



SAFETY: You've heard it, you've said it, but it's worth repeating: Safety is #1. When parents register their children, they are required to provide you with emergency and medical consent forms. After accurately entering all the data in your database program, it is a good idea to place all the forms in a binder. Designate one sheet protector per child with his/her name and bunk on a bright colored label, affixed on the bottom right corner of the sheet protector. The sheet protectors should be placed in alphabetical order and should each contain the child's registration, trip release, medical consent and emergency forms.

The binder is to remain in the office at *all times*. Counselors receive a *copy* of registration, trip release and medical consent forms, copied back to back, and are required to carry it at all times. Counselors should be prepared with a guide of camp's emergency procedures, should the need arise, G-d forbid.

As an added safety measure, it is a good idea to hi-tech your safety system a bit. After entering the data in your database program, fields such as child's name, address, date of birth, phone numbers, parents cell numbers, emergency contacts, and Doctor's name and number should be exported as a C.S.V. file. It can then be imported into the Palm Desktop program, matching fields appropriately. Synchronize this data on the palm pilots of the Directors, Head Counselors, and Camp Mom, in a separate category in the address book, titled Camp Gan Izzy. If one of them does not own a palm pilot, it is usually worthwhile to purchase one for as low as \$60.

On trips, counselors should wear a necklace/rope with a small, flat clear plastic pouch hanging. On one side is their complete attendance list so that they can keep taking attendance and counting campers, and on the other side are the important phone numbers & staff cell numbers.

The following are general safety measures that should be in effect: ① No children may leave the camp doors/gates/grounds without an adult. ② Children can easily get dehydrated from running around during the day. Counselors should make sure that the children are constantly drinking. ③ Although most children will apply sunscreen before coming to camp, they should be told to bring their sunscreen to camp so that they can reapply it during the day, especially before going swimming. ④ Walking around barefoot is not safe and is therefore not permitted. ⑤ Staff members are required to submit personal emergency forms before coming to camp.



MOTIVATION & PRIZES: In order to keep the children motivated, a bunk competition system should be set up at the beginning of camp. Bunks are awarded points for being first to line-up, cleaning up, singing, winning a game, etc. Points are posted on a huge poster for all children to be able to keep track of. If you have a camp website, you can also post points on the website every day. The winning bunk at the end of the week can be rewarded with a trip to 7-11, a special prize, a picnic or a different reward of your choice.

You can also have an individual competition set up in which children in each bunk are awarded coupons for various things like bringing tzedakah, coming on time, doing something kind, etc. At the end of the week you can draw a raffle and one child from each bunk receives a prize, or they can collect their coupons as "dollars" and "buy" something from camp's prize store. Regardless of the system you use, counselors should always hold on to the children's coupons to avoid the children's disappointment over lost coupons. (Some camps choose a "Hachi" or "Best Camper of the Week" every Friday. However, many camps have stopped doing so because while one child goes home ecstatic, the other 10 children feel really bad, so this had not proven to be a good system.)

It is a good idea to have a prize closet in camp, where you keep prizes galore of varied values. For example, you can reward a small prize to children who dressed up for dress-up day, while the winners of the weekly raffle deserve a bigger prize. Prizes can be ordered in bulk from oriental trading, Rhode Island Novelty and other companies. The bigger variety of prizes you have, the more excited the children will be. It's best to think ahead and order appropriate prizes for specific times, for example, globe key chains for international day, water cameras for wacky water day, telephones for Telephone Tuesday, etc. You can also order specific costumes for the counselors, for dress up days or other days.