



Tel Yehudah

NATIONAL TEEN LEADERSHIP
CAMP OF YOUNG JUDEA

**SUMMER EMPLOYEE
POLICIES & PROCEDURES
MANUAL**

WELCOME TO THE TEL YEHUDAH TEAM!

Dear Summer Team Member,

We are excited to have you join us this summer at Camp Tel Yehudah, the National Teen Leadership Camp of Young Judaea. We look forward to a great summer of inspiring Jewish teens to become passionate and thoughtful leaders.

In these pages, you will find the Camp Tel Yehudah Summer Employee Policies and Procedures Manual. PLEASE read through the manual CAREFULLY. It includes the rules and policies that must be upheld as a staff member at Tel Yehudah in order to ensure the safety, health and positive experience of all staff and campers.

After reading this manual in its entirety, you must sign the **Staff Release Statement**. Signing the Staff Release Statement declares that you have read, understood, and commit to uphold and abide by camp's policies, procedures, and all contents of this manual to their full extent.

We look forward to seeing you at camp and can't wait for an amazing summer at Camp Tel Yehudah!

L'hitraot (See You Soon)!

The TY Team

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NOTE: Staff will be referred to as “Tsevet” throughout this manual

Personnel Policies & Practices

EMPLOYMENT POLICIES & PRACTICES

CAMP STAFF RULES AND REGULATIONS: This Policies and Procedures manual contains, among other things, the rules and regulations that each staff member must adhere to and which govern the behavior expected of staff members during their term of employment at Camp Tel Yehudah. During the summer, Camp Tel Yehudah may find it necessary to alter and/or add program rules and restrictions. Staff members agree to fully comply with all program rules and restrictions including any alterations and/or additions made by Camp Tel Yehudah. All program rules and restrictions apply throughout the entirety of the summer including during free time. Any failure to comply with Camp Tel Yehudah's program rules and restrictions and any alterations and/or additions thereto may result in disciplinary measures as set forth in this Guide, in the sole discretion of Camp Tel Yehudah, up to and including immediate dismissal and/or termination of employment from Camp. The following staff rules and restrictions are not exclusive and the failure to specify in each rule that violation may result in dismissal or termination of employment from Camp shall not preclude Camp Tel Yehudah from doing so in its sole discretion. Further, the failure of Camp Tel Yehudah at any time to enforce any rule or restriction or to exercise any right with respect to disciplinary action, will not be construed as a waiver of any such right, will not affect any subsequent violation and will not prejudice Camp Tel Yehudah in connection with any subsequent enforcement or disciplinary action.

EMPLOYMENT PRACTICES: Camp Tel Yehudah is committed to fair employment practices and equal employment opportunity for all employees. Employment as a staff member is based upon the decision of the camp director, in accordance with the policies, goals, and budgetary allowances of the camp. The camp observes the standards established by the American Camp Association and New York State Department of Labor. Employment is certified by an offer letter. Camp will not be bound by any oral agreements that have not been confirmed in writing.

STAFF ASSIGNMENTS: The camp director reserves the right to change any individual job assignment, at any time during the season, in order to effectively serve the camp's needs.

TRAINING: Each staff member agrees to fully participate in orientation. Participation is a pre-requisite for employment. Staff members will also meet with their respective supervisors and the entire camp staff as is deemed necessary throughout the course of the summer. Educational sessions on current events and Jewish/Zionist history will also be provided. Staff may also be asked to participate in some trainings sessions to be held before the summer.

PERFORMANCE APPRAISALS: Camp Tel Yehudah believes it is beneficial to provide employees with accurate and timely feedback on performance strengths and weaknesses, so that each employee may take appropriate actions in line with his/her role and responsibilities.

The continued success of Tel Yehudah is dependent on high levels of individual performance by each employee. To accomplish this critical goal, each supervisor and employee should discuss and review performance standards, key goals, accomplishments, and skill and development needs. The supervisor is responsible for documenting the discussion and will utilize provided evaluative tools and documents. The employee has the opportunity to submit written comments regarding his/her performance evaluation, which are reviewed by the supervisor.

