's awesome...
(Half the room sings "Skylake's awesome, Skylake's awesome..."
and the other half sings first stanza. Both join in for second stanza, then reverse parts.)



Songs

A BOBCAT AND A WARBLER

A bobcat and a warbler were walking I declare /
Down by the river, didn't know that I was there.

Well the bobcat he was bashful and the warbler she was shy /
when he asked if he could kiss her

This was her reply /
"You can kiss me if you want to, but you better do it right-

You better not do it like you did the other night /
'cause if you do, I'm telling you-

I'll never let you kiss me anymore, I really mean it /
I'll never let you kiss me anymore! (kiss noise twice)

A - ROOSTA - SHA

"Thumbs up" (audience repeats back)
A-roosta-sha, a-roosta-sha, a-roosta-sha-sha (all together)
A-roosta-sha, a-roosta-sha, a-roosta-sha-sha (all together)
(add an action, one at a time: "wrists together, elbows in, knees knocked,
pigeon-toed, butt-out, head back, tongue out")

BABY BUMBLEBEE

I'm bringing home a baby bumblebee/ Won't my mommy be so proud of me
I'm bringing home a baby bumblebee/ Ouch, it stung me!

I'm smashing up my baby bumblebee/ Won't my mommy be so proud of me
I'm smashing up my baby bumblebee/ Eeeww, what a mess!

I'm licking up my baby bumblebee/ Won't my mommy be so proud of me
I'm licking up my baby bumblebee/ Ohhh, I feel sick

I'm barfing up my baby bumblebee/ Won't my mommy be so proud of me
I'm barfing up my baby bumblebee/ My mommy's not so proud of me!

Songs

BACK TO OUR HOME

M. Maciaszek, S. Allee, A. Tourk

In times of sun... shinin' against the rain / out on my own...
only I can feel the pain / to hold you tightly...
another chance to be / you make it easy... just being me.....

(chorus)

We sang to the friends we made without shedding a tear
we said on the day we left we'd come back next year
back to our home in the mountains and the hills
back to our home where I stand alone or stand with you

Back to our home... still feelin' wild and free / I gave to you...
you gave yourself to me / you made me proud...
just to stand alone / I'll see you again ... 'cause your in my home (chorus)

Another lifetime... I only wish I had / a summer's story...
no sense in feelings sad / one thousand miles...
doesn't seem that far / and you know I'll take you back...
just the way you are.... (chorus)

SKYLAKE CLAP

1-2-3-4 1-2 1-2
1-2-3-4 1-2 1-2
1-2-3-4 1-2-3-4
1 1 1 1
1-2-3-4 1-2 1-2
1-2-3-4 1-2 1-2
1-2-3-4 1-2-3-4
1

SKYLAKE CLAP II

1 1 1-2-3
1 1 1-2-3
1-2-3 1-2-3
(fake clap)
1

BLACK SOCKS (sing in a round)

Black socks they never get dirty
The longer you wear them the blacker they get
Some day I'll probably launder them
Something keeps telling me don't do it yet

Not yet, not yet, not yet . . .

(Half the room sings "not yet, not yet . . ."
and the other half sings first stanza.
Both join in reverse parts.)

EIGHT APPLES and BANANAS

I want to eat, I want to eat 8 apples and bananas
I want to eat, I want to eat 8 apples and bananas

(Repeat but add a vowel sound to each word,
except for "I" and "and")

BOOM-CHICK-A-BOOM (call & response song)

I said a boom-chicka-boom
I said a boom-chicka-boom
I said a boom-chicka-rocka-chicka-rocka-chicka-boom
Uh-huh / oh yeah / one more time / baby style

(Repeat by changing styles:
British, country, valley girl, etc.)

Songs

CHICKY-CHICKY BEAT

Hey there, (name), you're a real cool cat
You got a lot of this and a lot of that
We all think that you're real neat, so come on down and do the chicky-chicky beat
Hands up chicky chicky, a chicky chicky
Hands down chicky chicky, a chicky chicky
Wham boom, chicky-chicky, chicky-chicky
Wham boom, chicky-chicky, chicky-chicky
(Repeat by naming someone else)

SIPPING CIDER THROUGH A STRAW

The prettiest girl (echo), I ever saw (echo)
Was sipping ci-(echo)-der through a straw (echo)
(repeat lines without echo)
I asked her if, she'd show me how
to sip that ci-, -der through a straw

