



CAMP ROBIN HOOD STAFF POLICY MANUAL

PLEASE **READ** EACH SECTION CAREFULLY.

SIGNING THE CONTRACT ACKNOWLEDGES THAT YOU UNDERSTAND AND ACCEPT THE POLICIES OUTLINED.

1. DEFINITIONS

- **Leadership Team** refers to staff members who co-ordinate and oversee the overall camp program. Camp Directors, Associate Directors, Division Heads, Program Director, Health & Wellness Director are some of the people who are part of this group.
- **Senior Staff** refers to supervisory staff at camp. The Leadership Team, Unit Heads, Activity Heads are some of the people that are part of this group.
- **General Staff** refers to staff members that are Cabin Leaders, Senior Cabin Leaders, Activity Leaders, Senior Activity Leaders, Swim Staff, Health Centre Staff, Food Service, RECON Staff and Facility Staff.
- **Important Dates** refers to the table below. **Please note: All dates are subject to change as well as participation/events may be online and/or in-person.**

DATE	EVENT	STAFF ATTENDEES	DETAILS
May 2,3,4, 2025	Senior Staff Training	Senior Staff	At Claremont Conservation Centre
Sunday, June 1, 2025	June Open House	Senior Staff	At Camp Robin Hood: timing TBD
Wednesday, June 18, 2025	New Staff Orientation Evening	New Staff & Senior Staff	At Camp Robin Hood: approx. 5:30 – 8:30 p.m.
Saturday, June 21, 2025 Sunday, June 22, 2025	Staff Training	All Staff	At Camp Robin Hood: approx. 9:00 a.m. – 4 p.m.
Tuesday June 24, 2025	Staff Training	Senior Cabin Leaders, Senior Activity Leaders, RECON & Senior Staff	At Camp Robin Hood: approx. 4:00 p.m. – 6:00 p.m.
Tuesday, June 24, 2025	Bus Counsellor Training	Bus Counsellors & Bus Admin Team	At Camp Robin Hood: 6:00 – 8:30 p.m.
Thursday June 26, 2025	Staff Training & Open House	All Staff	At Camp Robin Hood: approx. 9:00 a.m. – 5:30 p.m.
Friday June 27, 2025	Staff Training	Select Staff	At Camp Robin Hood: 10am-1pm *Make-up training date required for staff who are granted permission to be absent from mandatory staff training dates.
Tuesday, July 1 – Friday August 22, 2025	Camp In-Session	All Staff	At Camp Robin Hood: No Camp on August 4
Wednesday July 16 & August 6, 2025	Family Nights	All Staff	At Camp Robin Hood: 6:30 – 9:00 p.m.
Wednesday Evenings	Weekly Staff Meetings	All Staff	60 minute - virtual or In-person meetings
Wednesday, August 20, 2025	Staff Banquet	All Staff	At Camp Robin Hood: 6:30 – 10:00 p.m. <i>(optional)</i>
Friday August 22, 2025 (Last Day of Camp)	After Camp Clean-up	All Non-Bus Counsellors (Mandatory)	Dismissal will take place when all tasks are complete. (approx. 6:00 p.m.)

2. COMMITMENT

Your signed Staff Contract formalizes your verbal commitment to accept a position as a staff member at Camp Robin Hood. In requesting this agreement, you have acknowledged that you are certain that you will fulfill your commitment to become a staff member for the weeks and sessions out lined in the Staff Contract. We know that you have indicated to us during our discussions that you have made no other previous commitment, either expressed or implied, to any other camp, and that you have neither accepted, nor will you accept employment that will interfere with the responsibilities undertaken at Camp Robin Hood. You know that when you accepted the position, we agreed to hold that place and to train you to do your job. Before signing this contract, please be advised that this is a legally binding agreement between us under which we are fully committed to you to fulfill our end of the agreement. We are therefore relying on you to do the same for us. Other applicants are being turned down on the strength of this agreement. Therefore, changing your mind now is grossly unfair to them and to us, and to do so later would constitute a serious breach of contract causing us great inconvenience, embarrassment, financial damages, and damage to our reputation.