A final written evaluation will become a part of the employee's personnel file and can be used in reference requests and in consideration of subsequent employment at Tel Yehudah and other Young Judaea programs.

TERMINATION OF EMPLOYMENT: Dismissal of a staff member is the sole prerogative of the director. The director may relieve a staff member of his/her duties at once if s/he feels that it is in the best interests of the camp.

Salary due upon termination of employment will be computed on the basis of the percentage of the term completed. Staff members not completing their term of employment will not be eligible to receive any bonuses, for which completing the term of employment is a prerequisite. Early departure may also lead to forfeiture of some or all of the staff member's summer travel allowance, if applicable, and at the discretion of the camp director. Staff members who are dismissed are responsible for their transportation home from Port Jervis, NY at their own expense. **Resignation by the employee requires at least one week's written notice.**

ATTENDANCE AND TIME OFF

TIME OFF: Each staff member is entitled to two days off per session. Time off must be scheduled with all appropriate supervisors before the end of staff orientation. The schedule of days off will be posted at the beginning of each session. Changes in the schedule must be cleared with all appropriate supervisors.

Days that will be available for taking off will be pre-designated by camp. For most staff members, one of the two days off will be over Shabbat. The second day off will take place on a pre-designated date(s) during each session and is determined by position area. Final time-off assignments will be made based on the needs of each staff member's department in camp.

Time Off Exceptions: Some staff members may have specific requests for time off due to extenuating circumstances. This may include college orientation, family weddings or other important functions. Any staff member with needs that may fall outside the parameters of camp's time off policy must submit a request in writing to the Associate Director for approval.

INTERSESSION: Full-summer employees are eligible for time off between first and second session. Any time off during Intersession will be at the discretion of the Camp Director and will be for a specific period of time. All staff are required to complete work deemed necessary by the Camp Director in preparation for second session.

SICK LEAVE: Employees who become ill during the camp session will be allowed two paid sick days per session with subsequent days being assessed either as "days-off" or as days not worked. Salary will be adjusted as necessary.

EMERGENCY LEAVE: In the event of death or illness in the family of an employee, or urgent business, leave will be granted in relation to individual circumstances at the sole discretion of the Camp Director. Salary deductions may apply depending on the length of leave.

CURFEW: All staff members are required to be on the campgrounds by 1:00am. By 1:15am, all staff is expected to be in their bunks or rooms. In bunk staff must remain there for the duration of the night. On closed nights (i.e., specifically designated nights when the staff is not permitted to leave camp), no one is permitted to leave the premises and staff members might be required to be in bunk earlier. Staff members whose personal late hours interfere with their job performance may be dismissed.

MEALS: All staff members are expected to be present and on time for all meals unless excused by their immediate supervisor. Staff members are expected to sit with their assigned table, if applicable, throughout the duration of the meal. Participation in all blessings and sing-a-long sessions are always expected of the staff.

COMPENSATION

SALARY: Salaries are determined in accordance with the Young Judea camp salary scale. Salaries are commensurate with experience and take into account the individual background and skills of each staff member.

PAYROLL DEDUCTION: Standard deductions, as required by law for applicable taxes and Social Security payments, will be withheld by the camp as your employer. The United States has income tax treaties with a number of foreign countries. Under these treaties, residents (not necessarily citizens) of foreign countries are taxed at a reduced rate, or are exempt from U.S. taxes on certain items of income they receive from sources within the U.S. More information about tax treaties can be found [here](#).

PAY PERIODS: Staff will be paid on a semi-monthly basis. **SALARY ADVANCES WILL NOT BE GIVEN.** Plan accordingly: cash and/or travelers' checks can be stored in the camp's safe. **All staff should bring some spending money (in U.S. dollars) with them.** International staff will not be eligible to receive payment until they have been issued a U.S. social security number by the Social Security Administration.

