

Table of Contents

Sample camper Schedules	5
JACK: THE EXPLORER	5
SARA: THE ACTRESS	6
DANIEL: THE ARTIST WHO LOVES HORSES	7
SONIA: THE ROCKER WHO LOVES TECH	8
CLARA: THE DANCER	9
Philosophy & Teaching	10
The Foundation	10
Freedom Within Structure, and Choice	11
Face-to-Face	12
The No-Grid	13
The Notebook	14
No Curriculum	16
No Common Experience	17
Childhood Is Not a Preparation	18
Learning, Not Training	18
Total Process Orientation	19
No Competition	20
Kids and Adults, Working Together	21
Mixing Ages and Experience Levels	22
Openness, Generosity, and Warmth	23
No Signs	24
No Fake Fun	25
Your Responsibility	26
Know the Kids	27
Meetings and Rehearsals, not Lessons and Classes	28
The Private Meeting is the Exception	29
Open Meetings	29
Setting the Tone	30
Camp Fundamentals	33
Safety	33
Supervision	34
<i>The Three Ways We Supervise</i>	34
The Late, Cancelling, or Missing Camper	35
<i>If a camper is missing from your cabin (more than 5 minutes late)</i>	35
<i>If a camper is missing from, or more than 5 minutes late to, a scheduled activity</i>	35
<i>If a camper is missing from your table at a meal</i>	35
<i>If you are the Small Dining Hall Manager</i>	35
Nurse and Medication	36
Mental & Emotional Health	37
Maintenance & Supplies	38
<i>Maintenance</i>	38

<i>Cabin Supplies</i>	38
<i>Program Supplies</i>	38
Personal and Interpersonal Issues.....	39
<i>Counselor Conduct</i>	39
Important Considerations for Working with Kids	40
The Day	41
The Typical Day	41
Parts of the Day.....	41
<i>The Half Hour Before Lunch</i>	41
<i>At 8:00 PM</i>	42
<i>During the performance, staff are:</i>	42
<i>The Art Studios at Night</i>	42
<i>Your Night Off</i>	42
<i>Saturdays</i>	42
Food	43
Camp Policies	44
Golf Carts and Gators	44
Written Incident & Accident Reports.....	44
Visitors & Intruders	44
Plans for Emergency Communications	44
Possession of Personal Equipment on Campus	44
Staff Mobile Phones	45
Staff Life	47
Days Off	47
Nights Off	47
Leaving & Returning to Campus.....	48
Controlled Substances.....	48
Staff Laundry	48
Smoking	48
Staff use of pool and lake	48
Valuables & Money	49
How to do a good job	50
Cabins	51
Making Rules in your Cabin.....	52
Sample Rules	52
Lights Out Times.....	53
Suggestions about Cabin Rules & Cabin Orientation.....	53
Laundry & Packing	53
Orienting Campers to Ballibay.....	54
Happy Checks.....	55
Cabin Management.....	55
Announcements	57
Announcement Order.....	57
Notes on leading rehearsals and meetings	58

The “Every Object” Technique	59
Notes on Places, Days, Events	60
Movie Night	60
<i>Cabin Staff</i>	60
<i>Visiting Artists & Out of Cabin Staff</i>	60
<i>Person in Charge</i>	60
DJ Dances	60
<i>Cabin Staff</i>	60
<i>Visiting Artists & Out of Cabin Staff</i>	60
<i>Snack</i>	60
<i>Person in Charge</i>	60
<i>Tech Staff</i>	60
Glossary	61
Dean of Campers, Assistant Dean of Campers.....	61
Dean of Staff.....	61
Department Heads	61
Division Heads.....	61
Staff Orientation	61
Camper Orientations	61
Parts of the day	61
<i>Meals</i>	61
<i>Activities</i>	61
<i>Drink and Snack Times</i>	61
<i>Free Swims</i>	62
<i>The Half Hour Before Lunch and Dinner</i>	62
<i>Rest Period</i>	62
<i>Free Time After Dinner</i>	62
Night-Time events.....	62
<i>DJ Dances</i>	62
<i>Band Night</i>	62
<i>Jam Nights</i>	62
<i>Bonfires</i>	62
Other Events and Activities	62
<i>Radio Broadcasts</i>	62
Safety Details	63
In Case of Severe Thunderstorms or Rain.....	63
In Case of Fire	63
<i>In the Bunk Area</i>	63
<i>In an Activity Area</i>	63
In Case of a Hurricane Warning	63
In Case of a Tornado Warning or Tornado Alert.....	64
In Case of Serious Injury	64
Notes on Campus Hazards	65
Staff Handbook History.....	66

Act without doing;
Work without effort.
Think of the small as large
And the few as many.
Confront the difficult
While it is still easy;
Accomplish the great task
By a series of small acts.

The Master never reaches for the great;
Thus she achieves greatness.
When she runs into a difficulty,
She stops and gives herself to it.
She doesn't cling to her own comfort;
Thus problems are no problem for her.

Lao-Tzu
(translated by Stephen Mitchell)

*One does things so that one needs to do nothing.
One takes actions so that one needs no action.
One tastes so that one can appreciate tastelessness.
One values what is small or little, and returns good for evil.
One starts from the easiest to achieve the most difficult.
One starts from the most trivial to achieve the highest.
For it is only by taking easy measures
That one can achieve the most difficult in the world.
It is only by taking trivial steps
That one can achieve the highest in the world.
Therefore, the wise person who never looks important
Is able to be the most important.
Those who make hasty promises can rarely keep them.
Those who think nothing difficult will have many difficulties.
That is why the wise person worries about difficulties
And can therefore solve them successfully.*

(the same passage translated by Liu Qixuan)

In the beginner's mind there are many possibilities; in the expert's mind there are few.

Shunryū Suzuki

I learned you haven't read anything if you've only read something once or twice.

Kiese Laymon

Sample camper Schedules

JACK: THE EXPLORER

Jack prefers a half-day of theater, is an art lover, gardener, takes guitar lessons, and appreciates having free time.

Morning, 9:30-12:00:

He starts his day in the garden because it's still cool; today vegetables are being harvested and being taken over to the kitchen. Once the veggies are picked and washed, he heads over to the e-mail area to send a quick note home, and then up to the art studios to continue the collage he started yesterday. At 11:30 he goes to "free swim" at the pool, which is available every day 11-12. Everyone goes back to the cabins at Noon to get ready for lunch at 12:30. After lunch the whole camp takes a Rest Period, and meets for a one-minute performance somewhere on campus at 2:35.

Afternoon, 3:00-5:00:

Jack's in a play that rehearses in the afternoons, so most days he's with his director and fellow cast-members all afternoon. Today his guitar teacher arranged with the play's director to release him; so, he has guitar from 3:00-3:30, and spends 3:30-5:00 in rehearsal. At 5:00 the whole camp gathers for the "5:00 special," an informal performance. Today it is some awesome original songs by two camper-formed bands! The whole camp goes to dinner at 5:30 after the performance.

Free time, Free store 6:30-7:00:

Very few activities are scheduled during this half-hour. Jack stops by the Free Store and finds a great hoodie, and then finds a quiet spot to practice the material from the afternoon's guitar lesson.

Evening Activities, 7:00-8:00:

Jack heads back to the art studios to continue work on his collage; he's really excited about this piece! At 7:45 he returns to the e-mail computers to message a few of his friends from home. At 8:00 everyone goes back to the cabins to put on long sleeves and long pants, grab a flashlight, and then go the evening program.

Evening Program, 8:40:

Tonight the program is a Bonfire, with performances by campers and staff. Jack attends with his cabin, and enjoys the cool evening, bright fire, and rousing songs. Snacks are served, which his cabin-mates helped to make earlier today in the Food Education program!

SARA: THE ACTRESS

Sara likes to be busy! She opted for a full-day of theater and takes voice lessons and intermediate jazz dance classes.

Morning, 9:30-12:00:

Sara is in a morning rehearsing play, but rehearsal doesn't start until 10:00, so she's got 30 minutes free after breakfast. If there were an intermediate Jazz class she'd take it before rehearsal, but today there is not, so she hangs out with friends until rehearsal starts, and takes a few minutes to send a quick e-mail home. 10-12 every day she is with her director and fellow cast-members in rehearsal. If it's a hot day, the whole cast might go to the pool at 11:00 for a swim. Everyone heads back to the cabins at Noon. After lunch the whole camp takes a Rest Period, and meets for a one-minute performance somewhere on campus at 2:35.

Afternoon, 3:00-5:00:

Sara has chosen a full day of theater, so she's also in rehearsal all afternoon. It makes for a busy day, but she loves it! This afternoon, her voice teacher has arranged with her theater director to release her from the last half-hour of rehearsal, 4:30-5:00, and then at 5:00 she walks over with her teacher to the "5:00 special," an informal performance for the whole camp. Today it is works-in-progress by the dance intensive students; so interesting! Dinner is at 5:30.

Free time, Free store 6:30-7:00:

Very few activities are scheduled during this half-hour. It's a nice time to take a walk, play some tennis or participate in the sports activity on the sports field, or just hang out with friends; but Sara has a lot of lines to memorize for her two plays, so she spends the time studying.

Evening Activities, 7:00-8:00:

Sara gets her jazz dance class! Classes move around in the schedule from day to day so that campers with different schedules can take them. At 8:00 everyone goes back to the cabins to put on long sleeves and long pants, grab a flashlight, and then go the evening program.

Evening Program, 8:40:

Tonight is the DJ Dance! Wow so fun! Sara did her hair and wore a dress. She carried her high-heels with her from the cabin because heels are not allowed on campus, but she can change into them at the dance. The camper DJs were amazing; they chose such great and unexpected songs; it was really cool to see kids on the stage mixing the music, and fun to dance with other campers and the counselors; even the Camp directors joined the dance!

DANIEL: THE ARTIST WHO LOVES HORSES

Daniel loves the visual arts, and horseback riding; and is an occasional gardener. He is enrolled in a two-week Visual Art Session.

Morning, 7:30:

Daniel loves to help with the horses in the morning. This morning he walks up the hill with two of his cabin-mates who are hosting the live morning radio show, broadcast via low-power FM from the dining hall. By the time he gets to the stables Katia the riding instructor is there along with her apprentice and two other campers. The radio show just started and they have it tuned in, so he gets to hear his cabin-mates on the radio as he helps with the morning stable chores. They finish at about 8:10, wash up, and head to breakfast.

Morning, 9:30-11:00:

One of the visiting artists, Saphira, is offering a workshop with campers this morning from 9:30-11:30. She is a ceramicist, so this is great for Daniel because he's primarily a painter, and so has not had that much exposure to working in clay. It's very interesting to him.

The pool is open for free swim starting at 11, so he could go there at 11:00 when the workshop ends, but Daniel is not much of a swimmer. Today he prefers to stay in the ceramics studio (it's so cool there, in every way!) working with Saphira. Many of the other participants have headed off to other activities. Everyone goes back to the cabins at Noon to get ready for lunch at 12:30. After lunch the whole camp takes a Rest Period, and meets for a one-minute performance somewhere on campus at 2:35.

Afternoon, 3:00-5:00:

Daniel chose this to be his daily "studio time." He heads to the painting and drawing studio as soon as the one-minute performance is over, usually around 2:45, and by 3:00 he is set up and working. He loves to paint, and will usually paint until 5:00, when it is time for the camp to gather for the "5:00 special," an informal performance. Today the "special" is wind and string ensembles from the music program, performing on the porch of the dining hall. Several kids from his cabin are performing today! Occasionally he can't sustain a whole afternoon of painting, so he'll pack up early and head to the garden around 4:30 to see what's happening there.

Free time, Free store, 6:30-7:00:

Daniel almost always joins the after-dinner sports activity on the tennis courts or sports field. Today it is soccer on the sports field, a favorite!

Evening Activities, 7:00-8:00:

Every day, Daniel chooses to go to the riding area at 7:00, or 7:15, whenever the sports wraps up. Some days he has a scheduled riding lesson or a trail ride, but today he is just going there because he loves the horses. He's brought his sketchbook, thinking he might draw them this evening, but it turns out that Katia, one of the riding instructors, is free, and so Daniel can get extra riding time! He always wears long pants and boots after dinner just in case there is a chance to ride and today he is in luck.

