Staff Handbook 2026

CAMP NORTHLAND B'NAI BRITH
ESTABLISHED
·1909·

This handbook belongs to:

campnbb.com

I am excited for...

This is my

YEAR

as staff at
Camp Northland

My favourite camp activities:

I attended
Camp Northland
as a camper for

YEARS

First person
I met at camp:

Best camp meal

I am proud of...

Favourite
movie:

I am nervous about...

My super power is:

I can speak

#

languages

My goals for
summer 2026:

Favourite ice cream
flavour:

Dream vacation
destination:

What makes me happy:

CAMP NORTHLAND ✡ B'NAI BRITH
ESTABLISHED
·1909·

CAMP SEASON ✱ 2026 ✱ ABOUT ME ✱ ABOUT ME ✱ ABOUT ME ✱ ABOUT ME ✱

Welcome to Camp Northland!

We are so excited to have you as a member of our amazing team at Camp Northland this summer. This Handbook will give you some helpful information about what to expect when you spend the summer at Camp Northland.

PLEASE NOTE: Programs and duties mentioned in this guide will be elaborated on during Pre-Camp and many of our policies, procedures, rules, regulations, insights and reference materials can be easily reviewed and can be found on our website www.campnbb.com. All supplementary materials and policies are to be considered part of this manual.

Summer 2026
Key Dates & Info:

JUNE 28

Campers Arrive!

Get excited for almost 500 campers to arrive!

JULY 24

First Period Ends/Visitors Day!

As we say goodbye to our First Period campers, we welcome families of all remaining campers to come spend the day at camp!

JULY 26

Second Period Begins

Get pumped for new campers to arrive for what is sure to be a fun few weeks at camp!

AUGUST 12

Last Day of Camp

Buses will depart camp at approx 1:00pm and arrive back in Toronto at approx. 4:00pm.

What's Inside

1 Who We Are 8

2 Camp Northland 101 20

3 How to be Great 54

4 Staff Policies 88

5 Working in a Safe Environment 116

6 Medical Information and Policies 130

7 Emergency Procedures 148

KEY CONTACT INFORMATION

Camp Number
705-754-2374

General Email
happycamper@campnbb.com

Address
4250 Haliburton Lake Rd Haliburton, ON K0M 1S0

Note that this Staff Handbook is to be read and considered in the context and with reference to all other materials provided and/or posted in advance of and/or during the summer. During PreCamp Training, more material may be distributed and discussed/changed as needed.

Dear Staff of 2026,

As I write this, I am getting ready for my first summer as Camp Director, and I honestly could not be more excited. I have been part of this camp community for the past seven and a half years, and stepping into this role is both incredibly meaningful and a responsibility I do not take lightly.

When I first became Director, I shared something with our community that still feels important to say here: Camp Northland does not belong to any one person. It belongs to all of us. It belongs to generations of campers, staff, alumni, and families who have shaped this place into something truly special.

This Staff Handbook is important, but it is not the heart of our work. The heart of camp is what happens between people every day. It is how we show up for campers, support each other as teammates, and create a place where kids feel safe, included, challenged, and able to be themselves.

Being a great staff member here is not about perfection. It is about consistency, awareness, effort, and care. The small moments matter. A camper being noticed. A friend stepping in to help. A difficult moment handled the right way.

We expect everyone on staff to take responsibility for the culture and safety of this community. Speak up when something does not feel right. Support one another. Ask for help when you need it. We are all responsible for the environment we create together.

I truly believe this summer has the potential to be something special because of the people who make Northland what it is. That includes you. You have the opportunity to change people's lives for the better and forever, including your own.

Thank you for choosing to spend your summer here and for the energy and heart you bring to this camp community. I cannot wait to experience my first summer as Camp Director alongside all of you.

Here's to the BEST. SUMMER. EVER.
Together.

Adam Kertesz
Camp Director

Our Goals for Our 2026 Staff

Show Up With Intention, Energy, and Care

Staff consistently show up physically and mentally ready to engage, bringing a positive attitude, enthusiasm, and genuine care to every part of the camp day. They model joy, create fun, and remain present for campers and for their peers, recognizing the impact their energy has on the overall camp experience.

Lead by Example Through Respect and Accountability

Staff demonstrate respect for one another, campers, all camp teams (including maintenance), and the camp environment/ camp site. They take ownership of shared and personal spaces, uphold camp values, and act as role models to their campers and peers.

Build a Supportive, Community-Focused Culture

Staff actively contribute to a culture of belonging by supporting one another, communicating openly, and showing compassion and curiosity. They prioritize the collective experience over individual needs, foster strong peer connections, and ensure no one (including staff and campers) feels alone.

Prioritize Camper Experience, Embrace the Staff Experience, and Continue to Grow

Staff understand that creating a meaningful, safe, and fun camper experience is their top priority, without losing sight of their own experience. They remain open-minded, adaptable, and committed to learning and growth beyond staff training week, including when it comes to handling challenges, managing behaviour, and improving their leadership skills throughout the summer. They understand that mistakes happen, and that is okay! What is most important is what you learn from your mistakes, and how you adjust your behaviour in response to them.

Practice Self-Care and Sustain Team Wellbeing

Staff recognize that caring for themselves and each other is essential to success. They use available support, communicate when they need help, and take proactive steps to manage stress and prevent burnout, contributing to a healthier, more resilient team.

Who We Are

Camp Northland Map	10
Our Vision	11
Our Mission	11
Our Values	12
Our History	14
Our Full Time Leadership Team	16
Our Seasonal Directing Team	17
Our 2026 Head Staff	18

Our Vision

To give every child an amazing Jewish camp experience.

Our Mission

To achieve and sustain the highest standards of excellence in camper care, innovative programming, and Jewish identity-building, in order to ensure that all campers and staff grow, thrive, and have fun at Camp Northland, by making lifelong friends, building life-skills, appreciating nature, and respecting one another.

Our Values

Our values bring our vision to life

- Jewish Identity Building
  - Tzedakah (Charity)
  - Intentionality in all aspects of our programs with respect to the above
  - Connection to Israel
  - Experiencing Jewish traditions
  - Tikun Olam (Repairing the world)

- Safety
  - Responsible leadership and supervision
  - Highest levels of staff training and expectations
  - Physical, mental, and emotional well-being

- Pluralism
  - Healthy group dynamics
  - Accepting
  - Inclusive
  - Accessible
  - Respect for individuality and choice

- Valuable Life Skills
  - Leadership development
  - Gratitude and kindness
  - Accountability
  - Remaining down to earth and grounded
  - Attaining self confidence
  - Positive relationship building
  - Love and respect for nature and the environment
  - Independence

- Family and Community
  - Remembering our roots
  - Respecting one another
  - Welcoming newcomers and community building
  - Shalom Bayit (Peace in the house)
  - Honouring our history
  - Kosher kitchen

Our History

1909

Jewish Girls' Club

Social outlet for Jewish girls of working age in the city, later for school-age girls. Volunteer organization sponsored by the National Council of Jewish Women, funded by the Federation of Jewish Philanthropies. Camper Camperdown was its summer camp for girls.

1920

B'nai Brith - Toronto Lodge 836

The fraternal Jewish men's service.

Camp B'nai Brith was its first camp for Jewish boys, located near Palermo, Ontario.

Moved from there to Long Branch, then Keswick.

1921

Jewish Boys' Club

Organization with paid staff; lasted until 1937. Formed association with B'nai Brith organization, sending its boys to Camp B'nai Brith.

1929

Camp B'nai Brith

Moved to Lake Couchiching, Orillia.

1938

YMHA

(Young Men's Hebrew Athletic Club - est. 1901, succeeded by the Young Men's Hebrew Association in 1930).

Started its first boys' camp: Camp Frailoch, in Torrance, Ontario.

1941

Mothers' and Babes' Summer Rest Home Association

Sponsored in conjunction with the Jewish Family and Child Service. Offered vacation services for women and their children under the age of 8. Located near Barrie, on Lake Simcoe.

1944

Camp Frailoch renamed Camp Northland

And moved to Haliburton, Ontario.

1945

Jewish Camp Council

Formed to consolidate camping services, in response to financial pressures and a growing belief that underprivileged families should not be stigmatized by being separated from the rest of the Jewish population of Toronto.

The council integration now included:

Camp B'nai Brith for girls on Lake Couchiching Camp Northland for boys in Haliburton Day Camp at the YMHA in Toronto.

1948

Mothers' and Babes' integration into camp council

Family options offered, where a mother could take a vacation with her younger children, while older children went to the residential camp or children could attend one period in the city, one period in the country, in cases where both parents worked.

1954

Camp Northland-Camp B'nai Brith ("Big Camp")

Camp B'nai Brith moved beside Camp Northland at the Haliburton site. The two camps were separate, but shared some facilities (notably, the dining hall), gradually integrating over time.

1964

"Little Camp"

With capacity at the Haliburton site overflowing with baby boom campers, a satellite campsite was built on the land in Haliburton and opened in 1965. Camp Northland-B'nai Brith now had the space for 720 campers at one time, with Junior/ Intermediate Camp on the original location and Senior Camp across the lake. Day Camps ultimately were turned over to YM-YWHA, operating as part of the overall Jewish centre.

1971

Parry Sound

Still not meeting the needs of Toronto's huge Jewish population of children, another campsite was purchased near Parry Sound, Ontario. At its peak, the three sites of Camp Northland-B'nai Brith had 1,050 campers plus staff in its cabins each period, enjoying all that camp allows.

1978

Maple Lake Resort and Conference Centre

Urbanization creeping north, the Barrie site was sold in 1977. Changing demographics led to overall decreased enrolment and the Parry Sound site was re-built as a fully-winterized, year-round lodge. Maple Lake was used by Camp Northland-B'nai Brith for Winter Camp over school breaks as well as for senior groups, and a wide variety of groups from the Jewish community. It went on to be known as Good Fellowship Lodge when running its summer programs for seniors.

1982

NBB

With population changes, needs changed and Senior Camp was closed in 1982. Over the following 20 years, many of the buildings were brought to the north side of the lake. They have been re-purposed and remain in use today. Senior camp is still used for cook-outs and other activities and is known by this generation of campers and staff as West Beach. Camp was expanded, with Camp NBB now having the capacity for 600 Junior, Intermediate, Senior campers and CITs at one time.

1998

Further consolidation

The Maple Lake Resort on the Parry Sound location was sold to the Canadian Council for Reform Judaism and is once again being used as a children's camp - Camp George.

Today

Camp NBB

Continues to thrive at its original Haliburton location.

On beautiful Moose Lake. Remaining true to its 117-year legacy, Camp Northland-B'nai Brith strives to give every child an amazing Jewish camp experience.

2009

Celebrating 100 years!

The Jewish Camp Council celebrated Camp Northland's 100th anniversary with a community wide party up at camp and in the city. A new era of growth and strength began to emerge.

Meet the Team!

Our Full Time Leadership Team

Adam Kertesz
Camp Director

adam@campnbb.com

Rachel Evans
Registration Director

rachelevans@campnbb.com

Josh Akum
Assistant Director - Operations

josh@campnbb.com

Alex Costa
Office Manager and Registrar

Parental Leave

Rachel Chitiz
Development Director

Parental Leave

Brian Marchand
Facilities Director

Aaron Garibo
Maintenance Manager

Our Seasonal Directing Team

Noah Westreich
Seasonal Assistant Director

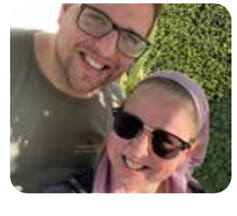
noahw@campnbb.com

Alyssa Westreich
Head Counsellor

alyssa@campnbb.com

Jacob Cohen
Head Counsellor

jacob@campnbb.com



Rabbi Josh & Laura Stein
Assistant Directors of Jewish Identity & CIT Directors

Ethan Goldfarb
Head Specialist

Karli Feldman
Seasonal Assistant Director

karli@campnbb.com

Lauren Ptasznik
Seasonal Assistant Director

laurenp@campnbb.com

Cammi Matus
Head of Experience Programs

cammi@campnbb.com

Dr. Ashley Zaretsky
Camp Doctor

medical@campnbb.com

Diana Kirzner
Head of Camper & Staff Wellness

wellness@campnbb.com

Our 2026 Head Staff

Admin →

Michelle Cowan
Head of Office
office@campnbb.com

Arli Marans
Head of Health Centre and Staff Support
medical@campnbb.com

Section and Unit Heads →

Cammi Matus
Head of Unit 1 & Experience Programs (Gr. 1-4)
unit1@campnbb.com

Sam Lusthaus
Head of Section I (Gr. 1-4)
section1@campnbb.com

Jess Levine
Head of Unit 2 (Gr. 5-6)
unit2@campnbb.com

Max Logan
Head of Section II (Gr. 5-6)
section2@campnbb.com

Rachel Zusman
Head of Unit 3 (Gr. 7-8)
unit3@campnbb.com

Andrew Filer
Head of Section III (Gr. 7-8)
section3@campnbb.com

Skylar Carr
Head of LTP Unit (Gr. 9)
ltpunit@campnbb.com

James Cohen
Head of LTP Section (Gr. 9)
ltpsection@campnbb.com

Rabbi Josh & Laura Stein
CIT Directors
cit@campnbb.com

Staff & Camper Growth and Support →

Daniel Ptasznik
Head of Staff Experience and Program Team Support

Specialty Heads →

Gemma Montekio
Head of Arts & Crafts

Rylee Ben-Haim
Head of Creative Arts

Marsel Donchi
Head of Media

Koby Press
Head of Landsports

Jess Halpern
Head of Ski & Tube

Rory Grunberg
Assistant Head of Ski & Tube

Tyler Goldfarb
Co-Head of Trip

Jonah Tessler
Co-Head of Trip

Maya Demsky
Head of Swim

Shaily Gudes
Asst. Head of Swim

Talia Cherun
Head of Paddle

Ben Steinberg
Head of Windsports

Avital Avitsur
Head of Sababa

Rachel Laderman
Head of Gardening & Cooking

All Programs/ Special Programs →

Devin Press
Programs Team

Matthew Wolkoff
Head of Programs

Camp Northland 101

Daily Schedule	22
First Day of Camp	25
Sections/Units	26
Specialties	27
Camp Programming	28
Wellness at Camp	30
Health Centre	34
Food at Camp	36
Nights at Camp	39
Time Off	42
Camp Lingo	44
Life at Camp	46

First Period Schedule– *Junior Shift*

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
7:45 am	Round Up/Reg Meds						9:00 am Sleep-in Breakfast
8:00 am	Breakfast						
8:30 am	Clean Up						
9:00 am	Activity (9:00-9:50 am)						
10:00 am	Activity (10:00-10:50 am)						All Day Programs
11:00 am	Activity (11:00-11:50 am)						
12:15 pm	Lunch						
1:00 pm	Rest Hour						
2:00 pm	Activity (2:00-2:50 pm)					Shabbat Clean Up	All Day Programs
3:00 pm	Snack						
3:10 pm	Activity (3:15-4:00 pm)					Fun Friday	
4:10 pm	General Swim						
5:30 pm	Dinner (Fridays 5:15 pm)						
6:15 pm	Mifkad					Shabbat Shmooze	Mifkad
7:30 pm	Evening Program						
9:00 pm	Bedtime						Havdallah

First Period Schedule– *Senior Shift*

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8:45 am	Round Up						10:00 am Sleep-in Breakfast
9:00 am	Breakfast						
9:30 am	Clean Up						
10:00 am	Activity (10:00-10:50 am)						
11:00 am	Activity (11:00-11:50 am)						All Day Programs
12:00 pm	Activity (12:00-12:50 pm)						
1:15 pm	Lunch						
2:00 pm	Rest Hour						
3:00 pm	Snack						All Day Programs
3:10 pm	Activity (3:10-4:00 pm)					Fun Friday	
4:10 pm	Activity (4:10-5:00 pm)						
5:10 pm	Activity (5:10-6:00 pm)					Shabbat Clean Up	
6:15 pm	Mifkad					Shabbat Shmooze	Mifkad
6:45 pm	Dinner						
8:45 pm	Evening Program						
9:00 pm							Havdallah

Second Period Schedule

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8:15 am	Round Up						9:30 am Sleep-in Breakfast
8:30 am	Breakfast						
9:00 am	Clean Up						
9:30 am	Activity (9:30-10:20 am)						
10:30 am	Activity (10:30-11:20 am)						All Day Programs
11:30 am	Activity (11:30-12:20 pm)						
12:45 pm	Lunch						
1:30 pm	Rest Hour						
2:30 pm	Snack						All Day Programs
2:40 pm	Activity (2:40-3:30 pm)					Shabbat Clean Up	
3:40 pm	Activity (3:40-4:30 pm)					Fun Friday	
4:40 pm	General Swim (4:40-5:30 pm)						
6:00 pm	Mifkad					Shabbat Shmooze	Mifkad
6:30 pm	Dinner						
7:45 pm	Junior Shift Evening						
8:45 pm	Senior Shift Evening						Havdallah

2

JUNE 28

First Day at Camp

First Day of Camp

One of the most exciting days of the summer will be the day the campers will arrive. Upon arrival, there will be a big group introduction and welcome to camp. Campers will then be told their cabin placements and have lice checks. Weather permitting, they will have swim assessments, cabin photos, a tour of camp, unpack bags, cabin bonding time and icebreaker activities. Below are helpful checklists you should complete when preparing for summer 2026!

Checklist to complete

BEFORE CAMPERS ARRIVE

- ☐ Create name tags for your campers
- ☐ Create a cabin welcome sign
- ☐ Create a cabin duty wheel
- ☐ Meet with your S/U head to learn about your campers (interests, concerns, allergies, medical/ dietary needs etc.)
- ☐ Clean the cabin and ensure the following are in place:
  - ☐ Correct number of mattresses
  - ☐ Camper bags are in the correct corresponding rec halls
  - ☐ Garbage can (w/bags)
  - ☐ Broom
  - ☐ Dustpan
  - ☐ Daily schedule
  - ☐ Fire, Land, & Water Emergency procedure forms
  - ☐ No garbage in the cabin or surrounding area
  - ☐ No nails that can cause harm near ladders/beds
- ☐ If you notice any inappropriate graffiti within your cabin, inform your Section/Unit head
- ☐ If necessary, remove any towels/ curtains hanging from the rafters

Checklist to complete

WHEN THE CAMPERS ARRIVE

- ☐ Learn your camper's names
- ☐ Assign beds & shelving space
- ☐ Help your campers move and unpack their bags
- ☐ Help your campers make their beds
- ☐ Explain how the Mess Hall works
- ☐ Ensure the evening program is fun & engaging!
- ☐ Go over cabin rules & responsibilities & expectations
- ☐ Play backpocket games and initiate icebreaker activities

Sections/Units

Camp Northland is split into traditional boys (Sections) and girls (Units) areas (or gender a camper/staff identifies most comfortable with) for sleeping, washing, showering, and toilets and then further divided by age groups. There are several sets of gender neutral washrooms in main areas of camp to supplement the main washhouses. Grades listed below refer to most recently completed grade. For details regarding a typical day at camp, please see our website.

Junior Shift

UNIT 1/ SECTION I
Grades 1-4
Ages 7-10

UNIT 2/ SECTION II
Grades 5 & 6
Ages 10-12

Senior Shift

UNIT 3/ SECTION III
Grades 7 & 8
Ages 12-14

Leadership Training Program (LTP)
Grade 9
Ages 14-15

Counsellor in Training Program (CIT program)

CIT
Grade 10
Ages 15-16

Specialties

Here is a just a sampling of the amazing activities you and the campers will get to take part in each day.

ON LAND

Outdoor Recreation

- Basketball
- Baseball
- Hockey
- Tennis
- Pickle Ball
- Archery
- Volleyball
- Football
- Bikes
- Mini Golf
- Hiking
- Fitness
- Climbing Wall
- High and Low Ropes Course
- The Swing
- Dance
- Drama
- Music
- Media
- Arts and Crafts
- Ceramics
- Woodworking
- Sababa! (Judaics)
- Camping Trips
- Podcasting
- Gardening
- Cooking

ON WATER

- Canoeing
- Kayaking
- Corcls
- Waterski
- Tubing
- Swimming
- Windsurfing
- Sailing
- Canoe Trips

And more fun surprises!

Camp Programming

These are some big programs that take place at camp throughout the summer. Some happen regularly, and some are big one time events!

Air Bands

Air Bands is a second period camp-wide evening program. Each cabin in camp is asked to create an act where they lip sync and create a dance to a song.

All Days

All Day programs happen on Saturday. Saturday is Shabbat, the Jewish day of rest, and to honour Shabbat, we don't do typical programming. Like EPs, staff are assigned to create All Day programs. All Day programs follow a theme, and every activity period follows the theme. An example would be an "Harry Potter" all day, where the activities could be sorting the campers into houses, making wands and a quidditch tournament.

Cabins in Motion

Cabins in Motion is the classic first camp-wide evening program of the summer, kicking off the season with high energy and cabin bonding. A large rotation is set up around the main field, with exciting activities like egg toss, musical chairs, human knot, tug of war, and more. Cabins compete head-to-head at each station, rotating every 15 minutes to face a new cabin at a new challenge. It's a fun and friendly competition that helps campers bond within their own cabin while getting to know others across camp. This long-standing tradition is the perfect way to launch the summer with spirit and connection.

EPs (Evening Programs)

Evening Programs happen every evening after dinner at camp. Staff will be assigned to different days and will need to prepare a program for the entire Section, Unit or age group. These are typically one-hour programs and can be anything from a talent show to a game show to a sports tournament.

Halloween

Halloween is a camp-wide evening program that takes place during the first session. Throughout the day, Senior Shift campers transform their cabins and rec halls into spooky haunted houses, while both Junior and Senior Shift campers can visit Arts & Crafts to create costumes and decorations. In the evening, Junior Shift campers go trick-or-treating around camp, stopping at each haunted house along the way. A central Halloween carnival is also set up near the Mess Hall and flagpole, complete with games, face painting, palm readers, and opportunities to win more candy. As the night goes on, Senior Shift campers also get to join in the trick-or-treating fun. Everyone dresses up, the energy is electric, and the whole night feels like real Halloween—just in the summer!

Maccabiah

Maccabiah is a camp-wide All Day that happens in the first period. The whole camp is divided into 6 teams based on cities in Israel. This includes: Jerusalem, Tel Aviv, Jaffa, Tzfat, Eilat and Haifa. Staff and CITs are honoured with being captains of each team and our Northland Maccabiah Committee, who plan the program. Teams compete in Israel themed events and collect points. The day ends with a medal ceremony.

Northland Games

Northland Games is a camp-wide All Day that happens in the second period. The whole camp is divided into 4 teams: Red, Blue, Green and Yellow. Every year, the theme for Northland Games changes and the events and competitions are based on these themes. The event ends with the announcement of a winning team! A new tradition at camp is that the winning team gets to paint the 'Northland Games Rock' with a design they come up with, and which stays visible for camp until the next year when a new team wins! Team Golden Realm won the 2025 Northland Games and had the honour of painting the rock.

Northland's Got Talent

Northland's Got Talent is a camp-wide talent show evening program. Throughout the period, each unit and section will hold their own talent show and pick 1-2 acts to send to Northland's Got Talent. It is an evening of showcasing the amazing talent at camp.

Purim

Purim is a festive, camp-wide celebration that takes place during the second session. Like Halloween, everyone dresses up, but the program focuses on celebrating the Jewish holiday of Purim. The evening program features a vibrant carnival in the Concert Hall or outside the Mess Hall, with classic stations like carnival games, face painting, cotton candy, and Purim-themed activities. To bring the holiday to life, the LTPs perform a creative and engaging play that tells the story of Purim in a fun, educational, and entertaining way. It's a joyful program that blends tradition with camp-style fun.

Socials (i.e. Camp Dance)

There are many opportunities to dress up with the campers and other counsellors for a fun event, or an evening Social. Socials are basically a dance party or disco held where staff and campers typically dress up in crazy costumes, goofy or colourful clothes and dance to a DJ and disco lights.

Wellness at Camp

We have some incredible tools and resources at camp that best support you and our campers at camp.

This summer we have our biggest Camper and Staff Wellness Team we have ever had! Led by the incredible Diana Kirzner, we're excited to welcome back Sarah Bernholtz and Laura Title, and to have Leah Direnfeld joining our 2026 Wellness Team! This amazing collection of social workers, teachers, guidance counsellors ensure we are well equipped to provide the best care and support for our staff and campers when it comes to their mental, emotional, social and spiritual health.

There are several resources we have in place for our campers that help us keep our finger on the pulse of camp, and provides outlets for campers, and staff, to reach out. They include, but are not limited to:

Emoji forms- an opportunity once a week for a camper to provide feedback on how they are doing at camp; purposefully designed using emojis to help ensure campers of all ages can independently provide feedback. Every camper's form is reviewed by their Unit and Section Head and/or a member of our Wellness Team.

Camper Feedback Form- a weekly form filled out between camper and counsellor that gives them the opportunity to discuss favourites and challenges of the week, set goals, and touch base on a camper's overall experience.

Staff Feedback Form- a weekly form for staff to indicate how their experience is going, allowing Wellness and Directing team to address any issues in real time

Purple Boxes- Like a traditional suggestion box, campers and staff will have an opportunity to reach out quietly and in their own words to Camp Director and Associate/Assistant Directors. This note can be anonymous if the sender wishes. This will provide another level of feedback and connection between campers, staff and the Leadership Team.

CORE space- A wellness space dedicated to providing quiet relaxation and a safe place to unwind and connect with others. The CORE (which stands for Chill Out, Relax and Energize) space is a quiet, indoor setting that has books, sensory corners, big comfy couches and most importantly access to emotional support through the Wellness team.

Daily Wellness Monitoring- To best support camper and staff well-being, all staff should be attentive to signs of physical, emotional, and mental distress. Indicators may include unusual fatigue, irritability, withdrawal from group activities, complaints of illness without physical symptoms, poor appetite, or changes in hygiene. If you notice these or other changes in behaviour, please connect with your Section/Unit Head or a member of the Wellness Team. Early intervention can prevent more serious concerns and ensure every camper and staff member feels safe, supported, and cared for.

The NBB Camp Family

We are family at camp and as family it's expected that we are all responsible and respectful to each other. During the first few days of camp, our staff talks to the campers about building a camp community that is emotionally and physically safe for everyone.

The Mindset Manual

Three self-care activities I can do to ground myself:

1.

2.

3.

IN CASE OF FEELS, OPEN HERE

Three people who can give me emotional support:

1.

2.

3.

Strengths I have to help get me through hard situations:

One adult who can help me when I'm struggling:

Name:

Number:

How I'm going to reach out:

Warning signs I'm struggling:

One thing I will tell myself on a bad day:

One song or movie that will lift my mood:

Pamela Rae Schuller | pamelacomedy.com

Welcome to Northland - Important Basics & Orientation

Septic System: Camp operates on a septic system, which is different from most homes. Only human waste and the toilet paper provided by camp may be flushed. Do not flush feminine hygiene products or any other items.

Wildlife Awareness (Bears): Camp is located in a forested area. Bear sightings are rare and not always an emergency. Stay calm, make noise, make yourself appear large, and do not run.

Garbage & Cleanliness: Respect our shared space we call home. Dispose of garbage properly. Food brought into camp must stay within your unit/section. If you see a flipped garbage can, do not flip it back or add garbage on top - it has already been collected.

Emergencies: Call 9-1-1 for emergency services. AEDs are located in the Main Office, Mess Hall, and Health Centre. EpiPens are placed around camp - refer to the map on page 10. Emergency call boxes are located at Sandy Cove, Adventure, and three additional designated locations throughout camp. Exact locations will be shared during pre-camp training. Our emergency call boxes are ONLY to be pressed during emergencies.

Water Safety: No one is permitted in the water at night. Swimming is only allowed during the day when a lifeguard is on duty. If the lake is closed, there is no entry.

Drinking Water: All taps at camp provide safe drinking water.