PAYROLL ADMINISTRATION: Tel Yehudah payroll is administered through a third-party system, Zen Payroll. Staff members will receive specific instructions to input personal information into the system, which will also include completion of information necessary to satisfy government-required employment documentation for payment purposes, including the W4 form, I-9 form, and IT-2104 form. It is the employee's responsibility to designate appropriate filing status and tax withholding amounts based on his or her personal and financial situation. **Paychecks will not be issued to anyone who has not registered themselves in our payroll system as instructed.**

DOCUMENTATION OF LEGAL WORKING STATUS: All paid employees must demonstrate their legal working status including a valid Social Security number. All paid employees must submit a completed I-9 form (which will be requested as a part of the hiring process) including all required documentation no later than the third day of employment. Non-citizens and non-residents of the United States must have a valid work visa or cultural exchange visa. See the "Lists of Acceptable Documents" for the forms of identification you will need in order to complete and submit your I-9 Form. **You must bring either ONE original document from List A, or TWO original documents (one each) from List B AND List C for completion of the I-9.** Failure to submit any required documentation and completed I-9 form may result in termination immediately upon the end of the third day deadline.

RECORDING TIME WORKED: Certain staff members are compensated at hourly, daily or weekly rates. These employees must record their time worked on a daily basis and submit them at the end of each pay period to supervisors for approval and signature.

Falsification of time worked is a serious violation of policy and may result in immediate discharge. Employees may not mark or adjust another employee's time sheet. Supervisors are responsible for retaining all time sheets and submitting to the Associate Director immediately upon the end of the pay period.

GRATUITIES – STAFF TIPS: In accordance with American Camp Association guidelines and with respect to our values, no tips shall be accepted by a staff member. Staff members shall direct those who wish to make a contribution to the Camp Director, who will put all of the money toward a staff activities fund. Staff members will receive notice when a contribution has been made in their honor.

HOUSING: The camp provides room and board for all staff members during staff training and camper sessions.

CONDUCT AND BEHAVIOR

GENERAL STATEMENT ON THE OBJECTIVES OF CAMP: Tel Yehudah aims to inspire Jewish and Zionist youth from around the world to experience and embrace the diversity of the Jewish people in a joyful and diverse community while training them to become leaders who affect positive change for the Jewish people, Israel and the world.

Each staff member is expected to be a personal example (*dugma ishit*) that strives to uphold the principles of Young Judaea and Tel Yehudah. Specific Jewish rituals and practices are observed in accordance with Young Judaea policies. These observances and practices are to be upheld in camp regardless of the individual's personal practices outside of camp.

GENERAL STAFF BEHAVIOR:

- Staff will actively participate in all camp programs and supervise campers at all times.
- Staff agrees to adhere to all policies, procedures, and rules of Camp Tel Yehudah and Young Judaea.
- Staff agrees to comply with and uphold the standards of the American Camp Association.
- All staff must be on time for, and participate in all camp programs,
- Sexual harassment of any type is morally and legally unacceptable and will not be tolerated.
- Staff members agree to care for and help maintain camp property. Any camp property willfully damaged or painted/drawn on by a staff member will be replaced and/or repaired **at the expense of said staff member.**

REPRESENTATIVES OF CAMP: It is understood that all policies with regard to staff conduct also apply to day trips, overnights, etc. Staff members should also recognize that they are representatives of Tel Yehudah and Young Judaea even when they leave the camp grounds including, on their time off. Appropriate and legal conduct is expected or the employee may be dismissed.

POLITICAL ACTIVITY: Please keep in mind that while individuals have a right to engage in political activity in their private capacity, Camp Tel Yehudah (including its staff and other representatives on its behalf) is prohibited from directly or indirectly supporting or opposing candidates for public office or participating in election/political activities that have the same effect.

DRESS: Camp Tel Yehudah is a leadership camp for teenagers. Proper dress is therefore necessary to promote positive Jewish role modeling. Clothing suitable to camp activities and weather is the responsibility of each staff member. Clothing not appropriate to be worn around children (revealing clothing, clothing promoting drugs, alcohol, sex or any other clothing deemed inappropriate by the Director) will not be permitted. Staff members are expected to dress appropriately on Friday night to signify the importance Shabbat. No one, neither campers nor staff, is permitted to walk barefoot in camp. Shirts and shoes must be worn at all times.

