

Ballibay 2020 Pre-arrival Manual & Agreement for Staff, Visiting Artists & Guests

Please read carefully. Initial each section only after you 1) have asked camp administration any questions you have about the section, 2) have received a reply, and 3) feel that you fully understand the section. Sign and submit with your contract. Keep a copy to review shortly before you arrive at camp. Please note that, beginning in 2019, we ask that all returning staff re-read, initial, sign, and submit a *Pre-arrival Manual & Agreement* each summer.

Meet the 2020 staff on Facebook

Here's a Facebook staff discussion group set up by our returning staff: [tinyurl.com/ballibay-fb-2020](https://www.facebook.com/groups/tinyurl.com/ballibay-fb-2020)

It's a great place to ask questions and meet your fellow staffers. Kristin and I are not in the group, and we can't read the posts, so if the question is for us, please continue to reach us by email: john.jannone@ballibayCamps.com & kristin.alexander@ballibayCamps.com

NOW: Background Check and Clearances

Obtain these three background checks to work with children in Pennsylvania.

Kitchen staff do not need to do this.

If we have clearances from a previous summer, please submit a letter stating you have not been convicted of any crime since then.

First-year international staff do not need to do this, but must submit a letter stating you are not disqualified from employment and have not been convicted of a criminal offence.

All other staff must complete all three checks:

1. **PA State Police Criminal Background Check:**
epatch.state.pa.us/

2. **PA Department of Public Welfare Child Abuse Clearance:**

www.compass.state.pa.us/cwis/public/home

3. **FBI Federal Criminal Background Check:**

www.edo.cjis.gov/#/

Enter your email address on the right side of the page to get started. Download the fingerprint form and take your own prints at home, or go to your local police station to have them done.

Until the certifications are received and on file staff are not permitted to work alone with children.

Staff members whose criminal background is found to disqualify them from working with children will be released from their employment.

These checks expire after 5 years and must be completed again.

NOW: Staff Directory

Read the profiles on the Ballibay staff directory: www.campballibay.com/camp-staff-directory/

If you are a first year staffer, please:

- Register for a Staff Directory account here: [tinyurl.com/staff-dir-reg](https://www.tinyurl.com/staff-dir-reg)
- Prepare your camp bio (what you do at camp) and professional bio (what you do the rest of the year)
- We'll approve your account and you'll get an email with a link to create your profile.

If you are a returning staffer, please log in and update your profile from the bottom of any page of our website, or here: <https://www.tinyurl.com/staff-dir-login>

NOW: Read our educational philosophy

Initialed:

It is essential that you read and understand the philosophy section of the staff handbook here before you arrive, and prepare yourself to engage with this teaching philosophy for your time with us. If you are getting this in the mail, this section of the handbook should be included. You can download it here: [tinyurl.com/ballibay-philosophy](https://www.tinyurl.com/ballibay-philosophy)

Ballibay was founded in 1964 on the principles of non-competition, process orientation, and collaboration between children and adults in the arts. It emphasizes face-to-face, non-mediated cooperation between adults and children in an open, no-grid, decentralized educational setting where young people are given broad decision-making agency. This means we are almost certainly **very different** from anywhere you have taught before, and **very different** from anything you may have learned in education classes. Please understand that our program is intentional, studied, and refined over many years; your role is to learn it and practice it, not to change it.

NOW: Prepare to have NO PHONE!

Initialed:

Adults may not carry their mobile phone on campus, nor may phones be left in the cabins where children live. This policy also applies to iPhones, regardless if the SIM card has been removed. You will not be allowed to carry your cell phone for the purpose of playing music. We keep cabin staff members' phones in the office on a charger. If you have private quarters (i.e. if you do not live with the children in a cabin), you may leave your phone in your quarters. Chefs (Sous Chef and above), Directors, and Program Heads may carry phones due to the nature of their work.

Kitchen staff (except Chefs) may not have phones with them at work, even as music players. The Chefs will gladly play some music during work.

You should get an iPod or other music player and load it up with the music you want at camp, as you will not be able to have your phone with you during the day or in the cabins if you live with the kids. **This is among the top frustrations of first year staff**, and we empathize; but we are totally committed to a no-phone campus. You can get an MP3/4 player for \$5, or a 3rd generation iPod touch with a camera for \$25 (these are great!), on Ebay.