The cheek to cheek, and jaw to jaw
We sipped that ci-, -der through a straw

Every now and then, the straw would slip
I'd sip some ci-, -der from her lip

The preacher came, to our backyard
A sipping ci-, -der through a straw

And now I have, a mother-in-law
And 14 kids, to call me Pa (or Ma)

The moral of this little tale
Is sip your ci-, -der from a pail

HEAD, SHOULDERS, KNEES and TOES

Head, shoulders, knees and toes, knees and toes
Head, shoulders, knees and toes, knees and toes

Eyes and ears and mouth and nose
Head, shoulders, knees and toes, knees and toes

(Alternate version)

Ankles, elbows, feet and seat, feet and seat
Ankles, elbows, feet and seat, feet and seat

Hair and hips and chin and cheeks
Ankles, elbows, feet and seat, feet and seat

FATHER ABRAHAM

Father Abraham had seven sons
Seven sons had Father Abraham
And they didn't laugh
And they didn't cry
All they did was go like this . . .

With the left (wave left arm). . .

(Repeat and add a body movement each time:
left arm, right arm, left leg, right leg, and the
head)

Songs

HERMIE THE WORM

Sittin' on a fence post chewing my bubble gum (make chewing sound)
Playin' with my yo-yo, (make yo-yo motion saying "whoo, whoo")
When along came Hermie the Worm. (use index finger for a crawling worm)
He was this big (start with small, then get wider and wider)
I said, "Hermie, what happened?"
"I ate my sister."

(Repeat and exchange "sister" for brother, mother, father)

(After "father")

Sittin' on a fence post chewing my bubble gum
Playin' with my yo-yo,
When along came Hermie the Worm.
He was this big (very small)
I said, "Hermie, what happened?"
"I burped!"

HIPPO SONG

What can make a hippopotamus smile?
(first do shoulder hunches, then circular motion with body)
What can make him walk for more than a mile?
(first do shoulder hunches, then circular motion with body)
It's not a party with paper hats (make a hat on head with hands)
or a case of candy that makes him fat (make a belly)
That's not what hippos do (wagging finger)

They ooze through the goo without any shoes (swaying arms up & back)
they wade through the water 'til their lips turn blue
(wading motion with arms)
... yes that's what hippos do! (stand sideways with arms out)

What can make a hippopotamus smile?
(first do shoulder hunches, then circular motion with body)
What can make him walk for more than a mile?
(first do shoulder hunches, then circular motion with body)
It's not a tune on the old violin (violin motion)
or listenin' to the whistlin' wind (hand to ear)
That's not what hippos do (wagging finger)

They ooze through the goo without any shoes (swaying arms up & back)
they wade through the water 'til their lips turn blue
(wading motion with arms)
... yes that's what hippos (stand sideways with arms out)
yes that's what hippos (switch stance to other side)
yes that's what hippos do! (switch stance to other side)



Songs

IF YOU'RE HAPPY AND YOU KNOW IT

If you're happy and you know it clap your hands (clap hands twice)

If you're happy and you know it clap your hands

If you're happy and you know it then your face will surely show it

If you're happy and you know it clap your hands

If you're happy and you know it stomp your feet (stomp feet twice)

If you're happy and you know it stomp your feet

If you're happy and you know it then your face will surely show it

If you're happy and you know it stomp your feet

If you're happy and you know it say "I am!" (say "I am!")

If you're happy and you know it say "I am!"

If you're happy and you know it then your face will surely show it

If you're happy and you know it say "I am!"

If you're happy and you know it do all three (clap twice, stomp twice, say "I am!")

If you're happy and you know it do all three

If you're happy and you know it then your face will surely show it

If you're happy and you know it do all three

I LOVE THE MOUNTAINS (done in a round)

I love the mountains, I love the rolling hills

I love the flowers, I love the daffodils

I love the fireside when the lights are low

Boom-de-adda, boom-de-adda, boom-de-adda, boom-de-adda ...

(Half sing first stanza, half sing "boom-de-adda.")

Both join in for "boom-de-adda" - then switch parts)

JOHN JACOB JINGLE-HEIMER SCHMIDT

John Jacob Jingle-heimer Schmidt

That's my name too.

"three, four five" - (loud)

Whenever I go out, the people always shout,

"There goes John Jacob Jingle-heimer Schmidt!"

Da da da da da da da da

(Repeat, each time getting quieter except for "three, four five")

Songs

LITTLE BUNNY FOO FOO

Little bunny foo foo hopping through the forest,
scooping up the field mice and bopping them on the head.

