

LETTER TO STAFF – FINAL INFORMATION

PLEASE READ THE WHOLE LETTER CAREFULLY – THIS IS A LONG ONE FILLED WITH LOTS OF IMPORTANT INFORMATION...

There are 5 weeks left until the start of precamp! Please find enclosed the final information you will need before coming up to camp. If there is anything unclear or that you are unsure of, please do not hesitate to call or email us with your questions. **There is a lot of information contained in this letter and a number of things you need to do, so please read this letter carefully.**

This year we have gone (almost) completely paperless! All the information you will need is included in this email. You will be receiving your baggage tags by regular mail shortly.

WE ARE MOVING!

We will be moving up to the Camp Office on May 28th. We can still be reached at the same number, 1-888-254-4274.

STAFF NEEDED!

Our final 2010 Staff list is nearly ready! After lots of consideration, planning, and puzzling, the summer staff hiring is almost complete. As of the time of writing this letter, we have a need for just a few more staff. We are looking for **two Senior Female Counsellors** and a **Qualified Ski Staff** who has significant teaching and boat driving experience. If you know of someone that is still looking for a summer job and that you feel will be a good “fit” for the job and for our camp, and who has the necessary qualifications, please ask them to email me directly at wax@campwalden.ca and to indicate that they were *recommended by you*. As you may already know, those staff recommended by other Walden staff always rise to the top of our to-be-interviewed pile.

SPECIAL ARRANGEMENTS FOR PRECAMP AND THE CAMP SEASON

If you feel that you have made special arrangements for precamp or the camp season because of exams or other issues, please summarize the specific details of those arrangements in an email to Steph (stephanie@campwalden.ca) right away to avoid any confusion. Please do this even if you have spoken to Wax or Sol about special arrangements in your interviews.

DOCUMENTS, CONTRACTS, AND PICTURES!

▪ *HEALTH FORMS*

If you have not completed one already, please be aware that you must upload your completed STAFF HEALTH HISTORY FORM immediately to www.campmanuals.com. If you require a blank copy, one can be downloaded from the site. As always, we are “very serious” about your health and well-being. I have completed my form and you must too. Remember... no Health Form... No Town Night...

▪ *A FUN PHOTO OF YOU*

We are adding a new element to the Staff Section of our Website. I ask that each of you send me a unique picture of yourself looking happy and having fun. Something taken outdoors or at camp would be ideal. Take a look at what we have so far for some inspiration www.campwalden.ca/staffprofiles. We will take care of the sizing and borders. Please be appropriate – this will be going online for families and campers to see, (so obviously no pictures of you drinking alcohol for example!). Please send your photos to wax@campwalden.ca.

▪ *SOCIAL INSURANCE NUMBER*

So that we can appropriately pay all of our staff, please note that it is very important that Canadian citizens have their Social Insurance Number with them on hand at camp this summer. Those staff that are Canadian citizens that do not yet have a S.I.N. should apply for one immediately.

- **ANY STAFF WITH WATERFRONT QUALIFICATIONS**

We have already asked *waterfront and tripping staff* to provide us with copies of their waterfront qualifications. We remind our Swim Staff that valid and up-to-date NLS and Instructors certificates are required to work on our Swim Docks. We also remind the rest of our Waterfront and Tripping Staff they that they are to have completed Bronze Medallion or Bronze Cross certificates – these are required to work on the water or in boats at Walden.

All *other* staff are asked to bring any copies of NLS, Bronze Cross, or Bronze Medallion certifications so that those staff may be included in more senior aspects of our Emergency Response Procedures.

- **CONTRACTS**

If you haven't already completed your contract, please read it thoroughly and complete it as soon as possible. We know that our contract process is very involved. We thank you for your efforts and patience and are committed to requiring only that which is necessary from you.

STAFF REC AND STAFF SNACK

The Program Team is already hard at work planning amazing programs for the summer. Thanks to our AMAZING KITCHEN STAFF, we had many excellent snacks in 2009 and now the Program Team is asking for some feedback to make 2010 even yummier. They have developed an online survey for you to rate some of your favourite and least favourite staff snacks from 2009 <http://www.surveymonkey.com/s/8FLT5PM>. The Program Team wants you to know that we are not limited to just those items on the list. If you can think of a snack that you think would be great to have please record it in the space provided in the survey. The results from the survey will be tabulated and will have a large impact on the snacks that we order and offer throughout the summer. Don't be shy; your contributions will help develop an array of snacks that please the palates of all of our staff.

