



## Camp Achieve 2016 Counselor Information Packet



Dear Camp Achieve Counselors,

Welcome to Camp Achieve 2016! Our goal at Camp Achieve is to ensure that each camper enjoys a week full of fun, education, and camaraderie. We aim to provide a safe, supportive environment designed to encourage each camper's personal growth. Our counselors are an important part of making that happen. The Epilepsy Foundation Eastern PA and the Camp Achieve team are excited that you will be joining us this year!

This information packet includes important information to help you prepare for the week of camp. Enclosed you will find the following:

- Counselor Rules & Responsibilities
- Packing Checklist
- Sample Menu
- Sample One Day Schedule
- Directions to Camp Green Lane

Please review this information carefully and let us know if you have any questions or concerns. Our goal is to ensure all campers, counselors, and medical volunteers have the best experience possible during the week of Camp Achieve!

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## CAMP ACHIEVE COUNSELORS RULES AND RESPONSIBILITIES

### “Counselors 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. Free time is built into 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 EFEP 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 9:00 pm. Medical volunteers and EFEP staff will leave walkie-talkies on at all times unless other arrangements have been made. Counselors will return walkie-talkies to an EFEP 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 EFEP 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 EFEP staff.
16. Lead counselors will check in daily with an EFEP staff member on how the day went, issues with counselors, issues with campers, etc.
17. Counselors will use a Behavior Tracking Sheet to record camper rule violations and other concerns and will report/submit this sheet to an EFEP staff member.
18. Counselors will use a Seizure Tracking Sheet to record campers’ seizure activity and will report/submit this sheet to an EFEP staff member or medical personnel.
19. Counselors will store all personal, non-emergency medication in a lock box provided to them by EFEP. Emergency medication may be kept on your person or with the Camp Achieve medical staff.
20. Counselors will encourage campers to rest, eat fruit and snacks, and drink water frequently throughout the day’s activities.



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## CAMP ACHIEVE COUNSELORS RULES AND RESPONSIBILITIES

### “Counselors 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 leave garbage, decorations, Arts & Crafts leftovers, water balloons, etc. around Camp Green Lane property.
7. Counselors will not allow any camper to participate in an activity without proper safety equipment or supervision. Ex. wall climb with helmets, follow rules at the archery station, no swimming without lifeguards.
8. Counselors will not call campers' parents. Any issues in need of reporting will be reported directly to an EFEPA staff member.
9. Counselors will not share their own medication, prescribed or over the counter, with campers or other counselors.
10. Per Camp Green Lane policy, pets are not to be brought onto camp property. Service dogs are exempt from this rule.
11. Alcohol, illegal drugs, and weapons are not permitted on Camp Green Lane premises.

### Special Notes

Counselors must be able to participate in all Camp Achieve activities. We understand you will need time for rest and encourage you to work with your fellow counselors to maintain proper supervision of campers at all times. Your first priority as a Camp Achieve counselor is engaging with campers to ensure a safe and fun week is had by all.

Counselors who have more than 2 seizures in 24 hours or more than 3 seizures in 48 hours may be asked to return home. Counselors that are admitted to the hospital for medical care may be asked to return home. Counselors may return to the Camp Achieve after being seizure free for 48 hours.

The following Behavior Protocol will be utilized with campers. We encourage counselors to engage in positive behavioral supports to redirect and encourage appropriate behavior. If you need assistance or guidance in managing challenging behaviors, do not hesitate to ask for support from EFEPA staff and veteran counselors.

Anyone who violates any of the Camper rules or exhibits inappropriate behavior will be asked to leave camp per the following Behavior Protocol:

- a. The first warning is issued by a counselor, documented and reported to EFEPA staff. The counselor will implement any behavioral instruction and redirection. EFEPA staff will provide assistance as necessary.
- b. If there is a second warning issued, the EFEPA staff will work to guide appropriate behavioral instruction and redirection.
- c. If a third warning is issued, the parent or guardian will be called and the camper will be asked to leave.



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## Camp Achieve Packing Checklist

### General notes:

- Please bring sufficient clothing for 7 days to cover any emergencies.
- An extra pair of shoes is recommended in the event that we have inclement weather or footwear gets wet during activities.
- Cabins are not air conditioned or heated. Plan for hot days and cool nights. Campers may want to bring a small fan with extension cord and/or an extra blanket.
- ALL counselors are expected to bring a water bottle and will be encouraged to stay hydrated throughout each day.
- Please DO NOT bring anything of special value that may get lost or broken (i.e. electronics, jewelry, money, etc.)
- Epilepsy Foundation Eastern PA & Camp Green Lane are not responsible for lost items