Dowwwwn came the good fairy and she said,
“Little bunny foo foo I don’t want to see you scooping up the field mice and bopping them on the head.
I’ll give you two more chances/
And if you disobey me then I’ll turn you into a gooooooon /
The very next day

Little bunny foo foo hopping through the forest,
scooping up the field mice and bopping them on the head.

Dowwwwn came the good fairy and she said,
“Little bunny foo foo I don’t want to see you scooping up the field mice and bopping them on the head.
I’ll give you one more chance/
And if you disobey me then I’ll turn you into a gooooooon /
The very next day

Little bunny foo foo hopping through the forest,
scooping up the field mice and bopping them on the head.

Dowwwwn came the good fairy and she said,
“Little bunny foo foo I don’t want to see you scooping up the field mice and bopping them on the head.
I’ll give you no more chances/
And since you disobeyed me then I’m going to turn you into a gooooooon /
The moral of the story is - hare today, goon tomorrow

LITTLE CABIN IN THE WOODS

*(Hand motions for each line. Each time verse is repeated another line is silent
and only hand motion is used. Go faster each time through)*

Little cabin in the woods (use hands to make a triangle)
Little old man by the window stood (make binoculars with fingers)
Saw a rabbit hopping by (hopping motion with two fingers)
Knocking at my door (knocking motion)
“Help me, help me, help me.” he said (throws hands up in air each time)
“Before the hunter shoots me dead.” (shooting motion with fingers)
“Come little rabbit, come inside” (motion with hand to come in)
“Safely to abide.” (cradle motion with arms)
(Repeat)

Songs

NA-NABISCO

Na-nabisco, na-nabisco, na-nabisco
Yum, yum, yum
Na-nabisco, na-nabisco, na-nabisco
Yum, yum, yum

An Oreo (clap twice), a chocolate Oreo (clap twice)
I love that creamy filling in
A chocolate Oreo, hey!

Yummy, yummy, yummy . . .

*(Half the room sings, "yummy, yummy..." and the other half sings the first stanza.
Both join in for second stanza, then reverse parts.)*

TARZAN (repeat song)

Tarzan; Swingin' in the jungle land;
Tarzan; Fell into the frying pan;
Now Tarzan has a tan
Jane; Cruisin' in her Trans-am;
Jane; Crashed into the frying pan;
Now Jane has a pain
Cheetah; Bouncing on his new bed;
Chettah; Fell onto his head;
Now Cheetah is dead

PEANUT BUTTER

Peanut, peanut butter (with hands held high) and jelly (hands low)
Peanut, peanut butter (with hands held high) and jelly (hands low)
First you take the peanuts and you pick 'em, you pick 'em,
you pick 'em, pick 'em, pick 'em (picking motion)
Then you smash 'em, you smash 'em, you smash 'em, smash 'em,
smash 'em (smashing motion)
Then you spread it, you spread it, you spread it, spread it,
spread it (spreading motion)

Peanut, peanut butter (with hands held high) and jelly (hands low)
Peanut, peanut butter (with hands held high) and jelly (hands low)
Then you take the grapes and you pick 'em, you pick 'em,
you pick 'em, pick 'em, pick 'em (picking motion)
Then you smash 'em, you smash 'em, you smash 'em, smash 'em,
smash 'em (smashing motion)
Then you spread it, you spread it, you spread it, spread it,
spread it (spreading motion)

Then you take the sandwich and you eat it, you eat it,
you eat it, eat it, eat it (eating motion)
Peanut, peanut butter (with hands held high) and jelly (hands low)



Songs

PRINCESS PAT (call back song)

The Princess Pat / Lived in a tree
She sailed across / The seven seas

She sailed across / The channel too
And she took with her / A ricka bamboo

A ricka bamboo / Now what is that?
It's something made / By the Princess Pat

It's red and gold / And purple too
That's why it's called / A ricka bamboo

Now the Captain Jack / Had a mighty fine crew
He sailed across / The channel too

His ship did sink / And so will you
If you don't take / A ricka bamboo

A ricka bamboo / Now what is that?
It's something made / By the Princess Pat

It's red and gold / And purple too
That's why it's called / A ricka bamboo

PRODUCERS

P - R - O D - U - C E - R - S
spells Producers

When you know quality
You'll say YES to Producers!

LEMME

(two groups - Boys & Girls)

G: What's your name little boy?

B: My name is Lemme

G: Lemme what little boy?

B: Lemme kiss ya

B: What's your name little girl?

G: My name is Ida

B: Ida what little girl?