RELIGIOUS POLICY: All staff members are expected to attend and participate in *t'fillot* (services) every morning and to observe the laws of Kashrut while on camp premises. All staff members are expected to respect Shabbat. No one is permitted to enter or leave the camp on Shabbat. No electricity is to be used in public spaces. No writing or smoking is permitted, even in the usually designated areas. Computers and phones in the staff lounge, Education Center or camp office may not be used during Shabbat.

KASHRUT: Camp Tel Yehudah is a kosher camp. Regardless of personal practices, staff members are expected to honor the laws of Kashrut (Jewish dietary laws) on camp premises and during camp programs at all times. **No non-Kosher food is allowed in the camp at any time.**

SAFE AND RESPECTFUL ENVIRONMENT

RESPECTFUL WORKPLACE: Camp Tel Yehudah is committed to a safe and respectful environment for all employees and participants. Camp Tel Yehudah is committed in all areas to:

- Dealing fairly and honestly with those who are affected by our actions.
- Treating everyone as we would expect to be treated in the same circumstances.
- Providing an environment free from aggressive behavior or sexual or other unlawful harassment of any kind.
- Providing an environment free from violence for all employees and participants.

ABUSE: Camp Tel Yehudah does not tolerate abuse of staff or campers irrespective of whether such abuse is physical, emotional, verbal or sexual, and irrespective of whether such abuse is carried on by staff against staff, staff against camper, camper against staff, or camper against camper. Camp Tel Yehudah shall have the right, in its sole discretion, to terminate any staff person abusing or suspected of abusing someone else at camp and to report such person to the proper authorities for further investigation.

INAPPROPRIATE SEXUAL BEHAVIOR: Staff members are prohibited from engaging in sexual relations with campers regardless of age or year in school. Camp Tel Yehudah shall have the right, in its sole discretion, to terminate any staff member engaging, or suspected to have engaged, in sexual activity with a camper and to report such person to the proper authorities for further investigation.

WEAPONS: Weapons including, but not limited to, knives, guns, fireworks, smoke bombs, explosives or any flammable/hazardous materials are prohibited in camp, prohibited from being carried on camp sponsored trips, and prohibited on camp property at all times. Camp Tel Yehudah shall have the right, in its sole discretion, to terminate any staff member violating or suspected of violating this policy.

SUBSTANCE USE

USE OF ALCOHOLIC BEVERAGES AND/OR DRUGS: Participation by any staff member in any of the following activities is **strictly prohibited at any time** (including days off and time out of Camp) during the term of his/her employment and is a violation of this policy:

1. The purchase, sale, distribution, possession and/or use of any amount or kind of illegal drugs and/or drug paraphernalia,
2. The abuse of legal drugs (including, without limitation, an individual taking prescription drugs not prescribed to him/her and/or taking non-prescribed amounts of prescribed drugs),
3. The possession, use or distribution of any alcoholic beverage on Camp property, or
4. Any underage, excessive or otherwise illegal purchase, sale, distribution, possession or use of alcoholic beverages, whether or not on Camp property.

The Director of Camp Tel Yehudah or his/her designee shall investigate any reported or suspected violation of this policy to determine whether there has been a violation. Upon the determination, in the sole discretion of the Director of Camp Tel Yehudah or his/her designee, that there has been a violation of this policy, disciplinary action may be taken, up to and including, immediate dismissal or removal from Camp Tel Yehudah.

All employees and applicants understand that they may be required to take a drug or alcohol test at any time and consent to the administration of such drug or alcohol test upon such employee or applicant, including third party tests and blood tests, as Camp Tel Yehudah in its sole discretion deems appropriate. Camp Tel Yehudah reserves the right to take any disciplinary action, up to and including dismissal, or to revoke any offer of employment, on the basis of the results of a drug or alcohol test or refusal to submit to a drug or alcohol test. Camp Tel Yehudah shall not have any obligation to disclose the results of any such tests to employer or applicants or any third parties, unless required by law. All staff members hereby consent to all entries and searches, including third party searches, which Camp Tel Yehudah in its sole discretion deems appropriate, of staff's property and accommodations.

