



# ***2019 Staff Handbook***

CAMP POLICIES AND PROCEDURES  
HEALTH AND SAFETY MANAGEMENT  
DAILY AND SEASON SCHEDULES



# **WELCOME TO STAGEDOOR**

We are delighted to have you working with us this summer and hope to share with you, during orientation, our goals, our enthusiasm, and maybe even our dreams.

This handbook is designed to be a reference throughout the summer. It contains schedules, regulations, procedures, and guides necessary for the 9 weeks. We ask you to ***please read through all the information*** ... you'll also receive a hardcopy during orientation.

Stagedoor is a unique environment. Our children AND our staff see the world in a special way that is colored with magic, passion and tradition. The teamwork and enthusiasm that we exhibit ourselves will soon communicate itself to our campers.

What could be more exciting than the world of theatre compressed into one camp? Share your world with the future.

**OUR MISSION STATEMENT...OUR GOAL...IS**

**A POSITIVE EXPERIENCE  
FOR EVERY CHILD**

This is accomplished by supervising our campers in a mature yet friendly way to provide each one with a successful performing arts experience - in a safe and healthy atmosphere – this summer will be an experience that they will remember for the rest of their lives.

We try to divide our campers' day in thirds... one-third is spent in rehearsal, one-third in theatre related classes, & one-third in recreation. Every staff member should find "time-out" during the day to relax & regain energy. This is essential to maintain patience & function! You will discover that, even if we plan carefully, changes in the schedule will be necessary.

### DAILY SCHEDULE

8:15 AM	Counselors wake campers
8:30 AM	BREAKFAST
9:00 AM	Counselors supervise clean-up of room
9:15-11:30 AM	Rehearsal 1 (Break 10:15-10:30)
11:30 AM	Tech Lunch
12:00 NOON	LUNCH
12:45-1:45 PM	Class 1
1:50-2:50 PM	Class 2
2:50 PM	Mail/Floor Meeting
3:00 PM	Afternoon Rec
4:15-5:15 PM	Class 3
5:15 PM	Tech Dinner
5:45 PM	Dinner 1
5:55 PM	Dinner 2
6:30-8:45 PM	Rehearsal 2 (Break 7:30-7:45)
8:45 PM	Evening Rec
10:00 PM	Curfew; Lights out by 11:00 PM

The above is a **typical** daily schedule for Monday through Saturday.

\*\*\*Sunday is the "dark" day at Stagedoor. Full-time teachers and Artistic Staff have the day off and special activities are provided for campers.

# DAY TO DAY LIVING AT STAGEDOOR

## THE OFFICE:

The office is the communications center of our campus. Announcements are made from there, all postal services and telephone messages originate there, and campers & staff may purchase stamps, canteen cards, notebooks, etc. at the office. This is the location of our safe where we **highly recommend you deposit passports and other non-cash valuable papers** that will fit into envelopes. See office staff for hours the safe is opened.

***\*Never keep large amounts of cash or travelers checks in your room...Stagedoor can NOT be held responsible should cash, travelers checks or other valuables be lost or stolen from your room. If you have cash or traveler's checks, you are concerned about we highly recommend opening a summer account at the local bank in which to deposit these items.***

## TELEPHONES:

Office telephones are **not** available for personal calls.

## MOBILE/CELL PHONES:

Phones are **NEVER** to be used in front of campers...this includes texting (other people on-camp or off-camp), emailing, checking/using apps or games, etc). Please use them only in your own rooms or non-camper areas only.

## THE MAIL ROOM:

Located off the main lobby next to the office. Staff mail is usually in your box after lunch – this is also where you'll find schedule changes, memos, or notes from other staff. If you have a package delivered the office will leave you a note in your mailbox and you can collect it from them. A bulletin board is located to the right of the mailboxes where announcements and schedule changes are posted. ***Make sure and check your mailbox several times each day.***

**MAIL A LETTER:** Mail goes out from the main office about 10:00am daily. There is a drop box on the purple shelf right inside the door.

**ROOM KEYS:** Keys are available for staff rooms. These keys are checked out at the office and a fee of \$5.00 will be charged for each lost key.