G: Ida wanna

G: What's your name little boy?

B: My name is Lemme

G: Lemme what little boy?

B: Lemme kiss ya

B: What's your name little girl?

G: My name's Alaska

B: Alaska what little girl?

G: Alask my mommy

G: What's your name little boy?

B: My name is Lemme

G: Lemme what little boy?

B: Lemme kiss ya

B: What's your name little girl?

G: My name is Ally

B: Ally what little girl?

G: Ally right (kiss noise twice)

ZULU WARRIOR

I-ka zimba zimba zaya, I-ka zimba zimba zee

I-ka zimba zimba zaya, I-ka zimba zimba zee

See a man, a zulu warrior (Huh!)

See a man a zulu chief, chief, chief, chief. . .


(Half the room sings "chief, chief, chief. . ." and half sing first stanza.

Both join to sing second stanza, then switch parts.)

Appendix of Forms

1. Incident/Accident form
2. Camper Pledge
3. Counselor observation form (of Campers)
4. Counselor Evaluation form
5. Parent phone log
6. Ski boat driver pledge
7. Vehicle driver pledge

1. Incident/Accident form (2 pages - includes Medical Report)



Accident/Incident Report Form

Developed by the American Camp Association®
(Fill out 1 on each incident or person)

Camp Name _____ Date _____

Address _____
Street & Number City State Zip

Name of Person Involved _____
Last First Middle Age Sex ☐ Camper ☐ Staff ☐ Visitor

Address _____
Street & Number City State Zip Area/Number

Name of Parent/Guardian (if minor) _____

Address _____
Street & Number City State Zip Area/Number

Name/Addresses of Witnesses (You may wish to attach signed statements.)

1. _____

2. _____

3. _____

Type of Incident ☐ Behavioral ☐ Accident ☐ Epidemic Illness ☐ Other (describe) _____

Date of Incident/Accident _____
Day of Week Month Day Year Hour a.m. p.m.

Describe the sequence of activity in detail including what the (injured) person was doing at the time _____

Where occurred? (Specify location, including location of injured and witnesses. Use diagram to locate persons/objects.) _____

Was injured participating in an activity at time of injury? ☐ Yes ☐ No If so, what activity? _____

Any equipment involved in accident? ☐ Yes ☐ No If so, what kind? _____


What could the injured have done to prevent injury? _____

Emergency procedures followed at time of incident/accident _____

By whom? _____

Submitted by _____ Position _____ Date _____

Phone number _____



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Medical Report of Accident

Were parents notified? ☐ Yes ☐ No By: ☐ Writing ☐ Phone ☐ Other _____

By whom? _____ Title _____ When _____
Time Date

Parent's Response _____

Where was treatment given? ☐ At Accident Site ☐ Camp Health Service ☐ Doctor's Office ☐ Hospital

If treatment was given at camp, where? _____

By whom? _____ Date _____

Treatment given _____

Was injured retained overnight in camp health service? ☐ Yes ☐ No If so, when? _____

Treatment given _____

By whom? _____ Title _____

Date released from health service _____

Released to ☐ Camp Activities ☐ Home ☐ Other _____

Treatment given elsewhere than camp? ☐ Yes ☐ No ☐ Where? _____

By whom? _____ Date _____

Was injured retained overnight in hospital? ☐ Yes ☐ No If so, which? _____

Where? _____ Date _____ ☐ Out-patient ☐ In-patient

Name of physician in attendance _____

Date released from hospital _____

Released to ☐ Camp ☐ Health Service ☐ Home ☐ Other _____

Comments? _____

Persons notified (such as camp owner/sponsor, board of directors, etc.)

Name _____ Position _____ Date _____

Name _____ Position _____ Date _____

Name _____ Position _____ Date _____

Describe any contact made with/by the media regarding this situation? _____


Signed _____ Position _____ Date _____
Print Name Sign Name

Insurance Notification

1. ☐ Parent's Insurance By ☐ Parent ☐ Camp Date _____
2. ☐ Camp Health Insurance Date _____
3. ☐ Worker's Compensation Date _____
4. ☐ Camp Liability Insurance Date _____

Appendix of Forms

2. Camper Pledge



**SKYLAKE
YOSEMITE
CAMP**
discovery

CAMPER CODE-OF-RESPECT

- I. **Respect for other Campers**
It will be my responsibility as a camper at Skylake Yosemite Camp to at all times honor and respect every other camper. My time spent at Skylake shall be a time when I treat every camper in the same way I wish to be treated by all other campers.