Mess Hall: Please refer to the Mess Hall 101 section for full guidelines.

Kosher Kitchen: No outside food is permitted in the Mess Hall. Our kitchen is fully kosher and COR certified.

Hygiene: Wash and/or sanitize your hands before entering the Mess Hall.

Special Diets: A designated window is available for those with allergies or dietary restrictions.

Building Access: Do not enter buildings without permission from a Director.

Camp Equipment: Do not use or handle tech equipment without permission from a Director. Return all camp equipment (sports gear, waterfront equipment, etc.) to where you found it.

Cabin Setup: Mattresses must remain in their assigned cabins. Do not move them elsewhere.

Safety Equipment: Each cabin should have a smoke detector and fire extinguisher. If yours is missing, notify a Director immediately.

Parking: Do not block any roads or pathways. Always park off to the side.

Personal Reflection

Medications are dispensed every meal at the 'Med Shed' (located at the Mess Hall)

All food that enters camp must be Kosher and nut-free

Health Centre

Medical Services and Information

The Health Centre is where both staff and campers can seek out medical attention. We have multiple doctors and nurses available at scheduled times during the day for drop-in clinics, usually after breakfast and after dinner. Any changes to this will be announced and posted on the Health Centre door. The doctors and nurses are available "on call" at all other times for urgent or emergent issues (ie that can't wait until clinic).

Staff are responsible for ensuring that the campers who regularly take medications get their meds administered at the correct time during the day. Medications are dispensed every meal at the 'Med Shed', which is at the Mess Hall.

The Camp will provide you with first aid and medical services and supplies that are available on Camp premises.

All other costs, including prescriptions and hospital visits or related treatments of any kind, will be your own responsibility.

Staff under 18 must complete Health Form in its entirety as per OCA Regulations. All staff of any age have a responsibility to share in their respective health forms all information that could impact the camp's ability to keep campers and staff (including you) safe. In fact the camp has a bona fide need to know relevant health information in a remote camp setting regarding its staff, given its responsibility for the health and safety of employees. Therefore, you are asked to please complete your health form accordingly. The information on the form is collected and maintained on a confidential basis and retained by the Camp's medical personnel only to enable them to assess whether there are any medical reasons that would prevent you from attending at Camp, to be informed as to any prescribed medication you may be taking and to be in a position to treat you should the need arise.

Illness Procedures and Health Centre Use

If a camper or staff member is experiencing symptoms of illness (e.g., fever, vomiting, diarrhea, rashes, sore throat, etc.), they must be brought to the Health Centre at the next clinic time, unless it is an emergency. In cases involving body fluids (e.g., vomit, blood, or feces), staff must immediately alert their Section/Unit Head and/or the Health Centre. Clean-up must be conducted using gloves and disinfectant spray (provided by the Office). Soiled linens or clothing should be placed in a clear garbage bag and sent to the Office for Special Laundry. Staff should avoid physical contact with bodily fluids and ensure the area is off-limits until properly cleaned. All illnesses must be reported to help prevent the spread of infections and ensure proper care.

When an injury is beyond your scope, immediately contact the Health Centre for guidance. This can be done by asking anyone with a walkie-talkie (all Head Staff), utilizing the emergency walkie-talkies in each of the 8 rec halls around camp. Always make sure to get someone or send a responsible person to get more advanced and trained help to the scene. Make sure to assess, monitor and maintain the ABC's (Airway, Breathing, Circulation).

Food at Camp

Camp provides three meals a day in our Dining Hall (referred to as Mess Hall), daily snacks, including Staff Snack on most nights, one nightly snack, and two weekly orders from our tuck shop. At Tuck, staff and campers can choose a treat and a drink. Examples of meals include scrambled eggs, pancakes, mac and cheese, Italian chicken sandwiches, lasagna, and roast beef. Examples of snacks include various types of fruit, cookies, and popsicles.

Mess Hall - A Basic Guide

The Mess Hall is an important part of camp life where we gather as a community for every meal. Everyone must follow the following general expectations and guidelines:

General Expectations

- Meal Attendance: Unless you are on approved or scheduled time off, attendance at all meals is mandatory.
- Wash or sanitize your hands before entering.
- Campers and staff sit with their cabin at their assigned tables.
- Don't bang or sit on the tables as it can break them.
- Everyone must eat at every meal.
- Everyone must drink at every meal.
- When someone is speaking on the microphone, staff must ensure everyone is sitting quietly and listening respectfully.

Before the Meal

- Campers and staff wait outside until called in.
  - Campers & Staff must check the Mess Hall allergy board which shows allergens in any particular meal. Kitchen staff are always available at the Special Diet window for any questions or clarifications as needed.
  - At the Special Diet window, there will be an **orange** clip board for campers & staff to sign off that have verified the allergens in the food provided and/or received their alternative meal from the special diets window. Anyone with an orange bracelet (indicating anaphylaxis) must sign the orange clipboard at the Special Diet window. Any exemptions to this requirement will be clearly communicated. The meal cannot start until everyone on the orange clipboard has signed in.
  - Once campers & staff sign off on the orange clip board, they will collect their food and sit at their assigned tables.
- Staff are expected to explain how the IN and OUT door work to their campers:
  - Use the IN door to go in and line up at the counter. There are signs to tell you what to fill where. Then use the OUT door to exit.
- Do not touch anything on the table until after the Hamotzi, a blessing we say together to give thanks for our food.

During the Meal

- After the hamotzi, we will empty the bucket and pass out the dishes and cutlery.
- Dietary Restrictions:
  - Those with special diets (vegetarian, vegan, gluten-free, lactose-free) collect meals at a designated counter near the IN door.
  - Bring a plate or bowl when collecting your food.
- Staff are responsible for picking up and serving the food, making sure campers eat first.
- Every meal also includes a salad and pasta bar and other options always available in the alcove.
- If you empty something, you can refill it in the alcove.
- Staff are expected to make sure everyone has had firsts before seconds.

After the Meal

- After everyone's done eating, all staff and campers are responsible for cleaning their table & surrounding area.
  - Leftover food from your dishes goes in the garbage.
  - Leftover liquids go in the special buckets.
  - Cutlery goes in the cutlery rack
  - Dishes go in the bucket at the table.
- Once all tables are clean, staff are expected to help get everyone quiet for the announcements and Birkat Hamazon, a blessing to show gratitude.
- Cabins are assigned as Cleaning Cabins on a rotation basis and are responsible for sweeping the Mess Hall, cleaning up the Event Tent, and getting the Mess Hall ready for its next use.
  - If a camper or staff member has an anaphylactic food allergy, they should not be involved in cleaning dishes and tables which may be contaminated with an allergen. They should be assigned alternative ways to contribute.
  - If a meal contains an allergen, any camper or staff that is more comfortable eating outside the dining hall may do so. Staff must still ensure appropriate camper coverage is in place.

Only Kosher meals & snacks will be served at camp

IMPORTANT

Kettles and hot pots ARE NOT PERMITTED in camp. Due to the intense danger hot pots, kettles and any other cooking appliances can cause, they now fall under our ZERO TOLERANCE policy. Being caught with a kettle or similar item is now grounds for dismissal at the sole discretion of the Directors.

Kosher at Camp

Camp Northland serves strictly Kosher (supervised by COR) meals and snacks while on our camp property to all campers, staff, and visitors. However, during the summer, campers may choose to participate in organized trips to other summer camps, parks or sites for competitions, sporting events and/or programs. All campers and staff participating in these optional 'out-of-camp' opportunities will be offered kosher boxed meals and snacks. When campers or staff participate in these activities they are given freedom at these sites during meal and snack times. We cannot take responsibility for the choices that they make with regards to food and snacks consumed outside of the camp itself.

Snacks at Camp

Campers and staff are allowed to bring food to camp to be safely stored in the cabin. All food must be Kosher and nut-free.

Campers & Staff are permitted to bring snacks that fit into a 20L sealable container. It is important to note that:

- Staff are strictly prohibited from taking any snacks that belongs to the campers.
- All food must be brought to camp on the bus. No food may enter camp in duffel bags, which remain subjected to being searched, emptied and disposed of at the camp's discretion at any time.
- Campers should not be denied access to their own snacks. Staff should use sound judgment when helping campers choose appropriate time to eat, considering factors like meal schedules, time of day, etc.

Staff should consider camp to be completely nut free (this is all nuts and extends beyond peanuts). Our camp is also kosher. Therefore, all food that enters the camp must be kosher and nut free. At times there may be designated locations where food that is not kosher may be allowed into the camp. It is important that no unkosher food is brought into any unauthorized space(s). Camp Northland-B'nai Brith is a 'nut aware' and kosher facility. Please follow and refer to our policy at www.campnbb.com/policies.html. All food that enters camp must be Kosher and nut-free.

Please inform us if you need any special food for medical reasons and appropriate arrangements will be made.

Scan to view our Camp Policies

Nights at Camp

Night Duty

Night Duty is a rotational responsibility where one staff member per cabin stays in the cabin to supervise the campers. Night Duty begins after Evening Program and staff assigned to night duty are responsible for being present in the cabin to ensure proper coverage. This is a great opportunity to form deeper connections with your campers and also get a great night sleep!

Staff Recs

Staff Recs are a nightly social program for staff, by staff. A schedule is set up in advance where staff can sign up or be assigned different nights to plan and lead a Staff Rec. The Staff Recs typically take place after Staff Snack and can be at various locations around camp (each night's location will be announced in advance). Ideas for creative Staff Recs include: Trivia Night, Open Mic Night, BBQ at the Beach, Karaoke, Games Night. Staff are encouraged to create Staff Recs that are fun, inclusive and interactive.

Staff Snack

On most nights at approximately 11:00pm (10:00pm during precamp), a special snack will be provided in the Mess Hall for staff. The snack is unique and different than the regular food and snack offerings throughout the day. The Staff Snack experience is a social event in itself, as it is a great opportunity to enjoy a snack sitting with new and old camp friends each night.

Kosher at Camp
Snacks at Camp
Night Duty
Staff Recs
Staff Snack

Staff must sign in every night before curfew

Lights are to be out by the following times per Section/Unit:

Section I/Unit 1
9pm

Section II/Unit 2
9:30pm

Section III/Unit 3
10:00pm

LTP S/U
10:30pm

Signing In

Staff must sign-in every night before staff curfew (1:00 AM). This includes the staff on Night Duty and on Night/Day off, but staying in camp. Your Section/Unit Head will review the sign-in procedure with you during precamp training. Signing in is not required on a bunk night.

Bunk Nights

At least once a week, a 'Bunk Night' will be called. This is a night where after the Evening Program (EP), all staff should be back in the cabins with their campers for the night. There is no Staff Snack or Staff Rec on these nights, and the expectation is that the entire camp can get a great night's sleep! It is also a great opportunity to bond and connect with your campers and co-staff. Staff sign-ins are not required on Bunk Nights since no staff will be leaving their cabins.

Camper Bedtime

After the Evening Program (EP), campers are expected to wash up, brush their teeth, and get ready for bed. This is a great time for counsellors to connect and reflect with the campers about their day. Campers may also choose to wind down by reading a book, or quietly chatting with friends.

On occasion, campers may have some extra free time after their Evening Program, if earned and trusted by their Section/Unit Head, who will communicate to the campers and staff the expectations, including the timing. If extra free time is earned, the amount of time, expectations, and rules for the campers may vary. Any extension beyond the times above will need approval by the Head Counsellors.

Extending the amount of free time campers get is a great incentive for them to work towards throughout the summer. From a behaviour management standpoint, as well as fostering connections with your campers based on trust and mutual respect, it is always beneficial to give extra free time than to take it away.

Camper Showers

To support a safe, respectful, and comfortable environment during shower times, staff will be assigned to rotational shower duty.

One staff member must always be present in the washroom during this time to ensure camper privacy is protected and a comfortable and safe space is being maintained for campers. Staff are to be in the general washroom area (outside of individual stalls or changing spaces) during assigned shower duty.

The role of the staff member is supervisory only—to ensure camper privacy is protected, and to maintain a safe and respectful environment. At no time should a staff member be inside a private shower or changing space with a camper, nor should they physically assist campers with hygiene. Shower duty includes monitoring behavior to ensure:

- Campers are respecting personal space and boundaries.
- For Junior shift campers, staff may provide verbal reminders about hygiene and proper showering, if appropriate.
- If any concerns arise or assistance is needed beyond verbal guidance, staff should seek help from a Section/Unit head or Directing team member.

This policy is designed to protect both campers and staff by maintaining clear boundaries and expectations.

Signing In
Bunk Nights
Camper Bedtime
Camper Showers

Time Off To-Do:

Time Off

All staff have days off built into our Day Off rotation schedule, which will be reviewed during pre-camp. Days off will begin following 'Mifkad' and run until just before 'Mifkad' the following day. All staff are required to be at Mifkad each day. Mifkad times can vary between approx. 6:15 pm - 6:45 pm. For all general staff, days off will be chosen from a set of dates, unless special arrangements are made in advance. Head Staff will arrange their days off with their direct supervisor.

Please note that certain dates may be blocked off at the Camp Director's discretion, during which time you will be unable to schedule time off. Staff members may only leave camp during days off, or with the express written permission of the Camp Director.

Curfew is 1:00 a.m., meaning that all staff members must be back in camp and in their living quarters by this time. Periodic "Early Nights" or 'bunk nights' may be called at the discretion of the Camp Director.

Visitors are never allowed in camp without the express permission of the Camp Director or his designate.

All staff are required to sign out of Camp at our Main Office when staff leave the camp property and must sign back in when staff return.

There will be other structured opportunities for time off throughout the summer, which will be communicated during pre-camp. This includes increased opportunities in 2026 for time off each day at camp. Your supervisor will support you in ensuring you receive the time off you may need. They will also help you develop an appropriate plan when time off is required and will work with you to ensure proper coverage within your cabin.

Additional information regarding your entitlement to days and nights off, including how this time may be scheduled will be provided and outlined during Staff Training.

What can you do on a Day Off?

It's up to you! Options may include:

- Stay in Camp and enjoy the beautiful facilities
- Arrange accommodations to sleep in Haliburton
- Sleep at camp but spend the day in Haliburton. A taxi into Haliburton can be arranged at the camp office

If staff need time off or are not feeling well, it is important to communicate with your co-counsellors in your cabin and tell your direct supervisor. Your supervisor will support you and help you come up with a plan. Our Camp Wellness has incredible tools and resources to best support staff - please see *Wellness at Camp* (page 30).

Head Staff Days Off - Things to Know

Head Staff are expected to designate a staff member to take on their responsibilities during any scheduled time off. This person will be responsible for overseeing day-to-day operations, responding to head staff responsibilities in the event of an emergency, and supporting campers and staff as needed during that time.

Before leaving, Head Staff must hand over their walkie-talkie and, if applicable, their bicycle to the staff member covering their role.

Walkie Channel Legend:

Channel 1 - Emergencies
Channel 2 - Maintenance
Channel 3 - Specialty Heads & Head Specialist
Channel 4 - S/U Heads & CIT Directors
Channel 5 - Office & Kitchen
Channel 6 - Health Centre
Channel 7 - Adam
Channel 8 - Directing team/Wellness
Channel 9 - Programs Team
Channel 10-12 - Conversations (once you have got someone's attention, move to one of these channels to continue your conversation and keep the lines clear)

Important Notes and Reminders

Attend Head Staff Meetings. Please take notes on any relevant topics or action items related to your section, unit, or specialty area, and ensure that important information is communicated to your staff.

Emergency Procedures: Head Staff must ensure that the staff member covering their role understands what to do in the event of an emergency on land or water. For full details, please refer to the Emergency Procedures section of this handbook.

Walkie-Talkie Return: Walkie-talkies must be returned to the Main Office before staff snack. They should be turned off and placed in the assigned charger.

Keep track of other lingo you use:

Camp Lingo

Learn our camp terminology

Cookout
Occasionally, each Unit or Section will walk to one of the many cookout spots around Moose Lake. At cookouts, campers can hang out with friends, read, play cards or go swimming. A bonfire is made and hotdogs are made for dinner. Once dinner is over, everyone will walk back to main camp in time for EP. Cookout Locations: Painted Post, Goldsteins, BB Beach, Sandy Cove .

Corcl
Fun, circular small kayak style boats we have at our Paddle specialty.

Dancing Bridge
An iconic bridge at camp made famous by our tradition of dancing while you walk across it.

Fun Friday
Every Friday afternoon, all activities are open and campers are free to choose which one they would like to do. Some activities require signing up beforehand, and some specialties run special Fun Friday programs, like Tie-Dye! It is also our way to gear up for Shabbat with activities like challah decorating and baking, and sending Shabbat-O-Grams (Shabbat messages to friends and family in camp!).

General Swim
Campers are often given a general swim period where they are free to swim or hang out on the beach.

Hobbies
In addition to scheduled cabin activities, campers are given some choice in their daily schedule. A hobby period is where campers can sign up for their favourite activity and enjoy building their skill or specialized programs 2-4 times a week at that activity. Each week, campers can pick a new hobby for that week.

Junior Shift
Our camp is divided into two shifts. Junior Shift is Unit 1, Unit 2, Section I and Section II and operate on an earlier schedule, typically one hour ahead of Senior Shift. Junior Shift are campers completing Grades 1-6 (ages 7-12).

Mess Hall
The Mess Hall is the dining hall where we gather to eat our meals.

Mifkad (*formerly Flagpole*)
Every day between when Junior Shift dinner ends and Senior Shift dinner begins, the entire camp gathers at our mifkad location which is located near the Mess Hall. Mifkad is where important camp-wide announcements are made, where there are different fun segments, such as news of the day or trivia games, and Evening Programs (EPs) are announced. Mifkad is also a great opportunity for siblings, cousins and friends to say hello, connect and shmooze. Each cabin is required to take attendance at Mifkad every day to ensure all campers are accounted for.

Moose Lake
The beautiful lake at camp is called Moose Lake.

NBB Burning
Annual Camp tradition where on the last night of each session, we burn logs in the shape of our camp name (NBB), and reflect on the friendships and memories we have made.

Overnight
Overnights are a one night camping experience that can take place on one of our camping sites on Moose Lake, or at designated camping spots at main camp. Campers and staff will typically canoe to one of our overnight spots on Moose Lake. Campers and staff will spend the night at the overnight spot in tents under the stars.

Rec Hall
Rec Hall is shortened for recreation hall. Each Unit or Section has a Rec Hall where campers can hang out or evening programs can be held.

Round-up
Every day each Unit and Section gathers in the morning to hear their schedules for each day, as well as any important Unit or Section announcements or instructions.

Section
All the boys, or those who identify as such, in camp are divided into four sections according to age: Section I, Section II, Section III and LTP Section.

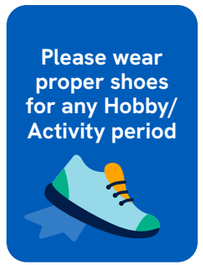
Senior Shift
Unit 3, Section III and LTP Boys and Girls. They operate on a later schedule.

Our camp is divided into two shifts. Senior Shift is Unit 3, Section III and LTP (Section and Unit), and operate on a later schedule, typically one hour behind of Junior Shift. Senior Shift are campers completing Grades 7-9 (ages 13-15).

Shabbat Shuk
During free friday, campers and staff attend our Shabbat Shuk where they participate in many fun activities like writing special notes (called Shabbat-o-Grams) to friends or family in other sections or units or baking and decorating challah.

Special Laundry
Sometimes accidents happen in bed! That's okay because we have special laundry for those times that cannot wait until our regularly scheduled laundry. If something happens, your Unit/Section Head will help you organize special laundry.

Unit
All the girls, or those who identify as such, in camp are divided into four units according to age: Unit 1, Unit 2, Unit 3, LTP Unit.



Life at Camp

Water Bottles

To keep our campers and staff hydrated, we have strategically placed water fountains throughout camp. We are strongly encouraging everyone to always have water bottles with them throughout the day. Please write your name on the bottle and, if necessary, they are available for purchase from the tuck shop.

Dress Code & Closed-Toe Shoe Policy

The Camp does not have an explicit dress code; however, staff members are expected to dress appropriately for the activities in which they are participating. For example, bathing suits are to be worn on the beaches at camp and during waterfront activities only. Otherwise staff are expected to be clothed appropriately for the activity they are participating in.

Any clothing deemed inappropriate, unsafe, insufficient or offensive must be changed upon request.

Campers & staff members must wear proper running shoes for any Hobby or Activity period at camp. Crocs do not serve the purpose of a "closed toed shoe," as it does not provide the necessary support or safety for the athletic activity. Flip Flops and sandals are acceptable forms of footwear for the dining hall and waterfront activities.

Hair, Tattoos, & Piercings

You cannot get any new tattoos, hair bleach or permanent coloring, shaving of eyebrows or body piercings during the time that you are staying at the camp grounds.

No haircuts, piercings, coloring, shaving or tattoos can be given by a staff member to a camper or staff member during the term of this Agreement.

Mail

While you're at Camp, you can receive mail which will be available to pick up from our office in Haliburton

The mailing address is:
Your name
Unit/Section #_ Cabin # _
Camp Northland
4250 Haliburton Lake Road
Haliburton, ON K0M 1S0

Packages

Packages for campers are not allowed to be delivered to Camp. Staff and campers can send and receive envelopes up to legal size, no larger than 1" thick. We only accept those sent by regular mail. No courier packages are allowed.

Due to the volume of mail our office team handles, Amazon deliveries for staff must be approved by the camp office. Staff are given opportunities to purchase any items they may need during their time off.

Water Bottles
Dress Code & Closed-Toe Shoe Policy
Hair, Tattoos & Piercings
Mail
Packages

G³

Our initiative known as 'G-cubed' is an important part of the camp program. This year, we are encouraging every bunk to participate in some form of good, giving, and generous activity. These activities might occur in camp, to benefit camp or to some outside organization. The activity chosen really depends on the needs and interests of the group. As groups make decisions about their contributions, we will be sharing the information internally to avoid duplication.

We also want to see conscious thought and planning going into creating 'Gemach' like opportunities. A Gemach is a system of sharing amongst members of a community – some thoughts and principles to consider: give what you can and take what you need, re-use items, generosity can be learned by osmosis. Each camper has been asked to bring an item to donate to our G³ initiative and we received many donations before camp as well. Each cabin must brainstorm how they can contribute throughout the summer but also must know that the G³ program is there for their assistance and support as well as needs arise.

Common items you can find in a G3 box are sunscreen, toothpaste, shampoo, conditioner, etc.

How will you use your new G³ mailboxes to share these messages?

Graffiti

Campers & staff love to leave their mark. There used to be a time when campers and staff made their mark on the walls of their cabins and public spaces in camp. Should you or your campers want to sign your name on your cabin wall, speak with your supervisor and camp will provide the materials and approval for any cabin plaques or signatures. We ask that no names are added directly to any walls, benches or beds around camp.

Cell Phones and Electronics

At camp, we strive to give our campers an "unplugged" environment, where they can take a break from the ever-connected world of Internet, television, and video games, and just enjoy being outdoors. Electronic devices may not be used at any time while campers are with their cabins at activities, hobbies, or meals. Cell Phones and other data devices, as well as e-readers are not permitted for campers at camp at any time. If we see them, they will be collected and stored in the office. Camp Northland will not be held responsible for loss, damage, or theft.

Staff are permitted to be on their phones when they are not on duty (at night after the campers have gone to sleep or during time off) and they must never be seen by campers. Staff phones may be confiscated if they are found to be in violation of these policies. No other electronic devices (video games, laptops, ipads) should be at camp.

For international staff, we will make accommodations with you to ensure you have time to connect with your family back home in different time zones. Please speak to your Section/Unit head to arrange a schedule that works for both you and your co-counsellors to maintain proper camper coverage at all times.

Sunscreen, Hats and Water

One of the most dangerous and easily preventable emergencies is dehydration/ heat emergencies. Campers must always wear a hat outside, and staff must model this behaviour. Sunscreen must be worn by all campers and staff throughout the day and refreshed as needed regularly. Sunscreen should also be reapplied after swimming.Campers with allergies must only use their personal sunscreen. Therefore, never share sunscreen with a camper that has a medical alert. These campers must use their own sunscreen at all times. Encourage campers to drink lots of water, stay cool in the shade whenever possible and stay protected with hats and sunscreen. If someone is showing signs or symptoms of heat exhaustion or dehydration (dizziness, confusion, headache, etc.), remember to COOL QUICKLY and seek medical help..

Bracelets at Camp

ID BRACELETS

You will see campers and staff wearing different kinds of bracelets at camp. Every person (camper or staff) will be wearing an ID bracelet. You are required to wear your ID bracelet throughout the entire length of your contract. You are prohibited from tampering with or 'trading' your bracelet with anyone. The colour of the ID bracelet may differ based on the legend below:

WHITE Everyone at camp (campers and staff) will have a white ID bracelet, with exceptions listed below. Please note that our waterfront staff also use these bracelets to identify the campers' numbers for signing them in and out of our various water activities.

ORANGE If you have an ANAPHYLAXIS allergy, you will be assigned an Orange ID bracelet rather than a white one. In an emergency, this helps us identify a camper's particular medical needs so that we can care for them correctly. The camper or staff's information is confidentially written on the inside of the bracelet.

YELLOW If you have a non-allergy SERIOUS MEDICAL CONDITION, you will be assigned a Yellow ID bracelet rather than a white one. In an emergency, this helps us identify a camper's particular medical needs so that we can care for them correctly. The camper or staff's information is confidentially written on the inside of the bracelet.

Note: If you have both (for example: anaphylaxis allergy and asthma), you will wear an Orange ID bracelet.

SPECIAL DIET BRACELET

GREEN These bracelets must be worn by anyone who has a dietary restriction that will require you to get food for some or all meals at the Special Diet counter (i.e. Gluten free, lactose free, vegan, vegetarian, etc.). The bracelet will indicate what the restriction is, so that the Special Diet team can ensure the correct campers and staff have access to their meals.

SWIM BRACELETS

These are used to indicate a camper's swim test results to our staff.

BLUE This indicates a strong swimmer who completed the test without a lifejacket. They can do all water activities.

PURPLE This indicates a swimmer who is strong with a lifejacket, but is weaker without one. They likely completed the test with a lifejacket on. They can do all of the activities with a staff member (for tubing this is an NLS staff). For waterski they can only use the boom, not the rope. For General Swim they can go into all areas with a lifejacket and can sign in with a friend.

RED This indicates a non swimmer/weak swimmer, or someone who did not complete the swim test. They can only participate in canoe or surf and must be with a staff member. At sail they can only go on the big sailboat. During general swim they can only go in the Junior Area (shallow end) with a lifejacket and must sign in with a staff member.

Lost and Found

Everyone at camp at some point in time can misplace an item. Please assist us by LABELLING ALL BELONGINGS as we make every effort to return items/clothing to their owner while they are up at camp. Camp Northland cannot accept responsibility for articles lost at camp.

Labelled belongings that remain in the Lost & Found at the end of the summer will be available for pickup at the Thornhill office for a limited time in September. Following this time frame, all remaining items will be donated to charity. We expect that staff will help us minimize lost & found by always ensuring campers collect their belongings after each activity and helping with the distribution of items/clothing throughout the summer.

LAUNDRY SCHEDULE

Laundry Bags should be placed in the Section/Unit's Rec Hall before lunch on the following days. Laundry is expected to be returned to the same Rec Hall 2 days later.

- June 24th (may not include all staff)
- July 1st
- July 6th (Jr shift)/ July 8th (Sr shift)
- July 13th (Jr shift)/ July 15th (Sr shift)
- July 24th
- August 4th

Laundry

Laundry is done off site approximately every 10 days and returned 2 days later. Camp Northland cannot accept responsibility for clothing lost through laundry services or in transit. It is common to share a laundry bag with 2-3 other staff members and it is expected that staff members label their clothing to limit items being misplaced. Staff should be mindful not to include the following items in their laundry bags: shoes, sleeping bags, pillows, hats, and wool clothing.

