



2020

Summer Camp

Staff

Handbook

One person can make a difference!

127 Babcock Hill Road
South Windham, CT 06266
Phone: 860-456-1032 Fax: 860-456-4721
www.horizonsct.org

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Mission and Guiding Principles

MISSION

To create and sustain person-centered opportunities for each person with special needs where they live, learn, work and play.

GUIDING PRINCIPLES

We see the whole person and focus on competence and capacity. We specialize in finding the unexpected in people.

We create options based on each person's unique needs and preferences and promote their independence and success.

We learn together with the people we support and engage all of our partners: parents, staff and the people we serve to discover what works.

We find solutions. We solve problems and overcome barriers.

We respond to the changing needs of individuals, families and the community.

We foster outcome-based teams, collaborate and celebrate accomplishments.

We maintain supportive environments and maintain and renew them to exceed licensing requirements and State regulations.

We maximize resources, embrace the challenges of creative fundraising and exercise stewardship for a positive future.

Camp Leadership

Director of Camp & Facilities

Scott Lambeck

SLambeck@horizonsct.org

Director of Health & Operations

Michelle Heimall

MHeimall@horizonsct.org

Director of Staff Services

Kyle St. Jean

KStJean@horizonsct.org

Director of Camp Support Services

Amon Gitau

AGitau@horizonsct.org

Director of Camp Programs

Nicki Lawrence

NLawrence@horizonsct.org

Director of Camp Auxiliary Programs

Stephen Daly

SDaly@horizonsct.org

Assistant Director

Victoria Bachiochi

VBachiochi@horizonsct.org

Camp Programs Manager

Emily Savino

ESavino@horizonsct.org

Thank you for reading this information carefully!

WELCOME!!

This is your Horizons Handbook! Thank you for taking the time to read this over! Please contact a member of the Administrative Team if you have any questions.

Items to Send BEFORE You Arrive (American Staff):

You may mail, fax or e-mail the following with your signature and bring the originals with you. International Staff note that some of these items (Health, Medical) are done through your agency.

____ **Letter of Agreement:** This form states your role, the period of time you will work, and the amount of money you will receive for working. If there are discrepancies, please contact Scott or Kyle to have a new letter of agreement issued. You must sign your letter of agreement and send it in by the May 15th paperwork deadline. Keep a copy for your records.

____ **Health History Form (Cream):** This form is a medical history form. You need to complete this form and sign it, if you are under the age of 18 your legal guardian needs to sign this form. Returning staff: this form must be completed annually, so you must fill out a new one each year. Please send this to us by the May 12th paperwork deadline.

____ **Physical Form (Blue):** This form is extremely important!!!! Your medical doctor, who has done your physical examination within the last two years, must sign this form. The date of the examination must be on the form. Your physical is good for two years. **INTERNATIONAL and RETURNING STAFF:** check your dates! If it's more than two years old you must see your doctor and get another physical and have them complete a new form.

____ **Job Description:** Please review and sign the bottom portion and return the signed copy by the May 15th paperwork deadline. Keep a copy for your records.

____ **Tax Forms:** Fill out your W-2, W-4 and I-9 forms. Please send these back to us by the May 15th paperwork deadline and include a copy of valid identification. In addition, you must have the original identification item with you when you come to camp. **PLEASE LOOK AT THE BACK OF YOUR I-9 FORM** for a list of acceptable identification. Most commonly used items are

Passport or a combination of your social security card and driver’s license. These forms are necessary to receive your paycheck.

____ **Medical Insurance:** You must have medical insurance in order to work. If you are coming to the United States through an agency, your agency may provide medical insurance for you as part of its fee. Please mail or email a copy of your insurance card by the May 15th paperwork deadline. Bring the original insurance card with you to camp.

Junior Staff Must Include the Following:

____ **Blank Calendar:** Fill in the date you will arrive and start working. Also list times during the week you will be able to attend orientation while school is still in session

____ **Junior Staff Guidelines:** Please review with parent/ guardian and both sign attachment A. Your parent/ guardian may choose to fill out and submit attachment B as well.