## STAFF CHECK-IN & CHECKOUT

If you leave camp, please stop by the office and write your name on the whiteboard (located on the inside of the mailroom door). This is especially important at night & in case of fire or any emergency.

## AUTOMOBILES AND SAFETY:

Your car is welcome but may only be parked in the staff section of the parking lot (**to the LEFT of the telephone pole as you enter the parking lot in double rows**). Never park in the ½ circle driveway in front of the main building, in the back of the buildings, in the Elsie loading dock or by Camelot. **NEVER EXCEED 5 MPH ON CAMPUS! ALWAYS BE ALERT FOR CHILDREN!** You must register your car with the office. Cars we can't identify may be towed. A note on personal safety: local roads are narrow and scenic, but locals don't pay much attention to speed laws! Use your seatbelt, this is a NY state law. Also, the use of hand held cell phones is prohibited by law. During Performance Weekend and on Opening Days, ALL staff cars will need to be moved to a location that will be announced closer to the time...usually the lower parking lot on the opposite side of the field.

## WALKING/RUNNING:

The roads around camp can be very dangerous so please be proactive in your safety when running, jogging and/or biking. Wear brightly colored clothes and run/walk on the left (facing oncoming

traffic). Never run/jog or bike after dark. When walking after dark (especially to/from Bummy's) always walk in groups of 2 or more (NEVER alone), wear light and/or reflective clothing, and carry a flashlight (if you don't have one you can get one from the office).

#### STAFF BIKES:

You may sign out one of the staff bikes in the office. You must by law wear a safety helmet while riding a staff bike.

#### MEALS AND DINING ROOM:

Our dining room is open 3 times a day and often for scheduled evening snacks. Food is served cafeteria style, and *we clean up after ourselves*. Signs will tell you where to deposit trays and silverware.

There are two different mealtimes: "Tech" meal is 30 minutes before kids arrive and those scheduled for early meals must clear the dining hall so that food service can re-set tables for kids. Unfortunately, our dining room is not large enough for the entire camp plus all staff to eat at once. Announcements are often made at mealtime. By our example, we strive to keep a quiet, peaceful atmosphere in the dining room. If any occasion arises that may require adult supervision, all staff are expected to help.

We regret that visitors to camp may not be invited to dine with us. Please arrange for your guests to eat off campus.

Our kitchen and dining areas are off-limits to staff when meals are not being served. Sorry....no midnight snacks!

BREAKFAST TIMES: **8:15am for RNs & GLs only**. This is because they must be on duty during breakfast when all others eat at 8:30am.

#### STAFF ROOMS:

Staff is responsible for keeping their own rooms clean. We provide cleaning materials and access to vacuums. Please report right away any problems with windows, bathrooms, etc. We have an old building and are aware of the problems you may encounter. To notify maintenance, please post a note on the Maintenance Board located in the main office. There are to be **NO OPEN FLAMES** (*candles, incense, matches, lighters, etc*) in rooms...also no hot plates or devices that may start a fire...it's a wooden structure – 'nuf said!

Non-counseling staff...please respect the counselor's job at curfew and leave their living area when requested. No chatting in the halls - and never in children's rooms at any time.

Please do not move furniture from room to room! Notify us of your needs. We have shades, light bulbs, lamps, fans etc. We reserve the right to change staff rooming assignments at our discretion.

#### STAFF PETS:

Unfortunately, we can not permit staff to bring pets to camp.

#### STAFF GUESTS:

Your guests & family are invited to camp only on your day off and the Friday of performance weekend...due to the small capacity of some of our theatre spaces, Saturday can get overcrowded. We regret that we are unable to invite guests to join us in our dining hall. Please make plans to have meals off campus. Guests must be off camp grounds by 9 pm or on performance weekends following the show. **NO VISITORS MAY STAY OVERNIGHT IN STAFF ROOMS WITHOUT PRIOR AUTHORIZATION FROM THE ADMINISTRATION.** A list of local motels will be provided for your convenience.

### STAFF LOUNGE:

A small staff lounge is located at the end of the tech wing, where you will find WIFI access, a TV (*please do not remove the remote control from the room*), laundry facilities, etc. This room is off-limits to campers. This room must be kept clean by those who use it. Please do your part.