Bunk1

Our incredible Media team takes photos each day and does their best to capture different ‘snapshots’ of events and activities taking place around camp. We upload staff photos to a staff album throughout the summer which often captures the great moments of the staff experience at camp! Our staff album is uploaded to a platform called Bunk1. Feel free to scan the QR code and enter the invitation code “NORTHLAND26” to join and create an account. Be sure to select “Staff” as your relationship to the organization. When prompted to choose a bundle, select “click here to choose a bundle first” and select “Choose photo gallery access only - $0.00.” To access the staff album, use the code “Mooselakestaff!”

Tip: If you’d like, upload a selfie to activate the facial recognition feature!

Notes

How to be Great

Camp Counsellor's Manifesto	56
Code of Ethics	58
Resources for Staff	59
Ages and Stages	59
Behaviour Management	63
Positive Communication	66
Consequence vs Punishment	69
Backpocket Games	72
Working with Campers	74
Conflict Resolution	76
Bullying vs Conflict	77
Live Action Role Plays	79
Staff Evaluations	84

I am a summer camp counsellor.
I believe in camp.
I believe in shorts, t-shirts and sandals.
I believe in singing at the table.
I believe everyone should know five games to play on a bus.
I believe in early morning dip (even if I don't always go).
I believe that if you play with children you will stay childlike.
I believe that camp makes a difference in every camper's life, as well as my own.
Camp is a place that I can get away from the rush of everyday life and back to the basics.
I come to camp for the campers, but also for myself.
Every camper is an individual and I need to treat them as such.
One method does not work with all campers.
I will strive to find the balance that will help me to see each camper as an individual.
And help me to give them each the summer of their lives.
I will remember my favorite counsellors and teachers.
By remembering I draw on the positives of these people to make myself into a better counsellor.
I am the most important person at camp to my campers.
My campers will watch everything that I do and say this summer.
So I want to do what is right and say what is good.
Camper see, camper do.
I need help and I will not be afraid to ask for it.
The staff want to see me succeed and will help me to do so, but only if I ask.
Camp is camp because of the people that are there.
I believe that every child should have an opportunity to attend camp at some point in their lives.
Camp is good; no, camp is great.
in fact, I believe camp is the best place to be.
I believe this is going to the best summer yet.

Code of Ethics

I Am A Professional

- As a role model, on and off duty:
  - A representative of the camp and our reputation
  - Can always be counted on
  - Can always be relied upon
  - Who always follows through
  - Who owns my mistakes and makes them right
  - Who has fun while doing it!

The Kids Always Come First

- Therefore, my needs, wants, interest, come second, and...
- I am always a professional in their presence...
  - Even if I am tired or personally down

My Private Life Stays Private

- I respect every confidence that I receive
  - Yet I recognize there are issues that must be disclosed to the leadership team
- ***I will never share information about drugs, alcohol or sex with the children
- I will not involve campers in my private life (relationships, sexual preference, sexual experiences, drug or alcohol history, etc.)
- I will not discuss what I did on my time off
- I will not react to upsetting news or letters in front of the campers
- I will not discuss the private lives of other staff members with campers or other staff
- I will not share stories that have sexual content
- I will not publically display romantic affection (excludes and is awkward)
- I will NEVER have a type of relationship with a camper (includes CITs and below) that even has a hint or perception of sexuality to it

I Respect My Colleagues

- In my working relationship
- In my personal relationship
- In my romantic relationship
- I act in friendship...
  - With empathy
  - With love
  - With respect
  - With restraint

I Am Aware Of My Impact

- Words can influence positively and negatively
- If I am not doing what I am teaching, then I am teaching something else
- I am looked up to for leadership and guidance
- I will never be violent or aggressive
- I know that this applies to both campers and colleagues
- I have power and responsibility

Shared Space = Shared Responsibility

- I will share in the cleaning
- I will not be lazy or allow others to be lazy
- I will care for the camp
- I will care for the property of the camp
- I will care for the people around me
- I will collaborate in a positive way

Resources for Staff

Ages and Stages

Please know that while these characteristics below are considered "typical" of each age group, there will be campers who are not a perfect fit to all the traits listed. Each camper is unique and special in his/her own way. Please use this list as a guide to give you a better understanding of the various age groups at camp to help you be the best staff you can be!

Code of Ethics

1-2-3

Ages and Stages

Notes

Section/Unit 1 (AGES 6-10)

	6/7 Years Old	8 Years Old	9/10 Years Old
OVERVIEW	→ Often self-centered and can be quite demanding → Can be impatient and nag a lot	→ Have many questions and are excited to learn new things → Sensitive to criticism → Argumentative	→ Feel more confident and independent
RELATIONSHIPS WITH ADULTS	→ Are fond of adults but can challenge them as well	→ Demand constant praise	→ Seek attention and approval from their staff members → Would like to be more involved in decision making
PEER RELATIONSHIPS	→ Often have one close friend and exclude others → Like to keep secrets	→ Can clash negatively with other campers → Friendships are more important than before	→ Expand group of friends
PHYSICAL GROWTH AND MOTOR SKILLS	→ Permanent teeth → Dresses themselves → Practicing motor skills	→ May still require a lot of adult attention → Feels ready to take on more responsibility	→ Can take care of themselves for the most part → Perfecting motor skills
INTERESTS & INTELLECTUAL SKILLS	→ Enjoys using foul language	→ Growing interest in games with coordination	→ Slowly form an independent self → Girls may be showing early signs of puberty
WHAT THIS MEANS FOR THE STAFF	→ Educate them on the concept of empathy → Set out clear and concise routines and rules → Implement team games and activities to encourage new friendships → Help them practice certain motor skills → Discourage foul language	→ Provide kind and constructive criticism → Maintain clear and consistent rules and routines → Facilitate more active activities → Be aware of campers who clash with each other → Trust them with more responsibility	→ Encourage more responsibility and independence on the camper → However, continue to guide and supervise them → Organize more competitive games. → Have some activities with the other gender → Be a positive role model

Section/Unit 2 (AGES 10-12)

	10 Years Old	11 Years Old	12 Years Old
OVERVIEW	→ May feel self- conscious about their body → Enjoys privacy and independence	→ May feel self- conscious about their body → Clear purpose of activity	→ May feel self- conscious about their body → Physical and thoughtful skill increases
RELATIONSHIPS WITH ADULTS	→ Argues logically → Affectionate with adults → Strongly look up to staff members	→ May dispute rules and will ask for reasons → Enjoys talking with staff more	→ Appreciate their independence → Enjoy time alone → Looks for support more than direction
PEER RELATIONSHIPS	→ Enjoys team work → Affectionate with same sex peers → Selective in friendships	→ Wants to make more friends → Enjoys being part of a group	→ Happy with 1 or 2 friends → Acceptance from a large group no longer essential
PHYSICAL GROWTH AND MOTOR SKILLS	→ May experience signs of puberty	→ May experience stages of puberty	→ May experience stages of puberty → Increased attention span
INTERESTS & INTELLECTUAL SKILLS	→ Campers begin to think logically → Have an understanding of when they are at fault → Short interest span	→ Most campers are thinking logically → Physical activities are important to them	→ Enjoys exploring the camp → Interacting with the same and/or opposite sex → Can lead their own activities
WHAT THIS MEANS FOR THE STAFF	→ Campers in this section/ unit will have many questions about changes in their bodies. Consult a head staff before educating them on the topic → Because of their independence and reasoning, staff need to be fair and consistent with their rules	→ Campers are smart. Make sure your activity is a meaningful one and not just a time consumer. → Campers will want to get to know you more. Remember to be profes- sional and appropriate with what you say → Keep an eye out for campers excluded from other groups. → Help incorporate them into a group of friends	→ Because they are more independent, give them opportunities to organize their own games with friends. → Plan some activities with the same and/or opposite gender → Walk around the camp with them more and have them interact with other staff and see new areas

Senior Shift (AGES 13-15)

	13 Years Old	14 Years Old	15 Years Old
OVERVIEW	→ Some days very cooperative, other days very childish → Mood swings → Self-conscious	→ Becoming more self-sufficient → Self-conscious → Appreciate privacy → Needs greater amount of responsibilities	→ Self-conscious → More responsible → Can be overly confident and self-assured → Can be lazier at times
RELATIONSHIPS WITH ADULTS	→ May act in ways that staff disapprove to gain popularity amongst their peers → Less dependent on adults → Looks at staff like older sibling	→ More influenced by their staff members → Become aware of the need for cooperation → Respond better to private criticism	→ Wants more than ever to have the respect of their staff and to be like them → Will want to talk with staff members more
PEER RELATIONSHIPS	→ Can be very cliquey → Enjoys being alone with friends	→ Appreciate value of few close friends → Friendships become more permanent	→ Many campers will have a strong interest in the same and/or opposite sex and will want to hang out with them more
PHYSICAL GROWTH AND MOTOR SKILLS	→ Beginning or in the midst of puberty → Clumsy	→ Beginning or in the midst of puberty	→ Beginning or in the midst of puberty
INTERESTS & INTELLECTUAL SKILLS	→ Enjoys challenges and taking risks → Likes to explore → Enjoys reading	→ Enjoy far less supervision → Enjoy proving their skills → Interest in individual activities (i.e. archery)	→ Want opportunity to pass on their acquired skills → Increased importance in developing individual skills
WHAT THIS MEANS FOR THE STAFF	→ Give campers plenty of alone time with their friends, but always supervise them from a distance at least → Cliquey groups can lead to exclusion and bullying. This is not tolerated at Camp Northland → Planning more challenging and creative activities	→ Campers will enjoy having activities and evening programs with the opposite sex → Campers still require clear rules and regulations, but are open to taking on their own responsibilities → Let them show you their skills in certain activities	→ Campers look up to their staff a large deal at this point. It is important to continue to be a positive role model. → Campers at this age will want to interact with the younger campers to pass along their skills. Create programs that incorporate this function

Behaviour Management Tips Part 1

The majority of campers at camp exhibit great behaviour – they are excited to be here, willing to try new things, and want to make new friends. Sometimes, though, we have campers who exhibit more challenging behaviour. Maybe they are having a hard time making friends or find being at camp a bit intimidating. Maybe something happened at home before they arrived or maybe they just have a personality that finds the camp environment to be difficult to be in. Some behaviours campers can control and others they cannot. No matter what the situation, our goal is to make sure that everyone is having the best experience possible and to redirect behaviour that affects that experience.

BE PROACTIVE! START WITH A GROUP AGREEMENT

An effective way to facilitate positive camper behaviour is to come up with a set of cabin rules that are drawn out on a large piece of anchor chart paper. Perhaps this is something that the cabin staff can come up with before the campers arrive, or even better, maybe it is something that you can have your campers come up with together so that everyone is in agreement. This set of rules will be posted in the cabin so that all may refer to it as the summer goes on. What are some rules you would put on your chart? TIP: Keep them positive! Instead of saying don't be mean, say be kind!

PRAISE POSITIVE BEHAVIOUR

A little bit of praise goes a long way! It's always nice to hear what you are doing right and your campers want to hear it too. Be careful not to over praise, but call them out on the good behaviour as well as the more challenging behaviours. What are some behaviours you might praise?

AVOID THREATS

It's easy to tell a group that, "If you don't go to bed right now, you'll be cleaning the porch tomorrow!" However, the fact is that the porch needs to be cleaned and everyone has to take their turn. Think about the message you want to send. There are definitely times when you have to be clear that behaviour is unacceptable – and our campers are all old enough to understand that. What are some threats that you have heard at camp?

FIND OUT WHAT IS GOING ON AND WHY IT IS HAPPENING

Remember the active listening we practiced earlier and the open questions? Now is the time to put those skills into action. Behavior is always rooted in something, so it's important to find out what that is. Is the camper homesick? Are they upset because of someone else's behaviour? Does the staff have any information from the family on the camper that might help explain the behaviour? Find out the whole story and then come up with a plan of action.

ASK FOR HELP

There is always someone who is around to help you out. There is nothing wrong with asking for help – in fact, we want you to ask for help. We're a team at camp and we need to rely on each other to come up with the right answers. If you've exhausted your bag of tricks or find yourself getting too frustrated – ask!

Keep in mind the following:

- → You need to model what you want to see – campers are watching every move you make.
- → Make sure to have realistic expectations for the age and abilities of your campers.
- → You need to have a clear explanation of rules and reasons for rules – kids don't mind following them if they make sense!
- → Be consistent – rules apply to everyone, staff and campers. Don't let a bad behaviour slide one day and punish it the next.
- → Be aware of what is going on in your section/unit – Campers can always clash with each other in negative ways. Keep your ears and eyes open to help head off problems before they start.
- → Make sure you know your camper's names! It really makes a difference. This is where your introduction games would come in handy!

The following are inappropriate ways of handling camper behavior:

- → Yelling, shouting, name calling, labeling.
- → Sarcasm, teasing or humiliation, belittling.
- → Assigning "chores" that have no relation to the problem.
- → Using the group or group reactions to embarrass or control behaviour.
- → Giving attention only or mostly when undesirable behaviour is noticed.
- → Inconsistency from staff to staff, unfair enforcement of rules.
- → Grabbing, hitting, spanking, slapping or any other physical action.

Behaviour Management Part 2: Mirroring

Language- A shift in language has the power to shut down negative behaviors, create better relationships between children and caregivers, professionals and their clients, and foster a better environment for everyone.

The technique of Mirroring is an effective tool to break a power struggle. Mirroring is a technique that makes someone feel like you truly understand what they are feeling (even if they are unable to verbalize those feelings in an appropriate or direct way).

MIRRORING

- → Can feel counterintuitive
- → Is a tool that shows empathy and makes people feel good
- → Sounds easier than it is
- → Can be used in all areas of your life

The goal in mirroring is to get the YES!; when someone is trying to convince you of how important something is, they often get "stuck" in their behavior.

If you reflect back the feelings they are experiencing, but are unable to verbalize, you will help them get "unstuck".

This will show them you truly understand how they are feeling, and can begin to problem solve to move past the situation.

STEPS TO MIRRORING

1. Your agenda must be put aside. Attempt to assess the situation to understand what is happening, not from the perspective of trying to "fix," but rather understand.
2. Consider what feelings the behaviors represent.
3. Reflect those feelings back with non-judgemental descriptive words.
4. The goal is to get a YES response. You will know that you have mirrored the right feeling, you will begin to get the individual to move past their feelings and consider problem solving.
5. Repeat 2-3 times, until you can suggest a solution, or problem solve together (in the moment).
6. Words of support and encouragement.

You got the yes... Now solve the problem

Some words to live by:

Do you want to be right or do you want to be happy?
–DR. PHIL

- At this point, the child (or parent or client) will be able to listen in a better way.
- You can provide a solution or brainstorm what will work best.
- This works because kids are great problem solvers and everyone likes to feel like they are validated.

Positive Communication

How many times have you heard the following?:

- Don't do that!
- No fighting!
- You're not so good at that
- Stop talking!

If so, how well did you respond to those commands!?!

At Camp Northland, we have a fully POSITIVE culture. That means:

- We give consequences, not punishments
- We use our voice for control, not to yell out of control
- We understand that we are continuously building a child's self esteem
- We have ZERO tolerance on bullying of any kind

Positive Reinforcement is a POWERFUL tool. Reinforcement is used to help increase the probability that a specific behavior will occur in the future by delivering a stimulus immediately after a response/behavior is exhibited.

The following are some examples of POSITIVE REINFORCEMENT:

- A mother gives her son praise (positive stimulus) for doing homework (behavior).
- A father gives his daughter candy (positive stimulus) for cleaning up toys (behavior).
- A counselor thanks a camper (positive stimulus) for helping another camper (behaviour)
- A supervisor gives their staff a period off (positive stimulus) for going above beyond after that staff member stayed in cabin to talk with a sad camper one night (behaviour)

Next time, instead of reprimanding a child for doing the wrong thing, first recognize the children that are doing the right thing. Usually, that makes up the majority of the group!

6 THINGS YOU SHOULD NEVER SAY TO A CHILD:

1. **"Leave me alone!"**
2. **"You're So..."**
   Don't create labels for the campers
3. **"Don't cry."**
   Campers (or anyone!) sometimes need to let their emotions out
4. **"Why Can't You Be More Like _____"**
   Never compare to another camper!
5. **"You Know Better Than That!"**
   Maybe they don't! Help them learn and grow
6. **"Great Job!"**
   Be more specific! (i.e. Great job on helping Jonny with the door)

NEGATIVE VS. POSITIVE LANGUAGE

"No Running" →
"Walk Please"

"Don't Throw" →
"Keep it on the ground"

"Don't touch him/her" →
"Hands to yourself"

"Stop Yelling" →
"Quiet/Indoor voices please"

ALTERNATIVES TO THE PHRASE "CALM DOWN"

1. I see that you are having a difficult time, let me help you
2. That can be so frustrating. Let's figure this out together
3. I see that you are mad. How does that feel in your body?
4. Let's focus on fixing the problem together
5. If you are feeling sad you can tell me about it

TIPS FOR HELPING A CAMPER CALM DOWN ANYWHERE

1. Count to 5 – helps kids learn how to stop and think before reacting
2. Take a deep breath – great relaxation technique
3. Blow into your hands – gives kids the feeling of taking a deep breath
4. Make a fist, then relax

TIPS FOR HELPING AN ANGRY CAMPER

1. Be sympathetic – What seems small might be hugely important for that child
2. Give space, but don't isolate
3. Remind them that anger is OK – It's a normal emotion, one that we all feel
4. Don't overreact – Model a calm voice and demeanor
5. Make eye contact, sit/stand/kneel at their level – Children need to feel heard, especially when upset

READ THIS QUICK STORY:

A man has two sons who live in different houses. One day, he bought each son an identical dog. He told them both to care for these dogs and make sure they grow to be strong, confident dogs. One month later, the man visited both his sons. He couldn't believe that the dog of one of his son's was so **BIG and STRONG**, but the other one had become tiny and weak. He asked each of his sons what they had been feeding the dogs. The one with the BIG and STRONG dog said he feeds the dog a big hefty meal, three times a day. The one with the tiny and weak dog said he feeds his dog a small meal, once a day. So clearly, and not surprisingly, the dog that was fed more grew to be **BIG and STRONG**!

Behaviours and choices work the same way! The behaviour you feed more will growl **BIG and STRONG**! If you feed the positive behaviors and choices the campers make, those choices will begin to increase and grow stronger in frequency! On the flip side, if you feed the negative choices and behaviours, then those choices will likely increase and grow more frequent.

SO, FEED THE POSITIVE DOG!!!

Consequence vs Punishment

PUNISHMENT VS CONSEQUENCE

~~PUNISHMENT~~

This will be the last time you see the word 'punishment' in this manual, and hopefully, at camp. Remove it from your vocabulary as it does not exist at Camp Northland.

Consequence: The biggest difference between a consequence and a punishme*[can't finish the word because we promised it would not be said again!]*- campers can learn from a consequence! A consequence is directly related to the action.

Examples of consequences:

- Children are splashing other children in the lake so they need to be removed from the lake for a few minutes
- A camper throws garbage on the floor so they will now help the counselors clean up some of the garbage
- A camper helps another camper get up after falling down, and so the counselor praises the camper's actions in front of the whole cabin.

A consequence must be **immediate** and **relevant** to the choice the camper made.

Notes

Consequence Hot Sauce

CAMP NORTHLAND'S APPROPRIATE CAMPER CONSEQUENCES HOT SAUCE

	Behaviours:	Appropriate Consequences:
MILD	• Swearing • Not listening to staff and/or head staff • Excluding others sometimes • Talking back • Negative talk to peers • Being disrespectful to others • Name calling	• Sitting out of an activity for a short amount of time • Going last for a turn at an activity • Getting tuck last • Spending some time with section/unit head • Help clean section or unit (if it fits the act)
MEDIUM	• Pushing, tripping or any small physical act towards any person • Being disrespectful to property • Constant exclusionary behaviour	• Helping clean camp (if it involves vandalism or disrespect to property) • Sitting in the office • Sitting out of activities • Possible conversation with director
HOT	• Physical altercations* (anything hands on to purposefully cause harm) • Sexual harassment • Constant verbal abuse • Bullying (constant and targeted) • Running away * victim must always be taken to Health Centre	• Sit out of activity and immediately find section/ unit head and/or head counsellor • Serious conversations with section/unit head and director

Notes

Backpocket Games

Here are just a few ideas of games you can play while walking to your next activity, or any time you have a little bit of time to fill!

‘GET TO KNOW YOU’ CIRCLE (ICEBREAKER)

- Everyone forms a circle
- One person at a time says their name and one thing about them (eg. Favourite toy, favourite activity at camp, favourite colour, favourite way to eat a potato, most boring fact about yourself, something no one knows about you, lucky number, middle name, etc.)
- To make it more challenging for older kids, have them go around the circle but every time you get to a new person, everyone has to repeat what the preceding people’s names are and what they said about them (turns into a memory game)

I’M GOING ON A PICNIC…

- Form a circle with everybody
- One person starts by saying their name and something they are going to bring to the picnic that starts with some sort of pattern (eg. Only yellow objects, objects that start with the letter of their first name, round objects, edible objects, objects that end with a certain letter)
- Then the person beside them goes, and says their name and what they will bring, and then the first persons has to decide if they are allowed to come to the picnic (based on the pattern). If the object fits the pattern then they are allowed to come and if it doesn’t fit the pattern then they are not allowed to come)
- Continue around the circle like this, until someone figures out the pattern

21

- Everyone gets in a circle while sitting
- The objective is for the group to get to the number 21 without messing up
- One person starts the count off with “1” and they go around the circle counting numbers
- If the someone only says one number, then they keep counting clockwise around the circle
- If someone says two numbers, then the counting reverses to go counterclockwise (but the numbers do not reverse)
- Every time the group reaches the number 21, the person who said 21 has to create an action/noise/rule to replace any number. For example, if I reached 21, my rule would be that every time we get to the number 7, you have to clap your hands instead
- The next round, everybody has to remember the rule that has previously been made up and substitute that for the number

ZIP ZAP ZOP

- Gather everyone in a big circle
- Start the game by pointing at another person in the circle and saying “zip”. That person, with no hesitation, must immediately point to another player and say “zap”. That player, in turn, immediately points to another person and say “zop”. And that person must immediately point to someone else and say “zip” again to repeat the pattern
- Continue in this fashion until someone makes a mistake by either saying the wrong word or by hesitating too long
- If you mess up, you are eliminated

HUCKLE BUCKLE

- Each person finds a partner and forms two lines, with one partner in each facing each other, with the lines about 10 meters from each other
- The person leading the game calls out “huckle buckle _____” (a body part to body part, such as… ear to hand, knee to foot, butt to butt, etc.)
- The partners that are slowest to do this get eliminated until there is only 1 partner left
- If the leader calls “huckle buckle buckle”, partners have to link arms facing away from each other and sit down

TEAM MUSICAL CHAIRS

Materials Required

- Same number of chairs per participant, minus one
- Music or noise maker

How To Play

- Place all of the chairs in a circle with the seat facing outwards
- All the participants walk in a circle around the chairs and when the music stops, EVERY participant finds a place to sit
- Like traditional Musical Chairs, in the following rounds one chair will be taken away before the start of each round. -However, in Team Musical Chairs, no one gets eliminated. Instead, the goal is to have EVERYONE on a chair (or supported by a person in a chair)
- The only rule is that everybody part must be off the floor for the class to be successful in that round.
- This will get more and more challenging as chairs get eliminated
- Challenge your group to see how few chairs they can fit on!

BEAVERS AND CASTLES

Description

- Groups of 3
- 2 castles and 1 beaver
- If there is an odd number of individuals, the leader can join in
- The last individual to find a position will do a task and then do the next call
- Ex. a type of dance, sing a song, answer a question
- Beavers and castles (if called separately) can’t go back to their original home
- If beavers and castles are called castles can become beavers and beavers can become castles

Commands used in games

- Beavers: all the beavers change castles
- Castles: castles split up and find a new beaver
- Beavers and castles: all the castles let go of the hands they’re holding, and everyone runs to form totally new groups of three

BUGGIES UP, BUGGIES DOWN

Description

- 2 individuals are paired up together with similar size
- 2 circles are made, 1 partner goes in the inside circle going clockwise and the other partner in the outside circle behind their partners
- Last individual that makes it to their partner after completing the commands are out
- Can do multiple commands at one time

Commands used in games

- Buggies up: Partner from outside jumps onto the back of their partner or holding 1 leg
- Buggies down: partner on the back jumps off or let’s go of their leg
- Buggies switch: partner inside goes outside and outside goes inside
- Buggies around: partner at the back runs around the circle clockwise until they reach their partner
- Buggies under: partner at the back climbs under their partners legs until they reach the front

MONKEY FOOTBALL

How to Play

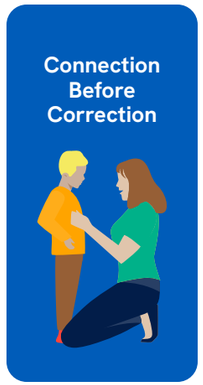
- Players stand in a circle with feet apart and touching the sides of the feet of players at their sides
- Ball is thrown into centre of circle and the object of the game is to score “goals” by hitting the ball between the legs of one of the other players
- Players can defend their leg by using their hands but may not move their feet except to break the circle to retrieve a missed ball
- Goals scored attract the following penalties: 0 goals: player is allowed to continue to defend with two hands, 1 goal: only allowed one hand (the other must be put behind the back), 2 goals: player must turn around and face outwards (feet touching still) but can have two hands to defend with, 3 goals: still facing outwards but only one hand allowed, 4 goals: player is out of the game
- When someone is out of the game, the gap left is closed up (adjacent players feet must touch at all times) and the circle gets smaller. As people drop out the game speeds up, getting faster as the circle gets smaller.
- Play for a set time/until you run out of time/until they get fed up/until only one player is left…. whichever suits your unit and situation

Working with Campers

COUNSELLING SKILLS 101		
"Tell me more"	A way for counselors to allow kids to express their feelings (not having to know the answers)	Camper: "I'm sad" Staff: "Tell me more" Camper: "I don't like camp" Staff: "Tell me more"
Mirroring	A way for campers to feel heard	Camper: "What that kid did made me really upset." Staff: "It sounds like you were really upset"
Strengths-based perspective	Validating campers or staff on their strengths to give them some confidence and make them feel good about themselves	Staff: "I am so impressed with how you are able to articulate your thoughts" "You have true ability to connect with the older campers – that is not an easy thing to do."

SOLVING CONFLICTS

- Counselor to help campers talk through conflicts in a non-judgmental way
- Key is to help kids find their voice so that they can solve their own problems
  - What do you think can be done differently next time?
  - Strengths-based perspective



CAMP: COUNSELLING TIPS AND TRICKS

Building relationships

- Staff should be building STRONG relationships with campers from day one. Counselors are the moms and dads for the summer. If a strong relationship is built:
  - It is harder to miss things that a camper is struggling with
  - It becomes easier for campers to seek out their staff when upset
  - Problems are found early on
  - With a strong relationship; things can be challenged. I.E. challenging a camper's behavior, pushing them a bit harder do participate or act as a leader, etc.

