



Junior Counselor Terms & Conditions and Code of Conduct 2021

Upon confirmation of enrollment, parents and Junior Counselors have agreed to all of our Terms and Conditions listed below. Please note that these are important and cover common situations such as conduct, illness, and a number of scenarios that may occur this summer related to the COVID-19 pandemic. It is your responsibility – parent and JC – to read all of these in full so that you are fully informed of how Outpost will treat issues that may occur with regards to JCs' summer enrollment. If you have any questions about these, please contact our office. Thank you.

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1. PROGRAM DESCRIPTION

The "Junior Counselor Camper in Leadership Training Program" (Junior Counselor or JC Program for short) is a two-week leadership program in which Junior Counselors are paired with a consistent mentor Senior Counselor and group of 12 campers. For the duration of the session, under the direction of the Camp Directors, the JC is responsible for assisting the Senior Counselor in managing logistics, following their group's specific schedule, and helping to create an intentional experience for the younger campers.

Ongoing training is provided to each JC individually and in a group by the Senior Counselor and Camp Directors.

Each Junior Counselor will be evaluated by their Senior Counselor (supervised by a director) twice per session. Evaluations will be discussed with each JC, and JCs will be provided a copy upon request.

2. PLACEMENT

By the Saturday before the first day of the session, the JC will be contacted by their Senior Counselor to introduce themselves and inform the JC of which age group they will have.

*On occasion – usually due to over-enrollment or special skills – a JC may be placed in a "Support JC" role assisting with maintenance, crafts, and/or "floating" from one group to another based on need. In these cases, the JC will be notified prior to the start of the session unless circumstances change unexpectedly.



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3. ENROLLMENT

We require a completed enrollment for each individual JC including up-to-date medical information. Forms are accepted over our secure online enrollment system. *For any medications that need to be administered during the camp day – including over-the-counter medications – parents must complete a form titled “REQUEST FOR MEDICATIONS TO BE TAKEN DURING CAMP HOURS” prior to the first day of camp.

Enrollments are processed on a first come, first served basis. JC enrollments received after the desired session is full will either be placed on a waiting list or cancelled depending on the decision made by the parent upon notification of this situation by our administrative staff.

4. ARRIVAL and DEPARTURE

For all programs (Junior Outpost, Day Camp, and Senior Outpost):

- JCs will arrive between **8:15 and 8:30 AM.**
- JCs will leave between **3:45 and 4:00 PM.**

If a JC will not be signed in and/or out by a parent each day (e.g., if they are driving themselves to camp), the parent must sign the “Self Drop-Off/Pick Up” form included in enrollment. If this form is not filled out, an authorized person must be present to drop off and pick up the Junior Counselor every day.

5. CHANGES

Changes to enrollment (e.g., switching sessions or number of sessions) will be permitted while spaces are available. Please email or call the office to inquire about availability if attempting to change or add sessions once JC enrollment has been completed and confirmed.

6. CANCELLATIONS

Parent-initiated Cancellations:

Junior Counselors play an important role in Outpost, and their attendance and participation is counted on by directors, counselors, and campers. We ask that you and your JC honor your commitment to the camp session(s) once JC enrollment has been confirmed. If you must cancel, please provide as much notice as possible as this allows us to fill their spot without disrupting campers' experiences.

Outpost-initiated Cancellations: In the unlikely event that Outpost is not able to run camp in-person this summer (due to COVID or any other unforeseen crisis/circumstance):

If in-person camp closes for the summer **before March 31**, all programs will be cancelled. If in-person camp closes for the summer **on or after April 1**, virtual camp will be provided every day that camp was scheduled (June 21 to August 13, Monday through Friday) for two hours per day (exact time TBA, likely 10 AM-12 PM). JCs may be asked to assist with virtual camp on the same camp days for which they were enrolled (e.g., Session 2 JCs would assist with virtual camp on July 5 to July 16). If this occurs, directors will reach out to each JC directly to see if they are able to remain in the program and assist with virtual camp.



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7. TEMPORARY CLOSURE

In the event that Outpost must temporarily close a specific group of campers due to COVID exposure at camp – e.g., a child comes to camp and unknowingly exposes others prior to getting a positive COVID test:

For every day that camp is temporarily closed (initiated by Outpost), children will have virtual camp for two hours per day. For days when a specific group shifts to virtual camp, **JCs will be asked to assist Senior Counselors in facilitating virtual camp for two hours per day** that camp is closed.