Evening Program, 8:40:

Tonight is the performance of two one-act plays. While Daniel usually enjoys going to the performing arts events, particularly if his cabin-mates are involved, tonight none of the kids in his cabin are in the show, and he is just not feeling it. He elects to go back to the Art Studios. Toshi, the counselor supervising the Studios, brought some super-interesting manga from Japan! Only two other kids chose not to go to the plays, so the four of them got to enjoy reading the manga, and making some sketches based on them.

SONIA: THE ROCKER WHO LOVES TECH

Sonia is a hard-core bass player and singer, and is in the two-week Rock Music program. But they also love video and technical theater!

Morning, 9:30-12:00:

Their first band rehearses 10:15-11:00, so they practice for 45 minutes after breakfast and send a quick email home, then head over to the rock tent where their band is rehearsing. Their morning band is playing a heavy metal cover tune, but the band's original song is more of psychedelic rock. It's a really cool group of musicians, and a great staff coach. At 11:00 Sonia has been called for a video lesson, where they are going to learn how to be a Technical Director, operating the 8-camera HD video switcher for an upcoming show. There are a lot of buttons, but Jared the video instructor is patient, and Sonia gets the hang of it quickly. Everyone goes back to the cabins at Noon. After lunch the whole camp takes a Rest Period, and meets for a one-minute performance somewhere on campus at 2:35.

Afternoon, 3:00-5:00:

Sonia is operating a follow-spot for the show tonight, so they need to attend the "full tech" dress rehearsal of the show this afternoon to practice their role. Sonia has never run follow spot before, so 3:00-3:30 Katie from the technical theater staff works with them to get them comfortable with the spot, and goes over all of the cues for the show. At 3:30 the rehearsal starts. Sonia is nervous, but Katie is there with them and -- as they receive the cues on their headset -- they get the spot in the right location every time! By 4:30 the rehearsal is over and Sonia just needs a half-hour to chill. It was so intense! At 5:00 they and Katie, and a few members of the cast, who have just changed out of costume, walk over to the "5:00 Special." Today it is "Impro," improvisational comedy by campers and staff developed in a class that was offered over the last week. Super funny!

Free time, Free store 6:30-7:00:

Very few activities are scheduled during this half-hour. It's usually a nice time to take a walk, play some tennis or participate in the sports activity on the sports field, or just hang out with friends; but since Sonia is working the show tonight they meet with Katie to get a few notes from the afternoon's rehearsal. They are a little nervous!

Evening Activities, 7:00-8:00:

Sonia's second band rehearses. This band chose a David Bowie song to cover, and is writing a new-wave style song inspired by Flock of Seagulls. Sonia had never heard of Flock of Seagulls before, but they totally dig them! One of their band-mates says it's his favorite band. Sonia leaves rehearsal a few minutes early so that they can be on-time for their 8:00 call as follow-spot operator. They've been wearing a black t-shirt and black jeans since Rest Period since they knew they'd not be back to the cabins from 2:30 until late, and they know crew needs to wear black for the show.

Evening Program, 8:40:

The house lights go down, the pre-show music fades (Tania, who is in Sonia's cabin, is running sound, and Joshua, their band-mate, is on the light board) and the show begins. The Stage Manager, Lois, a Counselor in Training, is calling all the cues. The performers come onstage, and Sonia's first cue is called. They train the spotlight on the singer (that's Marcie; she's a first-year camper, just like Sonia) and follows her, illuminating her perfectly. The rest of the show comes off without a hitch, and Sonia is so happy and relieved! They can't wait to be Technical Director!

CLARA: THE DANCER

Clara loves to dance. That's about it! She's a camper in the Dance Intensive.

Morning, 8:50-12:00:

Dance Intensive campers leave breakfast before the announcements: they'll be dancing all morning, so might as well get to it! The morning includes a composition class, where the Dance Intensive campers collaborate on creating one of the major pieces for the Dance Concert. From concept to choreography, the campers take the lead. Then, the DI campers rehearse with the dance company in residence: Kids and professional adults work together on a cooperative piece from the company's repertory. All the DI kids participate in a non-dance movement class. This DI session, it is Japanese Butoh, which she had never heard of before. It's so dramatic in its extreme slowness! Everyone goes back to the cabins at Noon. After lunch the whole camp takes a Rest Period, and meets for a one-minute performance somewhere on campus at 2:35.

Afternoon, 3:00-5:00:

Clara has opted to be in as many dance concert pieces as possible, and to take as many technique classes as possible, so her afternoon is again filled with dance. This afternoon she will be in rehearsal for the advanced modern piece from 3-4, and then will take the intermediate tap class 4-5. Some of the DI kids participate in fewer pieces and opt for other activities, or participate in a one-act play, but Clara is a totally committed dancer!

Free time, Free store 6:30-7:00:

Very few activities are scheduled during this half-hour. It's usually a nice time to take a walk, play some tennis or participate in the sports activity on the sports field, or just hang out with friends; Clara takes a few minutes to write an email home, and then reads a book that is part of her summer "homework."

Evening Activities, 7:00-8:00:

Although there are more dance classes she could take this evening, an open juggling class was announced after dinner, and she was intrigued. So: she took the class at 7:00, and was juggling three balls by 8:00! At 8:00 everyone goes back to the cabins to put on long sleeves and long pants, grab a flashlight, and then go the evening program.

Evening Program, 8:40:

Tonight is one of the amazing plays! Last night there was a play, too. This one is at the outdoor theater, which is like nothing she has seen before: the audience sits on a grassy hillside and there are three stages: one in front of her, and two more to her left and right. It's a beautiful, clear night; and as the actors enter she sees two of her cabin-mates. Also, she sees another cabin-mate running a video camera! It's a wonderful performance, and she marvels at how many people -- campers and staff -- it takes to make a show like this happen.

Philosophy & Teaching

The Foundation

Dottie and Jerry Jannone founded Camp Ballibay (originally called "The Farm") in 1964. They were teachers, frustrated with the narrow view of education that they saw in the public schools. They had studied the alternative education models of the early 1900s: Summerhill, Waldorf, Montessori. They were very much not hippies (that came later in the 1960s, and was based on different ideas).

Ballibay was founded as an alternative arts education environment. It is also a summer camp.

In 2011 Ballibay became the #1 rated Arts Camp in North America on the CampRatingz website. (see <http://best.ArtsCamps.com>)
Ballibay is also the #1 rated camp in any category in the state of Pennsylvania.

Dottie and Jerry were education reformers. They did not write a book or publish papers about education reform; instead they started this camp.

The Ballibay philosophy is probably very different from what you have been taught. It is almost certainly very different from how you have been taught. Our excellence is based on that difference, not in spite of it.

Study Ballibay as you might study a book. Learn our way of doing things, even if they seem strange, or wrong.

If it is your first summer, write down your suggestions. About mid-way through next summer, re-read them and see if they still make sense to you. If any do, please offer them. Every summer our program benefits from informed suggestions. But until then, please commit yourself to learning, and enacting, the Ballibay way-of-doing.

We hope you will come to love it here.
We hope you already do.

Freedom Within Structure, and Choice

Around the structure of meal times, show times, and cabin times, campers have great freedom. For meals, shows, meetings, rehearsals, they must be always present and on time.

Campers cannot leave campus, nor hang out in the cabins unsupervised. Otherwise, during the “activity periods,” campers are free.

If a camper wants to paint all day, that’s fine.

If a camper wants to take two dance classes a day and read books the rest of the time, that’s fine.

If a camper wants to try everything, that’s fine.

If a camper wants to spend the morning laying in the grass and watching clouds, that’s fine.

If a camper wants to go back to the cabins to change clothes, that’s fine.

If a camper wants to hang out in the cabin during activity time, that’s not allowed.

If a camper only wants to lay in the grass and watch clouds, that’s potentially a problem.

If a camper seems lost or bored, that’s also potentially a problem.

Seeing these potential problems, a counselor should approach, and talk with the child. The counselor should also tell a dean or director about these potential problems. Together they can discuss what kind of offers to make this camper. They can also talk about which other counselors might be good people to get involved.

If the camper just needs a day off, to veg out, that’s fine.
(As long as that camper does not miss any scheduled meetings, rehearsals, cabin times, &c...)

If the camper was lost but now is ok, that’s fine, but we should all still be mindful of this camper.

If a camper is late to scheduled activities or cabin times, or missing when expected, see “The Late, Cancelling, or Missing Camper” below.

Face-to-Face

Ballibay emphasizes face-to-face, non-mediated communication.

We all spend so much time facing computer screens in our lives, even kids.
At Ballibay we face each other, or our art, or the sky, or a cat, or a tree.
Sometimes we still face a computer; we are not against technology.
But trees are better.
And people are much better.

There is no computerized scheduling system.
There is just a series of conversations.

So, “non-mediated” means both “no media” and “no mediator.”
The child and the adult communicate and make decisions together.

The first conversation is when we meet kids during **camper orientation**.
This is always face-to-face, one-on-one

The counselor they speak with in orientation takes detailed notes on the conversation.
Based on this conversation counselors get an idea of the camper’s interests.
Based on interests, counselors can begin to meet with campers, cast plays, form groups.

Campers never fill out a form. They never “sign up” for anything.

There are many, many conversations.
Counselors speak to exchange ideas, discuss campers, & work out scheduling issues.
Campers and counselors speak to exchange ideas, discuss progress, & work out scheduling issues.

Talking with kids and adults is a huge part of a counselor’s job.

There are some important papers the camp will provide that help with certain parts of scheduling.
These papers show when kids are definitely busy with a rehearsal or special program.

Just because a camper is in a rehearsal doesn’t mean you can’t work with them at that time:
You can have a conversation with their director, and see if you can work something out.
Often this is the best way to schedule a meeting with a camper.

The No-Grid

There is no scheduling grid.

If you want to have 30-minute meetings with groups of two campers, that's fine.

If you want to have 25-minute meetings with individual campers, that's fine.

If you want to see six campers in an hour, for 10 minutes each, that's fine.

If you want to see a single camper for 1 hour, that's fine, but don't do this too often.

The no-grid allows each counselor to get the time they need with each student. It also creates conflicts. And conflicts lead to conversations, which are good.

Conflicts are not a problem to be gotten rid of. They are an opportunity for conversation.

Computers are very good at getting rid of conflicts.
Computers are also very good at getting rid of conversations.
This is why we do not use them for scheduling.

Our scheduling system is very simple: have a conversation with the people involved. It's no more difficult than scheduling a lunch with friends.

The no-grid also makes certain conflicts very easy to solve. For instance:
If I want to see Suzie from 10-11, and you want to see Suzie from 10:45-11:00, then:
"I'll see Suzie for 40 minutes, let her go at 10:40, and she'll go to you at 10:45." Perfect.

The no-grid requires that counselors have a cooperative spirit.

Campers need to keep track of their schedules, which will have odd times and gaps in them. For younger campers, you might need to help, especially if you sit at the table with young campers. But the campers quickly "get the hang of it."

A much larger problem than schedule conflicts is this:
Campers who have just a few interests should be easy to schedule, and thus have more meetings. Campers who want to do lots of things will have quite full schedules, and you'll not see them as often. If your teaching schedule does not look like this, you should adjust your approach.

It is your responsibility to see every interested camper more than once, see "Your Responsibility."

The Notebook

Everyone has a notebook and writes down all meetings

It is part of your job to make sure your planned meetings with campers are written in their notebooks.

You can write meetings in campers' notebooks for them, or watch them write them.

It is part of your job to write down all of your meetings with campers in your notebook.

If you teach open classes, or run an open studio, also write down who you've worked with, and when.

It only takes a few moments.

It also helps you learn everyone's name.

We'll collect your notebook after two weeks, and again after 4 weeks, so that we have a record of who you taught. We'll give you a new blank book.