Children are never permitted to have or use mobile phones on campus, or access to phones except as arranged by the camp. Campers may be dismissed from camp for having or using phones without the involvement of the camp office. We ask that all adults be respectful of this serious policy.

Mobile phone reception is poor on campus, so even when you have your phone you may need to connect to WiFi to make calls. AT&T gets reasonably good service; all other providers are spotty and problematic.

BEFORE YOU ARRIVE: Tax Forms

Please download, print, fill out, and bring to camp a **Form I-9**, **Form W-4**, and **PA EIT Form** so that we can legally hire you, and properly calculate your tax withholding. You can fill in section 2 of the form I-9, but be sure to bring the documents you use to fill it in so we can visually inspect them. You can download the forms at these three links:

<https://www.uscis.gov/i-9>

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

tinyurl.com/pa-eit

BEFORE YOU ARRIVE: Medical Form

Please download, print, and bring to camp a staff medical form from the bottom of any page of our website, or here: <https://tinyurl.com/staff-med-form>. As we are a residential community, we need to collect health information on our staff so that we can best help you in case of emergency. **You don't need a doctor's signature on the form.** Just fill out as much as you know, and tell us anything important about your health!

What to Bring for your program:

Initialed:

There is no Internet in the teaching spaces, and not a lot of time while you are at camp to gather materials, so take some time to download what you want to have with you. You won't have access to your phone while working, so bring materials you want to use for teaching on an iPod, tablet, laptop, or flash drive.

Music, Rock, Radio & Dance staff: Bring music. *Lots of music.* Pack an iPod with the stuff these kids have not heard -- the classics, the indie bands, the stuff you heard as a kid that made you love making music or dancing to it.

Theater & Technical Theater staff: Bring scripts, theater games, ideas for workshops and classes... Bring images of great lighting, scenic, and projection design; sounds and music, anything you can think of that might be useful and/or inspirational.

Art staff: Bring images. *Lots of images.* Download your favorite stuff, the stuff that inspired you to become an artist. Also, your own work!

Film & Video staff: Download a few of your favorite kid-friendly shorts and animations. The interesting, the unusual, experimental, playful, innovative, odd... Bring sounds and music, stills from your favorite films, anything you can think of that might be useful and/or inspirational. Also, your own work!

Clothing, linens, laundry

Initialed:

- Read the camper packing list for ideas about how to pack for camp. If you didn't get a copy you can download it from the bottom of any page of the camp website. If you are getting this in the mail, the clothing list should be included.
- There is no camp uniform. You will receive a Camp Ballibay t-shirt at no charge.
- We ask that you wear your Ballibay shirt on the opening days of the camp sessions.
- Staff flying to camp *do not* need to bring sheets, towels, blankets or pillowcases; the camp will provide these.
- If you are driving or taking the bus to camp, please provide your own sheets, towels, pillowcases, and blankets.
- Staff do not need to bring pillows, but if you can, we suggest it. Yours will be more comfy, and, well... yours.
- Plan for some cold nights and hot days.
- Bring practical, sturdy, comfortable summer clothes, a few warm things, raingear, and maybe one nice outfit for dinner out...
- **We do not allow aerosol spray of any kind on campus.** Pump sprays are fine.
- For safety reasons, we do not permit any type of open-toed shoe to be worn on campus. Please bring only sneakers, closed-toe sandals, or shoes.
We mean it. No kidding. Seriously.
- Please note that there may not be an opportunity to leave campus for the first 48 hours you are here; please be sure to bring all your basic necessities! Toothbrush, toothpaste, flashlight (you will not be carrying your phone, you need an actual flashlight).
- The camp's regular wash-and-fold laundry service is available to staff at no charge; regular laundry takes several days to be returned to you.
- If you opt not to use the wash-and-fold service, you must take your laundry off-campus. There is no staff laundry facility
- Kitchen staff may use the kitchen laundry machines at the chef's discretion.
- Remember to label everything with your name.

Starting off on the right foot...