- II. **Respect for all Staff**
It will be my responsibility as a camper to at all times respect every Skylake staff member. I understand that the staff members are in some instances not that much older than I am and that their job is very difficult. I will always be a positive influence and assist the staff to the best of my ability.

- III. **Respect for Skylake**
It will be my responsibility to at all times respect Skylake Yosemite Camp. I understand that since 1945, Skylake has had a long history of providing a safe and nurturing summer home for campers. I pledge to make sure Skylake is a better place because I was there and that I will do nothing to dishonor the camp.

- IV. **Respect for Property**
It will be my responsibility at all times to respect the personal property of Skylake Yosemite Camp (facility, equipment, etc.) and the personal property of staff and all other campers.

Date: _____

Camper: _____
Signature
Please Print Name

Parent: _____
Signature
Please Print Name



Please either mail or fax this signed form to:

Skylake Yosemite Camp
 37976 Road 222
 Wishon, CA 93669

Fax: 559-642-3395

3. Counselor observation form (of Campers)

Cabin Counselor's Observations

This observation report includes comments which concern the social/living adjustment made by your camper during their stay at SkyLake. Comments are made with thought and care and we hope that the information will be helpful to you in learning about the behavior and adjustment of your child when they are away from your direct influence.

Camper: _____ **Session:** _____

Cabin: _____

1. General relationship with other campers and staff:

2. Activities your camper participated in:


<input type="checkbox"/> Archery	<input type="checkbox"/> Handicrafts	<input type="checkbox"/> Outdoor Cooking	<input type="checkbox"/> Swimming
<input type="checkbox"/> Banana Boats	<input type="checkbox"/> Horseback Riding	<input type="checkbox"/> Paddle Boarding	<input type="checkbox"/> Tennis
<input type="checkbox"/> Canoeing	<input type="checkbox"/> Kayaking	<input type="checkbox"/> Photo/Yearbook	<input type="checkbox"/> Video
<input type="checkbox"/> Ceramics	<input type="checkbox"/> Lodge Activities/Legos	<input type="checkbox"/> Ropes Course	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Climbing Wall/Cargo Net	<input type="checkbox"/> Log Rolling	<input type="checkbox"/> Sports	<input type="checkbox"/> Wakeboarding
<input type="checkbox"/> Drama	<input type="checkbox"/> Mountain Biking	<input type="checkbox"/> Stand Up Paddle Boarding	<input type="checkbox"/> Waterskiing
<input type="checkbox"/> Guitar/Ukelele	<input type="checkbox"/> OTHER: _____		

3. Additional Activities: Special Days, CGA's, Day Trips, Overnights, Width of Lake Swim, etc. your camper participated in:


4. Participation in camp responsibilities (including cabin clean-up, table hopper & personal hygiene):

5. Other general comments and personal growth noted during your camper's stay at SkyLake:


Cabin Counselor: _____
Head Counselor: _____



4. Counselor Evaluation form

SKYLAKE YOSEMITE		Counselor Evaluation	
	Counselor Name: _____		
	Head Counselor Name: _____		
	Date: _____		
1. ROLE MODEL: <i>Attitude, attire, language, appropriate conversations & behavior, leadership roles</i> COMMENTS: _____ _____ _____			
2. CABIN SUPERVISION: <i>Cabin clean-up, flag, meals, siesta, campfire, bedtime, laundry, punctuality</i> COMMENTS: _____ _____ _____			
3. CABIN GROUP INITIATIVE: <i>CGA's (creativity, planning & follow through), effort, energy spent on cabin (signs/bonding...)</i> COMMENTS: _____ _____ _____			
4. COUNSELING: <i>Being a good counselor for your camper, handling camper's issues, guiding social adjustment, etc. Being an advocate for your camper, making sure they are being cared for...</i> COMMENTS: _____ _____ _____			
5. NON CABIN RELATED RESPONSIBILITIES: <i>Performance at Village Patrol, shower hour, campfire, song leading, twilight sports, special days etc.</i> COMMENTS: _____ _____ _____			
6. PAPERWORK: <i>Neatness, timeliness clarity, content</i> COMMENTS: _____ _____ _____			
7. SPECIFIC GOALS: COMMENTS: _____ _____ _____			
Counselor's Signature _____		Head Counselor Signature _____	
		Date: _____	