### SMOKING:

Smoking is **only** permitted behind the Elsie Theatre. It is the responsibility of the smokers who use this area to keep it clean...Always place butts in the cans provided - never flip butts onto the ground! ***Anyone smoking in a building is subject to dismissal.*** The safety of our camp population is of far greater importance than the individual's desire to smoke. Under no circumstances are campers allowed to visit the smoking area or should you smoke in front of campers. Campers are never allowed to smoke. Giving cigarettes (or tobacco of any sort) to campers, of any age, will result in dismissal.

### DAYS OFF:

A 24-hour day off is provided for each staff member every week after the first week of camp (excluding the last week of camp). For counselors, this usually begins after breakfast and ends the same time next day. Day off for full time teachers and Artistic Staff is Sunday. Tech & Powerstaff days off will be scheduled separately by departmental supervisors. During the last week of camp, limited time off will be scheduled by supervisors.

### HEALTH CENTER:

The Health Center is located in Camelot (the building across the main courtyard from the Main Building). It is available for emergencies 24 hours a day. If you suspect any medical problem, please feel free to speak to our nurses. ***If a person needs attention immediately - go to the office, not the health center - to report it.*** We will page the nurse.

Never act as doctor or nurse to any camper. Do not offer them aspirin or vitamins or medication of any kind. If you suspect a problem, tell the nurse. Please do not discuss camper problems with others. Aspirin, Tylenol, cough drops, band aids, etc. are available at the Health Center. NY State law prohibits the campers from having ANY medications in their rooms (this includes aspirin, over the counter drugs, etc). If you see that a camper has not complied, please tell a GL or any of the nurses.

Injuries - all injuries must be reported to the office immediately and a report form filled out.

### SWIMMING POOL:

Staff is invited to use our pool during their free time whenever a lifeguard is present, and no class is in progress. Regular pool times will be posted and any special swim times for staff will be announced.

All staff members must pass a deep-water test administered by the head of the swimming dept. or the certified assistant before swimming. Staff are to follow all posted pool rules and assist in maintaining quiet when the lifeguard requires it. ***NO ONE MAY EVER SWIM ALONE.*** There must always be at least at the pool for swimming, the lifeguard and at least one swimmer. Any staff member who swims alone, or without the presence of a lifeguard, is subject to dismissal.

### CAMP SECURITY:

If you see a stranger on campus, please bring it to the immediate attention of any camp supervisor or director. If unable to do this personally, the information should be sent to the office or a supervisor should be sent for at once. Staff members should accompany unknown persons to the main office and seek assistance of camp supervisors. Always be courteous but follow through at once. The evening maintenance will have specific instructions for any occurrence after program hours; in all events, the incident - if any - will be reported to the camp director on the night watch report. The camp community is advised that one of the camp directors is always available 24 hours a day for any

need that might arise, and it is better to seek the help of one of us rather than take a risk which could be avoided.

*Security on the Site:* Staff is available and working 24 hours a day; after program hours, the OD's are on; after OD hours the evening security is on duty. Supervisors and camp directors are always available 24/7 via radio. All program areas and buildings are secured at night by night security or the program heads. During the day, staff supervisors are always checking the various buildings and are maintaining other safety procedures. The safety and well-being of everyone in the camp community is the joint concern of everyone living in camp; we stress the buddy system: always having someone with you; this allows one person to seek help for another if such help is needed. Please be advised that staff and guests who return late to the buildings may be stopped and questioned by security.

#### FIRE DRILLS AND FIRE SAFETY:

Fire safety is the responsibility of every member of the community. Every building is inspected before camp opening by the N.Y. State Board of Health. We are in total compliance with New York and ACA standards. There are smoke detectors in every room - the removal of batteries from these detectors is a totally irresponsible act!! These are checked on a regular basis. We have sprinklers, pull alarm stations, and evacuation sirens and bells in sleeping buildings. Fire extinguishers are found in all buildings with extras in sleeping, kitchen, and risk areas. Find the one nearest you!