Initialed:

Camp is a relaxed, fun, and caring environment. You'll find it easy to enter and live at camp regardless of when you arrive. One of the reasons it is not hard to show up in the middle of things is that we have **basic community expectations** that apply to all adults *as soon as you set foot on campus*, and extend through your entire time at Ballibay:

- **Offer your help.** We are a community working together not just to care for and teach children, but to create an environment that keeps us safe, fed, comfortable, and, with a little luck, happy. **Newcomers:** ask what you can do to help. **Returning Staff:** ask newcomers what they need to feel comfortable and informed.
- **Make the safety of the entire campus community always a first priority**
 - Be on time (1-2 minutes early) for meetings, meals and activities
 - Return to cabins and quarters at appointed times
 - Respect the 1:00 AM back-in-quarters curfew
 - Be alert about maintenance problems and write them in the maintenance book
 - Keep the campus litter-free
- Recycle, conserve, and re-use
- Adhere to mobile phone guidelines (see below)
- **Conserve energy** by turning off lights
- **Campers and adults assigned to live in a cabin area may only enter the cabin area they are assigned to unless specifically authorized. Adults not assigned to live in a cabin area may not enter either cabin area unless specifically authorized to do so.**
- Do not leave campus without 'signing out' at the office
- Always 'sign in' at the office upon returning to campus.
- **Please do not enter the inner office or 'main house' unless invited.** If you need assistance, please ring the bell at the double glass doors separating the inner and outer offices.

Living Quarters

Initialed:

You have been assigned living quarters by the camp. **Please check and be sure of your exact assigned quarters before moving in**, and be flexible if the camp needs to change your accommodations. If you are living in the cabin with the campers, your bed will take twin-size sheets. If you are living in private quarters, please contact us in June to know what size sheets to bring.

Super Important Points

Initialed:

Show respect to fellow adults and children. Please be sensitive to and thoughtful about these issues:

People have different ideas of what is polite and impolite, what level of noise is "too loud," what kind of jokes are appropriate. Particularly with roommates and neighbors, negotiate carefully around issues of noise, bathroom use, privacy, and space utilization. We are a neuro-diverse, ability-diverse, and gender-diverse community:

Please respect people's pronouns

Refrain from gendered terms such as "ladies and gentlemen."

Please do not make assumptions about the physical abilities of community members

Please respect that what is "normal" for you may not be for a colleague or a child at Ballibay.

Have a commitment to understanding how things work and your specific role at camp.

Try not to make assumptions; there is a lot of freedom at camp, but also some *very* strict rules.

Almost all of the strict rules are laid out in this document, others appear in the Staff Handbook.

If you will miss the staff orientation, be sure to read the Staff Handbook before, or as soon as, you arrive at camp.

Co-op responsibilities

Initialed:

Every adult on campus will have work to do around camp that helps to keep our community functioning.

There is a wide range of cooperative work to be done, from helping in the kitchen to recycling to serving snacks.

If you are with us for the staff orientation, you will receive a list of co-op jobs and have a chance to express preferences.

If you join us later in the summer, you'll receive your co-op jobs when you arrive based on current needs.

Guests

Initialed:

Please ask permission before inviting any guest to camp. The camp will assign housing to overnight guests; housing is strictly at the discretion of the camp.

One-day guests who have received permission will typically stay at camp for one meal and one activity period, and can return to see an evening program if their visit was earlier in the day. They must check in and out at the camp office.

Visitors approved for a longer visit can stay up to two nights overnight, and enjoy up to 6 meals, with no obligation to the camp.

With the permission of the camp, longer-term visits are possible. After two nights, guests shall begin to contribute to camp co-op responsibilities towards their food and access to the campus, regardless of the housing to which they are assigned.

If staying 7 or fewer nights, guests will contribute 5 hours per day for up to 5 days. Missed contribution shall be made up on a subsequent day.

If staying longer, guests will contribute 4 hours per day. Missed contribution shall be made up on a subsequent day. After 6 days of contribution, guests are entitled to one additional day and night with no contribution (a "day off"). Unlike staff, guests contribute for six consecutive days and then take one day off.