____ **Statement of Age Form:** Also known as “working papers.” This **MUST** be submitted prior to your first day of work.

On the Horizons Website:

____ **Pre- Camp Survey:** This questionnaire is designed to give us an idea of what concerns or questions you, the staff, might have. We need this information to make sure that our staff training week will include and concentrate on everything you need. Thank you in advance for taking time to fill out the questionnaire! (<http://www.horizonsct.org/summer-staff-forms-information>)

INTERNATIONAL STAFF: Items to bring with you:

____ **Social Security Card:** Everyone who works in the United States must have a Social Security Number in order to get paid. If you are an International staff member, we will help you acquire this upon arrival. If you already have one, you must bring it with you.

____ **Bus Ticket Receipt:** Please save the receipt from your bus ride to camp and give it to Scott when you arrive at camp. Write your name somewhere on the receipt before you give it to us, so that we know whom to pay!

_____ Flag from your country: Please, if you have a flag, small or large, that represents your country, bring it with you!! We have international days to celebrate all the native countries of our staff.

Appropriate clothing: Remember it is summer here. Temperatures range from an average of 85-90 degrees Fahrenheit. Clothing should allow for comfort and ease of movement.

Laundry: We do laundry for you on grounds once a week. You will receive a schedule during orientation. Make sure that you clearly label all of your laundry and put into a laundry bag. Laundry is typically returned to you by the end of the day.

We provide sheets, blankets and pillows for staff that are coming from other countries or flying in from another state.

Here is a list of things that you are not required to have before coming to the United States, but they would be helpful to you when you are here:

International Driver's License: To drive in the US, you must have an international driver's license. In order to rent a car in the US, you must have an international driver's license, credit card and be over the age of 25.

Credit Card: If you have a credit card, a MasterCard or Visa card, you can use this instead of cash.

ATM Card: If you have an ATM card already, you should be able to take money from your home bank account; most of the ATM machines in the United States work through CIRRUS and NYCE. Most ATM machines also accept credit cards, such as MasterCard or Visa. You may also apply for an ATM card when you arrive in the United States if you start your own U.S. bank account.

Valuable Items:

As soon as you arrive at camp, you will receive a "**Valuables Envelope.**" Most counselors prefer to leave their valuables in a locked storage area that we have at camp. Counselors put anything that they do not want to leave in their cabins in a "**Valuables Envelope**" (passport, plane tickets, traveler's checks, money, jewelry, credit cards, insurance card, etc.). You may also purchase a lock in the trading post for your cubby that will be assigned to you in your cabin, to store items at your discretion.

Camp will not be responsible for any valuables you choose to keep with you, if they get lost or stolen. You may access your valuables envelope after breakfast and after dinner.

Medication

If you take any form of medication, whether vitamins, aspirin for headaches or a prescription for a medical condition, you must give that medication to the nursing staff when you arrive at camp. Our medical staff will give you your medication at the times that you need it.

If you have medication that has instructions in a language other than English, please have the instructions for the medication translated into English before you come to the United States. Ask your doctor to sign the English translation of your medication and instructions. Please have the translator sign his/her name at the bottom of the instructions as well if the translator is not your doctor.

If you have minor aches or pains while you are at camp (such as a headache or a cold), our nursing staff is able to provide you with over-the-counter medication (such as aspirin or cold medicine) for free.

Cellphone Use:

Staff are asked to keep their cellphones in their cabins or valuables during the day while with campers at activities. Staff should not have their phones out during activities or while with campers. Staff are able to have access to our guest Wi-Fi on their breaks in addition to our Media Center computers.

Mail

Mail is distributed at lunch time and sent to the post office every day, except Saturday and Sunday. Domestic and international stamps are available at our Trading Post and a Post Office just down the street. The address for you to receive mail or packages is:

(Your name)
Horizons, Inc.
P. O. Box 323
South Windham, CT 06266

USA (if from another country)

UPS or Federal Express delivery to:

(Your name)

Horizons, Inc.