Fire safety and fire drills must always be taken seriously! Preparedness saves lives! Never assume an alarm is merely a drill.

#### STAFF LAUNDRY:

A small coin operated laundry is located adjacent to the Staff Lounge underneath the Tech Wing. The camp is not responsible for personal laundry left unattended. Additionally, laundry for the campers is sent out every week and you may include yours. It must be in a Stagedoor bag (which you can get from one of the GLs). It will be returned later in the week. There are several Laundromats near the camp with drop-off service if you wish to do it yourself. Ask at the office.

#### STAFF INTERNET:

The computers in the office are NOT for personal use. There is WIFI service located throughout the camp for both work & personal use. WIFI service at Stagedoor is encrypted; if you wish to use the WIFI we will program the access code & password into your computer or other device for you (but only on 1 device per staff member). Campers are never allowed to use staff computers for ANY reason or be given the access code...if the campers get the codes the WIFI access will be discontinued. Tampering with WIFI routers or disabling/resetting security features will cause the WIFI access to be discontinued.

Due to the large number of individuals that need to use the WIFI system there is to be ***no streaming videos or music and the use of video chatting programs, like Skype, are NOT to be used.*** Laptop computers are NEVER to be used in front of campers...please use only in your own rooms or non-camper areas only.



# CAMP IS FOR KIDS

Stagedoor is for children who love theatre! They arrive filled with excitement, expectations, and a bit of terror. Some are away from home - possibly a great distance - for the first time. They come from all over the United States and many foreign countries. Our average population is 280 campers.

EVERY STAFF MEMBER IS RESPONSIBLE  
FOR THE SUPERVISION OF CHILDREN.

Campers are supervised 24 hours a day at Stagedoor. This is accomplished through the taking of attendance in classes and rehearsals, buildings that always have staff on-duty, coverage at all exits and inspection of traffic, counselors on duty during recreation, meals, and lights-out. It is our intention that a staff member be within sight or hearing of all campers at all times.

## Camp Discipline and Behavior:

At Stagedoor we praise behavior; we do **not** ridicule, harass, or make an example of any child. We ask for courtesy, respect, and good manners at all times.

We believe in finding out what is at the root of misbehavior and helping the camper to solve the problem. Never assume anything! Listen to what your camper is saying. If you experience a problem with a child, or feel one may exist, please go to Barbara right away. We want to help - and we may have information you do not. At Stagedoor, a camper's family, personal, or medical history is considered private!

We never deny food as a form of punishment.

## Rehearsals and Classes:

During rehearsals or classes, we never condone screaming, abusive language of any kind, threats, or any sort of isolation punishment. **You may not threaten to remove a child from a show or role.** You may not switch assigned roles...if you have a concern about casting, content, language or any other show related issue please go see Chris.

Please be aware that many children may have learning disorders that were **not** reported by families. This should always be taken into consideration when there is a problem in rehearsals.

All campers are required to attend classes and rehearsals every day. Attendance must be taken by teachers and stage managers and any absentees reported to the office. Attendance sheets will be provided and checked by counselors. Cooperation is expected of all campers. Please report problems. Any disruptive child should be given a warning and if the behavior persists then send them to Barb.

If a camper says he/she is ill, they must report to the health center. Children are never allowed to return unsupervised to rooms.

During the first days of camp, many will experience home sickness. This may manifest itself in headaches, upset stomachs or tears. Try involving the child in activity as much as possible. Notify and/or take the camper to Barb (Camp Director) as soon as you can.

In all cases, deal with problems in a rational, quiet way. Take the child aside and avoid confrontation in front of others. Discuss a solution - not the problem - in a relaxed manner. Yelling, threats, or any kind of verbal or emotional abuse are totally ineffective ways of working with people (children or adults!). *They will not be tolerated.*

Remember this: There are three negative responses to hostility; FRIGHT - FLIGHT - OR FIGHT

## **Children and Trust:**

Child abuse is a part of the headlines and the media on an almost daily basis. The issue is dealt with in our staff training program openly and forcefully. There is no room at Stagedoor for any form of abuse whether it be verbal, emotional, physical or sexual.