Non-cabin staff & visiting artists

Initialed:

Non-cabin staff members and visiting artists are expected to give a "full day" to the camp, 6 days per week. A "full day" means full immersion in the camp community and culture: 6 hours of teaching, co-op jobs, or other work; but also being present at meals (because meals are our meeting times, and the times when everyone is accessible), attending the 1-minute performance at 2:35 and the "5:00 special," and being available for the evening productions as needed, and office duty once weekly.

So, if you are not involved in the evening show or assigned to "office duty," this equals about 9 hours of "being present" starting with breakfast at 8:15 AM and ending by 8 PM. There are usually breaks in the day noon-12:30, after lunch until 2:35, and after dinner until 7:00.

If you are involved in the evening show it will extend your day by a few hours, and during your weekly office duty you'll be available in the office until 1 AM.

If your work requires that you be regularly involved with evening shows, longer breaks during the day can be arranged.

Where can you hang out on campus?

Initialed:

The **rock area** is available when not utilized by camp program until 10:00 PM daily.

The **art studios** are available when not utilized by camp program, but ask the head of art before using art materials.

The **theaters, music building, and dance studios** are available when not utilized by camp.

The **pool** is available for staff on time off *during regular pool hours only* and **only when a lifeguard is on duty**.

The **lake** is available for boating and fishing only if the camp administration is informed and you sign out *to the lake* in the office. When you return from the lake you are also required to sign back in.

The **dining hall** has Wi-Fi, and is open to staff until 15 minutes before each meal, and on nights off. Food may not be taken from the kitchen unless it has been specifically laid out as a snack. Food may not leave the building. Please be respectful that the kitchen is a place of work for our chefs and cooks, and the dining hall should be a quiet place.

Where can you not hang out on campus?

Initialed:

The **front office** is not a hang-out spot – it is a work space, but the **office porches** are fine. Please remember that the email computers are first and foremost for the campers.

The porch by the pool entrance where the kittens are is not a hang-out spot.

You may not hang out in other staff's living quarters, but you may hang out on the porch of living quarters if you are not disturbing any residents.

What bathrooms are accessible on campus?

Initialed:

During activity times, there are bathrooms in the art studios, the "outdoor platform lighting booth," the dance building, the music building, and the dining hall.

During meals, only the Music Building bathrooms are accessible.

The outer office bathroom is reserved for staff assigned to the office, such as the night office duty staffer, the camp nurses, and campers in the care of the camp nurses or other specifically designated staff.

Dining Hall

Initialed:

Almost all staff members have an assigned seat in the dining hall that will change weekly. **Please do not change your seating assignment** – we reserve empty seats at each staff table for kitchen staff and staff on their days off, and it is important that they feel welcome to join any table.

Kitchen staff always sit and eat in the main dining hall unless they are taking their meal during their shift. This is a camp rule.

Unless it is your day off or you are kitchen staff working the meal, **all staff members are expected to come to all meals on time and enter the dining hall with the rest of the community**. This is an important way of showing respect to those staff who always need to be at meals on time and sit with children, and meal times are essential to coordination and communication.

Some staff with special jobs (cabin division heads, deans, &c...) will be late for meals because of their work; anyone not wishing to be constrained by meal start times can volunteer for such a job.

Since most coordination and communication happens during meal times, please do not leave the dining hall before the end of a meal.

Work Communication, Office Hours

Initialed:

Unlike most environments, almost all work communication needs to be done in person since most of the community does not carry phones, and phone reception is unreliable for those who do. So: **plan your work communication for meal times**, when the whole community is gathered. Finding the person or people you want to speak with is easiest during meals. If you need to submit paperwork or have a contract or pay question, or want to receive a salary draw, come to the camp office between 9:30 AM and 3:30 PM on weekdays. On some days the office is open until 7:00 PM, please check.