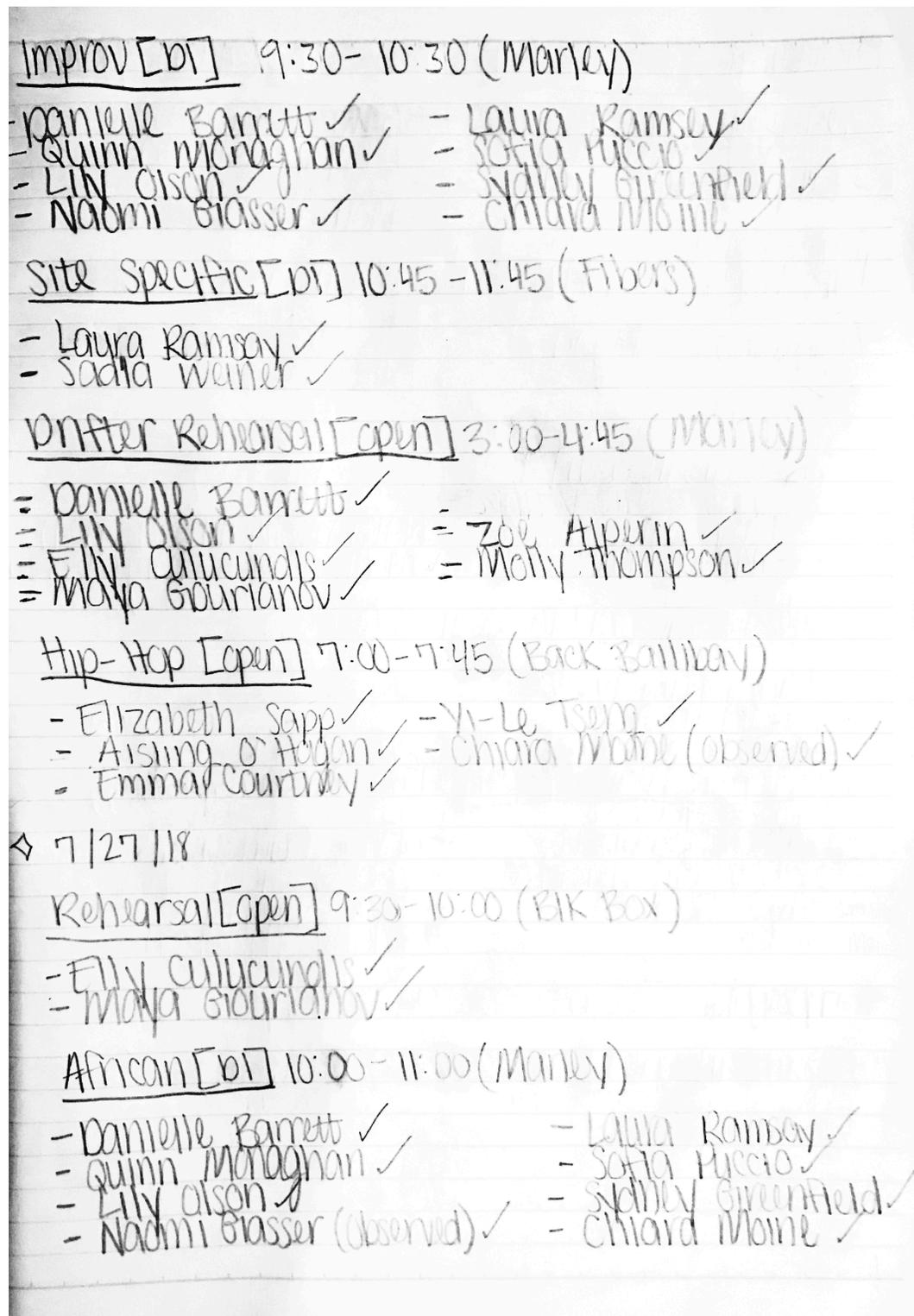
Thus:

Every camper will have a complete record of their meetings with staff.

Every counselor will have a complete record of their meetings with kids.

Without needing a centralized or computerized system.

Here is an example page from a dance counselor's notebook in 2018:



No Curriculum

There is no curriculum.

You do not need to plan what you are going to teach until you have met with a student.

When you see or hear what a camper can do, you will have ideas about how to teach them.

When a camper meets you, they will have ideas about what they want to learn.

All of these combine to create your work with the camper.

So, every camper receives something different from you.

You might have come to camp with a great idea. You can let it go.

Maybe some camper will guide you back to it, which is very nice.

But don't push towards your idea: then you are not listening to the children.

We are kids and adults creating together in the arts.

You are still the adult, with more experience, and responsible for the campers' health and safety.

But, as artists, the campers have a lot to offer. There is a special quality to their work.

Adult artists often work very hard to "get back" to a child-like quality of art-making.

Here we are working with kids – they already have that beautiful, sought-after thing.

So: let them teach you as much as you teach them.

"In the beginner's mind there are many possibilities; in the expert's mind there are few."

- Shunryu Suzuki

Emphasize joy, play, experimentation, and improvisation.

Be guided by inspiration.

Emphasize doing over theory.

If it feels like a "lesson" or a "classroom," stop and re-focus.

Kids have all year for lessons and classrooms.

Maybe you get stuck in those places, too.

Can we go further by doing less?

Can we learn as much as we teach?

Can we be surprised?

Can we embrace the unexpected, and let it take us to new places?

Can we relax into not knowing exactly what is going to happen?

No Common Experience

Not everyone makes the same thing.

Not everyone gets the same lesson.

Not everyone is expected to achieve the same level.

Not everyone is equally interested.

Not everyone is equally engaged.

Kids can opt out, pursue a different path.

If a child opts out of everything, we have a potential problem.
(We have a conversation with this child; we involve deans & directors.)

But if a child is seeking their own goals, their own passion, we encourage this.

This is not school.

That's why it is, arguably, what school ought to be like.

Childhood Is Not a Preparation

Childhood is not a preparation for adulthood.

It is not a preparation for anything.

Childhood is childhood.

Let us never push kids too quickly towards the adult world; they will get there.

The child's world is real, and beautiful.

Keep kids safe, talk with them, be kind, and make them generous offers.

That is all you need to do.

Learning, Not Training

Learning is a joyous process.

The excitement of a new discovery, a new way of seeing, hearing, moving, thinking.

Learning, like childhood, is not a preparation for anything. It is a pleasurable activity.

When learning becomes a preparation for something, we call it training.

We don't provide training.

Allow yourself to learn from kids as they allow themselves to learn from you, with no fixed goal in mind.

Total Process Orientation

It's the Journey, not the Product.

Our work in the arts is one of total process orientation.

Our process orientation is a bit hard to see at times, because the performing arts cloud it:
How can we be both total process and still engaged with the final performance?
It is easy, actually:

The performance is part of the process, and is ephemeral – it vanishes as soon as it is made.

We teach that the performance is not a goal to be reached, but an integral part of the making.

In fact, because we only present work to the Ballibay community, and not to the general public, our campers work is not technically, legally, defined as performance. It is all rehearsal. We agree.

(The video program does not exist to somehow solidify the process of performance into a product. It is its own program, and thus its own process. To understand that, watch a show from the video control room this summer. Making live video is deep process, totally in the moment.)

It is actually harder to be process oriented in the visual arts, where there is a thing that persists in the world after the process is complete. We subvert this by:

allowing projects to not come to completion (or, at least, to any expected kind of completion)

making work that is further transformed through another process

making work that is allowed to decay, be eaten, burned, buried...

placing no emphasis on making things to "take home"

Keep this process emphasis in all things.

Emphasize playfulness, experimentation, and improvisation.

Be sure there is time to really listen and hear, to look and see, to try things out.

If you are focused on the product, it will eat all the time you have. That's not what we're about.

No Competition

We truly believe that competition does not improve anything.

We hold ourselves up as the example: we are the #1 arts camp, and we never competed with anyone. We simply did what we do, with full commitment, joy, and as much depth as possible. Neither did we compete with ourselves, trying to make a week, or a summer, better than the last.

We have no awards, no competitions, no prizes, no grades or scoring of any type.

With one exception:

Since the desire to compete is real, we make Sunday morning cabin cleaning competitive. The cleanest cabin in each group wins. Yay!

Auditions are not competitions: they allow us to place campers in the roles that will most challenge them. Camper Cabarets are not competitions: we select the pieces that are ready for performance. Participation is not competition: we select campers based on their commitment and preparation.

We seek to challenge campers while not setting them up for a perceived failure or disappointment.

You will see how hard it is to strip yourself of ideas of competition; they come naturally. But the Ballibay environment is truly totally free of it, even among staff. Thus, you should never be aspiring to make a better show than your colleagues. It may also be worth avoiding self-competition: don't try to make the next thing you do better than the last.

Removing competition allows for more surprises: Better tends to mean "similar but better." Often, dis-similarity is much more interesting.

Kids and Adults, Working Together

The counselor is, always, the leader, and in charge.
This is the only way to keep children safe feeling cared for.
However, when working in the arts with kids, it is important to listen to their ideas.

Let the kids' ideas be an important part of guiding the projects you do with them.

Be sure that you are open to being changed by the kids, as they are open to being changed by you.

Be sure that you are respectful of campers' wishes, while also holding them to their commitments.
Campers should also be respectful of your wishes, and can hold you to your commitments.

Be sure that all decisions with campers are the result of a conversation.
If you are unsure, include more people in the conversation.

You do not need to do anything alone here.

Mixing Ages and Experience Levels

In any group, we either mix age, experience level, or both.

In dance, we mix age: an 8-year-old and a 16-year-old can equally be beginners.

In rock bands, we mix experience level: the beginning drummer with an advanced guitarist.

In plays, musicals, and visual art projects we mix both age and experience level.

Advanced students have much to learn from beginners. For instance: patience.

Also it is good for advanced students to re-visit the wonder in beginners' discoveries.

Beginners can be lifted up and supported by the advanced students.

If you've ever played with a really great drummer backing you up, you know this feeling.

There are a very few exceptions, in Rock and Radio:

It is nice to have an occasional band of older, advanced musicians, as that is a unique experience.

It is nice to have an occasional band of younger beginners, as that is a unique experience.

It is nice to have live radio shows made by kids from the same cabin, as that can be good fun.

Openness, Generosity, and Warmth

As counselors we strive to always be open, generous, and warm.

We welcome curious observers and listeners at our activities.
If the situation allows it, we welcome observers to participate.

If a situation does not allow for participation, we greet visitors warmly, and have a conversation later.

We create spaces for impromptu happenings, jams, lessons, discussions.

We find ways to let interested campers help us in our daily work.

Because we are process oriented, we stop for the missing, ill, or upset camper.

Because we are process oriented, the group can wait for one person.

We understand that teaching does not need to be such a formal thing. It can just be sharing ideas.

We accept the inappropriate, thoughtless, or inconsiderate acts of kids with as much grace as possible.
We point out such acts with as much gentleness as possible.

We really make an effort to enjoy our colleagues and the campers.

No Signs

Except as required by law, or for safety reasons, there are no signs, and very few labels, at camp.

If you don't know what a building is, you ask; an opportunity for face-to-face interaction.
Once you know that that building is the music building, you'll not forget it.

If you don't know where the colored pencils are, you ask; another opportunity for interaction.
Once you know that they are in the second drawer, you'll not forget it.

When a drawer gets labeled, often within a very short period of time, it contains something else.
An unlabeled drawer is never wrong about its contents.

So: who are the signs and labels for?
Visitors don't need to know what's in the drawers.
Visitors will have a guide who knows what each building is.
Signs and labels are for no one we know.

Counselors are often quite desperate to make signs and labels.
If you feel the need for them, it may be worth looking at why you feel that need.
We have not needed them for over 50 years.

Our environment encourages the asking and answering of questions.

Our environment promotes relying upon other people for information.
It is through interdependence that we achieve a measure of personal freedom.

"Interdependence" is another word for relying on each other in a supportive way.

From the 1971 song "Signs" by the Canadian band Five Man Electrical Band:

Sign, sign
Everywhere a sign
Blockin' out the scenery
Breakin' my mind
Do this, don't do that
Can't you read the sign?

No Fake Fun

Our campers are young artists. For them, fun is painting, dancing, acting, playing an instrument. This is why they chose Ballibay (and, most of the time, it is the children who choose us, truly).