In all cases of discipline, dismissal, and/or other removal, the determination of the Director of Camp Tel Yehudah or his/her designee regarding Camp Tel Yehudah or Young Judeaa's rules, restrictions, and policies and their application shall be final and shall not be subject to challenge in any forum. In addition, Camp Tel Yehudah reserves the right to contact the local and/or other relevant authorities. Any violation of law by or involving a staff member will be subject to the penalty, laws and rules imposed by the local and/or other relevant jurisdictions, and Camp Tel Yehudah will not undertake to provide the staff member with legal assistance.

SMOKING: Smoking (including e-cigarettes) will be permitted on camp grounds only during designated times, when a staff member is off duty, and only in the specifically designated areas. Smoking is never permitted inside any buildings on the camp grounds. Smoking is not permitted in the presence of campers at any time. Distribution of cigarettes to campers is prohibited. Smoking is not permitted on Shabbat whatsoever, and upon determination in the discretion of the camp director, that there has been a violation of this policy, disciplinary action may be taken, up to and including, immediate dismissal.

TECHNOLOGY AND COMMUNICATION

ONLINE COMMUNICATION POLICY FOR STAFF:

Purpose of This Policy: Camp Tel Yehudah recognizes the pervasive use of social networking and various forms of online communications among members of the community and stakeholders. The purpose of this policy is not to fully prohibit such use but to create greater awareness and provide guidelines and boundaries that protect individuals, Camp Tel Yehudah stakeholders in the aggregate and the proprietary activity and reputation of all Young Judeaa entities.

Items posted online or included as part of public communications, whether intended or unintended, can expose personal and proprietary information to the public at large and have legal implications for both the individual and for Camp Tel Yehudah and Young Judeaa. As an employee, one must be aware that his or her words, when published online, may be construed as representing the official position or opinion of Camp Tel Yehudah and potentially harm Camp Tel Yehudah's reputation in the community.

In this technological age, our concern for the safety and well-being of our campers must extend outside the secure walls of Camp Tel Yehudah itself. That is why we require you, as a condition of employment at Camp Tel Yehudah, to observe the rules and guidelines below. We established these guidelines to ensure that Camp Tel Yehudah remains an emotionally and physically safe environment for all staff, employees, campers and families.

General Guidelines for Social Networking and On-line Communications: These guidelines are not intended to be exclusive and, therefore, may be interpreted by Camp Tel Yehudah to include similar rules governing the use of such Internet sites.

Post only appropriate and respectful content:

Maintain the confidentiality of Camp Tel Yehudah trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications. This is proprietary information belonging to Camp Tel Yehudah.

Express only your personal opinions. Never represent yourself as a spokesperson for Camp Tel Yehudah. If Camp Tel Yehudah is a subject of the content you are creating, be clear and open about your relationship to Camp Tel Yehudah and make it clear that your views do not represent those of Camp Tel Yehudah, Young Judaea, employees, or any other stakeholder. It is best to include a disclaimer such as "The postings on this [site/blog/post] are my own and do not necessarily reflect the views of Camp Tel Yehudah.

Be respectful to all Camp Tel Yehudah stakeholders, including employees and participants:

Take a moment to consider the impact of what you post before you hit the "submit" button. Will the picture, comment or story you post be interpreted in such a way that it may cause damage to another person's or Camp Tel Yehudah's reputation?

1. Staff must be thoughtful and respectful in all communications related to or referencing Camp Tel Yehudah, its campers or other staff.
2. Staff must not post any comments or pictures about Camp Tel Yehudah, its campers, or other staff that could be considered threatening, disparaging, humiliating, demeaning, sexually suggestive, or defamatory in any way.
3. Staff must not post anything online that could be viewed as harassing, intimidating, or bullying other staff or campers.
4. Staff must not post anything online discussing or relating to conduct that is prohibited by Camp Tel Yehudah policies, including but not limited to, the use of alcohol or illegal drugs, abuse or inappropriate sexual behavior.