- How to build a relationship with your campers:
  - Doing activities with campers **NOT** sitting on dock watching campers swim, canoe, kayak, sail, etc.
  - Spending one on one time with each camper throughout the session
  - Sitting on campers' beds. Tucking in younger campers in their bed.
  - Before bed cabin circles, questions of the day:
    - Rose and thorn of the day, if you were any superhero, who would you be, favorite ice cream, if you could have any job in camp, etc.
  - Initiating cabin games during rest hour or any down time
    - Back-pocket games: zip-zap-zop, life-size rock paper scissors, solider, murder handshake, going on a picnic, contact, etc.
  - Talking to kids at meals and sitting among them not at end of table. Meal times are family times where you discuss your day

THINGS TO LOOK OUT FOR

- Words, phrases, actions for counselors to look out for. If seen or heard, then counselor knows to bring the issue up the ladder of staff (s/u head, head counselor)
- Sometimes kids wont be able to articulate if they feel emotionally unsafe – check ins daily at meals, down time, before bed are essential
- Look out for campers sleeping at every opportunity they can
- Isolating themselves from other campers in the cabin (sitting next to the counselor at meals instead of peers – counselors should sit amongst the campers)
- Campers acting out or trying to seek attention from counselor one on one more often then rest of campers
- "I don't like being in the cabin" "this person makes me uncomfortable" "I feel like I'm stuck/trapped at camp" "I don't belong here"
- Camper making up reasons to skip meals, activities, not be engaged

Notes

Conflict Resolution

There is going to be conflict at camp – between campers, between staff, and between CITs. Whenever you put a group of people together for an extended period of time, conflict is bound to happen. So why not just avoid it?

Well, understanding how to deal with conflict properly allows you to:

- → Build self-confidence and understand how to express and assert yourself.
- → Develop solid communication and negotiation skills.
- → Accept criticism gracefully and be open to new ideas.
- → Understand when to stand up for your beliefs and when to reevaluate them.
- → Choose your battles wisely.
- → Respect the views of others, whether or not you agree with them.

INTRODUCE THE I-STATEMENT

At the beginning of the session, discuss conflict with your campers.

Remind them that it happens and that it's normal. If they are having a conflict with someone else, the first thing they need to do is create their I-Statement:

"When you _____, I feel _____, because _____, so what I would like is _____"

WHEN CONFLICT HAPPENS

Encourage campers to find a way to calm thselmselves down – it's okay to walk away, count to ten, find an adult to talk to, etc. If a camper approaches you with an issue, help them come up with an I-Statement if they haven't already. Then set up a time (at least 10 minutes later to help with calming down) to address the issue.

MEET AND DISCUSS

Hold a meeting with the campers involved. Use the following plan for the meeting: the first child begins by making an I-statement, and the second child listens, then repeats back their understanding of what was said. Once the first child agrees that the second has heard correctly, the second child may make an I-statement. The routine continues in which one child makes an I-statement, then the other repeats back what they heard (a simple form of active listening), until both (or all) parties feel satisfied that an understanding has been reached and peace has been made. Acknowledge the experience with a handshake to close out the meeting.

Bullying vs. Conflict: How Do You Know if Something is Bullying or Conflict

CONFLICT		
Disagreement	**Situational**	**Normal**
Arguments Differences	Heat of the moment	Uncomfortable Can be positive

VS

BULLYING	Questions to Ask Your Children
Confidence Exchange One person gains confidence, self esteem, and happiness, while the other loses it.	▪ Do you act differently around this person? ▪ Do you talk more or less? ▪ Do you feel like you have to protect yourself around this person? ▪ Do you feel shy, angry, embarrassed, or sad? ▪ How do you act around a friend you feel safe with? ▪ If this friend jokes with you, can you joke back? ▪ Does this friend let you make decisions/ choices, or do they always tell you what to do?
Repeated Most of the time spent with this person makes you feel sad and/or mad.	▪ Does this happen every time you are with this person? ▪ Have you had good moments with this person? ▪ Do you feel mad or sad most of the time you are around this person? ▪ Remember, conflict is normal in even the healthiest of relationships!
On Purpose This person is intentionally trying to hurt you, usually by purposefully making you feel sad, mad or other uncomfortable emotions.	▪ Why do you think they said/did that? ▪ Were they trying to mean? ▪ What was going on before this situation? ▪ Could something have happened that made them upset? ▪ Were they trying to win, excited about a project, and/or saving a seat for a different friend?

Brave Education | braveeducation.com

From our partner

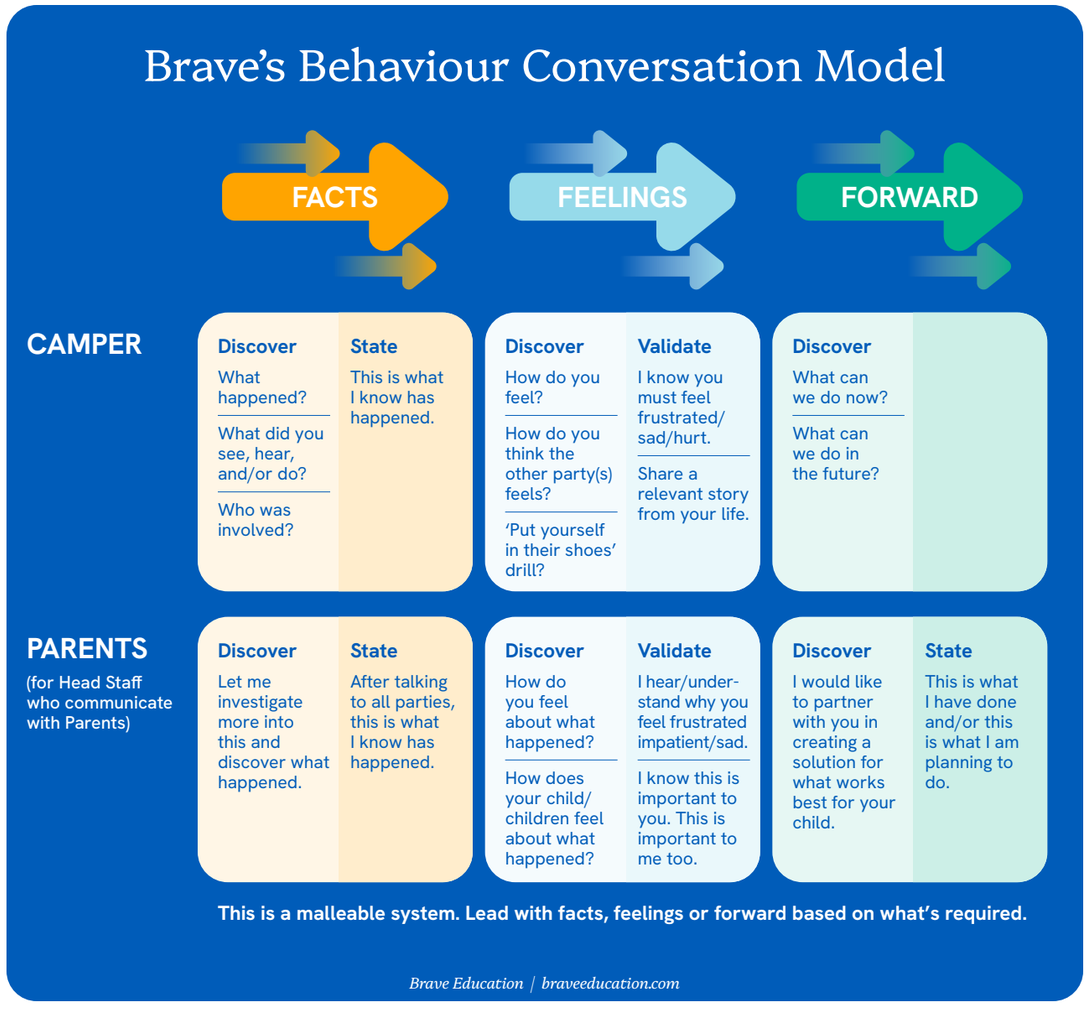
BRAVE
braveeducation.com

From our partner

BRAVE
braveeducation.com

Brave's Behaviour Conversation Model

This is how to have a behaviour based convo with a kid.



Scenarios for L.A.R.P (Live Action Role Plays)

HOMESICK CAMPER

Scenario: A young camper is crying and wants to go home. They miss their family and are having trouble adjusting to camp life.

Suggestions:

- *Comfort the Camper*: Approach the camper gently and speak in a calm, soothing voice. Acknowledge their feelings by saying, "It's okay to feel homesick. A lot of campers feel this way at first."
- *Encourage Participation*: Engage the camper in a favorite or interesting activity to distract them. "Would you like to help me with a fun craft project?"
- *Build Rapport*: Spend extra time with the camper, check in regularly, and assign a buddy for peer support. Create a sense of belonging by highlighting the fun and making sure they feel included.

CONFLICT BETWEEN CAMPERS

Scenario: Two campers are arguing over a game. The conflict escalates, and they start shouting at each other.

Suggestions:

- *Mediate the Conflict*: Step in calmly and separate the campers if necessary. Use active listening to hear each side without interruption. "I can see both of you are upset. Let's take turns explaining what happened."
- *Encourage Communication*: Help the campers express their feelings and needs. Teach them to use "I" statements. "I feel left out when you don't pass the ball to me."
- *Promote Resolution*: Guide them to find a mutually agreeable solution or compromise. "How about we rotate positions every few minutes so everyone gets a chance?"

CAMPER WITH BEHAVIORAL ISSUES

Scenario: A camper is consistently disruptive during activities, refusing to follow rules and causing distractions.

Suggestions:

- *Address the Behavior*: Speak with the camper privately to avoid embarrassment. "I noticed you've been having a hard time following the rules. Is there something bothering you?"
- *Implement Consequences*: Clearly explain the consequences of continued disruptive behavior. "If you can't follow the rules, you may need to sit out of this activity for a few minutes."
- *Offer Support*: Find out if there are underlying issues, such as homesickness or difficulty making friends. Work on strategies together. "Let's find a way to help you enjoy the activities more. Would you like to be my helper for this game?"

INJURY DURING ACTIVITY

Scenario: A camper falls and injures their knee during a sports activity. They are in pain and unable to walk.

Suggestions:

- *Provide First Aid*: Assess the injury and administer basic first aid. "Let's take a look at your knee and get it cleaned up." Can contact office for support if needed.
- *Comfort the Camper*: Stay calm and reassure the camper. "You're going to be okay. We'll take care of you."
- *Communicate*: Inform the camp's medical staff. Document the incident according to camp protocol. "We're going to let our medical team know and keep your parents informed."

CAMPER EXCLUDED BY PEERS

Scenario: A camper is feeling left out and excluded by their peers during group activities.

Suggestions:

- *Foster Inclusivity*: Encourage group activities that require teamwork and inclusion. "Let's play a game where everyone needs to work together to succeed."
- *Engage the Excluded Camper*: Assign the camper a role that makes them feel important and included. "Can you be our team captain for this game?"
- *Address Behavior*: Speak to the group about the importance of inclusivity and kindness. "Remember, it's important that everyone feels included. How can we make sure everyone is having fun?"

CAMPER WITH DIETARY RESTRICTIONS

Scenario: A camper has severe food allergies, and their dietary restrictions need to be managed carefully during meals.

Suggestions:

- *Ensure Safe Meals*: Check with the kitchen staff to ensure safe meals are being prepared for the camper. Double-check ingredients and preparation methods. "We need to ensure this meal doesn't contain any allergens."
- *Educate and Monitor*: Educate the camper and their peers about the importance of avoiding allergens. Monitor the camper during meal times. "Let's make sure everyone knows about the food allergies and helps keep our friend safe."
- *Prepare for Emergencies*: Be prepared to respond to an allergic reaction. Keep an EpiPen and emergency contact information handy. "We have the necessary emergency plan in place just in case."

CAMPER REFUSING TO EAT

Scenario: A camper is refusing to eat their meals, stating they don't like the food and showing signs of distress.

Solution:

- *Approach with Care*: Gently approach the camper to discuss why they are not eating. "I've noticed you haven't been eating much. Can you tell me what's going on?"
- *Identify Preferences*: Find out if there are specific foods the camper dislikes or if there are underlying issues such as homesickness. "Is there something about the food you don't like? Or are you feeling a bit homesick?"
- *Offer Alternatives*: Work with the kitchen to find acceptable food alternatives. "Let's see if we can find something you like. How about a sandwich or some fruit?"
- *Monitor and Encourage*: Encourage the camper to try small portions and gradually build up to full meals. Monitor their eating habits to ensure they are getting enough nutrition. "Let's start with a small bite. You might find you like it!"
- *Communicate*: this should be immediately communicated to the Section/Unit Head who can help guide next steps.

CAMPER FLIRTING WITH A COUNSELOR

Scenario: A camper is showing inappropriate interest in a counselor, flirting and seeking excessive attention.

Solution:

- *Set Boundaries*: Firmly but kindly set boundaries. "It's important to remember that counselors are here to help and guide you, not to be friends in that way."
- *Redirect Attention*: Redirect the camper's attention to appropriate peer relationships and activities. "Why don't you join your friends for the game? I bet they'd love to have you on their team."
- *Reinforce Professionalism*: Maintain professionalism and ensure interactions are appropriate and focused on camp activities. "Let's focus on the activity we're doing now. How can I help you with this project?"

CAMPER NOT PARTICIPATING IN ACTIVITIES

Scenario: A camper consistently refuses to participate in camp activities, choosing to sit out and disengage from the group.

Solution:

- *Understand the Reason*: Talk to the camper privately to understand why they are not participating. "I've noticed you've been sitting out a lot. Can you tell me what's going on?"
- *Find Interests*: Identify activities that might interest the camper and try to involve them in those. "Is there a specific activity you're excited about? Maybe we can find something you'd really enjoy."
- *Encourage Gradual Participation*: Encourage the camper to participate in small, manageable ways, gradually increasing their involvement. "How about you help me with this part of the game? We can take it step by step."
- *Pair with a Buddy*: Assign a buddy to the camper who can encourage and support them in joining activities. "Let's pair you up with a buddy who can help you feel more comfortable."

CAMPER WETS THE BED

Scenario: A camper wets the bed during the night and is embarrassed, worried about others finding out.

Solution:

- *Handle Discreetly*: Address the situation discreetly to avoid embarrassment. "Let's quietly take care of this and get you some clean bedding." Then communicate with Section/Unit head to arrange Special Laundry.
- *Offer Reassurance*: Reassure the camper that accidents happen and it's nothing to be ashamed of. "Don't worry, this can happen to anyone. We'll fix it and no one needs to know."
- *Provide Support*: Offer support and strategies to prevent future incidents, such as reducing fluid intake before bed or setting a discreet wake-up time for a bathroom visit. "Let's try drinking less water before bed, and I can wake you up for a quick bathroom trip."
- *Ensure Cleanliness and Comfort*: Make sure the camper has clean bedding and clothes, and feels comfortable. "Here are some fresh sheets and clothes. You'll feel much better in these."

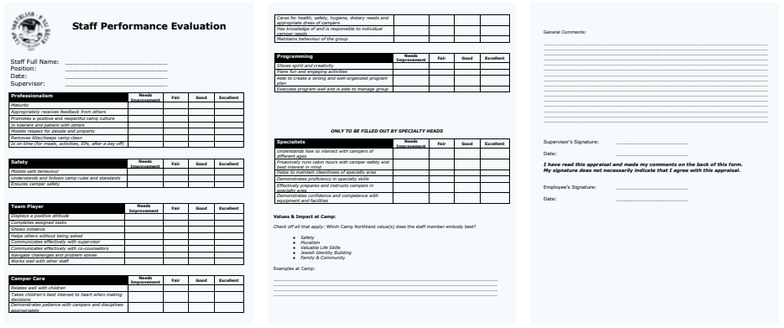
Notes

You will have a midseason and end-of-season evaluation

Staff Evaluations

In addition to providing you with ongoing verbal feedback regarding your job performance, the Camp will conduct a midseason and end-of-season evaluation. The results of this performance review will be shared with you and must be signed to acknowledge your receipt and understanding. This performance review will become a part of your personnel file. You may write comments on your evaluation if you wish to do so.

You acknowledge that the Camp Director or his designate has permission to share performance information during future reference requests.



Staff Performance Evaluation

Staff Full Name: _____
Position: _____
Date: _____
Supervisor: _____

Professionalism	Needs Improvement	Fair	Good	Excellent
Punctual				
Appropriately receives feedback from others				
Promotes a positive and respectful camp culture				
Is relevant and patient with others				
Models respect for people and property				
Removes litter/keeps camp clean				
Is on time for meals, activities, RTN, after a day off				

Safety	Needs Improvement	Fair	Good	Excellent
Models safe behaviour				
Understands and follows camp rules and standards				
Ensures campers' safety				

Team Player	Needs Improvement	Fair	Good	Excellent
Displays a positive attitude				
Completes assigned tasks				
Shows initiative				
Helps others without being asked				
Communicates effectively with supervisor				
Communicates effectively with co-counselors				
Accepts constructive criticism/ learns from mistakes				
Works well with other staff				

Camper Care	Needs Improvement	Fair	Good	Excellent
Relates well with children				
Takes children's best interest to heart when making decisions				
Demonstrates patience with campers and disciplines appropriately				

Cares for health, safety, hygiene, dietary needs and appropriate dress of campers				
Has knowledge of and is responsible to individual campers				
Maintains behaviour of the group				

Programming	Needs Improvement	Fair	Good	Excellent
Shows spirit and creativity				
Plans fun and engaging activities				
Able to create a strong and well-organized program				
Executes program well and is able to manage group				

ONLY TO BE FILLED OUT BY SPECIALTY HEADS

Specialists	Needs Improvement	Fair	Good	Excellent
Understands how to interact with campers of different ages				
Proactively runs cabin hours with camper safety and well-being in mind				
Plans for maximum cleanliness of specialty area				
Demonstrates proficiency in specialty skills				
Effectively prepares and instructs campers in specialty area				
Demonstrates confidence and competence with equipment and facilities				

Values & Impact at Camp:

Check off all that apply: Which Camp Northland value(s) does the staff member embody best?

- *Safety*
- *Pluralism*
- Valuable Life Skills
- *Jewish Identity Building*
- *Family & Community*

Examples at Camp:

_____

_____

_____

General Comments:

_____

_____

_____

_____

_____

_____

_____

_____

Supervisor's Signature: _____

Date: _____

I have read this appraisal and made my comments on the back of this form. My signature does not necessarily indicate that I agree with this appraisal.

Employee's Signature: _____

Date: _____

Staff Performance Evaluation (3 pages)

Additional Resources

CAMPER REPORT

Camper Report (2 pages)

Staff Write Up Form

Staff Write Up Form

INCIDENT REPORT 5525

Incident Report

PROGRAM PLANNING FORM

Program Planning Form (2 pages)

CAMPER REPORTS (EVALUATIONS) -

As staff members, you will be writing evaluations at the end of each session for each of your campers. These evaluations help us understand each camper as an individual - their hobbies, their role within the cabin, along with any important information for upcoming summers. They should be written with care, honesty, and attention to detail with a goal of providing the necessary insight and tools to set up each camper for success.

WRITE UPS

Staff Write-Ups are a tool used to document specific incidents or decisions that do not align with camp expectations or values. They are completed by the supervisor and reviewed and signed by the staff member involved. The purpose of a Write-Up is not punitive, it is a constructive step in reinforcing expectations, promoting accountability, and supporting personal growth. Write-Ups provide an opportunity for reflection, open dialogue, and learning. They are intended to help staff better understand their responsibilities.

INCIDENT REPORTS

An Incident Report is a form filled out by a staff member (or multiple staff members) after an incident has taken place. This form will guide you through questions to gather a holistic understanding of the incident and encourage productive next steps to be taken.

STAFF RECOGNITION

As a camp community, we strive to foster an environment where hard work is recognized and where everyone has opportunities to lift each other up. Our different letter writing opportunities allow us to do just that! Whether you're a C.I.T, Staff or Head Staff, you'll be able to write and receive notes of appreciation for special moments you notice around camp!

RECOGNITION LETTERS

1. **Likes from a Bike**: Likes from a Bikes are letters that Head Staff will write to staff to celebrate and recognize them for their hard work. You'll often see Head Staff riding around camp on bikes!
2. **H from an H**: From one Head to another, these notes are for Head Staff to write to fellow Head Staff, acknowledging special moments in their specific areas or around camp.
3. **Cheers from a Peer**: These rewarding notes are for one staff to write to another Staff. There are so many wonderful moments that deserve to be celebrated each day, and here is a great way to show it
4. **CITs are Lit**: These notes are used to acknowledge the positive moments of growth and leadership from our Counsellors in Training (CITs), and we encourage both our Staff and Head Staff to write them!
5. **Diamond from a Director**: These are special notes written by members of the Directing Team at Camp to recognize staff or CITs for their incredible contributions and hard work.

Notes

Staff Policies

Code of Conduct	90
Additional Policies	95
Child Safety Code of Conduct	111

Code of Conduct

Read carefully so you know what conduct *is* and *is not* acceptable at camp this summer

Camp Northland has published this Code of Conduct so that each staff member will understand what conduct is acceptable and what conduct is unacceptable while working at Camp. All staff members are expected to carefully read and sign this statement at the back of the Handbook and conduct themselves accordingly. The Code of Conduct forms part of your contract of employment. Any single breach of the Code of Conduct may result in disciplinary action, including termination of your employment.

An environment where camper conduct is healthy, playful, inclusive and collaborative is critical. Camp will not tolerate staff that allow for swearing, bullying, negativity, inappropriate jokes, conduct or insulting peer-to-peer behavior. All staff must consider that we expect an environment where if every parent was in the room, they would all be satisfied with the care, concern, supervision and atmosphere their children are in and are experiencing at all times. Anything less is not acceptable and may result in dismissal.

By adhering to the Code of Conduct, each staff member contributes to the well-being of campers and staff and a safe and friendly environment, free from conflict, harassment and discrimination. Each policy will be reviewed as part of pre-camp staff training.

1. Every staff member is required to sign and return a written Contract of Employment.

2. Attendance and participation in Staff Training (including online, in-city in-person training dates when applicable, and on site precamp training dates) is mandatory. Special arrangements must be made in advance if a staff member will miss any part of the training period. If there are any issues or concerns regarding your attendance, you must communicate these issues or concerns to the Director immediately.

3. Staff members will be given their cabin or housing assignments prior to or during the mandatory Staff Training period. However, cabin or housing assignments and work assignments may be changed at any time during the camp season. No position is guaranteed any type of arrangement.

4. Staff members may not drive camp vehicles (including golf carts and boats) unless given permission.

5. Smoking in camp may be permitted in only one designated location, and only during time off at night.

6. Camp Northland does not have an explicit dress code; however, staff members are expected to dress appropriately for the activity in which they are participating. Any clothing deemed inappropriate, unsafe, insufficient or offensive must be changed upon request. No *new* tattoos or piercings are allowed during your stay at camp. No haircuts, piercings or tattoos can be given by a staff member to a camper or staff member during the term of this Agreement.

7. Food in cabins is allowed only in a sealable 20L bin, and must strictly adhere to kosher and allergy policies. Exceptions may only be made at the Director's discretion and typically only for medical or dietary reasons.

8. Selling food to a camper is inappropriate and not permitted under any circumstance.

9. Calling a camper names, belittling a camper, or facilitating or tolerating an environment where a camper is or could be mistreated is not acceptable and will not be tolerated.

10. Staff members are responsible for keeping all inappropriate pictures and comments off of their online profile pages.

11. There is no staff entitlement to use the Camp internet or Wi-Fi. The Director may facilitate the use of the internet for work related purposes only and as deemed necessary.

12. It is recommended that staff fill out a Health History form in advance of summer. If you would like to be seen on site by our medical staff, you must fill out this form. If you do not fill it out, we will still provide care but at your expense, including travel (to local town) and medications. If there are any food allergies or restrictions, it would be important we know this information so we can plan accordingly and ensure we can accommodate your dietary needs.

13. No visitors are allowed without permission from the Camp Director. All visitors must register at the camp office. If you are expecting a visitor or visitors to pick you up during your time off, you must be at the office to greet them. No overnight visitors are allowed at camp without the express written permission of the Camp Director.

14. No pets will be permitted at camp without the express written permission of the Camp Director.

15. Staff members are expected to have their campers on time to all activities (including meals). Staff members are expected to attend all meals and eat with their campers at their assigned tables.

16. Staff members may only leave camp during days off, or with the express written permission of the Camp Director.

17. All staff members are responsible for maintaining clean and orderly living quarters.

18. All staff members must be back in camp and in their living quarters by 1:00 a.m. Curfew is 1:00 a.m. Periodic "Early Nights" or 'bunk nights' may be called at the discretion of the Camp Director. Returning to camp from a night out under the influence of drugs or alcohol, or smelling like either drugs or alcohol, will not be tolerated and is grounds for immediate dismissal.

19. Staff must sign-in every night before staff curfew. Once you sign in, you have 15 minutes to be in your assigned bunk. If you are not where

you are expected to be at that time, you can expect disciplinary consequences from the Camp.

20. Accepting personal tips or gifts from a parent/guardian or camper is prohibited. Parents are asked to contribute to a general gratuity fund that has been set up for all staff members. All tips provided to a staff member must be disclosed to the Camp Director. The gratuity fund will be used for staff recreational activities during the summer.

21. Visitors Day at camp is a critical day with full time supervisory requirements. Staff are expected to be on duty at all times; welcoming to parents and camper families; engaging families in dialogue and updates on the campers; touring the cabin or facilities as assigned and generally being ambassadors for the camp at all times. Use of electronics on this day is strictly prohibited at all times.

22. Staff members are required to attend all scheduled staff meetings at camp, always set a positive tone, be ahead of program planning (rainy days too), and understand camper dynamics.

23. Staff may never eat before all campers have eaten snacks or meals. Staff must also reasonably ensure even distribution of food around tables and snack times, and assist with clean-up/set-up.

24. Staff have the primary responsibility to clean up after themselves and their campers.

25. All staff members will participate with their supervisors in ongoing supervision of campers. A midseason and end-of-season evaluation will be shared with the staff member and signed, and will become part of the staff member's personnel file. A staff member may write comments on their evaluation if they wish to do so.

26. All staff have days off built into our Day Off rotation schedule, which will be reviewed during pre-camp. Days off will begin following 'Mifkad' and run until just before 'Mifkad' the following day. Any portion of a day will count for an entire day (no half-days). For all general staff, days off will be chosen from a set of dates, unless special arrangements are made in advance. Leadership staff will arrange their days off with their direct supervisor.

27. Requests for salary advances must be submitted in writing and approved by the Camp Director. Staff are encouraged to bring sufficient spending money for time off and personal expenses outside of camp.

In addition to those outlined above, engaging in any of the following acts, or breaching the outlined expectations, will also subject staff to disciplinary action, up to and including dismissal, at the Camp Director's discretion.

1. The striking, mistreatment, or abuse (physical, emotional, verbal, sexual, or mental) of any camper or staff member.

2. Immoral, inappropriate, immature, criminal, or indecent conduct; soliciting persons for immoral purposes; sexual harassment or the aiding and/or abetting of any of these activities.

3. Refusing to obey the direct request of a supervisor when such a request falls within the scope of a supervisor's role and responsibilities (i.e. insubordination).

4. Failure to perform assignments satisfactorily, safely, and efficiently.

5. Failure to enter the water with campers during all water activities; Similarly, failure to participate as an active member of all camper activities, and/or being on time for programs.

6. Failure to engage senior staff for incidents that arise that require further intervention. Senior staff includes the Director, the Associate/ Assistant Directors, and the leadership team as defined from time to time. Any issue involving camper care concerns, the physical or emotional well being of a camper or group dynamics concerns must be brought to the attention of the on-site social worker or the designated similar leadership role as it may change from time to time.

7. Absenteeism or tardiness without proper notice advance notice or a reasonable explanation.

8. The possession, use, sale, trafficking or distribution of a controlled drug or substance or to be under the influence of a controlled drug or substance, or being in the care and control of a vehicle parked or otherwise containing any of these items.

9. The possession, use, sale or distribution of alcohol or to be under the influence of alcohol while on camp property or while off camp property in the performance of camp duties.

10. Failure to immediately report the breach by a camper and/or staff of the alcohol and/or drug policy to the director.

11. Theft, unauthorized use, abusing, defacing, destroying, or neglecting property belonging to the camp, campers, or other staff members.

12. Failure to report any accident involving personal injury or property damage to your supervisor.

13. Discrimination against a camper or staff member because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability or any other ground prohibited by law or ethically questionable.

14. Males are not allowed in female living areas. Females are not allowed in male living areas. Co-ed tenting is not permitted on overnights. Furthermore, counselors must have at least one staff member in camper tents at all times on overnights unless explicitly told otherwise by the Camp Director.