Before we had a website and videos, kids saw our materials and knew this was the camp they wanted. With the sophistication of the Internet, campers tend to be even clearer on the matter.

Campers are here to learn in the arts, because for them learning is fun.

Campers are here to create, because for them creation is fun.

On a DJ dance night, campers have fun dancing.

Counselors create structures for fun; we do not entertain the kids.

Counselors may dedicate their entire energy to teaching, inspiring, and caring for the campers.

Counselors do not need to be “cheerleaders” for their activities or for the camp.

We don't need camp songs, chants, or anything of the sort. Such things are to be avoided.

Your Responsibility

Your primary responsibility is to the safety and care of the children, and support of the camp community.

Everyone must be safe, properly clothed, well fed, living and working in clean, well-managed spaces. These are the responsibilities of every adult on the campus.

You are responsible for these things.

There is no cleaning staff: you and the campers keep the campus clean.

The maintenance staff relies on you to report issues. There is a maintenance book in the office.

Once the fundamentals are in place, counselors are teachers.

As a teacher, you are responsible to see every camper interested in your area more than once.

Camp is a casual, friendly environment; but don't let that cloud the seriousness of your work: You must keep excellent records of interested campers, and how often you have seen them.

Campers can change their interests, but a change in commitments is only done through conversation.

If after conversation a camper is no longer interested in your area:
Be sure to note the date and time, and make some specific, detailed notes about the conversation.

For changes in theatre productions or any of the two-week special programs (Rock, Dance):
The conversation must include a Camp director.

See the easy-to-schedule kids very often.

See the hard-to-schedule kids as often as you can.

Understand how to schedule kids within the Ballibay program.

Be responsive to campers who come to observe your program.

Be responsive to campers who approach you for extra time or help.

You are responsible to know the kids; see next page.

Know the Kids

Since we are a small community, you should know everyone's name within the first few days of camp.

By the end of a week you should know everyone's name and a little something about them.

You should know campers interested in your area very well.

Make an effort to talk with campers. You can expect to speak with the most interested campers daily.

It should be impossible for a highly interested camper to not get enough time and attention from you.

If highly interested campers are not getting enough of your time, this is a problem that needs to be solved. Talk with your program head.

Campers who are just a little interested in your area should also get enough of your time and attention.

You should not have any project that keeps you from spending enough time with the kids. This is what the camp directors, deans, and program heads should be handling.

It is essential that you do not pick favorites among the campers, intentionally or unintentionally.

Be sure that beginning students get the same level of attention as intermediate and advanced.

Be mindful of campers who are only staying two weeks; be sure you get enough time with them.

Don't tell a 3- or 4-week camper that the 2-week campers "have priority." It's not true.

It is, instead, your job to modify your schedule to make sure all kids get enough of your time:

 If you need to see more kids, call 20-minute meetings.

 If you need to see even more kids, call 15-minute meetings.

 &c...

This is one of the benefits of the no-grid.

When you have a minute, look up Dunbar's Number.

Meetings and Rehearsals, not Lessons and Classes

While we still call a meeting of dancers a “Dance Class,” in most cases we don’t use that language.

You “meet” with a guitar student.
Your band “meets” for “rehearsal.”
The video team for the musical “meets” this afternoon.
We will “meet” to do still-life drawing at 11:00.
I’d like to “meet” with Suzie at 3:00 for voice.

Notice how, in most cases, we can avoid the term “class,” and almost always avoid “lesson?”

It’s not that we’re not teaching: we are. But we are emphasizing the collaborative nature of our teaching.

Camp starts to sound more like graduate school, often the first place students are actually respected:

“Today I am meeting with my composition teacher.”
“Next week I meet with my thesis advisor.”
“I’ll be in rehearsal all day, and then meet my voice coach.”

This is the language that respected students use. Our students are respected students.

Dance, as mentioned above, is an exception: even the most advanced dancers attend “class.”
Within that discipline, respect is built into the terminology.

The Private Meeting is the Exception

We do not advertise that we offer private instruction, and in fact we avoid it.

Whenever possible, call at least two students to meet with you.

Most private meetings should happen accidentally, because of schedule conflicts.

You can call individual students, for specific, special projects.

Otherwise, attempt to always call in groups.

Learning guitar is great in groups.

Learning dance is great in groups.

Learning video is great in groups.

Learning percussion is great in groups.

Small group meetings like this can be mixed-age, mixed-skill level, or both.

It is also ok, for the sake of efficiency, to group similar-age, similar-skill kids for short meetings.

It is fine for two 13-year-old intermediate guitarists to meet with a teacher together.

It is fine for five 8- and 9-year old beginning percussion students to meet as a group.

It is fine for two 16-year-old advanced dancers to meet with an instructor.

But:

In the daily rehearsing band or play, we always mix age and/or experience.

In a three-times-per-week dance class, we always mix age.

Open Meetings

Before you make a meeting open, have at least two campers scheduled to attend.

Whenever appropriate, make your group meetings “open” for anyone to join.

If you are teaching basic makeup, this can certainly be “open.”

If you are teaching an intermediate jazz dance class, this can be “open.”

If you are teaching an introduction to juggling, this should be “open.”

If you are setting up figure drawing, this can most likely be “open.”

If you are teaching beginner percussion, this can probably be “open.”

Open meetings are announced in the dining hall (and after 60”@3:25); see “Announcements.”

If there is even one hand, re-state the time and location of the meeting.

If there are no hands, clearly state that it is not happening, and that you will announce it again.

Setting the Tone

What you say is important.
How you say it is even more important.

And we can invite the kids to frame things differently as well.

If a camper says: “I want to quit a show,” perhaps offer them:
“so, perhaps you’d like to have a discussion with your director about changing your commitment?”

If a camper says: “I’m too tired to meet with you,” perhaps offer them:
“so, let’s talk about a way in which our meeting can be relaxing and restorative...”

We teach kids the reality of their situation through our language choices, so:

“This afternoon we are going to be grooming the horses” or “Today rehearsal will meet on the abutment”
instead of “It’s too hot to ride” or “it will be too hot on the stage.”

“Today’s meeting will begin with 15 minutes of meditation; feel free to just come for the meditation part”
instead of “since we are all stressed out and busy, we’ll meet for meditation today.”

“We’re going to look at strategies for learning lines and dealing with complex text”
instead of “if you are struggling with learning your lines, or don’t understand them...”

“If you’d like to work on a video project, think about it today and speak with me tomorrow”
instead of “there will be no video today.”

The framing of ideas is very important.

Safe + Inclusive + Diverse

Our community includes a variety of gender expressions and gender identities.

You may work with or live with someone who uses pronouns different from those you had originally assumed.

If you have a question about someone's pronouns, ask.

When referring to someone who uses gender-neutral pronouns, use "they" as you would use "he" or "she".

"Charlotte is doing really well in their rehearsals. I think they are having a great time at camp."

All community members will live in the cabin area in which they are most comfortable.

A transgender girl may feel more comfortable in the girls' cabin area, but she may also decide she feels more comfortable in the boys' cabin area.

This decision is made through open conversation with the camp administration and families.

It is understandable if you make occasional errors in pronoun usage, at first.

It is an expectation of our community that you will improve, making fewer errors as time goes on.

It is a good idea to get out of the habit of using gendered phrases like, "you guys," "ladies and gentlemen," &c...

If you have questions, or are unsure about any of these things, please ask someone on the administration.

Three Ways to Build Trust

Build trust in your campers, your colleagues, and with the camp administration. The camp administration will do the same for you.

Show vulnerability as a leader.

"Twenty-eight percent of people said that being vulnerable and admitting your shortcomings as a leader was the most effective way to build trust ... they remarked how being vulnerable with your weaknesses and mistakes demonstrated empathy: The more empathetic someone was, the more likely they were to trust them..."¹

Communicate the intent behind your actions.

"Twenty-six percent of people said making your intentions behind your actions clear was the most effective way to build trust. This makes sense, given that intent is such a primary part of the definition of trust, to begin with. Communicating the intent behind your actions means being open about why you're saying something, and why decisions are made – including your decisions to not act on something."²

Follow through on commitments.

"Eighteen percent of employees expressed that simply following through on commitments was the most effective ways to build trust."³

¹ Lew, Claire. <https://tinyurl.com/lew-build-trust>

² Ibid.

³ Ibid.

Camp Fundamentals

Safety

A counselor is always consciously and continuously aware of camper safety.

A counselor uses common sense to stop activities that might lead to injury.

Running on wet grass? Stop it.

Cartwheels on the dining hall porch? Move it to the grassy area.

Throwing rocks? Stop it.

Rolling down the hill? Not any more. Too much concern about ticks and Lyme Disease.

Running after a golf cart? Stop it.

Almost every serious injury has happened within 24 hours of the end of a session.

Always be vigilant; be extra vigilant during the last 24 hours of a session.

No one is allowed in the horse area unless the instructor is present and the area is open

No one is allowed in the pool area unless the instructor is present and the area is open

No campers are allowed at the lake unless a list of names has been submitted to the office

No staff are allowed at the lake during time off unless given permission by the camp director

If in doubt, check with a camp director.

No open-toed shoes are to be worn outside the cabin by campers or staff. This is very important.

Do not allow spike heels, clunky heels, and "flimsy mules" to be worn outside the cabin.

No campers or staff may go barefoot outside the cabin or pool area.

No running in the rain

Get under cover during electrical storms or hailstorms.

No campers on golf carts without the permission of a camp director or camp nurse

Campers may not leave the cabin after 'lights out.'

Campers may not climb ladders without the permission of the camp director

A ladder holder must be present at all times when approved campers are on ladders.

Campers may not use plug-in power tools.

Screw guns and other battery-operated tools can be used with proper training.

Supervision

During activities, Ballibay has the feel of a college campus.

Campers come and go, heading from one appointment to the next, managing their own schedule.

Campers take advantage of their free time to pet the kittens, read a book, write a song, practice.

Campers move freely, and each camper has his or her own unique schedule

This freedom is at the heart of the Ballibay program, but how is such a campus supervised?

The Three Ways We Supervise

1: campers need to be at scheduled activities

Counselors are responsible for campers in their scheduled meetings and rehearsals.

Campers are responsible to show up to these activities on time.

Campers not at scheduled activities are to be considered missing and must be located immediately.

See the “missing camper procedure” below.

2. Counselors are responsible to teach camp rules to campers, including

Campers may not leave the campus.

Campers may return to the cabins during activity times only to change clothes or pick something up.

Campers may not remain in the cabin area unsupervised during activities.

Campers must attend scheduled activities.

Campers without a scheduled activity must be in a visible location on campus.

See also: CABIN COUNSELING: YOUR ROLE IN ORIENTING CAMPERS.

3. Counselors must verify that all campers are accounted for 11 times per day

1. In the cabin in the morning, before breakfast
2. At breakfast (table counselor/small DHM)
3. In the cabin at 12:00 (cabin counselor)
4. At lunch (table counselor/small DHM)
5. In the cabin for rest period (cabin counselor)
6. At the 5:00 special, or in cabins (cabin counselor)
7. At dinner (table counselor/small DHM)
8. In the cabin unless specifically known to be involved in the Evening Program (cabin counselor)
9. At Snack unless specifically known to be involved in the Evening Program (cabin counselor)
10. At the end of the evening program, gathered in the cabin group (cabin counselor)
11. In the cabin after returning from the evening program (cabin counselor)

These structured check-in times are essential for the safety of the campers.

They not only help us keep track of campers, they are a comfort to them.

Campers like the fact (and need to know) that they are being cared for away from home.

Campers need (and secretly enjoy) structure, rules and stability, and we need to make these a priority.

The Late, Cancelling, or Missing Camper

If a camper is missing from your cabin (more than 5 minutes late) consider that camper missing.

Ask other campers in your cabin area if they know the location of the camper

Send another staff person or two campers to report back to you or bring the missing camper to you

If there are at least two staff in the cabin, one staff person should check neighboring cabins

If the camper is found, he or she should be reminded to ask permission before visiting another cabin.

