



## Camp Achieve Counselors Information Packet 2015



### Included:

Counselor Rules & Responsibilities  
Sample Menu  
Counselor Packing List  
Directions to Camp Green Lane

### Camp Achieve Staff:

Elizabeth Beil, *Camp, Transitions and Hispanic Services Coordinator*  
[ebeil@efepa.org](mailto:ebeil@efepa.org) ; 215-629-5003 x.103

Sue Livingston, *Education Coordinator, Camp Achieve Medical Committee*  
[slivingston@efepa.org](mailto:slivingston@efepa.org); 215-629-5003 x.102

Website: [www.efepa.org](http://www.efepa.org)  
[www.campachieve.org](http://www.campachieve.org)

Fax: 215-629-4997

## CAMP ACHIEVE COUNSELORS RULES AND RESPONSIBILITIES

“Will”

1. Counselors will be responsible for the safety and well-being of all campers at Camp Achieve.
2. Counselors will be responsible for all assigned campers in their cabin and will know where campers are at all times, whether in the cabin or participating in activities.
3. Counselors will accompany campers when leaving an activity or going anywhere on Camp Green Lane property.
4. Counselors will encourage participation in all activities but not require it from campers that want to sit out. Campers have requested more free time and time to rest. It is in the schedule and counselors will encourage rest time when they feel it is needed.
5. Counselors will be responsible for making sure the campers in their cabin arrive at activities on time.
6. Counselors will engage in and lend assistance at every activity.
7. Counselors will stay at the assigned activity unless arrangements have been made with EFEPA staff.
8. Counselors will be familiar with each camper's medical history, medicine schedule and additional information. Counselors will be given this information & must have it with them at all times and should share it with other counselors in the cabin.
9. Counselors will be responsible for making sure that all campers use lower bunks only.
10. Counselors may turn off walkie-talkies after 9:00pm., medical staff will leave walkie-talkies on at all times unless other arrangements have been made. Counselors will return walkie-talkies to an EFEPA staff person before leaving camp (or be charged the price of a walkie-talkie).
11. Counselors will adhere to “lights out” rule. “Lights out” is at 9:00pm every night, unless otherwise stated.
12. Counselors will wear a watch with a second hand so that they are able to time all seizures.
13. Counselors will limit the use of cell phones to emergencies and important calls and make them in a private place, away from campers.

14. Counselors will talk to an EFEPA staff member if they need a break or rest time. It is provided and requests will be accommodated.
15. Counselors will refer all medical issues to medical personnel immediately and alert EFEPA staff.
16. Counselors will reinforce the “Goals of Camp Achieve” and the themes of “Morning Meetings” throughout the day’s activities.
17. Lead counselors will participate in brief “Evening Meetings” during which they will report to an EFEPA staff member on how the day went, issues with counselors, issues with campers, etc.
18. Counselors will use a Behavior Tracking Sheet to record camper rule violations and other concerns and will report/submit this sheet to an EFEPA staff member.
19. Counselors will use a Seizure Tracking Sheet to record campers’ seizure activity and will report/submit this sheet to an EFEPA staff member.
20. Counselors will store all personal, non-emergency medication in a lock box provided to them by EFEPA. Emergency medication may be kept on your person or with the Camp Achieve medical staff.
21. Counselors will encourage campers to rest, eat fruit and snacks, and drink water frequently throughout the day’s activities.

“Will not”

1. Counselors will not leave a camper unattended at any time.
2. Counselors will not permit chewing gum anywhere on camp property.
3. Due to food restrictions and food allergies, counselors will not permit snacks brought from outside of camp or use of vending machines on camp property.
4. Counselors will not smoke, drink alcoholic beverages, or use illegal drugs. If found engaging in these activities or other inappropriate behaviors, counselors will be required to leave.
5. Counselors will not wear inappropriate clothing.
6. Counselors will not use cell phones while in the company of campers. If a call needs to be made, counselors will contact an EFEPA staff person to make arrangements.
7. Counselors will not leave garbage, decorations, Arts & Crafts leftovers, water balloons, etc.. around Camp Green Lane property.