15. Staff must escort campers to the washroom during overnight hours whenever needed. This expectation is part of maintaining appropriate supervision and ensuring camper safety and well-being.

16. Entering or driving a vehicle of any kind, including cars, trucks, golf carts, boats or otherwise without the express permission of the Camp Director or its designate is grounds for immediate dismissal. Specialty staff, with boating as part of their responsibilities, have implicit permission for their use for all emergency procedures as outlined by the camp and during specialty based supervisory obligations. No other implicit permissions are granted.

17. Planning or participating in recreational activities, whether with or without campers, that are sexually suggestive, inappropriate, negative, or dangerous will not be tolerated.

18. Use of any bicycles at night requires front (white) and rear (red) lights. Camp does not supply lights. Failure to adhere to this policy may result in loss of bicycle use privileges.

19. Only those authorized to drive a golf cart may do so. Use of golf carts must always be slow, safe, and controlled. Passengers must sit in a designated seat.

20. Use of Staff Fitness Centre requires appropriate training and follows the in-camp procedures covered during pre-camp training.

4

Additional Policies

It is important that you understand the policies, practices, procedures and code of conduct that will govern your employment with the Camp.

The purpose of this section is to familiarize you with the policies, practices, procedures and code of conduct that will govern your employment with the Camp.

It is important that you have a good understanding of what you may expect from our Camp as well as what we expect of you.

One of your responsibilities as an employee of the Camp is to carefully read through this Handbook to acquaint yourself with the material covered, and to seek clarification on the content if needed. You agree to perform the services for which you have been employed at or above the skill level of a person with your qualifications and certification for the benefit and welfare of the campers whose care and supervision have been entrusted to you

As you read this Handbook, please keep in mind the following:

1. This Handbook forms a critical and essential part of your employment contract. It is important that you appreciate that a breach of the provisions of this Manual constitutes a breach of the terms of your employment with the Camp, and may lead to disciplinary action, up to and including dismissal.
2. This Handbook contains a summary of many of the Camp's policies and procedures that are in effect. Additional policies, rules, regulations and requirements may also be in effect that supplement the information and requirements set out in this Handbook. We strongly encourage you to be in touch with the Camp if you have any specific questions.
3. The Camp retains the exclusive right to amend, vary, add to or cancel at any time any or all of the content of this Handbook, as it sees fit, and at its sole discretion.

General Expectations

1. As a staff member you accept the responsibility of doing [or not doing] all things necessary to ensure the **general safety and good and welfare** of the camp, fellow staff, campers and others that you interact with in the course of your duties. In short, you are a youth development professional and expected to meet all standards of care in this regard.
2. You acknowledge and agree that you owe a duty of loyalty, fidelity and allegiance to act at all times in the best interests of the Camp and to do no act or omission and to make no statement, oral or written, which would injure the Camp's business, interests or reputation.
3. You are required to immediately report any unsafe conditions or improper behaviour you observe to the Camp Director.
4. You agree to conduct yourself at all times in accordance with all applicable laws of Ontario, Canada, the Greater Toronto Region and the County of Haliburton and all legal and contractual requirements associated with your position.
5. You are required at all times to:
   a. Maintain a safe and healthy environment at the Camp that is free of discrimination and bullying;
   b. Act in a respectful manner towards your fellow staff members and campers;
   c. Report to duties well-rested and in a manner that allows you to fulfill your responsibilities effectively;
   d. Act as a positive role model by ensuring that your actions, clothing, and language are always appropriate;
   e. Adhere to and enforce all of the Camp's policies and procedures, including the Child Safety Code of Conduct;
   f. Conduct yourself at all times in accordance with all applicable laws and all requirements associated with your position;
   g. Be strictly observant of camper allergy and dietary needs;
   h. Properly submit paperwork (e.g. requisitions, reports) as required before, during and at the end of the camp season, if and when applicable;
   i. Be prepared to work with children with a variety of abilities and needs;
   j. Act as a responsible ambassador for the camp in dealings off site;
   k. Be flexible and adaptable to change while remaining positive, on time and active;
6. You must not at any time:
   a. Compromise the safety, rights and well-being of the campers in any manner whatsoever;
   b. Act in a manner that contravenes any of the Camp's policies and procedures, including the Camp's Child Safety Code of Conduct;
   c. Act in a manner that breaches your duty of confidentiality;
   d. Damage or engage in theft of property belonging the Camp, other staff members and campers;
   e. Participate in any form of physical violence, including but not limited to hitting with hands or objects or inappropriate harmful touching or activities' or assault towards campers or staff;
   f. Participate in any form of bullying or harassment towards campers or staff;
   g. Be intoxicated or impaired or conduct yourself in a disorderly manner during your shift, or on your time off;
   h. Engage in any other prohibited conduct;
   i. Initiate, engage or witness without stopping (i.e. be a bystander) games that create negative peer pressure. Examples include, but are not limited to, 'notch' (of any form), eyebrow shaving, Odds, and other similar games.

Notes

Prohibition of Drug and Alcohol Use

Camp Northland is a strictly "Drug and Alcohol-Free Zone" meaning it is prohibited to bring, partake in, have possession of, traffic, be under the influence of, or be in the presence of any alcohol or recreational drugs, whether or not they are legal, or related paraphernalia at any time during the course of your employment.

For clarity this prohibition is applicable whenever you are on camp property, regardless of whether or not you are on duty or have time off; whenever you are present at a camp sponsored activity or event outside of the camp grounds; whenever you are operating or in the care and control of a vehicle during the term of this Agreement; and at any time that the use of alcohol or recreational drugs could impair or otherwise interfere with the performance of your job duties.

The failure to immediately report a breach by a camper or another staff member of the Camp's drug and alcohol use policy to the director may result in disciplinary action, up to an including your dismissal from employment.

You understand that the prohibition of the use of drugs and alcohol is strictly enforced, meaning that if you are in breach of this policy in any capacity, including as a passive participant or observer, you may be subject to the same or similar consequences for the breach.

Prescription and Non-Prescription Medications

The presence of prescription and non-prescription medications in camper cabins and in any unsupervised location at Camp could pose a significant potential danger to campers and other members of the camp community.

The Camp requires that all your prescription and non-prescription medications and drugs be stored at all times in the Camp's Health Centre, unless you have received the express written permission of the Camp Doctor or the Camp Director to store such medications and drugs in any other location.

Such permission will not be withheld where:

a. Such permission is reasonable and necessary to accommodate any bona fide medical requirements you may have, and

b. If requested by the Camp Director, you have provided a current and satisfactory physician's note confirming that such medical accommodation is required by you.

Smoking Policy

Smoking in camp may be permitted in only one designated location, and only during time off at night.

Staff may never smoke cigarettes in the presence of campers, including CITs.

The smoking rules apply to vaping (vaporizing or e-cigarettes or any similar technology) as well.

There is no entitlement to smoke or vape and this privilege is only offered if all duties and responsibilities have been met by the staff member at any point in time.

Other Prohibited Conduct

The following acts are explicitly identified examples of prohibited conduct, and while not exhaustive, serve to help characterize conduct that is not acceptable in your role:

a. Dishonesty including the misrepresentation of your credentials and certification(s);

b. Engaging in an act of theft;

c. Gross negligence or the reckless use of the Company's equipment or materials, including boats and vehicles;

d. The unauthorized use, abuse, vandalization or destruction of property belonging to the Camp, campers, or other staff members;

e. Failure to report any accident involving personal injury or property damage to your supervisor;

f. Discriminating against a camper or staff member because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability or any other ground prohibited by law or ethically questionable or facilitating an environment where discrimination occurs or allowing discrimination to occur under your supervision.

g. Participating in, permitting, facilitating or otherwise condoning any form of bullying, harassment, mistreatment, exploitation or abuse (physical, emotional, verbal, sexual, or mental) of any camper or staff member or visitor, or the failure to report such behavior if known to you;

h. Failing to properly supervise campers under your charge, including by virtue of:

   i. Failing to have at least one staff member in camper cabins at all times at night in your section/unit unless explicitly told otherwise by the Camp Director.

   ii. Failing to ensure that a staff member from your section/unit is in the common area of the shower house while on 'shower duty' when campers under your care have time for showering. It is important that a staff member is always present during shower time, to ensure campers' privacy is being protected and a comfortable and safe space is being maintained for campers.

i. Planning or participating in recreational activities, whether with or without campers, that are sexually suggestive, inappropriate, negative, or dangerous including:

   i. Engaging in any kind of sexual behaviour with another staff member in a camper cabin, or in any place where a camper could reasonably observe or witness the sexual behaviour;

   ii. being a staff member in the CIT sleeping cabin, regardless of gender, unless assigned to live in that space;

   iii. engaging in conduct of a sexual nature or inappropriate behavior when in a position of power or influence over another person regardless of age;

   iv. engaging in sexual behavior or conduct that is or appears to be inappropriate with any registered camper, including LTP or CIT registrants, or a visitor under the age of 18 years old;

j. Exposing campers to content inappropriate to their age, including by virtue of:

   i. Listening to sexually explicit music/music with vulgar or offensive language or allowing campers to listen to such music anywhere at camp. This includes any music with sexually charged or suggestive lyrics and tone;

   ii. Providing any sexually explicit or pornographic materials to campers;

   iii. Engaging in discussions regarding sexual issues with campers, without prior approval by the Camp Director;

   iv. Showing movies or other forms of media that are not age appropriate;

   v. Playing games or engaging in other activities that are not age appropriate;

k. Possessing a firearm(s), weapon(s), or any item(s) that could reasonably be perceived to be a weapon(s);

l. Using electrical, food or heating appliances in cabins. Overloading the electrical systems in cabins can cause dangerous situations, fire hazard and damage and is strictly prohibited

m. Being present in an area of camp that has been designated as 'closed' or 'off-limits';

n. Failure to maintain the confidentiality of campers and their family, or other staff members;

o. The act of breaching or failing to report the breach the provisions of this Agreement of the Camp's policies, including its Internet Use and Social Media Policy, Harassment and Violence in the Workplace Policy, AODA Policy, Workplace Safety Policy; Child Safety Code of Conduct, Drug and Alcohol Policy, or any other policy forming part of this Agreement;

p. Any act or omission which in the sole and absolute discretion of the Camp may damage its reputation or be detrimental to its business;

q. Any act or omission that undermines the relationship of trust between the staff member and Camp;

r. Any cause or act of willful misconduct recognized at law or identified in the Camp Code of Conduct, Rules and Regulations and/or training manuals or modules.

Engaging in any prohibited conduct will lead to disciplinary action and may result in the immediate termination of your employment.

The Camp will immediately report illegal conduct to the appropriate authorities in its discretion and at any time the Camp has, or reasonably believes it has an obligation to report such violation pursuant to the laws of the Province of Ontario or Canada.

By-Stander Reporting Obligations

Every staff member needs to work together to ensure that Camp Northland remains a safe and healthy environment for campers, staff and visitors, that is free from prohibited, illegal or dangerous activities.

If you become aware of another party acting in breach of the Camp's policies, you are obligated to report it to the camp administration immediately or as soon as reasonably practicable.

The camp administration will make best efforts to keep your report anonymous, where permitted by law or otherwise reasonable and possible.

You agree and understand that the Camp cannot permit negative, illegal or prohibited activity to be facilitated or condoned by its staff members.

Consequently, if you are found to have knowledge of a serious breach of the Camp's policies by a camper(s), LTP(s) or CIT(s) while at camp or under camp jurisdiction, and you do not report the breach, the Camp may deem you to be a full participant in the activity, despite your role as a passive observer, and hereby reserves the right to impose discipline, up to and including the termination of your employment.

Remuneration

You understand that your salary represents and includes:

a. Compensation for the total hours required and assigned for your position over the term of this Agreement;

b. Compensation for staff training;

c. Vacation pay to which you are entitled at law, regardless of whether you use the dates to which you are entitled under this agreement.

d. The value of additional employment benefits and supports provided by the Camp, including training, room and board, meals, laundry, tuck, required background checks (up to $30.00), necessary permits or certifications, and travel support where applicable.

Your salary is earned on a pro-rated basis based on the extent of the work period completed. In other words, should you not complete the full term of your employment, whether by your own decision, or that of the Camp, your salary will be pro-rated based on the portion of your fixed term of employment that has been completed.

You acknowledge that the receipt of cash gifts, or tips from parents of campers is strictly prohibited and may not be accepted under any circumstances.

The camp environment offers endless opportunities for participation beyond your assigned hours. While you are free to voluntarily participate when you are not on an assigned shift of active employment, there is no expectation on you to do so. You acknowledge an understanding that you will not receive any compensation beyond the salary set out in this Agreement should you wish to voluntarily participate in such activities.

All amounts payable under this Agreement will be paid within 60 days following the completion of the camp season, or as otherwise required by law, and are subject to the usual withholding obligations and statutory deductions as well as any other deductions authorized by you or which occur during the term and are paid by the camp on your behalf acting reasonably.

You are solely responsible for all additional tax remittances in excess of said statutory deductions.

Food, Kashrut and Allergies

Camp Northland is a kosher and nut aware environment. We do not serve any foods that are not kosher (COR supervision) nor do we serve any nut products in or out of camp.

Accordingly:

i. No camper is to be given unkosher food while in camp or during travel to or from out-of-camp camp activities under your supervision, unless expressly authorized by the camp or parent or guardian;

ii. No nut products must ever be brought into camp premises;

iii. Any nut products identified must be confiscated and never served to campers or staff;

Refer to Allergy Awareness on page 132.

Staff members are expected to reasonably ensure the fair and even distribution of food around tables and snack times, and to assist with meal set-up and clean-up.

Social Media and Internet Use

You are strictly prohibited from maintaining social media relationships or having any one-on-one personal electronic communication with any camper before, during or after the summer camp experience itself.

You agree that you will never post images of a camper before, during or after camp.

You further agree not to share images of yourself of any kind with a camper whether during camp or after camp throughout the year.

Irresponsible, inappropriate or illegal communications with a camper or another staff member at any time, may constitute grounds for your dismissal, and may be reported to the appropriate authorities if deemed appropriate by the Camp;

Any conduct on-line that can be perceived as exploitation or luring or sexually inappropriate will be immediately reported to the police and the camp will encourage our campers and families to do the same.

You agree that you shall not post, participate, or otherwise engage in any activities online which, in the sole discretion of the Camp Director, negatively impacts the camp, diminishes the relationship between the staff member and camp, jeopardizes the reputation of Camp, breaches clauses of the Employment Agreement or any of the Camp's Rules or Regulations , contravenes any law, or compromises the safety of other people, staff, or campers.

The Camp respects your right to self-expression online. However, please keep in mind that as you may be readily identified as a Camp employee (even if you are no longer working at Camp), anything you create, or post could be seen to be a reflection of Camp. Therefore, these guidelines have been established:

a. As a Camp employee, before you add a link from your group page, profile or other site to the official Camp website or social media pages or create a Camp group page with any or all of the above items, you must request and receive prior written approval from the Camp.

b. As a Camp employee, you agree to be respectful of the Camp, its program, the campers and its employees in all communication in your profile, blog, social media pages, other Internet sites, and any other media.

c. You understand that as campers are minors, you are not permitted to post pictures of campers online, without the express written permission from their parent or guardian and the Camp.

d. You will not create, post, send, or leave posted any content deemed by the Camp, or anyone acting reasonably, to be inappropriate for working with children, including, but not limited to, text, photos, social media app communication and/or videos depicting any of the following:

   i. illegal behavior, such as drug usage or underage alcohol consumption;
   ii. excessive alcohol consumption;
   iii. sexually explicit or suggestive behavior and/or language;
   iv. obscene, harassing, demeaning or intimidating language;
   v. derogatory comments relating to race, gender, religion, sexual orientation, and/or disability;
   vi. general profanity;
   vii. Any other content which would damage or harm the reputation and good standing in the Community of the Camp and its staff

e. You appreciate that given your employment at the Camp, the general public may see you to be an ambassador or spokesperson of Camp Northland-B'nai Brith. You understand that it is therefore a term of your employment that you agree to and adhere to the guidelines outlined herein. If any of the guidelines outlined above are violated, it may result in disciplinary and/or legal action against you.

It is a violation of the Camp's internet use policy to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization. It is also a violation of the policy for any staff member to download or distribute information that is offensive, insulting or demeaning to the Camp's or any other person, including but not limited to material that is sexually explicit or gender-specific, such as pictures, cartoons or jokes; ethnic or racial slurs; or any other message that may be construed to be unlawful harassment or which concerns any ground prohibited under applicable human rights and occupational health and safety legislation.

Media Consent and Release

You consent to collection of any photograph, audio or video footage of you taken by or on behalf of the Camp, or by any third party approved by the Camp, and to the use of such photographs and videos on the Camp's website and in other print and electronic media (including social media) in order to market and advertise the Camp and its activities, or to further the camp's business and community interests, and for security purposes;

You further consent to the distribution of your name, address, telephone number and e-mail address for the sole purpose of staff or camper lists, media release permissions, parental/guardian communications, as well as camp marketing and business development.

Marketing and Copyright Materials

You acknowledge that the name "Camp Northland-B'nai Brith", and other operating names including 'Camp NBB' and 'Camp Northland', as well as the Camp's logos are subject to copyright. You are not permitted, whether prior, during or after your employment with the Camp, to use either the Camp name(s) or the Camp logo without first obtaining express written permission from the Camp.

No Camp-related clothing or marketing materials or gifts or otherwise may be ordered without prior approval of design, logos, and messaging from the Camp Director or its designate. All such items may only be ordered through the Camp's designated supplier(s) and all quotes must be reviewed and approved by the Camp Director or its designate before an order can me made.

Personal Information

The personal information of every staff member is stored on the Camp's files and database with appropriate access controls in place. You hereby expressly consent to the retention by the Camp of such personal information for such period as the Camp deems appropriate. Any personal information that is retained by the Camp will be used strictly for the purpose of statistical analysis, to develop future programs, and for future communications with you.

Personal information is only released to the third parties in the following circumstances:

a. To individuals or organizations who are involved in providing a service to the staff members
b. For camp operations or business development purposes;
c. To support police or similar investigations;
d. As may otherwise be required by law.

The Camp does not and will not sell or distribute the personal information of its staff members to any organization or individual.

Surveillance and Inspection

Surveillance cameras may be installed for security purposes in the Camp office, kitchen, dining room and public spaces, including but not limited to paths, wooded areas and building exteriors.

You agree to the use of this surveillance data as deemed appropriate by the camp in its sole discretion.

The camp acknowledges that washrooms and sleeping cabin interiors are not appropriate areas for video surveillance.

You understand that your residential cabin, all Camp facilities and buildings and all common areas at Camp are public spaces controlled by the Camp, and accordingly, you agree that you have no reasonable expectation of privacy in any such locations. The Camp Director and his designates reserve the right to at any time enter and inspect any cabin, facility or building located on Camp grounds and the personal property located there on. Such inspections may be conducted randomly and periodically or may be directed at individuals where it is deemed reasonable to do so in the Camp's sole discretion, unless otherwise prohibited by law, and you hereby consent to such inspections.

Transportation and Vehicles Policy

The Camp may, if circumstances allow, provide you with transportation from Toronto to Camp on your start date and from Camp to Toronto on the last day of camp. You will be expected to complete a 'Staff Transportation' Form in the spring providing details around your travel needs in this regard.

The Camp does not provide any transportation for days or nights off. The transportation that you may use on your days and/or nights off is independent of camp operations and the Camp is accordingly not responsible for any losses or damages that may arise in the event of any incidents related to such transportation.

In the event of the early termination of your employment, for whatever reason, you are expected to leave camp the same day and at your own expense. If you are unable to leave the same day, the camp may elect to facilitate a supervised overnight stay, in which case you will be escorted to the closest bus station at the first possible opportunity the following morning at your expense. If you are under the age of eighteen (18), your parent or guardian understands and agrees that by signing this Agreement on your behalf, he or she is assuming full responsibility for your transportation and care when you leave the camp premises in such circumstances

With respect to camp vehicles:

a. The Camp will obtain automobile insurance for licensed vehicles owned or leased by the Camp.

b. Staff members may not drive camp vehicles (including golf carts and boats) unless given permission by the Camp Director or his designate.

c. If you are authorized to drive a camp vehicle, you must adhere to the following requirements:

   i. You must at all times drive or otherwise operate the camp's vehicle in a safe and prudent manner.

   ii. You must always drive at least 5 kilometres/hour below the posted speed limit on any roadway;

   iii. You must follow all rules of the road and meet licensing requirements;

   iv. You must never drive tired or distracted under any circumstance.

   v. You must strictly abstain from the use of any alcohol and drugs during work hours or at any other time at which such use could impair or otherwise interfere driving or otherwise operating the company vehicle.

d. You understand that if you are granted access to the Camp's vehicle during your employment, the vehicle is to be used exclusively for the designated purpose assigned by the Camp.

e. You acknowledge that the decision of whether to grant you access to the Camp's vehicle rests in the sole discretion of the Camp and shall not in any case form an integral part of the terms of your employment.

With respect to personal vehicles:

a. Staff are permitted to have personal vehicles at camp. There are limited spots and staff must go through an approval process to be eligible to have a personal vehicle at camp.

b. It is not recommended that privately owned vehicles ("personal vehicle") be used by staff or volunteers for camp purposes. If you choose to use or authorize your personal vehicle to be used at or about Camp, you do so on your own volition and at your own risk and expense.

c. It is your responsibility to adequately insure your own personal vehicle for your intended use during the term of this Agreement. For clarity, the Camp will not accept any responsibility, or provide any insurance, for the personal vehicles of its staff members. If you are using your own vehicles for Camp business, you are expected to submit a claim against your own insurer for any accidents or incidents. You must disclose to your personal insurer in advance of the commencement of the within term of employment that you may be using your vehicle for business use.

d. Staff members may not drive campers in personal vehicles.

e. The Camp Director may require a copy of your key be stored in the office for safety and security purposes.

f. While your personal vehicle remains parked on camp property, you may only access your vehicle with the Camp Director's permission.

g. Personal vehicles must be parked in the staff parking lot and shall not at any time be driven into camp without the express permission of the Camp Director.

h. If you are granted permission to drive your personal vehicle on camp property, special attention must be paid to driving very cautiously and slowly.

i. The staff parking spaces may be accessed only immediately before or after a Day Off, and only with permission of the Director or its designate.

With respect to powered watercrafts:

a. In order to be authorized to drive a powered watercraft, you must have a current Boater's License, complete and pass the Camp Northland Boater's examination during pre-camp and follow, enforce and manage all safety regulations at all times relating to boat operations.

b. As a boat driver, you must follow all boating laws and regulations including number of passengers, safety equipment requirements and life jackets.

c. No boat will ever be taken from the dock without the Camp Director's, or his designates' knowledge.

d. No staff member, camper, or visitor will have access to a boat or the lake after sundown (or after 8:00 pm – which ever is earlier). Any exceptions to this or any other term herein will be determined by the Camp Director.

e. No staff member is permitted at any time on the lake without the direct supervision and permission from the staff in that specialty department. The 'giver' of permission will be held accountable to the Camp Director or its designate for mismanagement of this responsibility.

Damage to Property and Return of Camp Property

Upon the termination or expiration of your contract, all property belonging to the Camp is to be promptly returned to the Camp.

Any staff member that willfully or negligently causes damage to camp equipment or property may be held liable financially.

The Camp will not be responsible or liable, under any circumstances, for damages to or losses of the personal property or belongings of staff, including, but not limited to vehicles, lost, damaged or destroyed by any means while at Camp or while in transit. Motor vehicles should be locked at all times.

The Camp retains the right to confiscate personal belongings that are prohibited on the Camp's packing list, as found on its website (www.campnbb.com). Such items will not be returned.

Child Safety Code of Conduct

The safety, rights and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. Employee/volunteer misconduct will not be tolerated, especially as it relates to the well-being of the children in the organization's care.

Misconduct refers to inappropriate behaviour in the organization and includes but is not limited to any or all of the following:

a. Communication that goes beyond the employee's responsibilities with the child and/or does not occur within the context of their duties and responsibilities such as:
   i. Writing personal letters or text messages to a child;
   ii. Making personal phone calls to a child;
   iii. Having personal Internet exchanges with a child (email, instant messaging, chatting, social networking, etc.);
   iv. Sending personalized gifts to a child;
   v. Offering unauthorized rides to an individual child;
   vi. Spending time with a child outside of designated work times and activities (except where such activity results from a parent-initiated request and the activity has been disclosed to and approved by the organization in advance);
   vii. Favouring a child;
   viii. Telling sexual jokes to a child;
   ix. Showing a child sexually explicit, discriminatory or sexist material, signs, cartoons, calendars, literature, photographs, or displaying such material in plain view;
   x. Taking pictures of a child, except when specifically requested to do so by the organization and provided that only cameras owned or under the control of the organization are used to take such pictures;

Note: It is not misconduct to give a contextually appropriate thank-you card, birthday card, seasonal card, or other nominal gift to a child, where such a gesture would be considered reasonable in the circumstances provided that all gestures, taken together, are not excessive in number and any such exchanges are carried out within the workplace, in the presence of others and with the knowledge of the organization.

Note: Under no circumstances may an employee ever use his/her cellular phone or personal camera to take pictures of a child, nor upload or copy any pictures he/she may have taken of a child to the Internet or to any personal storage device.

As an employee of the Camp you must:

a. Always adhere to the organization's policies and procedures in dealing with children;
b. Treat children with respect and dignity;
c. Treat all allegations or suspicions of sexual misconduct seriously. It is an employee's legal responsibility to immediately report all such allegations or suspicions to a supervisor or the Camp Director;
d. Follow established procedures when reporting any allegations of misconduct or potential policy violations;
e. Consider the final outcomes of any behaviour, as well as a child's reaction to any activities, conversations, or interactions so as to avoid embarrassing, shaming, or humiliating the child;
f. Establish, respect, and maintain boundaries with all children.

As an employee of the camp you must not:

a. Engage in any activity that endangers a child or makes a child feel uncomfortable;
b. Engage in any activity that goes against the organization's mandate, policies, or code of conduct;
c. Make any sort of remark, comment, or joke to/regarding a child that is in any way suggestive, explicit, or sexual;
d. Engage in any sort of violent act, physical contact with a child or aggressive or threatening behaviour that may make the child feel uncomfortable, or that violates reasonable boundaries;
e. Conduct your own investigation into allegations or suspicions of sexual misconduct. It is your duty to report, not to investigate;
f. Place a child in danger from anyone, either within or outside of the organization;
g. Offer any child "special" treatment that falls outside of the organization's mandate, or that may (or may appear to) place a child at risk of exploitation;

You must always consider whether:

a. The activities you are engaging in with a child are known to, or approved by, supervisors and/or parents. Child interactions should not be kept secret. They should be transparent;
b. Activities would raise concerns in the mind of a reasonable observer as to their appropriateness;
c. The Camp may be detrimentally affected by your activities.
d. The activity may be reasonably regarded as posing a risk to the personal integrity or security of a child;
e. The activity may contribute to a child's discomfort;
f. The activity may appear inappropriate to the organization, the child's family, or the public.

Cell phones and/or e-mail/web accessible devices must not be operational or used while on duty or in the visible proximity of campers or near camper cabins and may be confiscated by the camp if these rules are not followed. For clarity: camp is generally a cell phone/mobile device free zone for staff with only limited exceptions which are time off out of camp and once off duty in designated spaces to be outlined in staff training. A camper must never see a staff member with an electronic mobile device. The staff is expected to wear a watch and use an alarm clock and camera for their intended purposes and not ever rely on a mobile device instead. Staff may never use their device to show any kind of program or movie or clip to campers without expressed permission from a director.

If you fail to adhere to the child safety code of conduct in any manner, this will result in an investigation and appropriate disciplinary action, up to and including termination of your employment, as determined by the Camp's management, based on the nature and severity of the incident.