8. ILLNESS

If a JC has been exposed to COVID or has any of the following symptoms, they should not come to camp:

Cough, shortness of breath, runny nose, fever (≥ 100 degrees), sore throat, nausea/vomiting, diarrhea, fatigue, loss of taste or smell, headache, muscle or body aches, or poor appetite

If a JC has any of the above symptoms consistently due to allergies or for any other diagnosed non-COVID condition, please provide a doctor's note (ideally, prior to camp).

When JCs are exposed or experience any of the symptoms above, they may return to camp:

- Immediately if they have a doctor note stating the symptoms are non-COVID related OR
- Following a negative COVID test result AND 72 hours after symptoms have resolved OR
- 10 days after symptom onset AND 24 hours no fever (without medication) AND symptoms are improving

If the CDC recommendations regarding these policies change prior to the summer, our policies will be updated accordingly, and you will be notified.

9. ACTIVITIES

Vigorous outdoor and recreational activities, including swimming for Day Camp and Senior Outpost, are an integral part of our programs and are included as part of the total camp fee. Although any physical activity has risk, the camp administration believes that with the proper supervision the benefits far outweigh the risks. If there are any activities in which the JC is not able to participate, please contact the office to discuss possible accommodations.

10. ACCIDENTS

In the event that a Junior Counselor is hurt at camp and needs emergency treatment, the staff will try to reach their parents (and emergency contact if necessary) immediately. Outpost Summer Camps' accident insurance covers, up to our policy limits, any injuries received at camp to the extent that they are not covered by any other health and/or accident insurance covering the JC.



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11. HIRING PRACTICES

Outpost is an equal opportunity employer. In hiring our senior staff and directors, we do not discriminate based on gender, race, ethnicity, culture, sexual orientation, gender identity, religion, age, mental/physical capabilities or any other classes beyond what is necessary to perform required job duties. By enrolling your JC, you are acknowledging and agreeing to our hiring practices and trusting Outpost to hire the best person for each job regardless of aforementioned or other discriminatory factors.

12. T-SHIRTS

Junior Counselors are **required to wear an official Junior Counselor T-shirt to camp every day** unless it is a theme day (which occurs about one time per week). At training, each JC will receive four new JC T-shirts. Please try on the shirts. Only unworn and unwashed shirts can be exchanged for another size.

Please clearly mark your name in your shirt before it is worn to camp. For JCs not present at training, shirts will be provided on the first day of camp, and the JC will need to change into the shirt immediately as they are required to be worn every day of camp. JCs enrolled in multiple sessions will only receive one set of shirts for the summer. Additional t-shirts can be purchased through the camp office for \$15 a pair.

13. PERSONAL PROPERTY

JCs should not bring valuables to camp. JCs should wear clothes and bring items that they do not mind getting dirty or ruined. We recommend marking all clothing and items with names (e.g., towels, lunch boxes, etc). Sharpies are available at camp to mark items if needed. While Outpost Summer Camps will try to prevent articles from being lost, we encourage each JC to be responsible for their own property, and we cannot be responsible for and will not reimburse for lost or damaged items.

Prohibited items: All electronics (including smart watches and phones of any type) are prohibited.* Other prohibited items include but are not limited to: alcohol, drugs, weapons (including pocketknives), toys, cards (including Pokémon and other trading cards), stuffed animals, books and all personal items not on the program lists below unless a previous special arrangement has been made with a camp director.

*If a JC needs their phone in order to contact their parent for pick-up or because they are not going home after camp, they may place their phone in the directors' clubhouse (immediately after their arrival at camp) in the cellphone lockbox for the duration of the camp day. Phones will not be accessed until the day is over. Parents may contact the camp office if they need to contact their JC.



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14. DAILY SUPPLIES

Outpost will provide one afternoon snack per day, water bottle refill stations, extra masks if needed, and high-quality sunscreen. Junior Counselors may bring their own sunscreen or snack if preferred.

Personal Use of Outpost equipment outside of camps hours is prohibited.

(Please see Section 2 "Program Placement" for more information about when JCs will learn whether they are placed in Junior Outpost, Day Camp, Senior Outpost, or another role.)

ALL Junior Counselors should bring the following items to camp each day:

Backpack
Water Bottle
Lunch (Peanut-free*)
Mask
Watch
Hats are recommended.

Junior Counselors placed in Day Camp should ALSO bring:

Bathing Suit (one piece or with a rash guard for female JCs)
Towels are optional (Outpost will not provide towels)

Junior Counselors in Senior Outpost will receive an activity schedule specific to their group with directions regarding additional items (ex: swimsuit and towel) to bring each day. This schedule will also be delivered to you via email.

*For Peanut-Free lunches, please do not send anything containing peanuts or peanut butter. You are welcome to send items that are labeled "processed with peanuts" or "may contain peanuts."