8. Counselors will not allow any camper to participate in an activity without proper safety equipment or supervision. Ex. A counselor in every canoe, wall climb with helmets, follow rules at the archery station
9. Counselors will not call campers' parents. Any issues in need of reporting will be reported directly to an EFEPA staff member.
10. Counselors will not share their own medication, prescribed or over the counter, with campers or other counselors.

## SAMPLE DINING HALL MENU

### Breakfast Basics Everyday:

Orange Juice  
 Toast/Butter  
 Apple Juice  
 Yogurt  
 Hot Cereal  
 Cold Cereal  
 Coffee, Tea, Milk  
 Water

### Lunch & Dinner Salad bar

#### Basics Everyday:

Sunflower Butter & Jelly  
 White Bread & Butter  
 Lettuce  
 Celery  
 Beets  
 Carrots  
 Baby Corn  
 Seeds  
 Tomatoes  
 Chick Peas  
 Diced Eggs

Cucumbers  
 3 Bean Salad  
 Croutons  
 Green Peppers

Pasta Salad  
 Pickles  
 Radishes  
 Tuna Salad  
 Bacon Bits  
 Pea Pods  
 Cottage Cheese  
 Assorted dressings

Beverages available for BOTH lunch & dinner: Coffee, tea, milk, water, sugarless drink

### BREAKFAST MENU

Monday: Add FRENCH TOAST STICKS & SYRUP & BREAKFAST MEAT

Tuesday: Add SCRAMBLED EGGS & BREAKFAST MEAT

Wednesday: Add PANCAKES & SYRUP & BREAKFAST MEAT

Thursday: Add BREAKFAST BURRITOS

Friday: Add FRENCH TOAST STICKS & SYRUP & BREAKFAST MEAT

### LUNCH MENU

Sunday: Pizza  
 Greek salad

Monday: Chicken or Veggie Stir Fry w/fried rice

Tuesday: Grilled cheese (w/ & w/o tomato)  
 Tomato soup  
 Baked Potatoes with all the fixing  
 Corn cobbets

Wednesday: chicken nuggets, Veggie Nuggets  
 Sweet potato fries  
 Veggies

Thursday: steak sandwich, veggie burgers  
 Curly fries  
 Veggies

DINNER MENU

Sunday:	Tacos or Fajitas Lettuce, tomatoes, onion, cheese, salsa Meat or Bean filling Spanish rice	
Monday:	roast turkey Mashed potatoes Peas Rolls & butter Apple cake	Eggplant rollatini
Tuesday:	Veggie & meat lasagna Garlic bread Mixed veggies	
Wednesday:	BBQ chicken Mac & cheese String beans Rolls & Butter Watermelon	Stuffed Shells or Grilled veggies
Thursday:	Veggie Hot Dogs Hamburgers & Hotdogs (lettuce, tomato, onion) Chips Cole Slaw Baked Beans	

## CAMP ACHIEVE COUNSELOR PACKING LIST

### Medication

- \_\_\_ Medication schedule
- \_\_\_ Supply of medication for 7 full days plus 2 full days extra in case of emergency ( 9 total days)

Counselors with epilepsy are highly encouraged to bring a supply of Seizure Emergency Medication. If none is available and a counselor requires emergency medical attention due to seizure activity, EFEPA staff will call 911.

Please bring all medications in original bottles / containers with name, dosage, and times.

### General

- \_\_\_ sleeping bag and/or blankets & sheets (cot size)
- \_\_\_ pillow
- \_\_\_ flashlight
- \_\_\_ water bottle
- \_\_\_ sunglasses (sunglass strap)
- \_\_\_ goggles (for swimming/water activities)
- \_\_\_ hat or visor
- \_\_\_ bag for dirty laundry

### Toiletries

- \_\_\_ shower caddy
- \_\_\_ shower sandals
- \_\_\_ shampoo/conditioner
- \_\_\_ soap/soap dish
- \_\_\_ toothbrush and toothpaste
- \_\_\_ comb and/or brush
- \_\_\_ deodorant
- \_\_\_ contacts/contact solution
- \_\_\_ feminine products
- \_\_\_ eye glasses/ eye glasses case
- \_\_\_ washcloth and bath towels
- \_\_\_ beach towel
- \_\_\_ insect repellant
- \_\_\_ sunscreen (sun is strong)
- \_\_\_ aloe (for sunburn relief)
- \_\_\_ lip balm with SPF