Notes

Notes

Working in a Safe Environment

Policies 118

- Camp Northland Harassment and Violence Policy 118
- Camp Northland Abuse and Duty to Report Policy 120
- Occupational Health and Safety Policy 121
- Accessibility Policy 122
- Return to Work Policy 122
- Privacy and Communications 123
- Inclusivity 123

Consent at Camp 124

Policies

Camp Northland Harassment and Violence Policy

HARASSMENT

The Camp fully complies with the Ontario Human Rights Code [hereinafter, "Code"]. Discrimination or harassment towards any individual or group of individuals at the workplace, whether on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences marital status, family status, disability, or any other basis prohibited by law is strictly prohibited. Such conduct will not be tolerated, and may result in disciplinary action, up to and including the termination of your employment. This policy applies to everyone on camp property and/or any camp event. The Camp fully complies with the Occupational Health and Safety Act and is committed to creating and maintaining a safe and healthy work environment, free of bullying, harassment, and any form of violence, be it verbal, emotional, sexual or physical abuse.The Camp will not tolerate any employee who commits or condones harassing or violent behaviors towards other campers or staff. The camp's 'Harassment and Violence' Policy applies to all staff.

Harassment can take many forms, including, but not limited to:

- Discrimination of any kind
- Sexual Harassment
- Inappropriate jokes
- Bullying
- Intimidation

Workplace harassment/violence will not be tolerated and it is the Camp's obligation to create a harassment and violence-free workplace, and it is all staff's responsibility to report.

To assist a staff with reporting, Camp Northland provides a form to fill out for reporting- The Workplace Harassment/Violence Complaint Form. This form is a tool to help individuals report experiences or concerns related to harassment, violence, discrimination, or inappropriate conduct at Camp Northland.

Scan for additional Staff Resources

The following are the most appropriate staff to camp receive and respond to reports of workplace harassment and/or violence:

- Camp Directors
- Full Time Team
- Wellness Team

WORKPLACE VIOLENCE

Camp Northland is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. The Policy is to further establish Camp Northland's commitment to providing a workplace that is safe and free of workplace violence as defined by Ontario's Occupational Health and Safety Act.

Workplace violence can take many shapes and forms, including physical force from a worker to another, or a verbal or non-verbal threat to exercise physical force.

Camp Northland will take whatever steps are reasonable to protect staff members from violence from any person in the workplace. All staff members are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Threats of workplace violence can be made to the Camp Director, Leadership Team, or Health Centre team.

If you are a victim to, or a witness to violence of any kind, our full HARASSMENT & WORKPLACE VIOLENCE POLICY provides recommended course of action, as well as the Complaint Form. It is available campnbb.com/staffresources, and THIS DOCUMENT IS ALSO AVAILABLE IN PRINT FOR REFERENCE AT ANY TIME IN THE CAMP OFFICE.

Camp Northland Abuse and Duty to Report Policy

ABUSE

All campers are entitled to a harassment free environment. The rights of the child are a matter of fundamental concern to Camp Northland. Campers need to be able to trust staff members and to expect a physically and emotionally safe environment. Abuse at camp can take many forms. These include, but are not limited to:

- Physical
- Emotional
- Neglect
- Sexual

It is important to note that child welfare laws in Ontario require that any adult and, in particular, individuals in positions of trust **report** suspected child abuse. It is essential that the protocols outlined in this policy be followed when abuse is suspected.

Important to note- 'LTP's' and 'CITs' at Camp Northland are considered campers **without** exception. Any suggestive, sexual or physical behavior or conduct with a camper will be grounds for immediate dismissal. Furthermore, anyone that is 16 or 17 years old falls into the definition of 'young persons' in the Criminal Code of Canada, s. 153. Accordingly, sexual exploitation laws prohibit conduct of this nature.

In addition, any counselor in a supervisory position, or a position relative to another staff member that creates an imbalance of power, is cautioned that any breach or violation of Canadian sexual exploitation laws will be grounds for immediate dismissal and police intervention.

DUTY TO REPORT

As an organization that provides care to children, Camp Northland and its employees have a legal duty to report suspicion - based on reasonable grounds - of child abuse or that a child may be in need of protection.

This mandatory reporting falls under the Child, Youth and Family Services Act for professionals working with children, specifically "youth and recreation workers". Failure to report suspicion of child abuse can result in charges and a fine. The person who actually suspects abuse, or to whom a disclosure has been made, must make the report directly to Child Services, not pass on the information and rely on a third party to make the report.

It is not necessary to be completely sure that a child is or may be in need of protection to make a report to Child Services. "Reasonable grounds" are what an average person, exercising normal and honest judgement, would suspect.

Scan for additional Staff Resources

Similarly, It is the legal and moral obligation of any employee of Camp Northland who witnesses or suspects abuse by another employee to report the information to the Camp Director immediately.

Steps to follow for reporting are outlined in the full policy at campnbb.com/staffresources. THIS DOCUMENT IS ALSO AVAILABLE IN PRINT FOR REFERENCE AT ANY TIME IN THE CAMP OFFICE.

Occupational Health and Safety Policy

Camp Northland is vitally interested and committed to the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective. Camp Northland will make every effort to provide a safe, healthy work environment. All employers, supervisors, workers must be dedicated to the continuing objective of reducing risk of injury.

To balance the employer's general right to direct the work force and control the process in the workplace, the The Occupational Health and Safety Act gives *three basic rights to workers*:

1) **The right to know** about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2) **The right to participate** in identifying and solving health and safety problems or through a health and safety representative.
3) **The right to refuse** work that they believe is dangerous to their health and safety of that of any other worker in the workplace.

PLEASE REFER TO campnbb.com/staffresources FOR THE FULL OCCUPATIONAL HEALTH AND SAFETY POLICY. THIS DOCUMENT IS ALSO AVAILABLE IN PRINT FOR REFERENCE AT ANY TIME IN THE CAMP OFFICE.

Accessibility Policy

Camp Northland is committed to employment equity. If you require an accommodation at any point during the term of this Agreement, please let us know as we will work with you to meet your needs. All responses will be handled with strict confidence and in accordance with our AODA policy.

Camp Northland will use the following process to identify and meet employee accommodation needs.

1. **Recognize the need for accommodation**
2. **Gathering Relevant Information and Assessing Needs**
3. **Write an Individual Accommodation Plan**
4. **Implement, Monitor and Update the Plan**

PLEASE REFER TO campnbb.com/staffresources FOR THE FULL ACCESSIBILITY POLICY AND ACCOMPANYING FORMS AND DOCUMENTS. THESE DOCUMENTS ARE ALSO AVAILABLE IN PRINT FOR REFERENCE AT ANY TIME IN THE CAMP OFFICE.

Return to Work Policy

At Camp Northland, we are committed to supporting employees who have been absent from work due to a non-work-related disability and who require an accommodation in order to return to work. Therefore, Camp Northland has put in place the following RTW process to facilitate an employee's safe and timely return to work.

Step 1: Initiate the Return-to-Work Process

Step 2: Make and Maintain Contact With the Employee on Leave

Step 3: Develop a Return-To-Work Plan

Step 4: Monitor and Evaluate the Return-to-Work Process

PLEASE REFER TO campnbb.com/staffresources FOR THE FULL RETURN TO WORK POLICY AND ACCOMPANYING FORMS AND DOCUMENTS. THESE DOCUMENTS ARE ALSO AVAILABLE IN PRINT FOR REFERENCE AT ANY TIME IN THE CAMP OFFICE.

Scan for additional Staff Resources

Privacy and Communications

All campers have a right to privacy and dignity. Sensitive personal information (medical, emotional, behavioural, etc.) must only be shared with those who need to know, typically Section/Unit Heads, the Wellness Team, and relevant program heads. Do not discuss camper issues with other staff or campers. If a camper shares something concerning or confidential with you, do not promise secrecy; instead, reassure them that you will get the right help. Refer to the "Privacy and Communications" section for more details and always consult a supervisor if unsure.

Staff also acknowledge and warrant that they will never use their own private email, phones or social media accounts to conduct or comment on camp business. Staff are hereby informed that breach of this privacy and communication policy would constitute a material breach in employment expectations and be grounds for immediate dismissal.

PLEASE REFER TO campnbb.com/staffresources FOR THE FULL PRIVACY AND COMMUNICATIONS POLICY. THIS DOCUMENT IS ALSO AVAILABLE IN PRINT FOR REFERENCE AT ANY TIME IN THE CAMP OFFICE.

Inclusivity

Please note- Any reference in any of our materials that references 'Girls' or 'Boys', is to be considered those who identify as 'Girls' or Boys respectively, and/or those who have chosen to live in those areas in accordance with our policies.

Camp Northland encourages an inclusive, welcoming, and supportive environment for all children, youth, and adults within our camp community.

We are committed to:

- → Ensure that our confidentiality policy includes the rights of transgendered campers, staff, and participants.
- → We do not share personal information with other staff members, other camper's or their parents, or even the camper's parents, except to train staff, support the individual or as needed for safety.
- → Learn and train around appropriate language

For more on our Inclusivity Policy, please visit campnbb.com/staffresources. THESE DOCUMENTS ARE ALSO AVAILABLE IN PRINT FOR REFERENCE AT ANY TIME IN THE CAMP OFFICE.

Consent at Camp

Consent Laws: How They Can Impact Camp and the Future of Campers, Staff, and Volunteers

Each camp across the country is unique and has their own philosophy and culture. There is something for everyone in this community. Despite the differences from camp to camp, one thing remains the same: the policies and procedures of any camp must adhere to the law.

It is important to understand the serious and lasting consequences of sexual activity without consent to staff and volunteers. Every year a young person commits a crime of a sexual nature – sometimes even unknowingly. Age of consent laws have intricacies that everyone needs to be aware of.

Sexual activity without consent (which can refer to a broad spectrum of situations, which we will go into further) has a devastating impact on everyone involved. First and foremost, the effect on victims cannot be overstated. These actions have changed the trajectory of many lives.

The goal is prevention. It is important to consider the consequential damage to the injured party, and your future.

The following information is gathered from the Department of Justice and other Canadian Law sources. You will find information in the following sections:

1. Consent Considerations
2. Age of Consent to Sexual Activity

1. CONSENT CONSIDERATIONS

Consent means the agreement given to a sexual partner at the moment the partners take part in sexual activities. This consent must be voluntary. This means that it must be given freely and not forced. Consent must also be informed. This means that the person consenting understands the consequences of the decision. If the choice to engage in sexual activity is not both voluntary and informed, then the person's consent is not valid.

Absence of Consent:

A person does not have to physically resist a sexual activity to show that they do not consent to it. For example, there is no consent to sexual activities in these situations:

- A person's words or actions show they do not consent to the sexual activity.
- A person started out by consenting to the activity, but their words or actions show they don't consent to continuing the sexual activity.
- Consent is given by someone else, such as a friend or parent.
- Consent becomes invalid as soon as someone loses the ability to consent. For example, there's no consent from the moment someone loses consciousness or is severely impaired by the effects of drugs or alcohol.
- Silence does not mean consent. Consent must be expressed clearly.

The old saying of "NO means NO" is more accurately described as "YES means YES." Anything other than enthusiastic, ongoing consent is unacceptable.

Time of Consent:

Whether consent is verbal or non-verbal, it must be given at the time of the sexual activity. A person must have a chance to express consent at each stage of the sexual activity. This means that before beginning a different type of sexual activity, the partner must make sure the other person wants to continue.

Sometimes, people consent to a sexual activity but then change their mind once the activity has begun. If they decide they do not want to continue, they can revoke their consent at any time. If someone expresses that they do not wish to participate in a sexual activity, either through words or actions, the partner must stop immediately. If the partner continues the sexual activity anyway, the partner is committing sexual assault.

Consent Is Not Valid in Some Situations:

Teens under 18 cannot give valid consent if they are in a position of weakness or vulnerability in the relationship, even if they expressed their agreement to the relationship.

A power imbalance exists if the teen is in a relationship of dependency or exploitation with respect to the partner. This is also the case if the partner is in a position of authority or trust – such as would exist for a CIT, Counsellor, or other staff. When determining whether consent is valid, a judge will consider each situation on a case-by-case basis. The imbalance in the relationship is the deciding factor, not the role or occupation of the partner.

Scan for additional Staff Resources

If a person is in a position of authority or trust toward a minor, the law does not recognize the minor's ability to consent to any type of sexual activity. Being in a position of authority does not necessarily mean that someone has a legal right over a young person. The young person's consent is not valid even if it was obtained honestly and without the other person taking advantage of the position of authority or trust. In other words, the sexual activity is considered a crime whether or not the minor agreed to it.

To decide whether someone was in a position of authority or trust at the time of the sexual activity, the facts of each case must be considered. For instance, a court might take the following factors into account:

- Age difference between the partners
- Evolution of their relationship
- The position of the person in trust or authority in relation to the younger person

A person can be guilty of a crime even if their actions took place outside of the context which gives one of them power over the other. For example, a teacher does not stop being in a position of authority toward a young person simply because it's summertime and there are no classes until the fall.

2. AGE OF CONSENT TO SEXUAL ACTIVITY

The age of consent is the age at which a person can legally agree to sexual activity. Age of consent laws apply to all forms of sexual activity, ranging from kissing and fondling to sexual intercourse. An age gap may be legal in one instance, and illegal in another. It depends on the nature of the relationship between the people involved.

Canada's age of consent:

The basic age of consent for sexual activity is 16 years old. However, in some cases, the age of consent is higher than 16 years old (for example, when there is a relationship of trust, authority or dependency). In other words, a person must be at least 16 years old to be able to legally agree to sexual activity.

Sexual exploitation:

A 16 or 17 year old cannot consent to sexual activity if:

- Their sexual partner is in a position of trust or authority towards them, for example their teacher or coach (or counsellor, staff)
- The young person is dependent on their sexual partner, for example for care or support
- The relationship between the young person and their sexual partner is exploitative (this is incredibly broad)

The following factors may be taken into account when determining whether a relationship is exploitative of the young person:

- The young person's age
- The age difference between the young person and their partner
- How the relationship developed (for example, quickly, secretly, or over the internet)
- Whether the partner may have controlled or influenced the young person

Close in Age Exceptions:

AGE OF YOUNGER PARTNER	AGE DIFFERENCE PERMITTED
Under 12 years old	Consent is never valid
12 or 13 years old	Less than two years
14 or 15 years old	Less than five years

The older partner could be charged with a crime if the age difference exceeds the above, even if the younger partner expressed their agreement to the relationship.

- A 12 or 13 year old can consent to sexual activity with a partner as long as the partner is less than two years older and there is no relationship of trust, authority or dependency or any other exploitation of the young person. This means that if the partner is 2 years or older than the 12 or 13 year old, any sexual activity is a criminal offence. This also means that a relationship between a 12 year old and a 14+ year old, even if they are both campers, and even if they both agree to the relationship, is contrary to this exception and is considered a criminal offense.
- A 14 or 15 year old can consent to sexual activity as long as the partner is less than five years older and there is no relationship of trust, authority or dependency or any other exploitation of the young person.

This means that if the partner is 5 years or older than the 14 or 15 year old, any sexual activity is a criminal offence.

Note: The word **AND** is important in these exceptions. The age gap must be less than indicated **AND** there cannot be a relationship of trust, authority or dependency or any other exploitation of the young person.

TO BE COMPLETELY CLEAR: **All campers and CITs are under the age of consent while at camp.**

Consider this scenario:

A 15-year-old and a 19-year-old, who are friends in their community, begin a sexual relationship in their hometown. So long as there is no position of authority/ vulnerability or exploitation involved, the 15-year-old may have the ability to consent, and the relationship may be legal.

However, if the 15-year-old attends your Camp, and their 19-year-old partner happens to be employed by your Camp, their relationship — which may have been perfectly acceptable at home — may now become a criminal offence. It is important to understand that as soon as a position of trust or vulnerability comes into play, the "close in age exceptions" change, and can put people at risk if not closely followed.

This document is a compilation of publicly available information at the time of writing.

This document should not be considered legal advice. Always consult a legal professional for guidance.

Scan for additional Staff Resources

Be Bear Wise

Camp Northland is located in a forested area of Haliburton, Ontario which is part of bear territory. While bear encounters at camp are rare and not always an emergency, it is important to be prepared and know how to respond safely if an encounter occurs.

What To Do If You See A Bear:	Do Not:
✓ Stop. Stay calm. Do not panic or run. ✓ Do not approach the bear. ✓ Find a staff member with a walkie-talkie or go to the nearest call box immediately to report the sighting. ✓ Make yourself look big: raise your arms, wave, and make noise. ✓ If safe, back away slowly while keeping the bear in sight.	× Kneel down × Make direct eye contact × Run or climb a tree × Attempt to take photos

Scan to access the Government of Ontario's bear prevention resources

If You Encounter a Black Bear:

→ Stop, do not panic, and remain calm
→ Generally, the noisier the bear is, the less dangerous it is, provided you do not approach. The noise is meant to "scare" you off and acts as a warning signal.
→ Slowly back away while keeping the bear in sight and wait for it to leave.
→ Throw objects, wave your arms and make noise with a whistle, air horn or yelling
if the bear does not leave.
→ Get inside a building or vehicle, if you are nearby, as a precaution.
→ Play dead only if you encounter a mother bear with cubs. (Do not play dead unless you are attacked by a mother bear defending her cubs)

Who to Contact:

- In any bear encounter, notify the Camp Director, Maintenance Manager, or a member of the Head Staff Team immediately.
- In an emergency, if a bear is behaving aggressively or poses a threat call 911 and notify the Camp Director

General Prevention Tips

→ Ensure food, garbage, and scented items are stored properly and never leave food unattended at cookout or overnight sites.
→ Keep cabin areas clean and free of food wrappers or toiletries.
→ Make noise when walking through forested areas

Notes

Medical Policies

Allergies	132
Anaphylaxis	134
Nits & Ticks	142
Immunization Policy	144

Camp Northland is a 'nut-aware' camp and not 'nut free'

For our purposes as staff, we treat 'nut aware' as 'nut free'.

Under no circumstances should any products that contain or may contain nuts be brought into or allowed into camp by any staff member or camper.

Allergies

Allergy Awareness

All staff must be independently aware of each camper with anaphylaxis or a serious medical condition and the related signs, symptoms and response protocol.

Outside of the approved snacks each camper and staff can bring to camp, staff can never have or allow campers to have food that has not been provided by the camp through our kitchen. Staff are to never bring food into camp from days off or out of camp trips under any circumstance. Doing so puts campers with allergies at risk and may be grounds for immediate dismissal.

It is possible for a person with anaphylaxis to have a reaction to some sunscreens and lotions. Accordingly, staff will never apply general sunscreens or lotions to a child with anaphylaxis except for that child's own specific sunscreens and lotions. To be safe, you will always ask a child, as a check and balance, if they have any allergies before applying sunscreens or lotions.

If camp is aware that someone has an allergy of any kind, including but not limited to dairy, sesame, etc., then those products must be removed from the cabin. An alternative storage mechanism and distribution method will be provided (customized in consultation with the medical team) to mitigate risk in that particular cabin. Allergies may also include, but are not limited to, dairy, gluten, and bee/wasp stings.

This policy can be viewed, downloaded and printed from our website at: https://www.campnbb.com/policies.html

Scan here for Allergies and Diet Requirements Policy

Allergies and Diet Requirements

Camp Northland cannot create or warrant an allergy free environment. We make all reasonable efforts to accommodate all known allergies but cannot guarantee that there will not be exposure to allergens or cross contamination. For example, our kitchen uses gluten products like flour and therefore cannot actually be gluten free (it is in the air and on surfaces etc). Therefore, at a practical level, in this example, cross contamination is a guarantee. Similarly by way of example, the salad bar is shared and may contain allergens to particular campers and staff, we sit in community table settings with shared utensils, etc. We are allergy aware and not allergy free. Nonetheless, we will do what we can to reasonably accommodate camper needs and special diets.

IMPORTANT: CAMP NORTHLAND IS A 'NUT-AWARE' CAMP

Camp Northland has always attempted to order foods that are "peanut aware". However, we cannot attempt to eliminate peanuts or tree nuts ("nuts") entirely from camp i.e. the camp cannot be 'nut free'. After research and consultation–speaking with campers, families, staff, caterers, other camp directors and our Camp Association–we believe that our camp community benefits from being able to include campers with nut allergies in an anxiety-reduced environment rather than attempting to eliminate peanuts or tree nuts entirely from camp.

In an effort to heighten this awareness: our dining hall and kitchen is a 'nut-aware' space. Please note that the camp is not and cannot be 'nut free'. Foods served by our dining hall will not contain any nut products in the ingredients, although some items do use phrases like "may contain nuts, peanuts or tree nuts" or "cooked in a facility that also manufactures nuts, peanuts or tree nuts", or some variation of the above phrases.

We ensure that items most commonly exposed to "cross contamination" in the manufacturing process (i.e. chocolate bars, ice cream, granola bars, etc.) are labeled "nut free" but please note that different manufacturers may treat language around nuts, peanuts and/or tree nuts differently. Campers with allergies must always check ingredients.

Peanut butter will not be available at camp. No outside foods are permitted in the dining hall.

If you have a nut allergy, it's essential that you are extra vigilant in understanding the realities of our camp environment. Always check ingredients before eating any product that you did not personally bring or that is not clearly labeled as safe for your specific allergy.

If you are bringing any personal snacks or food with you to camp—for a trip, bus ride, event, or during your time off—please ensure they are kosher and nut-free. Only choose items labeled "Peanut and Tree Nut Free" or "Safe to Share," rather than those that say "may contain traces of nuts.

We understand it can be challenging to find snacks that are both kosher and fully nut-free, but your attention to this detail helps us keep camp safe for everyone. Thank you for your care and consideration.

Anaphylaxis

Anaphylaxis Resources

1. It is mandatory for campers and staff who have an anaphylaxis allergy to always carry two epinephrine autoinjectors. Whenever possible to do so, these should be carried in a visible waist pouch clearly labeled with the person's name. A third epipen should be brought to camp and handed to the Health Centre for safekeeping.
2. When a camper is entering the water, a staff must be made aware of the location of the epipens (or in the case of staff's epipen, a colleague remaining on the beach must be made aware).
3. Before any camper or staff leaves the property (i.e. Intercamp program, camping trip), the medical team must be advised and clear the departure, which will include a review of the particular person's allergy needs and potential response plan.
4. Extra epipens can be found at the following locations: Health Centre, Dining Hall, Northland Enclosure shed, BB Beach shed, Office, Adventure Shed (see map, page 10)
5. AEDs are located at the Health Centre, Dining Hall and Office. (see map page 10)
6. When planning programs, special attention must be given to management of allergies in program supplies (i.e. an activity including food must avoid any allergens, such as eggs for an egg toss) as well as craft supplies which may also contain allergens (eg. paper mache often contains wheat, bird seed can have nuts, etc.).
7. *Stings and allergies*: If a camper gets stung and is feeling unwell or if they appear distressed, they should be taken to the Health Centre immediately. If the Health Centre is not accessible or an option, you should request medical support immediately.
8. *Trips*: 48 hours before an off site camping trip, the entire list of participants must be submitted to the Health Centre to see if any medical conditions would prohibit them from going on a trip/overnight. A camper or staff may not be cleared to attend the trip. Any trip will be equipped with epipens and anti-histamines as part of the regular supply list, regardless of the participant list.

VIDEOS

Please take time to watch these three videos:

What is Food Allergy?

What is Anaphylaxis?

Scan here for Anaphylaxis Resources

Anaphylaxis Emergency Plan

Notes

Signs and symptoms
of anaphylaxis

Food Allergy Canada

Symptoms of **anaphylaxis** generally include 2 or more body systems:

Skin

hives, swelling, itching, warmth, redness

Hives don't always appear.

Breathing

coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing, choking feeling

Stomach

nausea, pain or cramps, vomiting, diarrhea

Heart

paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or lightheadedness

Symptoms may not always look as severe as in the images shown.

Images of symptoms courtesy of **Kids' CAP**

Treat anaphylaxis **right away**, don't wait for symptoms to progress.

Breathing or heart symptoms alone can be **anaphylaxis**.

KNOW IT. TREAT IT. anaphylaxis

This resource is part of the Know it. Treat it. initiative to empower Canadians and take the fear out of anaphylaxis.

foodallergycanada.ca/KnowIt

Scan to visit site

Anaphylaxis in babies and children

Make sure you are able to recognize symptoms of anaphylaxis in babies, and learn how children may describe symptoms. Depending on the age/maturity level of a child, ensure they know to tell you if they are not feeling well/having a reaction.

Babies

There may be a noticeable change in the sound of their cry, drooling, vomiting immediately after feeding, or behavioural changes like irritability, unexpectedly become very sleepy or difficult to wake up, and/or clinging to a caregiver.

Vomiting

Drooling

Sudden tiredness

Children

Children may say things to describe their symptoms, like:

1024KI

Visit **foodallergycanada.ca/KnowIt** to learn more about the signs and symptoms of anaphylaxis.

5 emergency steps
for treating anaphylaxis

Food Allergy Canada

If an **anaphylactic reaction** happens, follow these steps:

Image courtesy of Kids' CAP

Give an **epinephrine auto-injector** (e.g., EpiPen®) right away. Follow the instructions on the device.

Call 9-1-1 or your local EMS immediately and tell them someone is having an anaphylactic reaction.

Image courtesy of Kids' CAP

Use a **second auto-injector** as early as 5 minutes after giving the first dose if there is no improvement in symptoms.

Go to the nearest **hospital** right away (ideally by ambulance), even if symptoms are mild or have stopped. The reaction could get worse or come back.

Call **emergency contact** person (e.g., parent, guardian, spouse).

The allergic reaction is the reason for going to the hospital, not because epinephrine has been used.

KNOW IT. TREAT IT. anaphylaxis

This resource is part of the Know it. Treat it. initiative to empower Canadians and take the fear out of anaphylaxis.

foodallergycanada.ca/TreatIt

Scan to visit site

Be familiar with body positions

Whether you are by yourself or helping someone else, here are different body positions to consider when giving epinephrine and afterwards.

When giving epinephrine

Have the person **sit or lie down**. If having trouble breathing, they may prefer to sit.

With a child, you may find it helps to **support or brace their leg** to reduce movement before giving the epinephrine auto-injector.

During a reaction...

If the person is lying down, ***do not have them sit up or stand suddenly*** *during an anaphylactic reaction, even after receiving epinephrine.*

Sudden changes of position can be life-threatening.

After giving epinephrine

Place them on their back (if not already lying down) and raise their legs. They may prefer to stay sitting up if breathing is difficult.

If the person feels sick or is vomiting, **place them on their side**. If unconscious, they should also be placed on their side.

After giving epinephrine, it may be helpful to **lie down with a young child** to keep them calm.

1024TI

Visit **foodallergycanada.ca/TreatIt** to learn more about treating anaphylaxis with epinephrine.

How to use an EpiPen

Remove the EpiPen® Auto-Injector from the carrier tube and follow these 2 simple steps:

STEP 1

- → Hold firmly with orange tip pointing downward.
- → Remove blue safety cap by pulling straight up. Do not bend or twist.

STEP 2

- → Swing and push orange tip firmly into mid-outer thigh until you hear a “click.”
- → Hold on thigh for several seconds.