Know and Follow the Rules: Camp Tel Yehudah reserves the right to monitor a staff member's online activities at any time without prior consent or approval. Any postings or pictures that are deemed inappropriate, or not in the best interest of camp or members of our community, must be removed immediately. Upon the determination, in the sole discretion of Camp Tel Yehudah, that there has been a violation of this policy, disciplinary action may be taken, up to and including, immediate termination of employment and dismissal from Camp Tel Yehudah at staff's expense.

MEDIA CONTACTS: Camp employees should not speak to the media on Tel Yehudah's behalf without contacting the Camp Director. All media inquiries should be directed to this individual.

CELL PHONES: Staff members may bring cell phones with them to camp, but **will not be permitted to carry** them around during working hours. Staff will be able to retrieve their phones when they are allotted time off in order to use them, **only in designated, staff-only areas** that cannot be viewed or accessed by the campers. Staff members that use their cell phones during work may be asked to turn in their phones to camp.

MEDICATION PROCEDURES & REGULATIONS

PHYSICAL EXAMINATION: Every staff member is required by New York State Law and the American Camp Association to have a medical form with a physician's signature on file at camp. The documented physical examination must have taken place within the last 24 months prior to the summer season.

The required Physician's Examination form is accessible online through the [Campminder Forms Dashboard](#) and must be completed by your health care provider and received by the camp office prior to your arrival to camp.

MEDICATION REGULATIONS: New York State Law prohibits staff members from keeping any medication (including over-the-counter items such as vitamins, analgesics and anti-histamines) in the bunk area. **Please send only the necessary quantities of prescription medications. All medication must be sent in its original labeled bottle. A physician's written orders must accompany all medication.** All medications, including temporary remedies needed at camp, may be administered at the discretion of the Health Center staff. It is not necessary to bring over-the-counter medicines, as such medicine is available at the Health Center and the Health Center staff will provide these as needed in their discretion. However, staff under 18 years old must have returned the additional health form signed by their physician authorizing which over the counter medications can be administered. Payment for prescription medications ordered at camp will be the responsibility of the staff member. Insurance will be used if possible.

All medications, including over-the-counter remedies and vitamins, will be collected upon arrival at camp and stored in the Health Center. **No medication, including over-the-counter, can be stored in the bunks at any time.** Staff members living in bunks must store their medication in the Health Center. The camp nurse will keep them so that she may dispense them and keep an accurate record of their use. Inhalers and Epi-Pens however are required to be carried by the staff member at all times, with a back-up to be kept in the Health Center. Staff members may be dismissed from camp for keeping medications in the bunk area.

INSURANCE: The camp carries Worker's Compensation Insurance for all staff, covering job related accidents. Worker's Compensation Insurance does not cover illness, pre-existing conditions, or non-work-related injuries. Medical expenses not covered by Worker's Compensation Insurance are the responsibility of the staff member.

Expenses incurred through accidents which are not directly related to assigned camp duties, and therefore not covered under Worker's Compensation Insurance, will be paid for by the individual staff member. It is advisable that each staff member avail himself/herself of a voluntary health and accident insurance plan which affords additional protection.

An independent decision by a staff member to secure medical services other than those provided by the professional medical staff of the camp will be paid for by the individual staff member involved. All staff members are required to have a physical exam at their own expense before camp begins and to provide camp with the required health form(s) signed by their physician.

ALL personal prescription drugs or medications must be kept in the Health Center. No medications of any kind – prescription or non-prescription – will be allowed in the bunks at any time.

VACCINATION POLICY

BACKGROUND: Each year, the American Academy of Pediatrics and the Canadian Pediatric Society publishes a "Recommended Childhood and Adolescent Immunization Schedule." Practicing pediatricians across North America consider this the standard of care, and indeed the context in which they practice. In addition, the Centers for Disease Control (CDC) has established vaccine standards for adults.