5. Parent Phone Log



**SKYLAKE
YOSEMITE
CAMP**
Since 1964

SKYLAKE YOSEMITE CAMP TELEPHONE CONTACT SHEET

Date: _____ Time: _____

Name of Staff: _____

Name of Camper: _____

Person Spoken to: _____

Brief Description of Conversation: _____


Signature: _____

Head Counselor Initials: _____

Director Initials: _____

Appendix of Forms

6. Ski Boat Driver Pledge



**SKYLAKE YOSEMITE CAMP
SKI BOAT DRIVER
PLEDGE OF SAFETY**


I, _____, hereby pledge as follows:

1. I have read and understand and will at all times obey the rules of Bass Lake.
2. I will at all times require passengers to have their life jackets on and to remain seated at all times.
3. To immediately notify the water front director or the Director of any accident, incident, or problem.
4. To immediately notify the water front director or the camp director if they become aware of any unsafe behavior by any other Skylake staff.
5. Banana boat must be driven at a safe speed. If campers are falling off you are going too fast. There will be no unsafe swerving. I will complete a daily trip log that describes EVERY incident where a camper falls off of the banana boat.
6. I will always return to the Skylake Docks from the Pine Point side as far as possible and to not dock the boat if swimmers are in the vicinity.
7. To submit to drug and alcohol testing at any time during my employment.
8. I will properly fill the gas tank, clean the boat, and properly store all equipment at the end of the day.
9. At no time shall I take a ski boat out for private or "staff ski" without prior consent from the Director.
10. Advise all banana boaters that if they fall off the boat (intentionally), the ride is over. You will immediately return to the docks.

I have read and understand this pledge. I further promise at all times to abide by this pledge and I understand that failure to properly abide by the items outlined above may result in my termination.

Dated: _____ SIGNATURE: _____

7. Vehicle Driver Pledge



**SKYLAKE YOSEMITE CAMP
DRIVER
PLEDGE OF SAFETY**

I, _____, hereby pledge as follows:

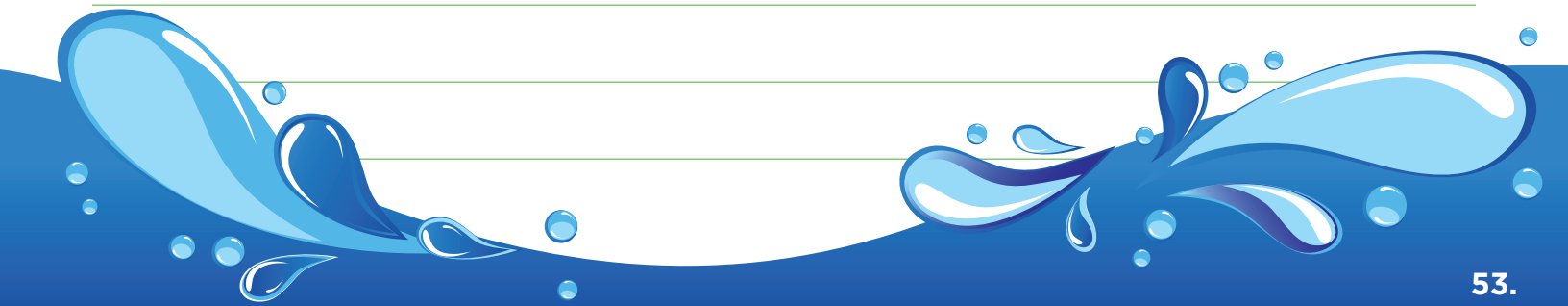
1. Drive conservatively, slowly and defensively at all times.
2. Fill front seats first and maximum of 7 passengers.
3. To immediately notify the trip coordinator or the Director of any accident, incident, or problem. This does not mean there must be an injury. I will report any incident that could have resulted in any injury or problem.
4. To immediately notify the trip coordinator or the camp director if they become aware of any unsafe behavior by any other Skylake staff.
5. To never drive unless all campers are seated with seat belts properly installed.
6. To never operate a vehicle while drinking, eating or using a cell phone.
7. To consistently drive at, or 5 mph below, the posted speed limits.
8. To submit to drug and alcohol testing at any time during my employment.
9. To drive at a snails pace while in camp and no more than 15 miles per hour on camp driveway.

I have read and understand this pledge. I further promise at all times to abide by this pledge and I understand that failure to properly abide by the items outlined above may result in my termination.

Dated: _____ SIGNATURE: _____

All staff members are required to maintain this handbook for the summer and will be required to show it in order to receive their final paycheck.

Notes





Skylake Yosemite Camp

since 1945

37976 Road 222 #25 • Wishon, CA 93669 • Skylake.com