Food & Snacks; Our Nut-Free Campus

Initialed:

- 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.
- We have a nut-free campus (with the exception of private quarters, as noted above). 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.**

Parents

Initialed:

- If you have a child at camp, please follow these guidelines carefully:
- Do not visit your child in the cabins after the afternoon of the opening day.
- Do not invite your child to your quarters except in special circumstances and after discussing with the camp directors.
- Do not approach any teachers directly regarding the content or scheduling of your child's lessons; please come to the camp directors.
- If you would like to have a meal at your child's table after the first week of camp, please make arrangements with the camp directors. Usually one meal per week is fine and does not create jealousy or resentment among the other campers. We do not recommend sharing a meal at your child's table during the first week.
- If your child comes to visit you at your table at the dining hall, understand that the one-person-up-from-a-table rule means that no one else can get up from his or her table until your child returns. Please be considerate.
- **Let your kids be regular campers!** You are desperate to give them special treatment, we know; but this is often the cause of problems for them and for the kids around them.

Camp Vehicles

Initialed:

Training is required in the operation of camp vehicles, including golf carts, gators, cars, and trucks. In the case of golf carts and gators, the training is formal, and is carried out by a senior staff person. In the case of cars and trucks, the training is informal, but you must first be registered with the camp's insurance company, and receive permission from a camp director to use a vehicle.

Purchasing

Initialed:

If you are issued a camp credit card, you may use it only for specifically authorized purchases.

If you spend your own money for a pre-approved camp purchase, gas for a camp vehicle while on a camp assignment, or gas for a personal vehicle while on a camp assignment, please present the receipt to the office with your name written clearly on it. You will be reimbursed in cash or via a deposit to your payroll card.

If you are given cash, you may use it only for approved camp purchases, and must return change and a receipt to the office.

Pay & Days Off

Initialed:

The payroll week is Friday-Thursday. You can withdraw money from your payroll account at any time at the office. Whatever salary you have not withdrawn, and any part of your salary reserved for contract completion, will be paid at the end of your contract, less taxes withheld.

Note your contract: a certain portion of your pay is held until contract completion in the form of transportation compensation, a contract completion premium, and bonuses for adherence to camp policies. Also, a certain portion of your pay is withheld for various taxes as determined by the camp's accountant based on the information you provide on your Form W-4. Therefore, your weekly deposits will be less than your "weekly salary," and your last pay (the Thursday after you depart camp for US staff, on your departure day for internationals) will be considerably larger than other pay periods.

- For each six full days worked, there will be one day off. On the last week of your stay, your day off is your departure day beginning at 1:00 PM. Your day off is at the discretion of the camp, and your day off will change from week to week. Days off are paid days. Arrival days are paid days, even if no work is scheduled for that day.

Internet Access – File Sharing – Copyright

Initialed:

We endeavor to provide as much Internet access as possible for staff. We have a satellite Internet connection, and when our Internet is working well, we have extremely high connection speeds suitable for Skype, Netflix, &c... However, the system does experience connectivity issues from time to time, so continuous stable Internet access on your time off is not something that we can always guarantee.

It is essential that no one on our campus download copyrighted content using the camp's Internet/WiFi. Our satellite service provider is extremely sensitive to downloading of copyrighted material, even through file sharing systems like BitTorrent, and even behind a VPN. We have already received warnings from our ISP about staff copyright infringements, and even a single further infraction could result in permanent loss of Internet access at the camp. If this happens, Internet access is unlikely to be restored during the summer.

If you need to download copyrighted material that you have purchased or otherwise have a legal right to copy, please see us in the camp office; we have an alternative Internet connection that is less sensitive to transfer of copyrighted material.

Social Media

Initialed:

Please be very careful about what you post on Facebook, Twitter, blogs, and other social media platforms. As employees, guests, or visiting artists at camp, your Internet presence will be visible and scrutinized by camp families, campers, and other employees. Some things to consider:

Please do not post anything negative or potentially negative about camp on the Internet. If you have a problem, please bring it to us; and, when you do post about camp, think about how you word things.

Please do not mention problems at camp in your posts: head lice (yuk), interpersonal problems, &c... We do not monitor your social media activity, but we will receive phone calls and emails in the office that relate to your posts, and this puts us in potentially awkward situations. Internal camp issues ought to be handled internally.

You will very likely friend campers when they have left camp, and will almost certainly friend fellow staff who have campers as friends. Because of this, you need to be very careful not to post revealing personal material in social media. You can endanger the reputations, and potentially the careers, of your fellow staff; and you can certainly affect the way the camp and its staff are viewed by parents and families. Use the *greatest caution*. If you are at all concerned, create an alternate social media account for friending children. Many staff do this.