PACKING AND BAGGAGE

We expect all staff to pack according to the packing list which can now be found online at <http://www.campwalden.ca/documents/Handy%20Packing%20List.pdf>. We hope you will agree that staff should role model the expectations that we have of our campers and the list represents the items that we have asked campers to bring (and not to bring!) As you can see, we continue to be ambitious and very serious about building our community of safety and respect. Please be very careful to pack for camp only those items necessary to fulfill your role effectively.

All food brought to camp must not have any nut products in the ingredients. Those products that are labelled as "Safe to Share" should be preferred over those that use language like "may contain traces of nuts". We recognize that finding foods that are completely "nut free" is becoming increasingly more difficult; however, your added sensitivity when doing camp shopping will have a direct impact on the comfort of our campers and staff that live with this allergy.

A policy that has been around for some time but that we wanted to alert staff in particular to this year, relates to the fact that shelves or furniture of any kind are simply not allowed at camp. Please do not put yourself or your supervisors in an uncomfortable position by sending plastic shelves up to camp. We will continue to actively enforce this policy this summer.

Please take a moment to read a letter from a former Walden staff member <http://www.campwalden.ca/documents/A%20letter%20about%20packing3.pdf> which talks about the things that we sometimes feel we "need" to have at camp. Another note which may of interest is something that we share with all families about what *Camp Is...* <http://www.campwalden.ca/documents/Walden%20is.pdf>.

We do recognize that the needs and responsibilities of our staff are different than those of our campers. As such there are five exceptions to our camper packing list that are permitted for staff: ***One cabin*** fan, stereo, electric light and alarm clock are permitted – powered by one 5 socket power bar extension. These items are meant to be of benefit to the entire cabin. We have included the items of your contract that relate to these issues. We are committed to doing everything possible (including confiscations!) to preserve the traditional camp environment.

We will always try to be respectful of our staff and their belongings but when it comes to the items on the do not pack list:

“If you bring it, we must take it. And if we take it, we donate it.”

Please remember that all staff are responsible for bringing their own blankets, sheets, pillows and pillow cases unless prior arrangements have been made. If you are coming from overseas and would like to make arrangements to use camp bedding, please email Steph at stephanie@campwalden.ca.

Please also remember that you must use no more than two duffle bags for packing your belongings. The use of trunks or duffle bags with heavy wheel apparatuses will not be permitted and will be refused at bus departure. For staff riding the bus, all your clothing will re-join you on the day you come to camp. Please use the baggage tags to ensure that your bags reach the correct destination on the first and last day of camp, baggage tags will be sent to you by mail in the next few weeks.

TORONTO COLOURS – GREEN

TORONTO COMICS – RED

TORONTO ZODIACS – BLUE

TORONTO SEEKERS – YELLOW

MONTREAL – PINK

OTTAWA – ORANGE

ALL OTHERS – WHITE

NEW CAMP CLOTHING!

We welcome and encourage you to place a clothing order with us early while supplies last! To view this year's clothing, and the cool video that Rose and Sol made, please visit www.campwalden.ca/clothing2010. We are pleased to offer the option of deducting the cost of clothing from your final salary and as such have offered it as one of the payment options on the order form.

STAFF PLACEMENTS

We have listened to your feedback! We understand that some of you are eager to know where and with whom you will be living. Here is a timeline of when you will receive this information.

Who is working at camp and in what area?

Please see the up-to-date Staff List at <http://www.campwalden.ca/documents/STAFF%20LIST1.pdf>.

I am a specialist; what unit will I be living in?

You will notice that your baggage tags indicate the unit you will be likely be living in. You will receive an email before you arrive at camp to further confirm this. Please do not call the office for this question alone.

What cabin will I be living in? Who will be my campers and co-counsellors?

You will find this out upon your arrival at camp.

I have a request related to Staff Placements that I have not yet mentioned that I believe will enhance the camp experience for my campers. How should I notify camp?

It is probably too late! But please email me directly at wax@campwalden.ca. All requests will be considered but, of course, only a few can be fulfilled. The primary criteria for designing the Staff Placements puzzle are the needs of our campers.

KITCHEN STAFF – TUESDAY JUNE 1

All Kitchen Staff are expected to arrive at camp by 12:00 noon unless you have made other arrangements with us. Kitchen Staff who for whatever reason cannot begin camp on this day must notify the office immediately by emailing stephanie@campwalden.ca. Those staff that are taking public transportation and needing a lift from Bancroft or Renfrew should contact the camp office immediately. We will be happy to pick you up from these locations if we are given several days notice of your arrival.