With the clear public health based need to protect the camp community as a whole, **we are requiring that all children, staff, visitors, and their families attending Camp Tel Yehudah must be immunized in the manner below.**

CASE STATEMENT: Parents send their children to camp and assume that their children will enjoy themselves, have positive social interactions and be safe and healthy. Safety and public health are priorities for Tel Yehudah. The vaccination of all members of the community is essential in order to maintain a safe environment and decrease the risk of transmission of preventable illnesses. The establishment of a safe environment must therefore include the **requirement that all members of the Tel Yehudah community be adequately immunized** against all of the preventable diseases as recommended by the American Academy of Pediatrics (AAP) and the Advisory Committee on Immunization Practices.

While parents may choose to defer the vaccination of their children or adults may choose for themselves, for Tel Yehudah this is not an issue of individual rights and choice, but an issue of public health and policy. The routine vaccination of all children, staff and visitors is an important public health matter especially in the confined environment of a residential summer camp, with round-the-clock communal living and with some vulnerable populations present.

POLICY STATEMENT: All those who are in residence at camp (children and adults living in camp for longer than 7 days) are required to have age-appropriate vaccines recommended by the American Academy of Pediatrics (AAP), Canadian Pediatric Society, and Center for Disease Control (CDC), with the exceptions noted.

- DTaP, DT, Td, or Tdap (Diphtheria, Tetanus and Pertussis)
- Tdap vaccine is now required for children over age 11
- IPV (Poliovirus)
- HIB (Haemophilus influenza type b bacteria)
- PCV 13 (Pneumococcal) vaccine
- Rotavirus vaccine
- Hepatitis B
- Hepatitis A- strongly recommended
- MMR (Measles, Mumps, Rubella) or serologic evidence of immunity.
Adults born before 1957 are assumed to be immune to measles.
- Varicella vaccine (Varivax – for Chicken Pox), or serologic or historical evidence of immunity
- Menactra (Meningococcal disease / Meningitis) - required for those age 11 and older (See below)

IMPORTANT FOR SUMMER 2015

Our camps strongly recommend the administration of the **Hepatitis A vaccine** according to the standard AAP/CDC vaccine schedule. Please consult with your doctor about the recommended AAP/CDC schedule for the Hepatitis A vaccine.

Due to recent outbreaks of Pertussis and to the possibility that immunity may deteriorate over time, we are strongly recommending the **Tdap booster** for those 7 and over who need a Tetanus containing booster and who have not already had one Tdap.

We have seen a large number of flu cases this season, largely due to Influenza Flu A Virus. As we do not know the probability of the flu extending into the summer months, as has happened in some past years, we **strongly recommend** that all campers and staff receive **flu vaccine** as soon as possible.

Tel Yehudah makes the following exceptions:

- **Gardasil or Cervarix (HPV vaccine):** though recommended by the AAP and CDC, it is a relatively new vaccine for both young women and young men, and we are not in a position to mandate its use.
- **Menactra:** In Canada, the National Advisory Committee on Immunization has not yet endorsed general use of Menactra; therefore, Menactra is not covered by the provincial health plans. Accordingly, while campers, faculty, and staff attending Tel Yehudah are **STRONGLY ADVISED** to receive Menactra, at this time they will not be mandated to receive it. For more information about Meningococcal disease, [click here](#).

Policy Exceptions: We recognize that individuals, who have had a documented allergy or severe adverse reaction to a particular vaccine, will not be able to receive further doses of that individual vaccine. In addition, individuals with medical conditions such as congenital immunodeficiency or HIV, malignancies receiving chemotherapy, transplant patients, and persons receiving immunosuppressive drugs and chronic steroids, will not be able to receive certain vaccines. **In these instances, a physician documenting the problem and exempting the child from further doses of that specific vaccine must be furnished to Tel Yehudah.** In addition, if an individual or his/her family believes that a specific situation poses extenuating circumstances, and furnishes a letter from a medical doctor (MD) substantiating this contention, Tel Yehudah will review such situations on a case by case basis.