If a consistent problem arises, tell the division head.

If one staff person is on a day off, send two campers to get assistance from another staff person

If the camper cannot be located in the cabin area, contact the division head and/or the camp directors.

Do not begin a search procedure other than a cabin area check without contacting a director.

If a camper is missing from, or more than 5 minutes late to, a scheduled activity consider that camper missing.

Ask other campers if they know the location of the camper

Send another staff person or two campers to report back to you or bring the missing camper to you.

If this was a private meeting, go in search of the camper yourself in likely nearby locations.

If not nearby, get to someone with a staff phone to contact the camp office, or go to the office.

If a consistent problem arises, tell the head of your department.

Make sure any missed meeting is noted.

If a camper is missing from your table at a meal consider that camper missing.

Ask the dining hall manager or a camp director if they know the reason for the missing camper.

If no one knows with certainty why the camper is absent, inform a camp director or dean.

If you are the Small Dining Hall Manager

You are responsible for the entire Small Dining Hall; be sure to count the campers each meal.

If the count is incorrect, identify the missing camper and follow the procedure above immediately.

Nurse and Medication

The Camp Office is the Infirmary.

For a medical need during program time, accompany campers to the main office.

During cabin time, counselors can take their campers directly to the office, or to the division head.

Nurse office hours for campers are after breakfast, after 60" @2:35 and after dinner, in the office.

If you need to see the nurse, please schedule a meeting at another time.

Medications are usually given out at meal times by our nurses.

No medications of any type may be stored in the cabin area.

All medications, staff and camper, must be turned in to the camp nurse(s).

If someone seems seriously injured, do not move them.

The camp nurse or health staff person will check all cabins for head lice at the beginning of each session.

When the nurse comes to your cabin, learn from her how to look for head lice and ticks.

Lice love a clean head, and counselors are very susceptible.

Ticks love tall grass. Avoid it, and tell your campers to avoid it.

Check your campers for lice, and make sure they check themselves and each other for ticks.

With the younger campers, you will need to help with this.

Do not diagnose an illness for yourself or someone else unless you are a medical professional and specifically asked, in writing, by the camp to do so.

Do not mention any casual "diagnosis" of physical or mental issues based on your observations.

Counselors will be informed of all important health information received on camper medical forms.

Bring any observation of possible medical or psychological problems to the attention of the deans and directors.

Mental & Emotional Health

Camp is an environment based on kindness and sensitivity.

Camp is always welcoming to newcomers.

Bullying, and any oppressive, aggressive, or abusive activity is absolutely not tolerated.

Bullying is aggressive or abusive behavior intended to hurt another person.

Bullying is using relationships in manipulative ways, such as ostracizing or intentionally embarrassing.

Teasing is episodic, reciprocal, and playful, and is often ok.

Bullying is one-sided, repeated physical or psychological intimidation, and is never ok.

Sexism and racism are absolutely not tolerated.

Cliques are not tolerated.

“Mean girl” behavior is not tolerated.

We respect campers need for alone-time, but also observe carefully for withdrawal and isolation.

Discuss any cause for concern with your co-counselor and cabin division head.

Maintenance & Supplies

Maintenance

If you have an urgent maintenance problem, tell a program head, director, or dean.

For minor issues, write your problem in the book/clipboard labeled "Maintenance" in the office.

Include date, time, nature of problem, your name, and where the problem exists.

State the problem simply, not dramatically with lots of exclamation points. It will get done.

Please do not take problems to maintenance staff in person unless you have permission from John.

For maintenance issues that are not emergencies, tell one person, once, and write it in the book.

Telling a bunch of people wastes time, mental energy, and words.

Cabin Supplies

Get cabin supplies from your division head.

Program Supplies

Discuss program needs with your Program Head.

If you have any difficulties obtaining program supplies, add a camp director to the discussion.

If you are expecting program supplies, check the office and receiving/recycling room for deliveries.

Personal and Interpersonal Issues

Interpersonal problems will arise during camp.

Many problems can be worked out with a co-counselor or another counselor.

Take cabin problems to your co-counselor first; after discussion, go to a division head.

In your program area, go to the Head of your program area.

You should always receive the support, concern, and effort of those around you.

It's most important that you get help if you feel you need it.

Go to a dean, program head, or camp director; whomever you feel most comfortable with.

Counselor Conduct

Counselor conduct with campers and fellow staff members must be beyond reproach at all times. Your interactions with campers in particular must be handled with total care.

We do not tolerate any form of discrimination.

We are not a free-speech environment; some speech is proscribed.

Discussion with campers of counselors' romantic or sexual relationships is not allowed.

Don't discuss losing weight or dieting with campers at your table.

Hate speech of any type is not allowed.

If you have any special questions or concerns, please begin a discussion with a camp director.

Here are a few general guidelines for staff and camper conduct:

Don't tolerate foul language among campers, or among staff in the presence of campers.

Physically intimate relationships between campers are not allowed at camp.

Emotionally intimate relationships will develop, and this is to be expected.

Emotionally involved campers should not kiss, hold hands or otherwise have romantic physical contact.

Gently set limits with children who cling or hang on you.

Instead of rejecting the camper, suggest an alternative: "how about a high-five?"

Be aware of campers that may develop a crush on you; gently set limits.

Any type of threat of serious violence or destructive activity must be reported to a Director immediately.

You don't need to offer lots of personal information to campers for them to like and respect you.

Keep your personal life 95% to yourself.

Important Considerations for Working with Kids

Don't ever strike a child — mandatory dismissal plus possibly more serious problems for you.

Don't allow your personal friendships (or courtships) to manifest themselves on campus.
Public displays of romantic affection or prolonged personal visits while on duty will not be tolerated.

For those in personal quarters: you may not use your living space as a meeting place with campers, and your room should not be used as a social 'hang-out' space. There are many places on campus open for group meetings.

Don't ever meet individually with a camper in a completely private place.
Go to a picnic table in the middle of campus within sight of other for a private meeting with a camper.
Private meetings with campers can be considered suspect and become the basis of accusations.

Don't personally contact or write a parent with a camper's problems.
All camper problems are to be dealt with through the camp office.

Don't diagnose campers' physical, mental or social problems.

International Staff — Campers may want you to stay with them and their families after camp.
Please do not accept their offer! This is the camper talking; not the family.
No matter how gracious the family may seem, your visit will probably be an imposition.
If the family contacts us in the camp office about such a visit, we will facilitate it.

Don't buy things for campers, buy things from campers, or sell things to campers.

We support you in being firm with campers if you feel the need.

We don't support you 'losing it' with campers and berating them or using foul language.

Please tell us about any important situations; even if you did not act as well as you would have liked.
We need to know so that we can help you
We need to know so that we can respond to the camper if he or she comes to us
We need to know so that we can respond to parents if they call with questions about a situation.
We can also offer you advice in handling the situation differently the next time it comes up.

We want to reinforce your authority and make you look good.
We want our staff to appear capable, mature and responsible to the campers and to parents.
So unless you have acted truly inappropriately, you can count on us to back you up.

If we, the camp administration, make an error in an interaction with a camper, let us know:
If you made an arrangement with a camper and we changed it, or,
If you told a camper they could not do something and we allowed it, tell us.
We will defer to your authority if we possibly can.

If a camper comes to us with a request,
we will always try to ask first:
"did you already talk to your counselor about this?"
But: campers who want their own way may not be completely honest with us.
This is often how we as deans and directors get in conflict with counselors.
Many apologies in advance if this happens during the summer!

The Day

The Typical Day

- 7:00 - 8:00 **Wake up** (this time is at the discretion of cabin staff, depending upon camper needs)
7:30-8:10 Some summers, we offer a live radio show on WBAY
- 8:15 **Breakfast starts** (takes about 30 minutes)
- 8:45 **Announcements**
8:50-12:00 Dance Intensive
- 9:00-9:20 **Full Staff Meeting**
- 9:30 - 12:00 **Morning Activities**
10:00-12:00 AM Rehearsals
10:30-11:15 Drink & Snack as part of Food Education
11:00-12:00 Free Swim
- 12:00 **Return to cabins**
- 12:30 **Lunch** (about 45 minutes)
- 1:15 **Announcements**
- 1:30 - 2:30 **Rest Period**
2:35 **site-specific 60”@2:35 performance**, recap of open classes
- 3:00 - 5:00 **Afternoon Activities** (PM rehearsals)
3:30-4:15 Drink & Snack as part of Food Education
4:00-5:00 Free Swim
- 5:00 **5 o’clock Special**
- 5:30 **Dinner** (takes 45 minutes - 1 hour)
- 6:15 **Announcements**
- 6:30 - 7:00 Free time & after-dinner sports; Free Store open; Staff classes
- 7:00 - 8:00 **Evening activities**
- 8:00 **Return to cabins** (campers and staff not involved in evening program setup)
- 8:30 **Campers and staff arrive at Evening Program location**
(campers can work in the art studios on selected evenings)
Nights off for off-duty staff begin when campers have arrived
- 8:30 **Staff Jam** in Blackbox for Night Off Staff
- 8:40 **Evening Program begins**
Snacks at Evening Program location
Return to cabins (campers and on-duty staff)
- 9:45 - 10:45 **Lights Out** depending on length of evening program and cabin number
- 1:00 Night Off ends; staff are expected to be on campus and ‘signed in’
Office closes; office duty staff begin ‘final rounds’
- 1:10 All staff are expected to be back in quarters

Parts of the Day

The Half Hour Before Lunch

- 12:00 Campers & Staff have left activity areas; activity areas are clean and closed
- 12:05 Campers are back in cabins; cabin counselors verify that all campers are present
- 12:20 Campers and Staff gather at the Dining Hall
- 12:25 Dining Hall opens; table counselors verify that all campers are present
- 12:30 Lunch Begins

At 8:00 PM

Know who from your cabin is 'cast' and 'crew' for the evening event.

Only campers you know, without question, are involved, can be absent from the cabin at 8:00.

Other campers not at the cabin by 8:00 must be considered missing.

Please come with your cabin to the evening events at 8:30 for 8:40 performances.

If you have the night off, it begins at 8:30, after your campers have already arrived at the event.

During the performance, staff are:

1. Sitting with the campers and making sure they are courteous and quiet during the performance
2. Working the show in an assigned capacity
3. Supervising the open art studios for campers who have chosen not to attend the show
4. Overseeing the Staff Jam
5. On your night off. If you plan to see only part of the show, be sure to sit in the back row
6. Working on another assigned task, like focusing lighting for the next night's show

The Art Studios at Night

Campers with a focus on the visual arts have the choice to not attend some performances

They make their decision as late as 8:30 (while waiting outside the theater)

Once a camper has sat down in the audience, he or she is committed to see the entire show.

If a camper elects to work in the studio, he or she must inform his or her counselor.

Clothing

You must make sure your campers dress adequately for the night. It can get extremely cold at night, even if it is mild in the evening. Long sleeves and long pants are the rule. Give yourself time before leaving the cabin to check that campers are appropriately dressed.

Your Night Off

Nights off begin at 8:30, when your cabin has arrived at the location of the evening event

If your on-duty co-counselor is available to walk your cabin to the event, that's ok.

If you're on-duty co-counselor not available, before leaving on your night off:

walk with your cabin to the event

do a final head-count at the event location

make sure an on-duty counselor is available to supervise your campers

make sure this counselor knows your cabin number and the number of campers in your cabin

Saturdays

There are no evening activities. Non-cabin staff check at dinner to receive evening assignments. Cabin staff do laundry with their cabins.

Sundays

Breakfast is at 9:00, Lunch at 1:00

There are no morning activities.

Non-cabin staff check at breakfast for morning and evening assignments.

Cabin staff do laundry with their cabins.

In the afternoon: Morning activities take place 2:30-4:00, Afternoon activities take place 4:00-5:30

Campers & staff report directly to dinner at 5:30.

There may or may not be evening activities on a Sunday; you should check!

Food

Our food is amazing; and we strive to make it ever better.

In 2012 we appeared in the New York Times Food & Wine section for our excellent, innovative food.

We run a 'quiet dining hall.' We don't have campers shouting, chanting and singing during meals.

