

## AD16.1

**SMOKING/VAPING** Camp Playland is a no smoking/vaping facility. There is no area where smoking/vaping is permitted on campus.

**PHONES/ELECTRONICS USE OF CELL PHONES IS PROHIBITED ON THE PLAYLAND CAMPUS.** Texting, emailing, talking on the phone, taking photos, using the internet and all social media apps while working with campers is grounds for termination. The one exception is for bus counselors who may need to communicate with the camp while traveling on bus routes. If a staff member must make a phone call, a landline phone for staff use is located in the lower level of the office building. Cell phones may be used in this area. If a person needs to call you they should call 203-966-2937 and leave a message with the office. We will deliver this to you. Campers may never use phones without the express permission of the director or a head counselor. Smart watches and other electronics should not be brought to camp.

**CONDUCT** How staff conducts their personal relationships is personal, however personal relationships should not interfere with job responsibilities. Your personal conduct outside of camp should not affect your work. Staff should be well rested and energetic so you may care for the campers to the best of your abilities. Staff is expected to set a good example to campers when responding to authority and being respectful to others. Campers may address counselors / staff as “Aunt” or “Uncle” or by first name. To maintain a professional relationship, staff will address parents as “Mr.” or “Mrs.” The use of alcohol or drugs on camp facilities or working under the influence of drugs and alcohol is prohibited.

**TRANSPORTATION TO WORK** Due to limited parking, it is best if staff members ride a Playland bus. Counselors driving to camp should carpool where possible. Counselors not riding camp buses must be at their assigned area by 9:00 am. At dismissal, the buses must be off camp property before staff members go to their cars. On a typical day all staff will be dismissed by 4:10 pm. Parking is such that cars will be blocked in until dismissal. You will not be able to leave campus during the day.