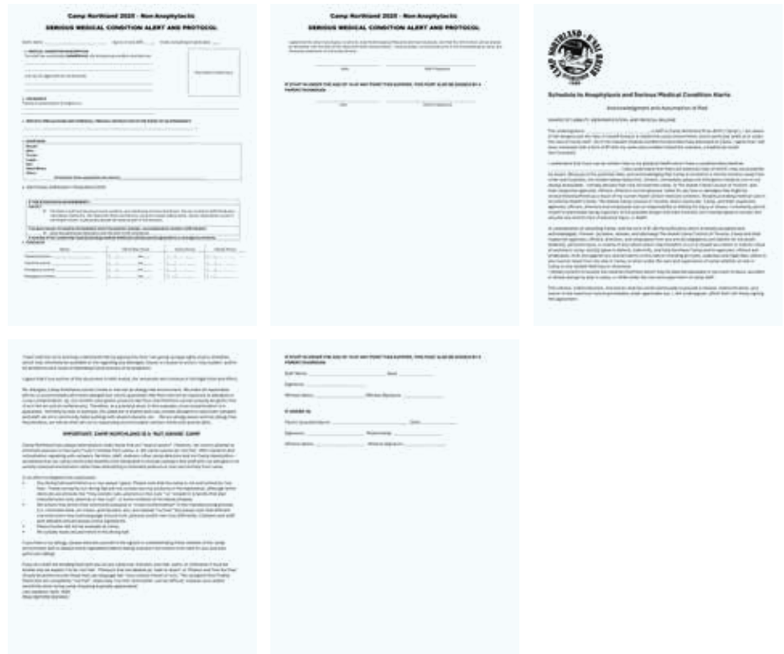
Built-in needle protection

When EpiPen® is removed, the orange needle cover automatically extends to cover the injection needle, ensuring the needle is never exposed. It is important that you call 911, or have someone take you to the emergency room, because the effects of epinephrine can wear off and there is a chance of a second reaction.

Anaphylactic Reaction on an Off-site Camping Trip

1. Administer an EpiPen
2. Simultaneously make a support call to local health care providers and emergency evacuation.
3. Inform the camp of the situation and ensure they have our coordinates and are coordinating with health officials and evacuation professionals.
4. If a trip leader has appropriate experience then epinephrine vials may be considered under the direction of our camp doctor on site or on call.
5. Staff and affected participant travel to evacuation site while continuing to administer epi until extraction.

Non-Anaphylactic Serious Medical Condition Alert



Nits & Ticks

Head Lice Policy

NO LICE NO NIT POLICY

As always, the goal for the summer is to have a safe, happy and healthy camp season where campers and staff can enjoy all camp activities without interruption.

In an effort to keep our camp as lice free as possible, Camp Northland – B'nai Brith will adhere to a "No Lice No Nit Policy" which involves staff and campers coming to camp free and clear of head lice.

As a courtesy to fellow campers and staff, we are asking everyone who will be attending camp this summer to be checked 5-7 days prior to the start of camp. Any evidence of nits (lice eggs), nymphs (tiny immature lice bugs) and adults (mature lice bugs) must be thoroughly removed.

A professional third party company will be conducting camp wide head lice screenings at the start of any new session. If you are found to have any evidence of head lice, then the protocol is that it will be professionally treated on site by a qualified staff member.

A standard charge of $250 per staff treated will be billed directly to each staff to help offset the cost of this service. This charge will be applied to all incoming campers and staff at the start of each session as the infestation would have preceded camp.

Please note that part of the process is after combing and depending on the severity of the case, this could be anywhere from 3-6 sessions in the infirmary. Not only does this disrupt the medical program, but more importantly, it takes time away from your work as a staff.

You will be charged
$250
to treat lice at camp

Lyme Disease and Ticks

Ticks in Ontario can cause Lyme disease, a potentially serious and debilitating disease. Staff must take steps to ensure campers do not enter wooded areas unnecessarily and when necessary to do so, ensure campers are properly treated with insect repellent and minimizing exposed skin as much as possible. **When returning from the outdoors, campers [and staff] should check their bodies for ticks. If any are found do not try to remove and visit the Health Centre immediately so appropriate treatment can be obtained.**

Ticks that spread Lyme disease act like hitchhikers – settling on tall grasses and bushes until they can attach themselves to a passing animal or person. The ticks will feed on their host's blood, and in some cases, may transmit Lyme disease to an individual **if attached for more than 24 hours**, which is why it's important to detect and remove ticks promptly.

- To prevent ticks from biting, the Health Unit recommends:
- Wearing light-coloured clothing, which makes it easier to spot and remove ticks
- Wearing closed footwear and socks and, when possible, wear long pants and a long-sleeved shirt. Tuck pants into your socks, especially if walking in long grass
- Using a tick repellent that contains DEET (follow the manufacturer's directions for use)
- Checking your body for ticks at least once a day if in a location where blacklegged ticks are known to be present. Pay special attention to the groin, scalp and armpits. A mirror can be useful to check the back of your body, or ask someone to check it for you.
- Remove the tick quickly and properly to prevent infection if you find one on your body. This is best done by using finely-tipped tweezers, and grasping the tick as close to your skin as possible. Pull it straight out, gently but firmly. Thoroughly clean the bite site with rubbing alcohol and/or soap and water. If you are in camp - go to the Health Centre to assist you.

Symptoms of Lyme disease include fever, headache, tiredness, and muscle and joint pain. Another indicator of Lyme disease is a skin rash in the shape of a bull's eye. Symptoms can occur as early as three days after infection or as long as a month after a tick bite. Anyone experiencing Lyme disease symptoms must seek medical attention.

Immunization Policy

BACKGROUND

Vaccines have saved the lives of more children than any other medical intervention in the past 50 years. The vaccination of all members of the camp community ranks as a key component in maintaining a safe environment and in decreasing the risk of transmission of contagious illness. The determination of mandatory immunization requirements is consistent with Ontario guidelines and based on current clinical guidelines for the best protection of the population against vaccine-preventable diseases. Mandatory immunization for school-aged children is legislated by the Ontario government (Immunizations of Schools Pupil Act).

POLICY

Camp Northland requires that any member of the camp community in residence (camper or staff) receive up to date, age appropriate immunizations. The list of required immunizations is based on the most recent requirements mandated by the Province of Ontario for school aged children.

It is the responsibility of each resident at camp [and their families if under 18], to meet the immunization requirement. Disclosure on the health form or other records of failure to immunize does not exempt from this requirement except in accordance with the exemption policies as outlined below. If a staff file is reviewed and identified by the Health Care staff that a staff member has not been adequately immunized, the staff member will be sent home immediately or required to be picked up by the parent(s) at the camp's sole discretion. Staff will self-report the status of their immunizations on the Health Information Form submitted annually.

Exemptions from the mandated immunization requirements are allowed for

(1) medical reasons (i.e., prior immunity or medical contraindication) or

(2) based on an affidavit of conscience or religious belief. In these cases the following is required:

  (1) A statement of medical exemption completed by a physician. Exemptions due to medical contraindication can be provided for any reason determined by the physician and can either be permanent or limited to a specified period of time.

  (2) A statement of conscience or religious belief must be sworn before a commissioner for taking affidavits in and for the courts in Ontario.

Without exception, and at the sole discretion of Camp Northland and its medical advisors, a staff may be excluded from camp if there is an outbreak or immediate risk of outbreak of a designated disease in the camp where the required immunizations have not been received. Any cost for excluding the camper or staff will be paid for by the parents and a refund for the days missed will not be provided.

All staff or campers that have exemptions from immunizations, are not considered exempt until Camp Northland has reviewed the exemption documentation and indicated its acceptance of same. All approved exemptions will still be informed of the Camp Northland Policy.

MEASLES POLICY

Public health authorities across Ontario have issued updated guidance due to a recent rise in measles cases. We are are now required to collect official documentation confirming that campers have received the measles vaccine (MMR or MMRV).

If there is a confirmed case of measles at camp this summer, Public Health may require proof of vaccination for all those present.

Staff without an official documented record of having had two doses of MMR/ MMRV, will be required by Public Health to leave camp and stay home, unpaid, and isolate for 21 days [at your expense].

Staff with verified two-dose records will continue on as normal at camp.

Notes

Notes

Emergency Procedures

Emergency Procedures– *Fire*	150
Emergency Procedures– *Land*	154
Emergency Procedures– *Water*	156
Red Flag Procedures	161
Land Spinal Procedures	163
Severe Weather at Camp	164
Security	165

Directions to Camp for Emergency Vehicles (911)

Address: Camp Northland
4250 Haliburton Lake Road
Haliburton ON K0M 1S0

CLOSEST MAJOR INTERSECTION IS HALIBURTON LAKE ROAD AND BOYCE BRADLEY [Camp entrance is north of Boyce Bradley]

From Haliburton Village:

1. Take Highway 118 West approximately 5km to County Road 14 (Haliburton Lake Rd)
2. Turn right and go north on County Road 14 (Haliburton Lake Road) through Eagle Lake towards Haliburton Lake Fort Irwin - for approximately 15.5 km
3. Proceed to the camp entrance on the right side of Haliburton Lake Road, 4250 Haliburton Lake Road, with a sign for "Camp Northland"

Emergency Procedures–*Fire*

In case of fire, evacuate immediately

To declare a fire drill:

1
Siren will sound in long blasts

2
Announcement will be made over all radios & walkie-talkies

3
You will be told to tune in to Channel 1 or 3 for further info

Camp Northland Fire Safety Procedure

1. In case of fire in a cabin, or smoke detector sounding, all campers and staff must get out of the cabin immediately.
2. Staff should make sure that all campers have been removed from the building. Staff should ensure their full cabin is present.
3. One staff member should quickly report the fire to the office. All other staff members should accompany the campers to the waterfront. All Sections (and any males) will report to Northland Enclosure and all Units (and any females) will report to Windsports. In the event of a fire near the waterfront, the males will go to the field nearest to the playhouse ('Junior Diamond') and the females will go to the field adjacent to Section III ("Senior Diamond/main field"). All visitors, support staff, catering staff or others third parties on site must gather at the outdoor BBQ next to the dining hall.
4. In case of a fire at an activity, all campers and staff should get out of the area as quickly as possible, and one staff member should report the fire to the office immediately, either by walkie-talkie or by running directly to the office.
5. To declare a fire or fire drill, (a) the siren will be sounded in long blasts by Camp Director (or designate) (or a member of the Directing Team), and (b) an announcement will be made over all radios and walkie-talkies. A member of the Directing Team will announce on all radio channels to change to Channel 1 (or Channel 3 if Channel 1 is not working) for an emergency situation. At this point in time, the Head of Programs will use the golf cart to sound the portable siren along the Oblong and BB Beach path. Designated Office Staff (or Head of Camper & Staff Wellness if Designated Office Staff is on a day off) will sound the air horns outside the office towards the Sports & Adventure road and then return to the office to assist with communications as required. Head of Office will be stationed by the phones and base radio for communication needs as required.
6. On hearing this siren or the radio announcements, campers and staff should proceed quickly to the waterfronts as outlined below:
   - **Sections should go quickly and in an orderly manner to the Northland Enclosure, which will be facilitated by Facilitator A: Head Counsellor (or Assistant Director- Logistics if on a day off)**

     In the event of a fire on the waterfront, Sections are to go to the "Junior Diamond" and sit down in their cabin groups
   - **Units should go quickly and in an orderly manner to the Windsurfing Beach, which will be facilitated by Facilitator B: Head Counsellor (or Assistant Director- if on a day off)**

     In the event of a fire on the waterfront, Units are to go to the "Senior Diamond" and sit down in their cabin groups
7. The office will contact the Health Centre for the names of campers and staff who are present in the Health Centre at the time, and the office will convey this information to the respective beaches.
8. On hearing the siren or announcements, U/S Heads (or their designated replacement for the day) should return to their respective units/sections (as seen below) and ensure that no camper has been left behind in a cabin, rec hall, or washhouse. If the area the staff members check is clear, the staff will return to their designated beach and wait for further instruction from the beach facilitator. If there is any critical piece of information found while specific areas of camp are being cleared, that will be communicated the Communication Team, through channel 1. In the event that any head staff is absent from camp during an emergency procedure, they will ensure the acting head staff member is aware of their responsibilities.

Important note: There may be times where at the discretion of the camp's leadership, the siren is replaced by air horns and/or use of the PA system (this possibility applies anywhere that the use of sirens is mentioned in our policies).

Last updated April 2026

Notes

9.

LOCATION	STAFF MEMBER 1	STAFF MEMBER 2
Section I	Head of Sec I	Head of Media
Unit 1	Head of Unit 1 & Assistant Head of Unit 1	Head of Ski & Tube
Section II/ Playhouse/ CIT Section	Head of Sec II	Head of Windsports
Unit 2	Head of Unit 2	Head of Creative Arts
Section III	Section III	Head of Landsports
Unit 3 & CIT Unit	Head of Unit 3	Head of A+C
LTP-Section	Head of LTP Section	Co-Head of Trip
LTP-Unit	Head of LTP Unit	Assistant Head of Ski & Tube

10. U/S Heads should then proceed to their designated beach to assist with the camper accounting procedure.

11. Staff should organize the campers into cabin groups at the respective beaches, and make sure that each camper is accounted for by name.

12. Once all Section or Unit Heads have returned to their respective beach, Facilitators A and B may begin to clear cabins in ascending order. Facilitator A will be responsible for clearing:

- → Baycrest
- → Buckingham
- → Bull Frog
- → Grand West
- → Health Centre
- → Ritz
- → Kitchen/Catering
- → Kosher Kove
- → Leap Frog
- → Long Cabin West (A)
- → Long Cabin Middle (B)
- → Long Cabin East (C)
- → Maintenance
- → The Attic
- → The Basement
- → The Inn
- → Shangri-La
- → Ski Cabin (Peak 23)
- → Lakehouse (Lower Rec Hall)
- → Africa (Peak 15)
- → Head Staff Peak 48
- → Head Staff Peak 41
- → Orange Door Cabin
- → White Door Cabin
- → Any other cabins/visitors
- → Office
- → Directors
- → Others:

a)

b)

c)

d)

Land Drag Procedure - 2026

Emergency Procedures–*Land*

7

Land

Camp Northland Land Drag Procedure (Missing Camper)

A missing person must always be taken with the utmost seriousness. A land "drag" is implemented as a final course of action in the case of a missing camper or staff member. Listed below are the steps that must be taken before the decision to "drag" the campgrounds is made. Please read this very carefully and make sure it is understood.

1. If a camper is found to be missing from the cabin group, one counsellor will remain with the cabin group and the other staff member(s) will retrace all the steps from the last time the camper was seen to the time they were found to be missing. This includes: rec hall, cabins, pathways, and washhouses; in other words, a very thorough check of all surrounding areas. If the counsellor is a solo staff member at the time it is discovered that a camper is missing, a CIT will retrace all the steps from the last time the camper was seen to the time they were found missing while the counsellor remains with the campers. An announcement will be made over the PA system asking the camper to report to the office.
2. If the camper is not found, the staff member will come to the office and notify a Head Staff member, who will then contact Camp Director and/or other Directors and the Directors. A telephone or walkie-talkie check will be made immediately with the Health Centre by Camp Director and/or his designate to see if the camper has gone there.
3. If the camper is still not found, a Director will then radio all of the Head Staff on every frequency telling everyone to change to Channel 1 (or Channel 3 if Channel 1 is not working) for an emergency situation.
4. A Director will notify the Head Staff members to come immediately to the office. They will be organized into pairs and given areas of camp to check.
5. In the event that these steps are unsuccessful, and it is daytime, the **Fire Safety Procedure** will be implemented: the Siren will be turned on by Camp Director or his designate; all males will proceed to the Northland Enclosure and all females will proceed to Windsports.
6. IF IT IS NIGHT TIME, staff will be instructed to return to their own cabins, account for their own campers, and remain with their cabins. **Campers are not to be awakened; nor should they assemble at the beaches.** Head Staff will continue to implement searches and U/S Heads will inform staff when everything is clear and they may leave their cabins.
7. If Land drags are unsuccessful, a water drag may be implemented at the discretion of the Camp Director or his designate. The Camp Director or his designate will determine if the proper authorities need to be notified.

Last updated April 2026

Emergency Procedures–*Water*

Camp Northland Grid Search (formerly Water Drag) Procedure (Missing Camper)

1. Upon discovery that a camper(s) is missing from the water, a recalling of every camper's names and numbers will commence. One staff member will be sent to the land, to look for the camper by shouting their name(s) loudly. If not found, a Grid Search will be initiated.

   Note: In the event that a camper is reported missing in the lake at any waterfront specialty, such as Windsports, Trip, Swim, Ski, and Paddle, that specialty is responsible for initiating and conducting the drag in their designated area of the lake (see below "How to drag?"). However, they will follow the direction of the senior members of Swim, or its designate, and will be assisted by Swim staff throughout the process.

2. The Grid Search procedure begins with three (3) whistle blasts, followed by three (3) air horn blasts. These blasts will be maintained throughout the duration of the Grid Search until the camper(s) is found or until directed otherwise. At this time, Adam Kertesz (Camp Director) and the Directors will be notified by waterfront supervisors or their designate. The Directors will, in turn, notify the Health Center to alert medical personnel and check for the missing camper. The initiation of the Grid Search will also be communicated via walkie-talkie by a member of the Directing Team (or by the recipient of the initial walkie call). All staff with walkie-talkies must switch to Channel 1 (or Channel 3 if Channel 1 is not operational).

3. **A Land Drag will immediately and simultaneously be initiated with the siren being initiated by a Senior Director or the Maintenance staff. An alternative to the siren may be the airhorn, PA or other methods of communication depending on the situation. Head staff who are not needed for the Grid Search will actively participate in the Land Drag.**

   The Land Drag, running concurrently with the Grid Search, will proceed as follows;

   → All males will proceed to the Northland Enclosure

   → All females will proceed to the Windsurfing Beach.

*Important Note: all those that are involved in the Grid Search must NOT stop what they are doing when the siren sounds. They will continue with the Grid Search as the Land Drag begins. The Grid Search will continue unless the Camp Director or the proper authorities direct otherwise. If staffing needs require role changes during the Land Drag, the Camp Director, Directing Team, or their designates will assign alternate roles as needed.

3.1 If, at the onset of the Grid Search, the decision is made NOT to initiate the full Land Drag due to safety or other material concerns, the Camp Director, the Directing Team or its designates may assign staff members with walkie-talkies to search key land locations while the Grid Search is underway.

4. All waterfront specialties (boats, boards, campers) must return to shore at the first sound of the whistles and air horns. Boats may be towed in if necessary. Once each water specialty area is shut down, the related sheds must be checked, cleared, and locked. The staff from these areas will then proceed to the Northland Enclosure and assist in either the Grid Search or Land Drag as needed (to be assigned).

5. Once the missing camper is identified, their name will be communicated to the Communication Team by the senior head of the water specialty or their designate.

6. However, if not found, and the Grid Search has continued for more than 10 minutes, the Director or his designate may decide to activate EMS by calling 9-1-1 and initiating a Crisis Response Protocol (see 'Crisis Response Manual for Procedures'). The Grid Search and simultaneous Land Drag will continue unless the Camp Director or the proper authorities provide other instruction.

Last updated April 2026

If a Grid Search Occurs during General Swim

1. Campers swimming at the time of the “Drag” are checked out immediately through the buddy system.
    1.1 During this time, cabin staff are responsible for affirming the presence of their campers, and maintaining order and calm behaviour.
2. The Grid Search procedure begins with three (3) whistle blasts, followed by three (3) air horn blasts. These blasts will be maintained throughout the duration of the Grid Search until the camper(s) is found or until directed otherwise. At this time, Adam Kertesz (Camp Director) and the Directors will be notified by waterfront supervisors or their designate. The Directors will, in turn, notify the Health Center to alert medical personnel and check for the missing camper. The initiation of the Grid Search will also be communicated via walkie-talkie by a member of the Directing Team (or by the recipient of the initial walkie call). All staff with walkie-talkies must switch to Channel 1 (or Channel 3 if Channel 1 is not operational).
3. Swim staff will immediately enter the water to begin dragging the junior, senior and raft zones, as well as beneath the docks, following the assigned duty procedures. If appropriate, senior waterfront staff may assign staff (in a buddy system of 2 per group) to drag other areas of the waterfront including inflatables and/ or between Swim and Windsports or between Swim and Ski.
4. All Unit and Section Heads (or their designate) are to go back to their areas to check all the cabins, washhouse, and rec hall for the missing camper(s)/ staff in coordination with the Land Drag if asked to do so by a supervisor.
5. If the camper is not found within 10 minutes, the Camp Director or their designated person may decide to Activate EMS by calling 9-1-1 and initiate the Crisis Response Protocol as outlined in the Crisis Response Manual. The Grid Search and any simultaneous Land Drag will continue unless the Camp Director or proper authorities issue further instruction.

Oblong Procedure

*Note: Unless explicitly directed otherwise, no one is permitted to swim in the oblong due to the potential dangers posed by wildlife and the vastness of the area. In the event of a missing camper in the oblong, search operations will be conducted by boat on the water and by designated staff on land.

If a camper is reported missing in the oblong:

1. A member of the Paddle staff will immediately take a boat that is suitable for navigating the oblong area. They will call out the camper’s name while retracing the camper’s last known route on the water.
2. The Paddle staff must promptly notify the Directors via walkie-talkie to report the situation.
3. The Directors will then:
    - → Notify the Health Center to alert medical personnel and verify whether the camper is there.
    - → Inform the Head of Swim and Swim Staff, who will organize a land-based search of the Oblong shoreline and surrounding areas.
    - → Coordinate backup as needed, including requesting additional boats and personnel to assist with the on-water search.
4. If the camper is not found within 10 minutes, the Camp Director or their designated person may decide to Activate EMS by calling 9-1-1 and initiate the Crisis Response Protocol as outlined in the Crisis Response Manual. The Grid Search and any simultaneous Land Drag will continue unless the Camp Director or proper authorities issue further instruction.

Accessible Emergency Response Plan

All employees will be reviewed and any accessibility considerations will be assessed, whether chronic, ongoing, or temporary. A plan will be developed with that particular employee to ensure their safety.

This will include:

- Emergency information is to be shared in a way that accommodates all staff (i.e. if a staff is deaf and would not hear announcements or sirens, other staff will be designated to alert those individuals)
- Anyone with a disability that limits mobility will be picked up by golf cart where appropriate as part of our area sweeps and emergency procedures to ensure their safe arrival at our designated locations.
- Staff with a disability of any kind will be asked to fill out a Self-Assessment Form (copy of which will be available at office). We will then use the information collected in the self-assessment form to create an individualized emergency response document.
- Staff will be asked via a pre-summer email if they need individualized emergency information and if they need information in an accessible format.
- Staff will provide consent to only share the emergency information with the people who will help them.
- We will review the emergency information with an employee if they move to another work location or if their accommodation needs change or if our emergency policies and/or procedures change.

Scan for additional Staff Resources

Red Flag Procedures

i.e. Emergency on the Water

7

Red Flag

Red Flag Procedures

Injuries could occur in any area of the lake, at any specialty, but they most commonly occur at ski or inflatables, so these are the areas that are specifically outlined in this document. If an injury occurs in any other specialty area the general procedures will look the same for windsports staff and swim staff, however ski will not necessarily need to be involved.

PLEASE REFER TO campnbb.com/staffresources FOR THE FULL RED FLAG PROCEDURES. THIS DOCUMENT IS ALSO AVAILABLE IN PRINT FOR REFERENCE AT ANY TIME IN THE CAMP OFFICE, AND ALL WATERFRONT STAFF WILL RECEIVE A PRINTED COPY AS WELL.

Crisis Management

CRISIS is “an unstable or crucial time or state of affairs, an emotionally significant event, a radical change of status in a person’s life, or a serious endangerment to property”. Declaring a crisis, or often referred to as an ‘Incident’ that would trigger our Incident Command System as described below typically involves an incident falling into one or more of the following categories:

1. Life at risk
2. Property at risk
3. Esteem/reputation at risk
4. Legal risk

Examples of a crisis at camp include (but are not limited to):

- A death or fatal accident (eg vehicle, drowning)
- An event resulting in multiple-person injuries
- A missing camper involving the police
- A major fire
- A natural disaster
- Food poisoning involving large numbers
- A serious wild animal attack
- A sexual attack involving child welfare authorities
- An outbreak or pandemic related illness on site

PLEASE REFER TO campnbb.com/staffresources FOR THE CRISIS MANAGEMENT MANUAL. THIS DOCUMENT IS ALSO AVAILABLE IN PRINT FOR REFERENCE AT ANY TIME IN THE CAMP OFFICE, AND ALL WATERFRONT STAFF WILL RECEIVE A PRINTED COPY AS WELL.

Scan for additional Staff Resources

In the event of a crisis that requires evacuation, Camp Northland has two cleared evacuation routes that are options to be used if they are the safest and most effective way to exit the camp property:

1 One is accessible from the north end of Section II (green door section) and the other is accessible from the north end of LTP unit (white door unit)

2 If it is unsafe to exit towards the highway, an alternative possible evacuation route is along the shore line towards sandy cove

Land Spinal Procedures

If a suspected land spinal injury occurs:

- Do not move an injured person.
- Immobilize the head and neck in the position found.
- Check vital signs (ABCs, LOC, Skin colour, Skin temperature).

After the injury occurs:

- One staff member should move people away from the injury site.
- One staff member should stay with the victim and maintain immobilization of the spine until more staff arrive to assist with emergency care.
  - The staff maintaining immobilization can also initiate first aid at this point if other first aid concerns are present.
- A third staff member (or, if a third staff member is not present, the staff member who was responsible for clearing campers out of the scene) should immediately use a walkie-talkie to contact the following people:
  - Head of Swim
  - Health Centre
  - Head of Water (or Head Specialist)
  - Any member of the directing team who may be currently using the golf cart, or the office, if the golf cart is parked there
  - Camp Director
- After being contacted, the Head of Swim, Head of Waterfront (or Head Specialist), Health Centre and the Camp Director will switch their walkie-talkies to Channel 1, and will remain on this channel until the camp director gives the all clear that the emergency is settled.
  - EMS must be called.

Severe Weather at Camp

Tornado Warning or Watch

If the weather has not yet hit the camp:

1. All campers and staff should be gathered into the mess hall.
2. Tables should be turned on their sides facing the windows [towards the waterfront]
3. Campers should be huddled securely behind the tables with staff behind them protecting campers.

The Camp Director will be in touch with an emergency contact in Toronto to monitor storm movement, as well as local EMS, and any pertinent information will be relayed as needed using walkie-talkies to the communications team.

Lightning or Thunder

Upon hearing the sound of thunder or seeing lightning:

1. Each outdoor specialty area must close down
2. All campers will be accounted for, attendance.
3. All of camp, without exception, must relocate to an indoor location.

All outdoor play and specialties are to remain closed and completely off-limits until at least 20 minutes after the last sound of thunder or visible lightning.

If the situation has resulted in any crisis management requirement, the response using the Crisis Response Manual will be initiated. A copy of this is located in the camp office.

In the event of severe weather at camp, the safest weather buildings are the Mess Hall, Pink Door Rec Hall, Office (crisis response headquarters), Director's Cabin (backup crisis response rec hall), and Green Door Rec Halls.

Security

EMERGENCY PROTOCOLS

No one wants to face a worst-case scenario. Our preventative measures are there to help us avoid having to do so. But if the worst-case scenario happens, we must be prepared.

Terminology Snapshot

You need to have emergency protocols in place. Everyone needs to know them. Everyone needs to practice them. While we can't control many factors that lead to worst-case scenarios, we can control how prepared we are to face them.

Lockdown: When there is a major incident or threat of violence within the facility or near the facility.

Hold and Secure: Possible danger in the neighbourhood.

Shelter in Place: Possible environmental danger in the neighbourhood.

Bomb Threat: Any conveyance of a message that is designed to warn and/or alarm people to an impending detonation of an explosive or incendiary device to cause damage, death or injuries, whether or not such a device exists.

SITUATIONAL AWARENESS CHART

Evaluate → Plan → Act decisively → Re-evaluate

(repeat)

JSN 24/7 COMMUNITY SECURITY HOTLINE: 437-222-3999

Lockdown

A lockdown occurs when there is a major incident or threat of violence within the facility or near the facility.

While there are various options available to help you save your life in a lockdown scenario (see below), the term “lockdown” is still commonly used to alert people to the threat. It is a clear warning that is easy to say, rather than using code words that could be confusing.