We want to enjoy meals in a quiet atmosphere.

Please help us maintain this atmosphere.

Do not buy special foods for your campers.

Anyone can keep vitamins, supplements, and non-perishable sauces on the table.

Please do not approach the chefs with requests; come to the camp directors.

Coffee & Tea

Coffee is served at breakfast and lunch.

Children who drink coffee at home may have one cup at breakfast.

Tea is served all day.

CITs on table duty may have coffee at any meal.

Tables

Seating arrangements are planned. We try to change them every 7 days.

Each counselor is responsible for his or her table and the "neighborhood" of tables in the vicinity.

Have your campers to the meals a few minutes early.

One person up from the table at a time after the initial service.

Don't discuss losing weight or dieting with campers at your table.

Encourage campers to use the bathroom before and after meals.

During the meal, only the bathrooms in the music building are open.

Watch for campers who go to the bathroom every meal, especially near the end of every meal.

This is very important; it may indicate a psychological or physical problem. Please report it.

Make sure campers are properly dressed for meals.

Make sure that campers and staff do not remove food from the dining hall.

Mail is distributed after lunch.

Don't give campers their mail until they are back to the cabin and quiet for rest period.

Don't read your own mail before you have distributed mail to your campers

Packages are opened at the front of the large dining hall after lunch and dinner.

All camper packages are checked for food; food is donated to the staff.

Nut-Free Campus

We have a nut-free campus (with the exception of staff in private quarters).

Several members of our community have life-threatening nut allergies.

Any adult on campus who sees a nut product (Almond Milk, Peanut M&M, &c...) is empowered to dispose of it by placing it in a sealed bag and putting it in a dumpster, or, if a liquid, pouring it out, rinsing the container, and then disposing of or sanitizing the container.

This is a life-and-death issue for members of our community.

Camp Policies

Golf Carts and Gators

Do not use a camp golf cart or gator unless you have had a formal training by a director or dean.

Do not use a camp golf cart or gator unless you are transporting something too heavy or cumbersome to carry.

Written Incident & Accident Reports

Provide a written report to document any injury or near injury.

Consider providing a written report to document any uncomfortable interpersonal situation.

Document circumstances, witnesses, dates, times, and actions taken in the situation.

Reports will be kept on file in the office in case an uncomfortable situation repeats itself or develops.

This is a way of protecting yourself and clarifying your side of an issue if the need arises.

Visitors & Intruders

If you see a person (or group) on campus who you cannot identify, please greet them

If they do not have a camp representative with them, please escort them to the office

If they are contractors doing known work on campus, please report any inappropriate behavior

In cabin orientation instruct campers to always let a staff-person know if they see a stranger

Plans for Emergency Communications

If there is an emergency, get a dean or director.

There are camp phones located in designated areas in the cabin areas and kitchen

In the event of an emergency, only a camp director, nurse, or dean may make contact with families

If you need to call "911" direct them to: **1660 Ballibay Road**

Please tell the operator:

"No Lights or Sirens. Drivers and First Responders must drive reasonably and carefully on campus."

Only the camp directors may deal with media coverage of a camp emergency.

The camp reserves the right to manage news and information received by the camp community.

Possession of Personal Equipment on Campus

The camp is in no way responsible for equipment brought to camp for personal or program use

Staff should see a camp director concerning their personal equipment, its use and storage

Cabin staff should contact the cabin Director concerning campers' personal equipment, its use and storage.

Tobacco, fireworks, BB & airsoft guns, cigarette lighters, and weapons are not allowed in cabins.

Campers are not allowed to have mobile phones.

If you are unsure if an item is appropriate for a campers, please ask your cabin director.

Staff with vehicles may park them in the staff parking lot on campus.

Staff may only drive on campus at the beginning and end of camp.

Drive very slowly on Ballibay Road until you are out of camp and past our neighbors

Don't blow your horn on or near campus unless it is an emergency and you need immediate assistance

Food & Snacks

Staff members who live in the cabins with kids may keep snacks and private food in a sealed box in the dining hall.

No nuts, nut products, or food containing nuts can be kept in these containers.

No food of any type is allowed in the cabins so as not to attract bears and other wildlife. This is very important.

Staff members who live in private quarters may keep snacks and private food in a sealed box in their quarters.

Nuts and nut products may be kept in private quarters but must be consumed there.

Staff Mobile Phones

Staff may not carry their mobile phones while working, not even as a timepiece or music player.

Camp directors, deans, and the chefs will carry mobile phones.

You may not leave your mobile phone in the cabin if you live with children.

If you live with children, we require that you leave your mobile phone in the office.

If left in the office, it will be available to you on your nights and days off, and at any appropriate time.

We will keep your phone on a charger in the office if you like.

Staff mobile phones are not permitted on campus except
on nights off, away from campers
on days off away from campers
in your living space if you are assigned to private quarters

Campers do not have access to phones, and may not have mobile phones at camp

Please keep your phone locked with a security code.

Staff Life

Days Off

Days off are set by the camp administration. We will attempt to accommodate requests.

Cabin Staff will have one day off per week, Monday-Friday, with 6-7 staff off per day.

Non-Cabin Staff can take weekend days off as well.

Days off start after breakfast and end at the 1:00 AM curfew.

Days off are considered paid vacation days.

Regardless of your department, title, or status at camp, your last day off is the day you depart.

You are being paid for your departure day because we expect your assistance and cooperation.

If you are at camp for only one week, you will not take a mid-week day off.

If you are at camp for two weeks, you will have one mid-stay day off.

You are welcome to stay on campus for part or all of your day off, and have meals at the dining hall. You do not have to sit at a table with children on your day off. There are spaces reserved at the staff tables.

Kitchen staff also sit at the staff tables in the dining hall if they eat at the camp on their days off.

Nights Off

Nights off are set by the camp administration. We will attempt to accommodate requests.

Nights off begin at 8:30 PM (when campers have arrived and are supervised at the evening event)

Nights off end at the 1:00 AM curfew.

Nights off will be arranged in advance.

Staff must sign out and in when leaving and returning to the campus.

Make sure you sign yourself in and out.

Nights off begin a few days after camp begins, when it is apparent that the campers are adjusting well.

When there are 3+ staffers living in a cabin, one or more will be designated as Never On Alone (NOA). Co-counselors of NOAs alternate nights off with each other, regardless of the NOA staffer's schedule. NOA staff receive the same time off as all other staff, but are never on duty in the cabin by themselves.

CITs may never leave campus on a night off, and must be back in the cabins by midnight.

On the night of a Staff Cabaret, nights off begin after the show.

The Rock Garage closes at 10:00 PM daily.

Leaving & Returning to Campus

Any time you leave campus, you must personally sign yourself out at the office.

Staff must be back on campus by 1 AM and in cabins by 1:10 AM. This is a mandatory curfew.

If you will be unavoidably delayed, please call the camp office to let us know: 570 746 3223

Upon returning to campus, you must personally sign yourself back in. Why?

In case you get an emergency phone call, the Camp Office will know that you are off campus.

If there is any emergency, we will be able to establish your location

The camp does not provide transportation off campus; rental vehicles are available locally.

Controlled Substances

Anyone returning to campus intoxicated or in possession of alcohol is subject to immediate dismissal. International staff will be dismissed and deported

Anyone on campus in possession of illegal drugs will be dismissed and reported to police
International staff will be dismissed and deported

Staff Laundry

Staff may take advantage of free laundry service weekly at camp.

Laundry goes out Sunday AM and staff laundry bags will be returned usually Tuesday or Wednesday.

Laundry machines in the kitchen are available to kitchen staff at the chef's discretion

Smoking

The only permitted smoking area is in the staff parking lot.

Smoking is not permitted in any camp building.

No smoking after breakfast (staff meeting) or lunch (rest period).

Staff use of pool and lake

Staff may not use the pool unless a certified lifeguard is on duty.

Staff may use the pool during regular "open swim" hours on days off or on breaks.

Staff may use the lake on days off with the permission of a camp director for boating and fishing only.

Swimming is not permitted in the camp lake at any time and is not safe.

There must be at least two staff at the lake for boating and canoeing.

Life preservers must be used at all times when on the water.

Valuables & Money

The camp is in no way responsible for valuables belonging to a staff person.

You have a salary account that contains the money you have earned.

You may deposit cash to your salary account.

You may get cash from your salary account at the office.

Any money left in your salary account, after taxes are withheld, will be paid at the end of camp.

International staff can receive a check or cash.

American staff shall receive a check.

The office will hold a single sealed envelope for you for the entire summer.

Valuables, such as passports, travelers checks, and important papers should be turned in.

The envelope will be sealed by you and kept for your entire stay.

Please do not buy anything for campers while you are off campus

Please do not bring campers 'gifts' from off campus.

How to do a good job

1. When you have a task or problem:
 - visualize the end result
 - examine your current circumstances
 - break down the problem into steps
 - identify the resources you need
 - gather them
 - do the task
2. Do not rely on any director, dean, or chef for any aspect of your regular responsibilities.
 - Anyone in these positions can be called away at any time, for any amount of time.
 - Be sure you have all the resources and information to complete your work without them.
3. Write it down
4. Do not re-assign yourself, or change your own schedule.
5. Consider the best time to do something. It is often not "when you think of it."
6. Have a maintenance problem? Write it in the maintenance book. You may also tell one person, once. If you need to follow up, go back to the same person. (A clogged toilet is not a maintenance book issue – plunge it yourself, ask another counselor to do it, or get your division head).
7. Take advice from people knowledgeable about camp, particularly the deans and directors.
8. Do it as asked, try it our way first, and don't change it without discussion.
 - The exact details, timing, and order of your jobs is probably important.
 - If we don't specify, you are free to fill in the details;
 - But if we do, it is almost certain we have a good reason.
9. Be where you are supposed to be. There is usually somewhere that you are supposed to be.
10. Keep a journal. This will help you remember things, and remember them accurately.

Cabins

The cabins must never be left unsupervised

All campers and staff must be in the cabins (and out of them) at the appointed times

A good, safe atmosphere is to be always maintained

The boys' area is strictly off limits to female campers, female staff and female visitors, and vice-versa. Unless you have a specific job that requires you to be there, never enter the other gender's cabin area. During transition days parents and adult relatives may enter their child's cabin area. Brothers and sisters can enter their sibling's cabin area if the parents are present.

During cabin times, or whenever your cabin is regrouping, make sure your campers are all there.

It is your responsibility to know where your campers are during cabin times.

Never leave your cabin without a staff person or CIT supervising them in your absence.

If you need a CIT in the cabin area, you must ask the CIT coordinator first. If the CIT coordinator doesn't live in your cabin area, you need to plan ahead.

Dean(s) will not assign you a CIT unless they have heard from the CIT coordinator.

Beds should be made and cabins in general good order before breakfast.

Campers may not return to cabins during activities except for quick visits, for instance to change clothes.

A staff person must always be the last person to leave the cabin.

Report maintenance problems in a timely fashion by writing them in the maintenance book.

Do not go directly to Maintenance Staff.

Please make sure your campers return to your cabin and check with you before visiting another cabin.

Use discretion when allowing your campers to visit other cabins.

Do not allow foul language in your cabin.

Talk to all of your campers and monitor their needs and moods on a daily basis.

Maintain good communication with your co-counselor and talk about problems and solutions.

Agree on rules and enforcement of them.

Decide and implement a shower/bathroom/cleaning schedule.

Please show campers how to clean well and efficiently, and be gentle and encouraging.

Campers may not leave a cabin after lights out.

No cats are allowed in the cabin area.

Absolutely no food or drink in the cabin area. This attracts wild animals.

No medicines in the cabin, prescription or non-prescription, including aspirin.

The nurse will keep all medicine, and will distribute it at mealtimes or by special arrangement.

Know where your fire extinguisher is and how to use it, and test your fire alarm several times a session.

Rehearse a fire drill with your cabin using the main door within the first week of each session.

Let campers know that the windows are available as fire exits.

Decide upon a meeting place for your cabin in the cabin area in case you need to evacuate.

Division heads may call a fire drill in your cabin at any time; make sure you have discussed an evacuation plan.