We are in the business of caring for children and hold the trust between child and adult to be sacred. Any behavior by any staff member that we feel may be a threat or in violation of this trust, during or after camp, will be cause for dismissal and possible legal action. Any allegations from any source will be investigated by camp directors in an immediate way. There should never be any open discussions of these matters, so that they may be handled in a mature, quiet, unemotional way. If any wrong behavior is found to exist, termination will result.

Physical contact with a camper is not acceptable and could be reason for dismissal. During orientation, we will discuss the differences in touching. Remember: There is **always** an age difference between staff and campers. Campers (and their family!) respond in very different ways to any form of touch, or friendship, by a supervisor of children. Always seek the aid of a supervisor if you feel a situation is out of control or if you feel uncertain.

Staff members are never allowed to take campers off campus for any reason unless scheduled by the directors as part of our program. And likewise, please do not bring food or drink back to camp for campers.

Campers are only allowed to use phones at certain hours. Never assist a camper to call home for any reason. Ask Barbara before any calls out of camp.

*Under no circumstances should a camper be visiting a staff room. We suggest you both go into the hall or lobby if you need to chat. All rehearsals or coaching should take place in a studio or theatre at an appropriate time. No children should be out of their rooms after curfew. Non-counseling staff should leave the children's living areas and halls at curfew. There is never a need for non-counseling staff to be in camper rooms or living areas (this includes counseling staff rooms of the opposite sex).*

All classes, rehearsals, etc. are to be of public nature and held in classroom and/or theatre areas.

At Stagedoor Manor we are foremost about taking care of children. We take pride in our response to and respect for the multi-cultural diversity found in our society as a whole and the theatre world in specific. We have outlined the following to help you understand our expectations in how your personal information should to be dealt with in dealing with our campers.

- *Campers are not here to be educated about sexuality by our staff. This is a topic to be dealt with by their guardians.*
- *When asked a direct question about your personal life, we do not ask you to lie but it is your decision whether you wish to give them any information at all about marital status, etc. We suggest that these personal questions be deflected, and the conversation avoided or kept to the minimum of information.*
- *We spend a great deal of time and travel selecting the very best staff from all over the world and know that you will have a wonderful experience interacting with our staff and students.*

## **FIRE SAFETY DRILL PROCEDURE**

- A. Rouse others who are asleep. Be careful when walking down fire escapes. Use nearest exit. Walk, do not run. Close room doors as you leave. Hold onto rails. Take one step at a time.
- B. Report directly to Playhouse. You will be directed to one of three rooms...the Canteen, the theatre, or the dance studio in the Playhouse. Sit down while attendance is taken. **DO NOT TALK**. Staff members sit with others from their wing. Counselors will account for all of their campers and report missing persons to their group leader.
- C. Building marshals will check buildings as soon as alarms sound and will check all beds and bathrooms and closets prior to reporting total evacuation of unit to control center in Playhouse.

### **FIRE MARSHALS:**

Attic \_\_\_\_\_ *Kelsey Euler*  
3<sup>rd</sup> Floor Main (staff) \_\_\_\_\_ *Maggie Savoie*  
Queen's Blvd \_\_\_\_\_ *Paul Williams*  
3<sup>rd</sup> Floor Tech Wing \_\_\_\_\_ *Antonio Sierra Hernandez*  
2<sup>nd</sup> Floor Tech Wing \_\_\_\_\_ *Todd Roberts*  
1<sup>st</sup> Floor Tech Wing \_\_\_\_\_ *Jay Curtis*  
New Tech Trailer (Ritz) \_\_\_\_\_ *Janine Forster*  
Old Tech Trailer (Shop) \_\_\_\_\_ *Caleb Garner*  
Camelot \_\_\_\_\_ *Esther Mendoza*  
White House \_\_\_\_\_ *Lawrence Leshar*

- D. Remain in Playhouse until you hear the "All Clear" announcement from Barbara, Chris or a camp supervisor.

### Playhouse Supervisors and Counselors

- A. Counselors: Immediately account for all of your campers. Report absentees to group leader.
- B. Maintain quiet and order in Playhouse.