You can use various means to alert others. As previously discussed, these can include PA systems, loud hailers, whistles, or air horns. You can also yell “lockdown” as you initiate the emergency protocols. In some cases, alerting others may not be possible, which is why EVERYONE needs to know the options to help save their lives.

In a lockdown you have three basic options: Run. Hide. Fight. These are not necessarily an escalation, and you could end up using more than one option based on the conditions. You will have to make decisions for yourself based on the situation.

Run

- If there is a safe way out, stop what you are doing and run!
- Leave your belongings behind
- Help others to escape, but don’t let indecision slow you down
- Call 911 when you are safe
- Prevent others from entering the area

Hide

- Be out of sight and silent
- Lock and barricade the door, when possible
- Hide behind large, solid objects that could help protect you
- Silence your cell phone or turn it off (not vibrate mode)
- Turn off the lights and close the blinds
- Collect improvised weapons and make a plan of attack in case you need it
- If the situation changes, you may decide to run

Fight and Defend Yourself

- Don’t panic – you have every right to defend yourself and your best chance for survival now is to literally fight for your life
- Use improvised weapons, like scissors, furniture, fire extinguishers, or keys
- Incapacitate the assailant
- Commit to and act with physical aggression

REPORT AN INCIDENT: JEWISHTORONTO.COM/JSN

JSN 24/7 COMMUNITY SECURITY HOTLINE: 437-222-3999

Call 911 Only When It's Safe To Do So

WHAT DOES THE 911 OPERATOR NEED?

- Your exact location
- Number of assailants and their descriptions
- Types of weapons seen or heard
- Any information on injuries

Remain calm and answer the questions asked of you. A 911 operator has a series of questions they need to get through to get you the appropriate help.

Call 911 when you are safe

Give information to the operator

WHAT DO I DO WHEN THE POLICE ARRIVE?

Stay calm and follow instructions from first responders. Their first priority is to locate and stop the threat and prevent further harm to innocent people. They may need to bypass injured people until it is safe to begin rescue and medical aid.

- Put down anything you might have in your hands, such as phones or purses
- Keep your hands visible, slowly raise them, and spread your fingers
- DO NOT yell, run, or point at officers
- Answer questions calmly and concisely
- Police may yell or use profane language in the heat of the moment; don't take anything personally – they are there to save you

Other Emergency Scenarios

There are some other emergency scenarios for which you should prepare:

HOLD AND SECURE

Hold and Secure can be activated if there is possible danger in the neighbourhood (e.g. a police incident in the neighbourhood). If a hold and secure is initiated, you should:

- Move to a safe space, ideally indoors
- Close and lock exterior doors, where possible
- Assign designated staff to monitor entrances/exits
- Close windows and window coverings, where possible and safe to do so
- Put all cell phones and/or personal electronic devices on SILENT
- Continue regular indoor routines if safe to do so, but all outside activities are cancelled
- Remain in place until the appropriate staff announces hold and secure has been lifted

SHELTER IN PLACE

Shelter in Place can be activated when there is possible environmental danger in the neighbourhood (e.g. a storm, gas leak). If a shelter in place alert is initiated, you should:

- Move to a safe space, ideally indoors
- Close and lock exterior doors, where possible
- Assign designated staff to monitor entrances/exits
- Turn off any air exchange system that draws from outside
- Close windows and window coverings, where possible and safe to do so
- Put all cell phones and/or personal electronic devices on SILENT
- Continue regular indoor routines if safe to do so, but all outside activities are cancelled
- Remain in place until the appropriate staff announces shelter in place has been lifted

REPORT AN INCIDENT: JEWISHTORONTO.COM/JSN

JSN 24/7 COMMUNITY SECURITY HOTLINE: 437-222-3999

Bomb Threat

If you receive a bomb threat, document details and contact police for direction.

If you discover a suspicious item, do not touch it and notify police immediately for direction.

Delegate another adult to initiate a visual scan (see below) and/or determine if relocation or evacuation of people is necessary.

- → If a suspicious package is found, do not use any electronic device, cell phone, or walkie talkie in close proximity
- → If ordered to evacuate, remain at the evacuation site until the police provide further instruction
- → If instructed to evacuate, be aware of your evacuation route and continually scan your surroundings until safely at the evacuation site
- → If an explosive incident occurs, follow evacuation procedures and contact police

Visual Scan

Visual scan is used when there is a threat of an explosive or incendiary device to cause damage, death, or injuries, whether such a device actually exists or not.

If you receive a bomb threat, document details and report to the appropriate staff and contact police for direction. If you discover a suspicious item, do not touch it. Notify appropriate staff and contact police for direction. If a visual scan is initiated, you should:

- → Visually scan and/or determine if relocation or evacuation is necessary (e.g. look for any unknown or suspicious objects around you)
- → If a suspicious package is found, DO NOT use any electronic device, cell phone, or walkie-talkie in proximity
- → If ordered to evacuate, move to a pre-designated location and remain at the evacuation site until appropriate staff or the police provide further instruction
- → If instructed to evacuate, be aware of the evacuation route and continually scan your surroundings until safely at the evacuation site
- → If an explosive incident occurs, follow established evacuation protocols and contact police

REPORT AN INCIDENT: JEWISHTORONTO.COM/JSN

Suspicious or Dangerous Persons

INTRUDER

All visitors must report to the office and get an identifying nametag and wristband if they are remaining on site for any extended period of time. Otherwise, a staff member will escort visitors. Campers must never approach a suspicious person but rather inform the nearest staff member.

1. Once notified of a suspicious person, a staff member will assemble a team of at least one more staff member, and notify a member of the Directing team of the situation, before approaching the suspicious person.
2. The approaching team will always remain at least 45 feet away from the suspicious person while identifying the person's intentions.
3. If the suspicious person is deemed to be a legitimate visitor, the visitor should be escorted to the office for proper sign-in process to be followed.
4. If the suspicious person proves to be hostile in any way, the following actions will be taken:
   a) Staff members will lead campers to a safe location away from the hostile intruder.
   b) Staff members will retreat to a safe distance/location.
   c) A coordinated response will be developed with the Communications Team, which may include EMS notifications.
   d) Everything must be deferred to the Directing team onsite.

Suspicious Person Checklist (1 of 2)

Reporter, Datetime, Operator:			
Race:	**Age:**	**Height:**	**Weight:**

1. Build	2. Hair	3. Hair Colour	4. Forehead	5. Eyebrows	6. Eye Shape
☐ Slender	☐ None	☐ Black	☐ Small	☐ Thick	☐ Almond
☐ Medium	☐ Long	☐ Brown	☐ Large	☐ Bushy	☐ Round
☐ Heavy	☐ Short	☐ Light Brown	☐ Lines	☐ Thin	☐ Small
☐ Fat	☐ Curly	☐ Blonde	☐ Scars	☐ Arched	☐ Dark Circles
☐ Muscular	☐ Wavy	☐ Red	☐ Other:	☐ Plucked	☐ Bags
	☐ Straight	☐ Grey		☐ One brow	☐ Wrinkled Corner
	☐ Dirty	☐ Other:			☐ Heavy Lids
	☐ Oily				

7. Eye Colour	8. Cheeks	9. Nose	10. Lips	11. Mouth	12. Teeth
☐ Brown	☐ High Cheekbones	☐ Long	☐ Hare Lip	☐ Small	☐ Yellow/ Stained
☐ Dark Brown	☐ Fat Cheekbones	☐ Hooked	☐ Full	☐ Large	☐ Gaps
☐ Hazel	☐ Dimples	☐ Crooked	☐ Thin	☐ Wide	☐ Crooked
☐ Grey	☐ Fat Cheeks	☐ “Broken”	☐ No Upper Lip	☐ Bow-Shaped	☐ Large
☐ Green	☐ Pock Marks	☐ Wide			☐ Small
☐ Blue	☐ Pimples	☐ Flat			☐ Braces
☐ Bright Blue	☐ Freckles	☐ Pugged			☐ Missing Teeth
	☐ Hollow				

13. Chin	14. Face Shape	15. Skin	16. Facial Hair	17. Neck
☐ Cleft	☐ Oval	☐ Tan	☐ Clean-Shaven	☐ Tan Line
☐ Dimpled	☐ Square	☐ Pale	☐ Moustache	☐ Long Neck
☐ “No Chin”	☐ Diamond	☐ Healthy	☐ Sideburns	☐ Short Neck
☐ Pointed	☐ Thin	☐ Freckled	☐ Beard	☐ Adam’s Apple
☐ Double	☐ Long	☐ Moles	☐ Goatee	☐ No Neck/Thick
☐ Round	☐ Fat	☐ Acne	☐ Stubble	☐ Hairy
☐ Square	☐ Wide	☐ Rough		☐ Dirty
☐ Long				

Suspicious Person Checklist (2 of 2)

18. Scars/Tattoos	19. Hands/Nails
	☐ Long Fingers ☐ Short Fingers ☐ Ring ☐ Watch ☐ Scars on Hand Describe: ☐ Dirty Nails ☐ Long Nails ☐ Chipped Nails Colour:

20. Clothing Description

Hat (knit cap, baseball, cowboy, etc.):

Glasses (sunglasses, tinted, wire-rimmed, dark):

Coat (trench coat, ski jacket, raincoat, leather, windbreaker, sports team):

Shirt (long-sleeved, short-sleeved, tank top, t-shirt, button-up, pullover, hooded):

Pants (sweatpants, jeans, shorts, slacks):

Belt (leather, buckle: gold/silver, cloth, logo):

Shoes (logo/running, boots, sandals, dress):

Socks (none or colour):

Gloves (leather, knit, colour):

Jewelry (watch, earring(s): L/R ear, diamond, hoop, necklace: chain, gold/silver):

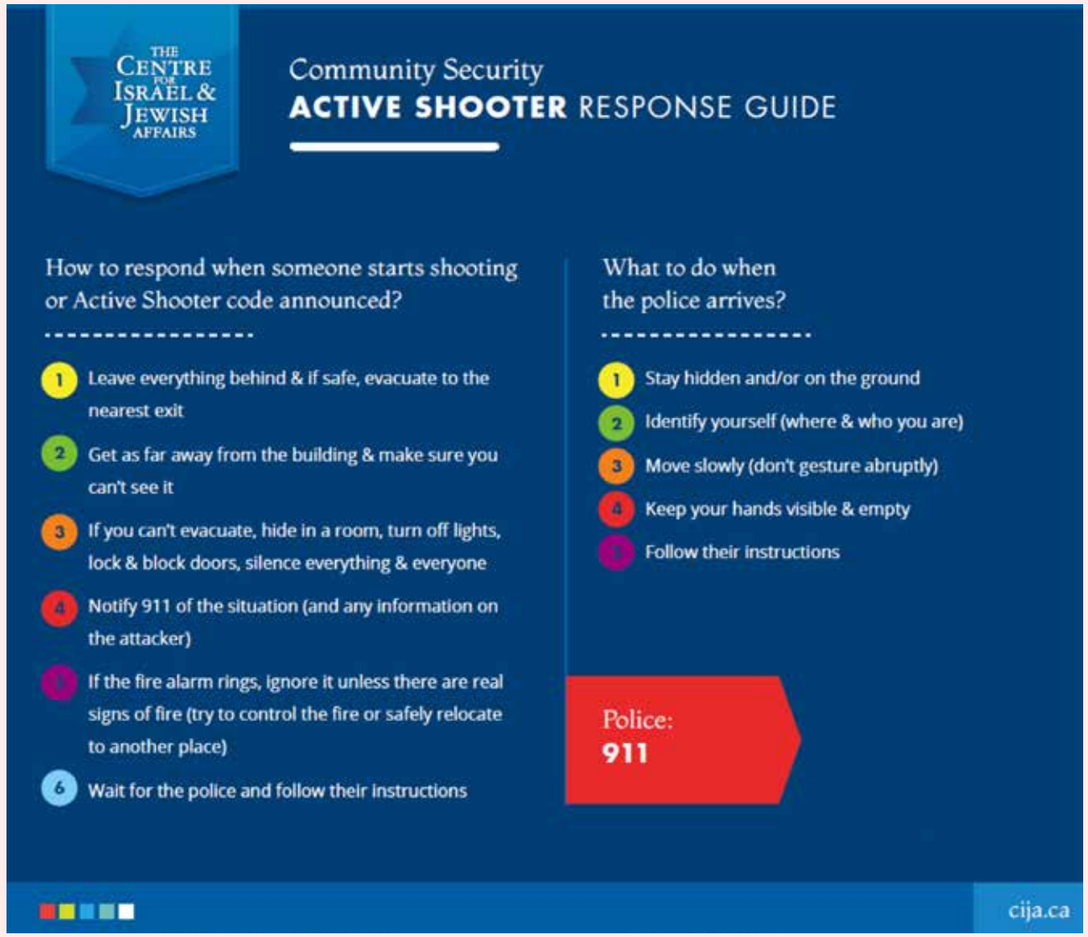
Mask (ski mask, other/colour):

Clothing Notes:

21. Vehicle Description

Colour: Year: Make: Model:	Direction of Travel: Time Elapsed: Unique Characteristics:	License Plate: Province/Territory:	Bumper Stickers: Body Damage: Tinted Windows:

Active Shooter



This is incredibly dangerous and the response must be quick and purposeful acting with urgency.

If you are in the actual building:

1. Leave everything behind, and if safe, evacuate to the nearest exit. If it is safe to evacuate, find a Head Staff member, who will then contact the appropriate member of the Directing team. This team member will then notify all Head Staff to change to "Channel 1".
2. Get as far away from the building as possible and make sure you can't see it.
3. If you can't evacuate, hide in a room, turn off lights, lock and block doors, silence everything and everyone.
4. Notify 9-1-1/EMS of the situation and any information on the attacker.
5. If any other notice [airhorn, siren, fire alarm, etc.] is sounded, ignore it unless there are real signs of fire in your building location. If there are real signs of fire try to control the fire or safely relocate to another place.
6. Wait for the police and follow their instructions.

WHAT TO DO WHEN POLICE ARRIVE

1. Stay hidden and/or on the ground.
2. Identify yourself (where and who you are).
3. Move slowly (don't gesture abruptly).
4. Keep your hands visible and empty.
5. Follow their instructions.

JSN 24/7 COMMUNITY SECURITY HOTLINE: 437-222-3999

IF YOU ARE IN THE IMMEDIATE LOCATION OF THE SHOOTING/ WEAPON

1. Staff must take charge and provide logical direction to minimize or prevent injury ex. “Lie Down’, “Follow me to shelter”.
2. Walkie-Talkie information immediately to the Communications Team. This information should include what the shooter looks like and his/her location. 3. Lockdown should be declared via radios. All staff members in indoor locations hearing ‘Lockdown’ reports must have campers lie down in the least visible location in the building, keep campers silent, and make every effort to lock and barricade the doors.
4. At least one staff member should make every effort to stay in an observation role in an effort to detect the whereabouts of the shooter and respond appropriately as circumstances dictate ex. Radio new location via walkie-talkie.
5. Staff should plan an evacuation route in case the shooter attempts to enter from a particular door.
6. Keep open lines of communication on walkie-talkies.

OFFICE AND HEAD STAFF KEY RESPONSIBILITIES

1. The Camp Director or his designate will use walkie-talkie to provide information to the Head Staff, which consists of: what is known about shooter and location of threat.
2. The Camp Director or his designate will direct head staff to strategic locations to stop the movement of people around camp and direct them to safer locations that can be barricaded.
3. If location of shooter is unknown, people should barricade themselves in the immediate location they find themselves at the time lockdown is declared.
4. Camp Director or his designate to call 9-1-1/ activate EMS.

Bomb Threat Summary

WHEN A BOMB THREAT IS RECEIVED

1 Listen…
2. Ask someone near you to listen to the conversation
3. Do not interrupt the caller
4. Obtain as much information as possible
5. Make notes during the call – if possible use the **Bomb Threat Report template** located on next page.

FOR A BOMB

1. Evacuate the area immediately
2. Call local emergency medical services

FOR BIOLOGICAL OR CHEMICAL

1. Isolate – do not handle
2. Evacuate the area immediately
3. Wash your hands with soap and warm water
4. Call local EMS

FOR RADIOLOGICAL

1. Limit exposure – do not handle
2. Evacuate the area immediately
3. Shield yourself from object
4. Call local EMS

Bomb Threat Report

1. Timeline

Time call started	Time call ended
Date	
Caller's name	Caller's number (caller ID)
Your Name & Number (ext, department, etc.)	

2. Explosive Details

When will the bomb explode?

Where is the bomb right now?	*Does the caller's answer make sense?* ☐ YES ☐ NO *Does it sound like he knows the building?* ☐ YES ☐ NO

What does the bomb look like?

What will trigger the bomb to explode?	What type of bomb is it?
Who brought the bomb into the building?	Why are you doing this?
Where are you calling from (address)?	Do you belong to any group?

Bomb Threat Report

3. Caller's Language

Write exact words used by the caller

4. Type of Voice

Gender: ☐ Man ☐ Woman	Age: ☐ Young ☐ Adult ☐ Old *Approximate age:*
Language: ☐ Spoken ☐ Accent	Is the voice familiar: ☐ YES ☐ NO *What does it sound like?*

5. Tone of Voice

☐ Loud	☐ Angry	☐ Slow	☐ High pitch	☐ Clear	☐ Nasal
☐ Fast	☐ Soft	☐ Calm	☐ Stutter	☐ Low pitch	☐ Intoxicated

6. Background Noises

☐ Street	☐ Ocean	☐ Children	☐ Party
☐ Airplanes	☐ Factory/Machines	☐ Traffic	☐ Very quiet
☐ Animals	☐ Harbor/Boats	☐ Train	☐ Static noises
☐ Home	☐ PA System	☐ Office	☐ Other

Message was: ☐ Read out ☐ Spontaneous	Call was: ☐ Local ☐ Long distance

Suspicious Letter or Parcel Summary

If you receive a suspicious letter or parcel:

1. Immediately advise local emergency services of the situation
2. Do not handle, shake, smell, or taste the suspicious article
3. Isolate the article, and evacuate the immediate vicinity
4. Anyone who has handled the article should immediately wash their hands with soap and water.

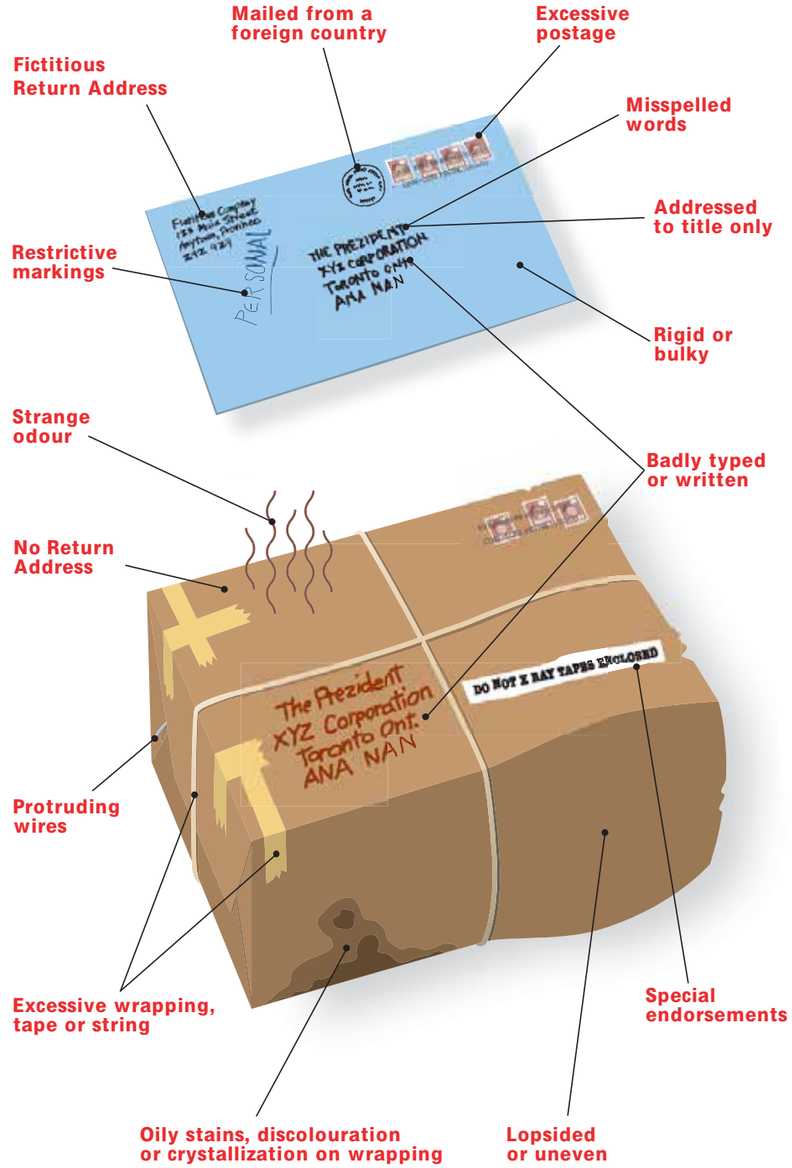
If a letter or parcel is open and/or a threat is identified see bomb threat information.

Suspicious Mail Alert

CANADA POSTES / POST CANADA
From anywhere... to anyone

If you receive a suspicious letter or parcel

(A COMBINATION of the following may constitute a suspicious mail item)



1. Immediately advise local emergency services of the situation.
2. Do not handle, shake, smell, or taste the suspicious article.
3. Isolate the article, and evacuate the immediate vicinity.
4. Anyone who has handled the article should immediately wash their hands with soap and water.

If a letter or parcel is open and/or a threat is identified

For a Bomb:
- Evacuate area immediately
- Call local emergency services

For Biological or Chemical:
- Isolate – do not handle
- Evacuate area immediately
- Wash your hands with soap and warm water
- Call local emergency services

For Radiological:
- Limit exposure – do not handle
- Evacuate area immediately
- Shield yourself from object
- Call local emergency services

Corporate Security

www.canadapost.ca

Suspicious Mail Checklist

Reporter, Datetime, Operator:		
Owner Identified?	☐ YES ☐ NO	
Container Description	☐ Duffel Bag ☐ Shopping Bag ☐ Box ☐ Other	
Size		
Unusual Shape	☐ YES ☐ NO	
Do not ask to smell again, was there a strong odor?	☐ YES ☐ NO	
Sound present inside	☐ YES ☐ NO	
Stains on exterior	☐ YES ☐ NO	
Leaking contents	☐ YES ☐ NO	
Protruding wires	☐ YES ☐ NO	
Excessive wrapping (eg. haphazard, too much, unusual, etc.)	☐ Tape ☐ Paper ☐ String ☐ Other ☐ N/A	

Request a photo of the item/package to WhatsApp, or SOC@jsntor.ca

Packages			
Return address listed	☐ YES ☐ NO	Container has special handling instructions	☐ YES ☐ NO
Spelling mistakes	☐ YES ☐ NO	Excessive postage applied	☐ YES ☐ NO
Poor typing	☐ YES ☐ NO	Recipient is listed	☐ YES ☐ NO
Handwritten address	☐ YES ☐ NO	Recipient is valid, and expected	☐ YES ☐ NO

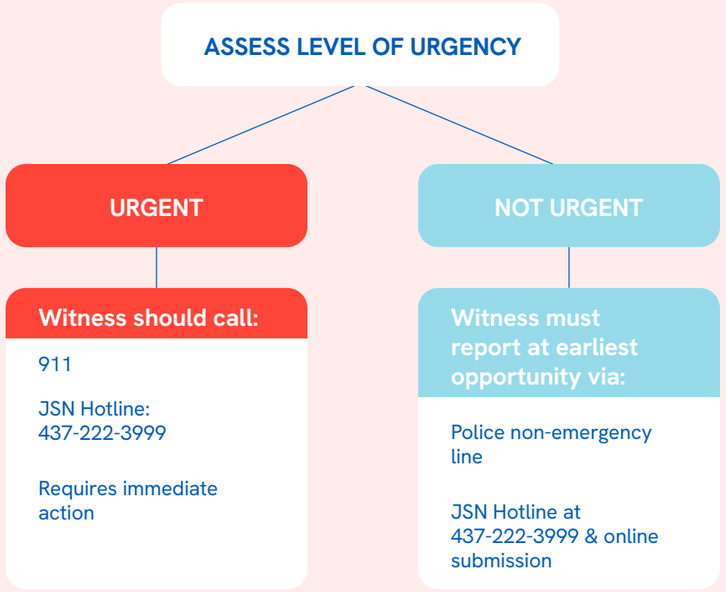
Suspicious Vehicles

Fill out the form below to retain and document important information about a Suspicious Vehicle. This card will be useful when reporting to police and/or JSN Community Security.

Your Name	Time & Date
Registration	Contact Number
Make/Model	Speed/Direction
Colour	No. of Persons (Male & Female)
Vehicle Type	External Features (roof rack/sunroof)
No. of Doors	Damage Condition
Location of Vehicle	
Reason for Suspicion	
Additional Information	

JSN 24/7 COMMUNITY SECURITY HOTLINE: 437-222-3999

Reporting Procedures



JSN 24/7 COMMUNITY SECURITY HOTLINE: 437-222-3999

Notes

Notes

Notes

Notes

2026 Staff Training Record

FULL NAME: _____

I _____ have completed my training and understand the content of:

TOPIC	Staff signature	Direct Supervisor signature (i.e. Section/Unit/Specialty head)	Date
Handbook 101 Session			
1 Who We Are			
2 Camp Northland 101			
3 How to be Great			
4 Staff Policies			
5 Working in a Safe Environment			
6 Medical Information and Policies			
7 Emergency Procedures			

Staff must only sign once training for each topic has been completed.

This is to certify that I, _____, have read and understand the Staff Handbook 2026 provided to me by Camp Northland, as well as any additional resources referenced throughout, and I have asked my Section/Unit head about any policy I am confused or have questions about. I will abide by the Code of Conduct and all Policies outlined throughout the Staff Handbook 2026 (and all referenced resources) and explained in all precamp training, including in camp and I the city where applicable.

NAME: _____

SIGNATURE: _____

TODAY'S DATE: _____

MY DIRECT SUPERVISOR SIGNATURE: _____

Required Staff Forms

There are multiple forms that need to be completed and submitted before camp. Please complete the following five checklists to confirm you've completed all the forms that apply to you.

1. About You

- ☐ Staff Hiring Form
- ☐ Staff Fun Facts Form
- ☐ Staff Photo
- ☐ Health History Form
  - ☐ Anaphylaxis Form *(if applicable)*
  - ☐ Non-Allergy Serious Medical Condition *(if applicable)*
  - ☐ Immunization Form

2. Camp Life

- ☐ Car to Camp (local staff)
- ☐ Staff Preferences Form
- ☐ Pre-camp Conflicts (if necessary)

3. Logistics/Legal

- ☐ TD-1 Forms
- ☐ Police Check (18+)
- ☐ Under-18 Criminal Check Verification
- ☐ Direct Deposit Form (international only)

4. Certifications

- ☐ Standard/Emergency First Aid with CPR B or C
- ☐ NLS (ALL Waterfront)
- ☐ Instructors (Swim only)
- ☐ Boating License (Waterfront)
- ☐ Wilderness First Aid (Trip/Paddle)

5. Health and Safety Online Trainings

- ☐ Health and Safety Awareness Certificate
  - ☐ Supervisor Certificate (Head Staff only)
- ☐ AODA Accessibility Training
- ☐ ASAP- Prevent Sexual Assault Training (no CampinTouch submission required)
- ☐ Anaphylaxis Training Certificate

All of these can be submitted on your CampinTouch.

SIGNATURE: _____

DATE: _____

Important: As per your contract, all applicable forms are required to be completed and submitted prior to the summer. Failure to complete all applicable forms may result in loss, deduction, or postponement of your end-of-summer pay.

Submit forms here:

For more information on what's required:

CAMP NORTHLAND ✡ B'NAI BRITH
ESTABLISHED
·1909·

www.campnbb.com

Scan to view all additional
online resources