Campers must sleep on sheets at all times, and change sheets weekly.

Please look at your campers' beds every day (they should be neatly made before breakfast).

Making Rules in your Cabin

It is very important to have clear rules for your cabin.

Have a meeting with your cabin to go over these rules within the first two days of each session.

The sample rules listed here should definitely be implemented in your cabin.

Sample Rules

(written as if addressed to campers by their counselors)

Listen to us; we are in charge of the cabin, and we will always try to be fair.

Come to us with your problems.

Be kind to each other, all other campers, the counselors, and everyone you meet at camp.

Rudeness is not appropriate, and bullying of any kind is not tolerated.

Be proud of our cabin, and responsible about its care.

Pick up after yourselves, take your turn doing chores.

If you see trash in the cabin or cabin area, please pick it up and throw it away

No food in the cabin — ever.

No 'bad language' in the cabin.

Ask us permission if you want to visit another cabin before lunch or the evening program.

Always come back to this cabin first, and always leave for the meal or evening program with us.

No talking after lights out; we might allow 10 or 15 minutes of 'flashlight time' after lights out.

Never leave the cabin after lights out.

During rest period, you are never allowed to visit other cabins, play sports, or speak or sing loudly. On Saturday nights the laundry has to get done before you can do anything else. You must change your sheets every week.

On Sunday mornings we start cleaning right after breakfast.

No cats in the cabin area.

Don't hang your wet towels or laundry out in front of the cabin — there are clotheslines in the back.

Mail will be given out when you are back in the cabin, on your bed, and quiet for rest period.

We will not read our own mail until you are on your bed and quiet.

Lights Out Times

Lights out times for each cabin are as follows:

G1-3 & B1-2:	9:45 pm
G5-6 & B3:	10:15 pm
G7-10 & B4:	10:45 pm

Many of our evening programs will run later than the 9:45 lights out time

When a cabin gets back to the bunk after lights out time, make it clear that it is 'past bedtime'.

Suggestions about Cabin Rules & Cabin Orientation

Have a shower schedule

Have a daily and Sunday cleaning schedule; write down all the jobs, and 'rotate' the assignments weekly.

Make sure that all of your campers do shower; a swim in the pool does not count

Rest period is necessary for the health of campers and staff.

Start with strict rest period rules! You can 'loosen up' later as a reward for good behavior.

You may want to schedule a few showers during rest period.

Turn off the lights!

Laundry & Packing

Laundry is collected Sunday morning.

Keep track of what each camper puts into the laundry on a laundry list.

CAMPERS MUST CHANGE SHEETS WITHOUT EXCEPTION.

Laundry is returned Thursday.

Campers leaving pack the Friday morning before their departure until 11:00 AM.

Look at how much laundry each camper is putting in the wash:

If a camper is putting in too little (less than 1 week's supply), encourage them to put in more. The shelves will be less crowded in the cabin.

If they are putting in too little because they don't have enough clothes, have them write home.

If a camper is putting in too much (more than 1 week's supply), see how many clothes the camper has. If they have a two week supply (which is what they should have), don't let them put in all the laundry. Keep some aside and let your division head know; we will do the laundry on campus.

Rental linens will be picked up by the linen person, and new linens will be distributed. Please make sure that rented linens do not go in the cabin laundry bags.

Orienting Campers to Ballibay

You are responsible to instruct campers in the basic rules and philosophies of Ballibay.

Please take this very seriously; you are the authority figure to these campers, and they look up to you.

You are the best person to impart the rules and philosophy to them.

You should communicate:

The non-competitive nature of camp activities, programs, and community.

The individual choice nature of the camp program.

The fact that campers can approach any staff-member if they have a problem

The boys area is off-limits to girls and vice-versa.

All campers must attend scheduled activities, rehearsals, and meetings.

If there is a problem or conflict, campers must discuss it with the staff members.

If a camper does not show up as scheduled, he or she is considered missing

It is very important to write down your schedule in your notebook, and be on time.

If you see a stranger or group of strangers on campus, let a counselor know.

If you feel someone is injured, tell them not to move, and let a counselor know

No camper may keep medication with them or in the cabin

All medications must be turned in to the nurse

The road running through campus is a public road: look both ways before crossing

If there is a fire or fire drill campers should gather by cabin outside the cabin or dining hall

If lightning is striking nearby campers should not be outside a building.

If campers see wildlife that seems sick or is not moving, let a counselor know.

Graffiti and littering are not allowed.

We do not allow open-toed shoes to be worn at camp.

Two-piece bathing suits should be worn with a shirt over them when outside the pool area.

Happy Checks

“Happy Checks” are notes written by cabin counselors about the campers in their cabins.

We do not call them “Happy Checks” – we call them by the color of the paper, e.g. “The Orange Forms.”

Happy Check forms are distributed several times each session.

When you get a happy check form, please think carefully about each camper.

Every counselor should fill out the happy check form: there will be two or three forms per cabin.

It is very important that these forms remain completely confidential and are never seen by the campers.

It is also important that these forms get back to us quickly.

In the happy checks you do not need to discuss specific activities or shows unless it is relevant.

Please don't make things look better than they are in your cabin; homesickness is not your fault!

Please be as accurate as possible in your observations.

Also make a general note about the atmosphere and feeling in your cabin.

Please write neatly! Your observations need to be clear and readable.

Cabin Management

We pride ourselves on having clean cabins and a clean campus.

We absolutely do not permit, and will not tolerate graffiti, littering, or destruction of camp property.

You will find that most campers will be proud of the cleanliness of the camp.

Keeping cabins clean and orderly is not difficult if cabin chores are attended to daily.

We recommend that a rotating list of daily jobs be assigned to campers and staff.

All campers, daily, should:

- Sweep under their beds
- Straighten their shelves
- Make their beds

Each cabin, daily, should have one person assigned to each of these duties:

Sweep main aisle	Clean mirrors	Pick up outside the cabin
Inspect shelves	Sweep bathroom	Check/clean shower
Check clothes line	Sweep porch and steps	Check/clean sinks

Do not allow campers to hang towels, swimsuits or other clothing to dry on your cabin's porch.

Staff should check toilets daily, and clean them when necessary (several times/week, at least).

Campers do not clean toilets, counselors do.

Each cabin should, as a team, do the following jobs for Sunday inspection:

- Sweep entire cabin thoroughly
- Mop entire cabin: first wet-mop, then dry-mop
- Scrub shower, sinks & toilets
- Re-stack all shelves
- Do an extra good general cabin cleanup

Announcements

Campers do not make announcements; only staff.

Announcements are for rehearsals, open classes (that already have at least two campers participating), open studios, and other general information.

Show your program head your schedule for the coming activity period before Announcements begin.

Never shout at or “shhhh” the campers to be quiet during announcements.

If campers are being noisy during announcements, stand and wait silently.

Rely upon table staff (or the staff of a neighboring table) to help get the campers quiet.

Announcement Order

After Breakfast:

Dismiss Dance Intensive

open classes/studios & rehearsals by department

By announcer:

Staff Meeting

weather reminders

tick check, tick safety reminder

“campers and staff on night off clear the hill at 12:00, lunch is at 12:30”

After Lunch:

open classes/studios & rehearsals by department

By announcer:

Packages

“pick up mail”

weather reminders

tick check, tick safety reminder

60@2:35 Meeting Location

After 60@2:35:

Recap: open classes/studios & rehearsals by department

5:00 Special Meeting Location

After Dinner:

open classes/studios & rehearsals by department

Packages

By announcer:

Free Store

Staff Class

weather reminders

tick check, tick safety reminder

Production-related & House Manager

Always end with a schedule recap and “you are dismissed.”

Notes on leading rehearsals and meetings

Do not open the art studios before the stated activity start times (9:30-12, 3-5, 7-8)

Each group in any area is responsible for cleanliness & housekeeping in that area.

In the theater, after rehearsal, straighten chairs, pick up the area, take away trash.

Stop at five minutes before the end of a program period to allow time for clean-up.

Always leave a space in better condition than when you found it.

Return any equipment you use.

Make sure your campers have cleared the hall before you return to your own cabin or living quarters.

Walk down with the last campers leaving your activity if you are the last staff person to depart.

Work in the shade when you can.

Please, no food or drink is allowed at rehearsals or meetings.

Drink & Snack must be consumed in the dining hall. Please see to it that no snacks are in your area.

Close the doors and turn off the lights!

Know where the fire extinguishers are in your area, and know how to use them if there is a fire.

Safety must always be our highest priority.

All rehearsals are full cast rehearsals. Campers are only dismissed to 'cleared' activities.

If you are done with your rehearsal, use the time for more process: games, improvisation, &c....

There is always more to do and more to learn; remember: it's the journey!

Make the journey valuable, fun, and enriching.

The “Every Object” Technique

One of the key skills at camp is the “every object” technique
It is used to clean and prepare spaces for work and events
You should use it every day, and get good at it.
Here is how it works:

You evaluate every object in the space into one of four categories:

1. It belongs there because you are using it
2. It belongs there because you know that someone else is using it
Carefully move it so that it is out of your way if you need to, and then put it back
If it is a garbage can, make sure it has a bin liner
If the garbage is full, take it out
3. It does not belong there:
Gather together the objects that do not belong in the space
If you know where an object belongs, return it, or make time to return it later
If you don't know, leave it, grouped with others, and neatly out of the way
Tell someone you whom you know can deal with it
4. You do not know if it belongs there:
Make time to ask about where these things should be
If it is a space you use regularly, you should know every object
Even if it is not you who uses it
If it is a space you use sometimes, make time to ask those who use it often

Notes on Places, Days, Events

Movie Night

Cabin Staff

Sit with the kids if you are on

Sit at the back only if you are off

You need to be at the movie unless you are:

- Supervising the art barn

- Doing tech work for an outdoor show

- Teaching a staff class

Visiting Artists & Out of Cabin Staff

Since the cabin staff are busy with laundry, please spend after dinner until 8:30 helping to set up and prepare the space

Person in Charge

Announce "blankets, no pillows"

Make sure video & sound work early in the day so that there is time to fix problems

Test with the actual movie you plan to show (some downloaded movies will not play to a projector)

Coordinate with the snack person

Make sure tech stuff is safely out of the way, and use the "every object" technique

DJ Dances

Cabin Staff

You need to be at the DJ dance unless you are:

- Supervising the art barn

- Doing tech work for an outdoor show

- Teaching a staff class

Visiting Artists & Out of Cabin Staff

Since the cabin staff are busy with laundry, please spend after dinner until 8:30 helping to set up and prepare the space

Snack

Snack is continuous throughout the dance

Person in Charge

Announce the event, call DJs

Set up sound before dinner so that there is time to fix problems

Make sure tech stuff is safely out of the way, and use the "every object" technique

DJ in teams of two

Only DJs with their own devices

At 8:00 make sure all the DJs practice mixing

Dismiss the younger cabins 15 minutes early

Tech Staff

Please prepare sound:

- Sound board with 2 inputs and a mic on stage for DJs

- If indoor: feed main board via digital snake, be sure mains, monitors, & sub are working

- If outdoor: move mains, monitor, & sub to outdoor location

Please prepare lights:

Glossary

Dean of Campers, Assistant Dean of Campers

The deans of campers are high-level members of the camp administration, just under camp director, and effectively run the camp.

Dean of Staff

The dean of staff is an ombudsperson for the staff, always available to discuss staff concerns.

Department Heads

A department head is a member of the camp administration overseeing a specific area of the camp.

Division Heads

The division heads are senior counselors who assist with issues in the cabin areas: supplies, interpersonal issues, discipline issues, and maintenance issues. They meet daily with the deans and directors.

Staff Orientation

Before the campers arrive, staff participate in a week of orientation. This book is an important part of your orientation, but equally important is the time you spend discussing the policies and philosophy of Camp Ballibay, becoming familiar with your program area, getting to know the campus and facilities, thinking about your personal philosophy of teaching and counseling, and getting to know your fellow staff members. Staff orientation is all of this, plus a healthy quantity of cleaning and moving stuff around.