JUNIOR COUNSELOR CODE OF CONDUCT

The following policies are our standards of performance and what we expect of our leaders. We have found that clear and consistent expectations help all parties at Outpost focus on what is most important: providing a fun and positive experience for campers.

15a. Communication and Open Door Policy

At Outpost Summer Camps, we recognize that our continued success depends upon the groups of people involved in our organization, including you and all JCs. We value good relationships as an important priority that improves our culture and everyone's experience at Outpost. Positive relationships are cultivated through clear communication – between you and the camp directors, between you and your Senior Counselor, and between all parties involved in camp.

This is why we have an Open Door Policy for you. In almost all cases, problems, concerns, and misunderstandings can be solved through open and direct discussion. We strongly encourage honest, ongoing communication between all Outpost participants and management. We are committed to honoring your time and effort by facilitating a positive environment through active listening and fair problem-solving.

15b. Absenteeism:

It is expected that every JC will attend camp each day of their designated two-week session(s). Because JCs are assigned to a specific group of children for the duration of the session, absences are very disruptive. In the rare case – aside from illness – that absences cannot be avoided, they must be reported to the director and approved prior to the start of the JC's session.

15c. Professionalism and Presentation:

JCs are looked up to by campers as role models and are expected to act professionally at all times while at camp. Specifically, JCs are expected to maintain a mature attitude, use appropriate language, and avoid topics that are inappropriate for camp such as dating, parties, or personal beliefs.

At Outpost, Junior Counselors are required to dress appropriately for the functions they will be performing at camp. In their roles, JCs will need to run, carry items, bend down, reach up, sit on the ground, and play in the pool (for Day Camp and Senior Outpost) among other activities. All clothing worn should allow the JC to do these motions and activities while remaining appropriately covered.

All items worn must be safe to wear while performing one's role, and all attire and accessories must contain camp-appropriate messaging, i.e., clothing or accessories referencing drugs, sexually explicit images or phrases, or other inappropriate topics are prohibited.

JCs are required to wear close-toed shoes, and female JCs are required to either wear one-piece bathing suits or bathing suits with a rash guard.

15d. Gratuities:

Outpost prohibits JCs from accepting monetary and/or expensive gifts from parents or campers. It is permissible to graciously accept cards or small tokens of thanks, e.g., a card and cookies on the last day of camp. Please check with the camp director if you are not sure whether to accept something.



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15e. Substance Use and Possession

The use of, possession of, or being under the influence of alcohol, marijuana, or other drugs during camp is grounds for immediately removal from the Junior Counselor Program.

No vaping, smoking, or other use of tobacco is allowed during camp hours.

15f. Internet and Social Media Practices

The following are guidelines created to protect you, Outpost, and your relationships with campers. Because campers often search for JCs online, and because it is a good professionalism practice for your future, we ask you to be thoughtful about how you portray yourself online.

To protect your campers' view of you and to help you continue to be a role model outside of camp hours, we ask that you do the following things with your social media accounts during your enrolled JC session(s) at Outpost:

- Please make your profiles private.
- Please make your bio – or anything that can be seen publicly – appropriate.
- Please do not request to follow campers or allow them to follow you.

Outpost has permission from parents to post photos of campers on social media. Staff and JCs do not have permission. Therefore:

- You may NOT post any photos or videos with campers in them unless you are reposting something that Outpost has posted.
- You may repost anything that Outpost has posted.
- You may post photos or videos of staff – as long as there are no campers in them.

If staff or directors see photos of campers posted by you, you will be asked to remove them.

By committing to participate in the Junior Counselor program at Outpost, you are also committing to the following things online:

- To be respectful of the camp, its program, the campers, and its employees in all of the communications in your profile, blog, or other internet sites and communications.
- In anything in which Outpost is tagged (by you or someone else), you may not engage in harassment, use vulgar language, or post comments that are derogatory, demeaning, or sexually explicit in nature.

Directors reserve the right to question staff and Junior Counselors about their internet communications involving Outpost Summer Camps. If you are spoken to by a Director or supervisor, please understand that we are doing so in order to protect both you and the campers.



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Acknowledgment and Agreement

Once I identify myself as a Junior Counselor at Outpost Summer Camps, the general public may see me as an ambassador or spokesperson of camp. I agree to and will adhere to the guidelines outlined above, and I understand that adherence to them is a condition of my participation in the JC Program.

I understand that if any of the policies and procedures outlined in the Junior Counselor Code of Conduct are violated, it may result in disciplinary and/or legal action including possible termination of my participation in the JC program.

I have read and understand the above policies and procedures and agree to their terms.