MISCELLANEOUS

MINORS AT CAMP: Staff members under the age of 18 are not permitted to leave the camp grounds unless they are authorized to do so in writing by their parents/guardians and accompanied by specific supervisory staff designated by the Camp Director, and then, only in a camp owned-vehicle.

PERSONAL BELONGINGS: Camp Tel Yehudah is not responsible for the loss or damage to the personal possessions of staff members brought to camp. A safe for valuables will be available for staff use during the summer.

PETS: No pets will be allowed in camp without prior written permission from the Camp Director. There will be no exceptions under any circumstances!

STAFF VISITORS: **Tel Yehudah allows staff members to host and invite guests to visit camp for Shabbat only.** Staff members must submit a request for visitation via an online form that will be provided at the start of the summer season. Visitors will be approved at least three days in advance of the requested date of visitation by the Assistant Director. Visitors will also be required to sign a release prior to entering the camp. This policy will be strictly enforced and failure to obtain necessary permission will result in the visitor(s) being sent away or not being allowed entry into camp. All visitors, including family of staff members, must register at the camp office upon arrival to camp. Guest Pass(es) and Visitor Parking Permit(s) will be issued upon initial arrival. Visitors may not enter camp living areas unless specific permission is given by the director, and they must be accompanied by a staff member (their host at camp). Camp Tel Yehudah has very limited sleeping facilities, so visitors should not automatically expect to be housed in camp. A limited number of guests will be allowed in camp at any time.

All visitors are expected to abide by all Camp Tel Yehudah policies and procedures, and to abide by Young Judaea camp observance and religious policy, including prohibitions against arriving or leaving during Shabbat. Visitors staying overnight are expected to make a \$25 donation to the camp for their stay. No visitor will be permitted to stay more than two nights at camp. **Visitors are expected not to interfere or disrupt the functioning of the regular camp program or any staff member's ability to perform his/her required duties.** Any visitor who does not uphold camp regulations, the above policies, and any additional requests regarding his/her visit, will be asked to leave the camp premises immediately.

Staff Release Statement



Tel Yehudah
תל יהודה

By signing this policy manual, I release, discharge and covenant not to sue Young Judaea Camp Tel Yehudah Inc., Young Judaea Global, Inc., or any of their respective officers, directors, employees, volunteers, representatives, members, donors, agents, affiliates, related entities, successors or assigns (hereinafter collectively "YJG") from any and all claims and liability of any kind whatsoever, including those which have not yet arisen or matured, except claims for unemployment insurance benefits, disability benefits, workers' compensation, or as otherwise required by applicable law.

By signing this policy manual, I irrevocably grant to YJG and its licensees the right to photograph, film, videotape, audiotape and/or otherwise record, by any and all methods now or hereafter known, my image, voice and/or likeness and to use my name, voice, and any photograph, image, or likeness in which I may appear, including those photographs provided to Camp Tel Yehudah by me, or any utterance or statements I may make, or any portion thereof, in any and all media including the Internet, any number of times, in any and all manners, and by any and all means now or hereafter known, for advertising, trade, fundraising, promotional or other purposes, without my approval or any additional compensation, unless prohibited by law. I agree that any photograph, image, likeness, utterance or statement taken by Camp Tel Yehudah shall be YJG's sole and exclusive property and, with respect to those photographs provided to Camp Tel Yehudah by me, I certify that I own or have the proper rights to use, transmit, and share such photographs with Camp Tel Yehudah for such purposes. I release YJG from any liability in connection with such use of my name, voice, and/or photograph, image, likeness, utterance, or statement as described in this paragraph.

By signing below, I hereby acknowledge that I have received, read and understand the Camp Tel Yehudah Summer Employee Policies and Procedures Manual and agree to the terms above with respect to my employment. I agree to abide by the contents of the Summer Employee Policies and Procedures Manual and understand that failure to abide by the contents of the Manual may result in termination of my employment.

Printed Name of Staff Member

Date

Signature of Staff Member

Date

If the Staff Member is under the age of 18:

Signature of Parent/Guardian of Staff Member

Date