Camper Orientations

At the beginning of each session, campers participate in an orientation during which they meet all of the staff, find out about all programs to be offered during the session, and have opportunity to express their interests in the program areas through one-on-one discussions with staff. During this time, campers also audition for theatrical productions, learn the rules of camp and their cabin, and can begin participating in some program areas.

Parts of the day

Meals

Before meals, the whole camp gathers outside the dining hall and waits to be called in by the dining hall manager. Staff and campers stand behind chairs until seated by the dining hall manager. A brief grace is spoken at lunchtime; before dinner we sing "Day by Day" from the musical *Godspell*. We run a quiet, family-style dining hall. Staff sit at tables with four or five campers during meals. Table assignments change every week. All staff are involved in assisting with the food service through their COOP responsibilities.

Announcements

After every meal announcements are made by staff about rehearsals and activities.

Activities

Most days there are three activity periods: morning, afternoon and evening. All program areas are active during these times, and this is when all lessons and classes are offered. Each theatrical production has full-cast rehearsals during either the morning, afternoon, or evening activities.

Drink and Snack Times

The dining hall is open for part of the morning and afternoon activities for a healthy snack. Campers and staff getting a snack also help with fun kitchen tasks, like shucking corn and snapping peas.

Free Swims

There are 'free swim' open pool times in the mornings and afternoons for campers to take a dip. On hot days, staff can take a quick pool break (no more than one counselor from any department at a time).

The Half Hour Before Lunch and Dinner

Rehearsals and classes end, activity areas close, and all campers and staff 'clear the hill' and either:

Before Lunch: return to cabins to get ready for the meal

Before Dinner: attend a 5:00 special event somewhere on campus/return to cabins.

Rest Period

After lunch, all campers and staff return to the cabins for a quiet, restful time. Rest Period is perhaps the most important part of the day. The primary purpose of rest period is to keep the campers from 'burning out' and becoming ill; but, as you will find, it is equally important for staff! Rest period is sacred; no campers or staff are allowed out of the cabins except technical theatre staff taking a "shifted rest period." This is an excellent opportunity for the campers to write home, so please encourage it. It is also a time for campers to enjoy a quiet game, study lines, talk quietly, or simply sleep.

Free Time After Dinner

Most activities are not scheduled during this time; campers and staff can relax on the campus; there are after-dinner sports daily.

Night-Time events

Theatrical Productions & Camper Cabarets

There are many evening productions each session: staff and camper cabarets, staged readings, one-act plays, concerts, dramas, and musical productions. The audience for a production is made up of all campers and on-duty staff not involved in the show, and often many staff on nights off. Snacks are served at intermission or at the end of the evening.

DJ Dances

Once per session there is a DJ Dance; a dress-up, fun night of music and dancing for campers and staff.

Band Night

A rock-n-roll extravaganza! A full evening concert of camper rock bands.

Jam Nights

On Jam nights, campers and staff participate in structured improvisations in all areas of the camp: there are several music jams, a visual art jam, a theater jam, a dance jam, a writing jam, and a food jam.

Bonfires

Over the course of the summer we will have several bonfires, at which the entire camp gathers to sing songs, watch skits, hear ghost stories (true ones — of course,) and enjoy the spectacle of the fire.

Other Events and Activities

Radio Broadcasts

The camp's FM radio station broadcasts live and pre-recorded camper-made radio shows in the mornings, during rest period, and after evening programs. Programs include documentaries, radio plays, music shows, interviews, band recordings, Ballibay news and more. Live broadcasts are sometimes transmitted during activities and at special times (like end-of-session packing).

Safety Details

In Case of Severe Thunderstorms or Rain

If lightning is striking nearby, go inside and stay there until the lightning passes. If you fear for the safety of yourself or campers in any weather condition, please take cover. Better safe than sorry. If you are on a cook-out, call the office on the cook-out phone; we will come pick the entire group up in vehicles.

In Case of Fire

In the Dining Hall:

Proceed via the assigned door onto the lawn in front of the music building. Each cabin will have a specific place to go.

- Doors will be assigned to tables at fire drills: please know where your table exits.
- Proceed in an orderly manner to the grassy area in front of the Music Building. Group there by cabins. Cabin counselors take count of campers and stay with them. The division heads will come around and verify cabin counts.
- Non-cabin Staff (Including Kitchen Staff) gather on the porch of the music building to be counted by the Camp director.
- Division head(s) report camper & cabin staff count to the camp director.

In the Bunk Area

Quickly leave the bunk and gather in the pre-arranged area near the cabin.

- A cabin counselor takes count of campers and staff and reports to the cabin division head.
- Division head(s) will report directly to the director in the camp office.
- The screen windows can easily be knocked out and used as emergency exits.

In an Activity Area

Evacuate the building, platform, or building area quickly and quietly by means of the nearest safe exit.

- Report to the open area of the hill between the art barn, pool, and little theater.
- Activity Staff take count of campers in their Activity Areas & report to one activity staffperson.
- One staff person will report directly to the Camp director.

Fire drills will be lead in the dining hall by the camp director or a dean. Preparing for fire drills in cabins is the responsibility of the cabin counselors. Division heads may call fire drills in each cabin. Fire drills and/or fire safety discussions in Activity Areas are the responsibility of staff, and fire safety should be addressed during each orientation, if applicable.

In Case of a Hurricane Warning

- Board shut all screen windows; necessary equipment will be supplied & assistance is available.
- In outside areas, everything that could be blown away must be secured or removed to shelter.
- All canoes and watercraft must be beached and tied down.
- All staff and campers remain inside.
- Theater lights, equipment and power, when and where feasible, will be stored, secured or shut down.
- Paths through wooded areas may not be used; if it is necessary to leave a building, main roads and clear areas away from power lines must be used.

In Case of a Tornado Warning or Tornado Alert

Tornados do strike in our area, and can be quite devastating.

- Everything that could be blown away must be secured or stored if time allows.
- Areas with glass windows should be boarded open, preferably from the inside.
- Areas with screen windows should be shuttered or boarded shut securely.
- During a warning or alert, staff and campers should be located in a safe, sheltered, dry area with cover close to safe shelters: basement of the Rock Barn, the Camp Office or the basement of the Dining Hall.
- If the tornado actually strikes, campers and staff need to relocate quickly to a basement area: Basement of the rock barn, basement of the Camp Office or the basement of the Dining Hall.

In Case of Serious Injury

- Do not move the injured camper or staff member without supervision from the nurse unless the individual's well being is immediately threatened.
- Notify the camp nurse of the injury and location immediately.
- Keep the injured person comfortable and warm. A staff member should remain with the victim at all times.
- The Camp directors should be notified as soon as possible, to carry out the nurse's decisions concerning the victim's transportation to shelter, and the necessity of a doctor on the site. These considerations will be made based on extent of injury and natural conditions.

Notes on Campus Hazards

- Lack of rain and/or extraordinarily hot sunlight may require special caution concerning:
 - △ the extinction of campfires, the disposal of cigarette butts, and other situations which might lead to a fire.
 - △ mild or severe sunburn
 - △ dehydration & fatigue
 - △ irritability among camp animals & wildlife
- Electrical and mechanical devices on campus always require special caution concerning:
 - △ fire or electrical shock due to trapped moisture or a loosened connection (please report this immediately)
 - △ an exposed electrical connection or potentially dangerous mechanical device (please report immediately)
 - △ an electrical or mechanical device potentially dangerous in untrained, unsupervised, or unauthorized hands (please put away and report immediately)
- Wildlife rarely pose any danger to campers or staff, but special caution should be exercised to:
 - △ avoid wild animals which do not avoid you: this is unusual behavior in wildlife, and may indicate a potential danger
 - △ keep food out of the cabins: Skunks and raccoons (and bears?) will be attracted
 - △ keep the campsite area clean, and food packed away
 - △ never cut off an animal's escape route from you: the calmest animal will panic in a corner
- Motor vehicles (both owned and not owned by the camp, and including golf carts) should always be recognized as potential hazards, and every caution should be taken around them, including:
 - △ Never driving any vehicle on camp property without specific clearance from the Camp director
 - △ Being aware of traffic on the camp road, and cautioning campers about this traffic
 - △ Not using the reverse gear on campus unless absolutely necessary, and always having a staff lookout outside of the vehicle when in reverse
 - △ Parking vehicles so that the next driver will not need to use the reverse gear
 - △ Driving extremely slowly on campus, and never carrying campers in a vehicle unless specifically cleared by the Camp director
 - △ Observing all special requirements for out-of-camp trips in camp vehicles, with or without campers. These requirements will be reviewed with all staff taking vehicles off campus
 - △ Avoid parking any vehicle on an incline
- Although flooding is virtually impossible at the camp altitude, very heavy rain may require special caution concerning and/or avoidance of:
 - △ slick or muddy areas, especially wet wooded paths
 - △ downed electrical lines, wet electrical appliances or equipment, and other shock-related hazards
- Strong winds may require special caution:
 - △ watch out for slamming doors & windows, falling trees & branches, &c...
 - △ watch out for downed electrical lines, and other shock & electrical fire-related hazards
 - △ watch out for the collapse of stage settings and the toppling of other items not secured against sudden strong winds

Staff Handbook History

The book was originally written by Jerry and Dottie Jannone, and is edited and developed every summer.

In 1997, the Staffbook was also reviewed during our pre-camp planning week by veteran Ballibay staff members Kim Kreitz, James Keyes, and Shannon Reed, and first-year staff members Jamie Baker, Luke Sassani and Chelsey Cooper. It was edited by Shannon Reed.

In 1998 the handbook was reviewed by Becky Cady and the Jannones.

In 1999, the handbook was reviewed by Ellen Robinson and John Jannone, and additions were reviewed by the Jannones and veteran staff members John Callaghan and Kristin Fieseler.

In 2000, the jobs handout was added by Kristin Fieseler, Jason Luciana, John Jannone, and Jerry Jannone. It was updated for 2001.

In 03 the Staffbook was reviewed and updated by Kristin Fieseler, Jim VanSlyke, Jerry Jannone, & John Jannone. Community Responsibilities, 03 Priorities, Staff Orientation Priorities, and the Technical Theatre Schedule were added. The Director/Stage Manager Handbook and Video Notes received major updates. The format of the Program Calendar/Schedule was completely revised.

In 2004 Kristin, Jason, John, & Jim fixed a few thangs.

In 2005-6 Kristin & John made minor updates.

In 2007 John made a few tasty updates, restored some of the old-skool pics. Jamie Drye proofread.

In 2009-10 Kristin & John added information on The Farm Arts Camp, and generally rocked it.

In 2011 Kristin & John made some updates, and Aaron Knodle and Haley Winters proofread and made some swell contributions.

In 2012 Aviva Friedman proofread and removed a lot of semicolons.

In 2013-15 Jim Gaffney added stuff and things.

In 2016 John went through the whole thing. Sarah and Mel made some swole edits.

In 2017 John re-wrote the first half of the book as a poem, and heavily edited the rest.

In 2018 John refined that poetic first bit.

In 2019 John made some minor updates. Sarah Galante and Alex Bernui wrote the transgender/pronouns page.

This is a generation engaged in a meritocratic “arms race” of epic proportions, that has racked up the most hours of homework (and screen time) in history but also the fewest ever of something so simple as unsupervised outdoor play. If that sounds trivial, it shouldn’t. “When adult-supervised activities crowd out free play, children are less likely to develop the art of association,” Lukianoff and Haidt write, along with other social skills central to the making of good citizens capable of healthy compromise.

...if we are going to beat back the regressive populism, mendacity and hyperpolarization in which we are currently mired, we are going to need an educated citizenry fluent in a wise and universal liberalism. This liberalism will neither play down nor fetishize identity grievances, but look instead for a common and generous language to build on who we are more broadly, and to conceive more boldly what we might be able to accomplish in concert. Yet as the tenuousness of even our most noble and seemingly durable civil rights gains grows more apparent by the news cycle, we must also reckon with the possibility that a full healing may forever lie on the horizon. And so we will need citizens who are able to find ways to move on despite this, without letting their discomfort traumatize or consume them.

Thomas Chatterton Williams
The New York Times, August 27, 2018.