Personnel in Charge: Group Leaders and others designated by Barbara, Chris or Cindy.

- NOTE: Keep a warm garment and slippers near your bed in the event of evening drills.
- Do not listen to rumors. Official announcements will be handled by Barbara, Chris or Cindy.
  - Actions are essential; reactions are personal and must be secondary to acting.

\*All staff members must be on duty and out of building during fire safety drills and are to assist with the procedure. Enter the Playhouse and help to maintain total quiet while waiting in the space assigned.

# **FIRE DRILLS**

When the alarm goes off, all staff will go quickly and quietly to the Playhouse.

All must wear shoes.

Please have kids sit and keep quiet. Once counselors have accounted for all campers, your group leader will check for any missing campers. Group leaders will also call the role of staff living in their wings. If a person is missing, the name should be called in each assembly location. If a person cannot be located, the Group Leader will appoint a staff member to check the housing area or grounds for the missing person.

All staff will assist in maintaining quiet throughout the drill and help with camper movement to the Playhouse. All staff should remain silent while in the Playhouse and during roll call. Barbara or Chris will announce an "all clear" when the drill is completed.

Playhouse Theatre steps – Times Square campers & counselors.

Playhouse Theatre stage – Broadway campers & counselors.

Playhouse Theatre floor area – Hollywood & Schubert Alley campers & counselors.

Dressing Room/Dance Studio - Barrymore campers & counselors.

Canteen – All non-counselor staff.

# **CHAPERONES FOR OUT OF CAMP TRIPS**

1. All out of camp trips must be approved in advance by Barbara.
2. The trip leader must have a list of campers involved in his/her possession and attendance checks at appropriate intervals.
3. A minimum of two staff members must accompany any trip off campus. One staff member must have American Red Cross First Aid or equivalent.
4. In the event of an accident or emergency, the entire group should be brought together at the nearest safe point, while one staff member phones the camp for assistance. (845-434-4290)
5. Both chaperones should carry a charged mobile phone with them.
6. If an accident occurs, administer first aid but do not move the injured party until receiving advice from camp.
7. Be vigilant at all times: make sure entire group is far from the road in a safe area until help or assistance arrives from camp.
8. If an unruly camper is in the group, phone camp for assistance. Do not split up the supervisory team.
9. Upon return to camp, check in with the supervisor on duty to report safe return. If an accident has occurred, see the Health Director immediately to fill in proper accident forms.
10. If you are driving a camper to an off-campus activity be sure all seat belts are fastened prior to operating the vehicle. (Vehicle safety list is posted in the vehicle and in your staff manual.)

# **LOST CAMPER PROCEDURE**

REPORT TO OFFICE. See supervisor on duty.

1. Reporting person gets description (i.e. clothes, last seen, etc.) from counselor or last teacher or roommates.
2. Supervisor pages LOU COSTELLO and \_\_\_\_\_ (camper's name) to the office (every 5 minutes).
3. Ellen organizes a team of supervisors and search teams of all available immediate available staff.
4. Hannah Martin (PSM): Checks behind the Elsie and the outdoor pool, the rear of the tennis courts, and Karmel Road from caretaker's house to area below Playhouse. Report to office.
5. Jessie Higgins (PSM): Check Camelot rooms, closets, baths, TV studios, then all Main studios, Merman, Carousel, then assist with Main rooms and report to office.
6. G.L.'s check ALL rooms on their halls (closets, baths, check for correct number of occupants after curfew).
7. Barbara remains in office for communications.
8. After room check, Chris and Rob go out in camp vans to check 3-mile radius of camp. Check with townspeople and businesses in town.
9. Fire drill commences.
10. Call State Police (292-6600) if person not located within 40 minutes. Camp Directors phone parents and notify Board of Health.

*ALL CAMPERS MUST BE ACCOUNTED FOR AT ALL TIMES.*

## **WHAT TO DO WHEN THE LIGHTS GO OUT**

Should there be a large storm resulting in loss of electric power in camp, please do not let your casts or classes leave their respective rehearsal/class spaces. A member of the key staff will come around and give instructions. We will arrange to move campers to locations where emergency lighting is available until the power is restored.