### Clothing (for 7 full days):

- \_\_\_ underwear
- \_\_\_ socks
- \_\_\_ t-shirts
- \_\_\_ shorts
- \_\_\_ long pants
- \_\_\_ sweatshirt/sweatpants (for chilly nights)
- \_\_\_ pajamas/sleeping attire

\_\_\_ sneakers or other closed toe shoes appropriate for walking and other physical activities **\*please bring more than one pair of shoes\***

\_\_\_ swimsuit (and a plastic bag for wet items)

\_\_\_ lightweight jacket

\_\_\_ raincoat or poncho (NO umbrellas)

### Camp Extras: OPTIONAL

\_\_\_ any outfit/costume/decoration for the “Hollywood” theme of camp

\_\_\_ tennis racquet if you have one

\_\_\_ any necessary belongings for Talent Show

### Miscellaneous Suggestions:

\_\_\_ camera

\_\_\_ small games (cards, board games, frisbee, etc ...)

\_\_\_ extra blanket

\_\_\_ small fan

\_\_\_ journal, pens, pencils, markers

\_\_\_ book

\_\_\_ flashlight

### PLEASE *leave at home*:

ALL Electronics, lighters, aerosol cans, matches, nail clipper, scissors, any expensive items (i.e. jewelry), money **\*anything of special value that may get lost or broken, leave at home\***

### **\*\*REMINDER:**

- Cabins are not air conditioned or heated. Plan for hot temperatures during the day and cold temperatures at night with a small fan and extension cord to plug in or extra blanket.
- Please mark all valuables (i.e. camera...).
- Please do not bring something if you are worried about losing it, breaking it, etc
- Epilepsy Foundation & Camp Green Lane are not responsible for lost or left item
- Pets are not to be brought onto camp property. This is a policy set by Camp Green Lane.





1. **From Philadelphia and South Jersey**  
Schuylkill Expressway (76) West to the Blue Route (476). Take the Northeast Extension (still 476 North). Exit at Lansdale (#31). Turn right onto 63 West. Go 7 miles and turn right onto Barndt Road ( just past Daniel's Lawn & Garden center). In 3/10 of a mile, make a left onto 563 south. In 2/10 of a mile make a right onto Township Line Road. Turn right at bottom of hill onto Camp Green Lane Road. Go under the arches and make the first left hand turn into the circle; park near the two story white stone building.
2. **From North East Philadelphia**  
Pa. Turnpike to Northeast Extension (476) North, then same as above.
3. **From Central Jersey and New York City**  
New Jersey Turnpike (95) South to Exit 6 onto the PA. Turnpike (276) West. Follow 276 to the Northeast Extension (476) North, then same as (1) above.
4. **From Rockland County and Bergen County, New Jersey**  
Rte. 80 West to Rte 287 South, to Rte 78 West into Pennsylvania. Exit at 60A, (Rte. 309 South). Take 309 South for 14 miles to Rte. 563 (right turn off exit to traffic light). Left turn onto 563 South. After 6 and 1/2 miles, 563 makes a sharp right turn; travel only 3/10 mile to the first right turn onto Township Line Road. At the fork, bear right onto Camp Green Lane Road. Go under the arches and turn left into the circle; park near the two story stone building.
5. **From Long Island**  
Verrazano Narrows bridge to New Jersey Turnpike to Exit 14 onto I-78, then same as (4) above.
6. **From Maryland, Washington, Virginia and North Carolina.**  
Rte. 95 North to 476 North, then same as (1) above.
7. **From Harrisburg, York, and Western Pennsylvania**  
Pa. Turnpike East (276) to Northeast Extension 476 North, then same as (1) above.

Camp Green Lane  
249 Camp Green Lane Rd  
Green Lane, PA 18054  
(215) 234-8666  
[www.greenlane.com](http://www.greenlane.com)