As per your contract, we deserve the right to insist that posts about camp be deleted, both during and after your employment, and in extreme cases to terminate employment because of social media use.

Transportation off Campus & Personal Vehicles

Initialed:

The camp does not regularly provide transportation off campus. There are many staff members with vehicles who are typically glad to take fellow staffers off campus if they are going off campus themselves. Please be extremely courteous to these staff, and always offer to defray some of the expense of having a vehicle (a few dollars per trip off campus is typically sufficient and a much-appreciated gesture).

If you use a personal vehicle for a camp-related trip, please coordinate with the camp office. Mileage/gas money for trips that are not coordinated through the camp office will not be reimbursed or compensated in any way. There is usually a camp vehicle and driver who is on the camp insurance available for any necessary trip.

Discussions with Campers

Initialed:

Please do not share details about your personal, social, romantic, or sexual activities with a camper. Campers may ask you for details of the nature of your relationship with other staff members, your significant other, or even your spouse. They may also tell you that they discuss these topics openly with their parents at home. While that may be the case, we are not in a position to decide what is and is not appropriate for someone else's child to hear. **Discussing your sexual activities with a camper is grounds for immediate dismissal.**

Smoking

Initialed:

For the most part, our campus is a smoke free zone. The singular exception is the smoking area in the staff parking lot. This area is only open, and indeed "smoke breaks" are only allowed, after the 60" @ 2:35 performance (about 2:45) and after dinner (about 6:45).

Drugs and Alcohol

Initialed:

The camp has a dry-campus, zero-tolerance rule regarding alcohol, illegal drugs, and controlled substances being used outside of the guidelines of a prescription and doctors instructions. No alcohol or illegal drugs are allowed on campus under any circumstances, including in staff vehicles. **Any staff member who is found to be intoxicated or under the influence of illegal drugs while on the campus is subject to immediate dismissal.**

Other Notes...

Initialed:

- We strongly recommend that you have some type of health insurance before coming to camp.
- We will hold cash and important papers in the camp office at your request. Cash can also be deposited to your payroll account.
- You can bring a laptop computer with you for personal use. Please password-protect it. We have Wi-Fi but we are out in the woods, and *cannot guarantee* that there will be a fast or reliable connection at all times.
- The camp is not responsible for any personal property.

Your Suggestions to the Camp

Initialed:

While it is true that many aspects of Ballibay have evolved from staff and camper suggestions, it is also true that it takes time to get to know us. Ballibay has been in existence for over 50 years, and understanding it is a bit like reading a thick book. It takes time, and attention. Because of this, we strongly recommend that, if it is your first time at camp, you *keep a journal* of your suggestions for changes and improvements to camp, and review that journal your second summer. As a rule of thumb, staff know us well enough to start making meaningful suggestions their second summer, during the second session; or after about 12 weeks living and working at Ballibay. While it is fine to have ideas for improvements and changes, please *dedicate yourself during your first summer to getting to know what we already are and do*. Keep notes on your ideas so you can come back to them if you return to camp in future summers!

Your Responsibilities

Initialed:

Whether you are a counselor, an out-of-cabin staffer, a camp parent joining us as a visiting artist, or a guest of the camp, **you are an adult on campus, and as such share in the responsibility for the health and safety of the entire Ballibay community.**

Regardless of the specifics of your position at camp, **your most important role is always, every day, contributing to making Ballibay a safe and healthy place for everyone; physically, mentally, and emotionally.** And safety is just the starting place. Once we have every member of our community working together to create a safe environment, we can, from that essential foundation, make it a nurturing place, a place of meaningful growth and learning, a place for the formation of great friendships, and bonds that will last a lifetime.

Name (Print)

I certify that I have read, understand, and agree to abide by the contents of the *Pre-arrival Manual & Agreement* and my contract. **By initialing each section, I certify that I a) have already asked the camp administration any questions I have about the section, b) have already received a reply, and c) feel that I fully understand the section.** I further certify that I shall retain a copy of this agreement to review before my arrival at camp so that I will be in full compliance with its guidelines upon my arrival at camp.

Signature

Date