### Medication:

- Medication schedule
- Supply of daily medication for 9 days
- Supply of PRN medications (epi-pen, Tylenol, Advil, etc.) in original bottles labeled with your name.
- Counselors with epilepsy are strongly encouraged to bring a supply of seizure rescue medication. If none is available and a counselor requires emergency medical attention due to seizure activity, EFEPA staff will call 911.**

### Clothing:

- Underwear
- Socks
- T-shirts (short & long sleeve)
- Shorts & long pants
- Sweatshirt/fleece/lightweight jacket
- Pajamas
- Swimsuit (no bikinis)
- Sneakers (or closed toes shoes for walking/athletics)
- Sandals or flipflops
- Rain jacket/poncho
- Hat or visor

### Bedding & linens:

- Sheets & blanket or sleeping bag
- Pillow
- Pillow case
- 2 bath towels
- 2 pool towels
- 2-3 wash cloths
- Laundry bag

### Toiletries:

- Shampoo/conditioner
- Soap
- Toothbrush
- Toothpaste
- Comb/brush
- Deodorant
- Feminine products
- Insect repellent
- Sunscreen
- Aloe
- Lip balm with spf

### Other Items:

- Water bottle
- Eye glasses & case
- Contacts, case & cleaning solution
- Sunglasses
- Swim goggles
- Flashlight
- Small games, books, art supplies, journal
- Talent show supplies
- Outfit/costume/decoration for Olympics themed camp events



# Camp Achieve 2016 Counselor Information Packet

## 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: French toast sticks & syrup & breakfast meat

Tuesday: Scrambled eggs & breakfast meat

Wednesday: Pancakes & syrup & breakfast meat

Thursday: Breakfast burritos

Friday: French toast sticks & syrup & breakfast meat

### LUNCH MENU

Sunday: Pizza & Greek salad

Monday: Chicken or veggie stir fry w/fried rice

Tuesday: Grilled cheese, tomato soup, baked potatoes with all the fixings, and corn cobbets

Wednesday: Chicken nuggets, veggie nuggets, sweet potato fries, and veggies

Thursday: Steak sandwich, veggie burgers, curly fries, and veggies

### DINNER MENU

Sunday: Tacos or Fajitas, meat & bean filling, Spanish rice

Monday: Roast turkey, eggplant rollatini, mashed potatoes, peas, rolls & butter, apple cake

Tuesday: Veggie & meat lasagna, garlic bread, and mixed veggies

Wednesday: BBQ chicken, mac & chees, string beans, watermelon, stuffed shells

Thursday: Veggie hot dogs, hamburgers, hotdogs, chips, cole slaw, and baked beans



# Camp Achieve 2016 Counselor Information Packet

## Sample One Day Schedule

Campers are divided into “Rings” for daily activities. Each ring consists of all age groups to encourage community building. Cabins are assigned by age. We try our best to assign counselors so that campers will have at least one counselor who is in both their Ring and their Cabin. We maintain an approximately 1:3 ratio of counselors to campers throughout the week. This does not include the EFEP staff and medical professionals who will also be on campus 24 hours a day. Campers are encouraged to participate safely in all activities and to try something new during the week. No camper will be forced to participate in any activity but must stay with their “Ring” if they choose not to participate in a given activity.

We encourage you to adjust your schedule as needed prior to the start of Camp Achieve as the days start early (7:45 am) and are filled with a variety of diverse activities. We build in rest/free time for the campers and do understand that counselors may need a break from activities or recovery time after a seizure. However, we know that the change in schedule after relaxing, unstructured summer days can be a challenge for campers and counselors alike. Please plan accordingly and be ready for the most wonderfully exhausting week of the year☺

<b>Green Ring</b>	<b>Thursday</b>	
<b>Time</b>	<b>Activity</b>	<b>Location</b>
7:45-8:15	Med Distribution	White House
8:15-9:30	Breakfast	Cafeteria
9:45-10:30	Activity 1- Kickball	Soccer Field
10:45-11:30	Activity 2- Talking to your Doctor	Globe
11:45-12:45	Lunch & Meds	Cafeteria
1:00-1:45	Activity 3- Snack Attack	Outside WH
2:00-2:45	Activity 4- GaGa	GaGa Court
3:00-3:45	Activity 5- Arts & Crafts	Arts Building
4:00-4:45	Swimming (Teens) / Free Time (Pre-Teens)	Pool/Cabin
4:45-5:30	Swimming (Pre-Teens) /Free Time (Teens)	Pool/Cabin
5:45-6:45	Dinner	Cafeteria
6:45-7:15	Med Distribution	White House
7:30-8:45	Evening Program- Salute to the Stars of CA	Globe
9:00	Bedtime	Cabins