127 Babcock Hill Road

South Windham, CT 06266

USA (if from another country)

Telephone number is: (860) 456-1032.

Fax number is: (860) 456-4721.

Packages: Any package or envelope more than the size of a letter, sent internationally, must contain a customs declaration available in the main front office. You will be required to specify the contents of the package.

Packages sent by air are very, very expensive to send. Packages can be sent “economy”, but take 4 to 6 weeks to deliver. If items cannot be delivered, the mail system will abandon the package unless there is an alternative forwarding address.

Orientation:

If you haven't moved in, you'll be moving into your summer home. Orientation begins on June 14th and is a week long. At Horizons orientation, you will learn all about our summer program and the campers who participate in that program. You will also get to know one another and discover each other's talents and begin team building.

Programs at Horizons

The programs that we offer to campers are listed on the Summer Activities Sheet that we have enclosed. If you have a guitar, music, native costume or anything you would like to bring to enhance your summer experience and our camper's experience, please do!

Planning Your Vacation

Please note that we have a week of vacation from camp. The dates for this vacation are: the afternoon of July 18th – to the evening of July 24th. During this time, the entire camp closes and everyone must leave the campus.

In the past, counselors have planned visits to places all over the United States. Some counselors stay with family or friends they make while they are here. The Camp Team is happy to help give ideas and opportunities for anyone unsure of what to plan to do during this time.

Some websites to consider in planning your vacation during Vacation Week or time spent following the end of camp:

- ✓ www.rvpark.com - This web site lists camping sites in the U.S. Horizons has some camping gear that it loans to staff on a first come, first serve basis, for the vacation week.
- ✓ www.hiayh.org/ushostel/usmap.htm - This web site lists youth hostels throughout the United States. Generally, hostels are the least expensive accommodations you can find.
- ✓ www.peterpan.com - This web site offers schedules and prices for a local bus line connecting with Boston, New York, etc.
- ✓ www.enterprise.com/index.jhtml - This web site is for Enterprise Rent-a-car. If you are 25 years old, or older, and you have an International Driver's License and a credit card (usually MasterCard or Visa), you may rent a car. Ages 21 – 24: a driver's fee will apply.
- ✓ www.amtrak.com - This web site offers train schedules and prices for Amtrak travel throughout the U.S.

Between 8AM and 12PM (noon) on July 18th, all of the campers go home. We work together all afternoon to clean camp and secure it for break week. When the entire camp is ready, we will pay you the first part of your salary and everyone must leave for their vacation destinations. Everyone must return by 7PM on Friday, July 24th.

We spend Friday evening preparing for the new campers and reopening camp. On Saturday, July 25th, we prepare for the campers' arrival on Sunday morning!

Time Off

All staff that is 18 or older gets three days and two nights off per two weeks.

Each junior staff member (staff who is under the age of 18) gets three days and three nights off per two weeks.

The day off will start after breakfast and you must be back with your group by 8 a.m. the following morning.

The night off will start after dinner and again, you must be back with your group by 8 a.m. the following morning.

You do not have to sleep at camp during your time off, but you may choose to do so.

We will provide transportation into town each night if you need it. Transportation reservations should be made before or during mealtimes. We provide transportation home each night before midnight.

FAQ's (Frequently Asked Questions)

- *Where will I stay?*
 - In a cabin with electricity, running water, bathrooms with toilets, showers, sinks, etc.
- *Will I have access to the Internet?*
 - Yes, nine computers are available for staff use in our Media Center.
- *How old are the campers?*
 - From age 8 to adults who are as old as 80.
- *Will I get training?*
 - Yes, we will give one week of intensive staff orientation and training, before the campers arrive.
- *What countries does staff come from?*
 - Some countries represented will be England, Ireland, Poland, Russia, Turkey, Kenya, South Africa, Bolivia, Mexico and many more.
- *How will I get to Horizons?*
 - Each staff person will have their own way of arriving. International staff will receive instruction through their sponsoring agency. If you need assistance with transportation please ask us.