Should the power be out during evening program time, we will group all campers and staff in the Cabaret Theatre, where there are emergency lights, and have a program.

Following the program, if lights are not back, we will dismiss the camp by age and/or as announced by Camp Director.

On each corridor, there are emergency lights. We will use flashlights to get campers to rooms, and one flashlight will be available to each room in addition to camper owned flashlights (torches). Your cooperation will be appreciated as campers will need guidance and assistance.

## **ADDITIONAL PERSONNEL POLICIES AND PRACTICES**

It is our intention to provide all staff and campers at Stagedoor with a safe, happy, and healthy summer. With this in mind, we require all employees to follow all guidelines:

The use or storage of any illegal drugs, marijuana, or alcohol on our campus will be considered a breach of contract and subject to immediate termination. The conduct of any employee who may return to campus under the influence of alcohol or illegal drugs may also be cause for dismissal.

All staff members are expected to assist in the supervision of campers. All staff will be on duty the last night of each session to supervise late night curfews and help with the closing up of camp at seasons end. The health and safety of children is the ultimate responsibility of every adult on campus.

Counselors, by contract, have a nightly curfew of 1:00am unless on night-off. Curfews are supervised by group leaders. Counselors are expected to be in their area of residence by this hour.

The privacy of our campers, and their families, is to be considered at all times. No employee shall solicit, or assist in soliciting, by any means verbal or in writing the attention of any camper or member of their family. Including but not limited to autographs and/or employment.

Sick days...if medically required, up to three days of sick leave may be taken with pay.

The New York State Department of Health requires a health form be on file for every employee. Your medical form must be on file in our health center, otherwise we must require an examination locally at your expense. Dates of immunization are required by law.

Staff who leave earlier than the last day of camp will lose a portion of their salary (calculated on a per day basis). Those who are for any reason dismissed will only collect through the day of dismissal. Staff who are dismissed for reason of behavior may be asked to leave campus immediately.

We carry workman's compensation and disability insurance for all.... state-side employees also benefit from New York State Unemployment and social security. Individual medical visits to a physician, unless involving a job injury, will be the responsibility of the staff member. Overseas staff are covered by their agencies.

All staff members are expected...at all times...to conduct themselves in a manner to be considered as good role models for children.

## **Stagedoor Manor policy specifically prohibits discrimination, sexual harassment, or any other harassment of staff or campers.**

The purpose of Non-Discrimination / Harassment Policy is to ensure that Stagedoor staff, campers and guests are treated with respect and dignity and to provide a process to address any complaints of discrimination or unwelcome harassment. If you believe that you (or another member of staff or a camper) are being subjected to harassment or discrimination, you should promptly report it to your immediate supervisor. If your supervisor is involved in the harassment or discrimination, or if your supervisor does not take appropriate action, you should promptly report the harassment / discrimination to one of the camp directors: Barb Martin or Chris Armbrister. Your report of harassment, sexual harassment or discrimination may be written or verbal, but any verbal report should be followed by a detailed written report to the Camp Directors.

### **BULLYING POLICY**

Stagedoor believes that all our camp members have the right to a safe and healthy camp environment. We, as a community, have an obligation to promote mutual respect, tolerance and acceptance. Stagedoor Manor will not tolerate behavior that infringes on the safety or well-being of any student, staff member or guest. A person shall not intimidate, harass or bully another person through words or actions. Such behavior includes (but is not limited to): direct physical assaults, social isolation or manipulation, etc. Stagedoor Manor expects all persons to immediately report incidences of bullying to their supervisor or a camp administrator. Each complaint of bullying will be promptly investigated and dealt with as efficiently as possible. This policy applies to all persons while on camp grounds and/or engaging in camp sponsored activities.

### **ACTIVE SHOOTER POLICY**

Should there be a dangerous stranger on camp there are two(2) main actions for you to take.

1. Evacuate.
  - a. Have an escape route in mind (look around your main work areas in advance for options).
  - b. Take all children in your care with you.
  - c. Leave your belongings but TAKE your phone & radio (if issued).
  - d. Make your way to Karmel Road and to the Firehouse on 52.
  