HEAD STAFF – FRIDAY JUNE 25

Our Head Staff have already begun their camp planning! Our May Weekend yielded lots of great ideas and inspiration! Head Staff that are arriving by car should plan to arrive in the afternoon before supper. Any Head Staff needing transportation to camp or with extra room in their vehicle are asked to contact Wax at wax@campwalden.ca as soon as possible.

We look forward to welcoming (and in many cases welcoming back!) the following Head Staff to camp this summer:

Brad Appel, Rose Attard, Jen Birenbaum, Sol Birenbaum, Braydon Boland, Andrea Budarick, Zoë Cappe, Heather Clifford, Lyndsay Cloughley, Roberta Cole, Seth Cole, Jamie Collins, Adam Cytrynbaum, Tamara Daniel, David Ehrlich, Ben Fagan, Marlee Felberbaum, Hayley Geller, Stacey Greenbaum, Howie Grossinger, Sari Grossinger, Zach Ishani, Taylor Jacobson, Joanna Kauffeldt, Margot Kraft, Alicia Krumholz, Jenny Lee Shee, Megan Levinson, Corey Moranis, Bonnie O'Brien, Brian O'Brien, Nikki Overholt, Samara Pearlstein, Steven Pulver, Lauren Resnick, Samantha Rosenberg, Amy Shanfield, Jennifer Sholzberg, Pascal Tenthorey, Max Toulch, Michael Waxman, Teddy Wright, and Lauren Wyman.

ALL OTHER STAFF – SUNDAY JUNE 27

All staff members taking the camp buses from Toronto, Ottawa and Montreal **must notify our Office no later than June 15th** (office@campwalden.ca) of your transportation needs so that we may order the correct number of buses. (Simply write us something like "I will be on the Toronto Bus.") If you have not notified us, please do not go to the bus.

******Please note that once at camp, all staff are to meet at the 'Den for 4:00 p.m. SHARP.**

TORONTO STAFF

Toronto staff – please help load all baggage onto the truck and get on the bus promptly at 10:15.

The bus will leave from Seneca College, parking lot #7, 1750 Finch Avenue East, west of the Don Valley Parkway, east of Don Mills, North Side of Finch. The bus will leave at 10:30 a.m. sharp, so please plan to be there by 10:00 a.m. You must notify the parking attendant that you are meeting the Camp Walden buses so you will not be charged. This bus will stop for 10 minutes at McDonalds (on the 115) along the way. Please bring some money for lunch.

MONTREAL STAFF

If there is enough interest, a bus will leave from the Cavendish Mall, 5800 boul. Cavendish in Cote Saint Luc (Lot D). The bus will leave at 9:30 a.m. sharp, so please plan to be there by 9:00 a.m. This bus will stop for 10 minutes at McDonalds (in Renfrew) along the way. Please bring some money for lunch.

OTTAWA STAFF

If there is enough interest, the bus coming from Montreal will stop at the North-East corner of the Pinecrest Shopping Centre to pick you up and will be there at approximately 11:30 a.m. Please be there no later than 11:00 a.m. This bus will stop for 10 minutes at McDonalds along the way. Please bring some money for lunch.

ALL STAFF DRIVING TO CAMP

Please arrive at camp between 2:00 – 2:30 p.m. There will be 6 children under the age of 6 at camp this summer!!!! So when you come into camp, ***please drive slowly, carefully, and only on camp's gravel roads.*** After you have had a chance to check in and unload your car, please park your car in the staff parking lot.

FINAL WORDS

We thank you again for making the commitment to work at Camp Walden this summer. As we mentioned to so many of you in our interview, we continue to have a strong commitment to training. One of the reasons that you were offered a job with us was that you expressed an interest in your own personal growth. Our week of Pre-Camp, if you are open to it, will certainly give you a chance to develop your skills and increase your understanding of camp. The week will be intense but well balanced. There will be opportunities to participate in sessions and learning. As well, there will be significant down-times and social opportunities. So bring some pens, a clipboard, an open mind, a willingness to learn, a reserve of energy, your enthusiasm and spirit, creativity and sensitivity... bring us all you've got and we will help you create a summer that you will remember for a lifetime!

Once again, if you have any questions, please do not hesitate to call our office.
We look forward to seeing everyone in a couple of weeks.

Sincerely,

On behalf of the Leadership Team,

Wax