2. Hide Out.
  - a. Avoid open areas.
  - b. Stay out of view.
  - c. Blockade your hiding space.
  - d. Do not venture out until someone comes to get you.

Keep calm. Keep your head. Keep the kids in your vicinity safe. Get somewhere you can safely hide or run away from the situation to Karmel Road and head to the Fire Station or the opposite way toward Luxor Estates.

# ZOMBIE APOCALYPSE PLAN

Should there be a Zombie Apocalypse, we ask that our staff remain calm and maintain swift control of the situation. It is our hope that parents will come to get their kids to take them to safety. At this point, all staff members are welcome to abandon their contracts if they feel they are better off running alone. For those who are left behind, we ask for the following procedure to be implemented.

- 1) *Both campers and staff group together with a staff member who has a radio. This insures that we each group can communicate with each other but that the groups stay small and easy to mobilize.*
- 2) *Everyone in the group will be given time to build themselves a knapsack survival kit. This should include water, food, something for warmth, something to keep dry and something to sleep on. (Pillow, sleeping bag, blanket) Each person should not bring more than they can carry. Those with walkie talkies should have their own knapsack survival kit BUT should be responsible for having the first aid kit (not that it will be of any use should you be bitten).*
- 3) *Tech Staff will take responsibility for building the wall of protection that should encompass the camp property. The artistic staff will be responsible for gathering anything and everything that can be used as a weapon. Admin is responsible for going out and foraging for food and supplies.*
- 4) *Working as a team, our goal is to survive until the government has time to rebuild and supply us with necessary medicine and weapons to defeat the Zombies.*

## **TOP SEVEN SUGGESTIONS FOR SURVIVING A ZOMBIE APOCALYPSE**

**Windows Are Not Your Friend:** Zombies have a nasty habit of crashing through glass windows, so it's best to choose a hideout with as few windows as possible. Steer clear of The Cabaret, the lobby of the Playhouse or any of the rehearsal studios. Basements, even windowless ones, spell trouble so avoid the Oasis, Merman and Carousel.

**Fight World War Z with TNT:** Using dynamite around the undead is a tricky proposition; the right amount of explosives can blow them to bits, but you might get cremated yourself. It's better to stave off those desiccated corpses with a controlled burn. But, Stagedoor's demolitions expert (Janine) warns, make sure it's a fire you can contain. A raging wildfire could prove far deadlier than the zombies themselves.

**Animals: Friend or Foe?** Animals can be invaluable allies at the end of the world, but the zombie infection could render them more of a hazard than help. If the zombie plague is viral, it can infect any living cells, causing even the most docile of animals to exhibit flesh-craving symptoms. Case in point...SHUTTER!

**Gun:** It should go without saying but you will absolutely need one of these. While we suggest a shotgun, sniper rifles and crossbows are also good options. Shotguns are relatively easy to get your hands (talk to any of The Prop Tarts) if you can't find a Prop Tart though, just find a PSM as they have several modified nerf guns...at least you'll look bad ass while the Zombies munch on you.

**Katana:** It's inevitable; you will eventually run out of ammunition. Just don't panic. Although any blunt object will do, samurai swords come highly recommended. Designed to sever spines with a flick of the wrist, zombies shouldn't be too much of a problem. The Master Combat teacher also has several stage combat rapiers.

**Food:** Once the zombies take over most of the fresh food in the world will spoil quickly. Although your first reaction may be to go for the canned goods...don't. They're heavy and will weigh you down. Your only real option is going to be dehydrated chicken & pasta. Gareth will be prepping all summer.

**Last & the most important thing to have in order to survive a Zombie Apocalypse...*Slow Friends.***

*Good Luck...You Are on Your Own...and Welcome Home!*



**STAGEDOOR MANOR ~ 2019**

I \_\_\_\_\_ acknowledge that I have read the Stagedoor Manor Staff Handbook and understand all policies, guidelines and rules put forth in the handbook. Furthermore, I agree to abide by all policies, guidelines and rules set forth in the Handbook for the entire duration of my employment by Stagedoor Manor.

Signed \_\_\_\_\_

Date: \_\_\_\_\_