In the event of non-operation of the camp or limited operation of camp, for any reason whatsoever including but not limited to war, terrorism, illness, epidemics, pandemics, government restrictions, acts of God or any other reason, this contract shall be considered null, and void and no salary will be forthcoming. If the camp should close after it has started the season or reduce its employment

roster before the scheduled closing date, then a pro-rata salary to the time of closing will be paid to the staff member whose contract has been terminated and there shall be no further claim.

3. THE UNIQUENESS OF A CAMP CONTRACT

Every staff member, above all, is always expected to provide nurturing, caring and responsible supervision of Camp Robin Hood campers. Some duties and expectations may include but are not limited to:

- Reporting to work rested and in a manner that allows you to assume your responsibilities effectively.
- Being a positive role model by ensuring that actions, clothing, and words are appropriate.
- Using language that promotes cultural, ethnic, and religious unity. Use of political and cultural slogans that divide are not acceptable.
- Providing caring, nurturing, and responsible supervision for Robin Hood's campers.
- Wearing the necessary camp uniform if requested.
- Providing your own lunch daily.
- Making certain daily area and cabin cleanup are complete.
- Preparing a report on campers when requested by Supervisors and Directors.
- Properly submitting all inventories, requisitions, reports, evaluations, and other paperwork as required by the Camp before, during and at the conclusion of the camp season.
- Assisting and participating in instructional swim periods as prescribed, dressed in appropriate swimwear.
- Working with children with a variety of abilities and needs.
- Maintaining the reputation of Camp Robin Hood by demonstrating proper judgment and decorum throughout the summer whether on or off Camp premises.

It must be understood however, that because of the unique nature of the camp situation, it is not possible to specifically detail every facet of responsibility that one assumes by accepting a camp position. As a staff member you accept the responsibility of doing **all** things that may be necessary to ensure the success of your job and the general good and welfare of all campers. Acceptance of this contract by the staff member implies their wholehearted acceptance and endorsement of all camp rules, policies, and regulations. Each staff member agrees to read the camp manuals associated with camp rules, policy, and regulations and acknowledges the reading of the Staff Manual through a sign-off procedure at the conclusion of the training period prior to camp. The Director is entitled to introduce other policies, procedures, and regulations as they deem advisable. It is hereby agreed that all policies, procedures and regulations of the Camp as made from time to time and any special clauses attached hereto are made part of your contract, unless in contradiction with the contract, in which case, and only to the extent necessary to resolve the contradiction, the contract will prevail.

4. STAFF TRAINING (PRE-CAMP) COMMITMENTS

A **mandatory** Pre-Camp training program is in place to assist each staff member to learn (or re-learn) and be able to perform their responsibilities effectively and is incorporated into the overall compensation package. This will be a time for orientation, team building, skill development, physical conditioning, practice and for the set-up of various camp activities. Some physical work may be required in preparing camp facilities. During Pre-Camp, all staff shall be required to attend (**in-person or virtual**) all such assigned activities, meetings, and training sessions. Some components of pre-camp training may take place on-line prior to the first on-site training dates. This may require the submission of paperwork (**digital or physical**) to confirm completion.

5. TRANSPORTATION

- General Staff, at the discretion of the Director, may be assigned the duty of "Bus Counsellor". Bus Counsellors shall be paid additional salary for assuming this extra responsibility and agree to attend the necessary training associated with the role. The Director shall assign bus counsellors prior to June 15.
- Those staff not given the duty of Bus Counsellor, at the discretion of the Director, may be assigned to a bus that will bring the staff to and from camp daily. The staff member will be considered "Staff on Bus", a position with no specific responsibility except for exercising appropriate judgment and conduct and assisting the bus counsellors to maintain decorum and run program.
- When not assigned to a camper bus by the Director or by personal choice and when providing your own transportation or as part of a carpool, you must be on our site no later than 8:45 a.m. each camp day and depart after 4:15 p.m. once all campers have left the site and the Director gives permission. As a staff member who drives to camp or takes a staff bus, you agree to support the camper drop-off and pick-up process and the additional responsibilities to carry out this role.
- The Director may, at their discretion re-assign, add or remove a Bus Counsellor at any time following June 15 until the end of the period of employment.
- Senior Staff must arrive at camp in time to attend the daily 8:15 a.m. Senior Staff meeting.
- All Staff members must park in the assigned staff parking area.

6. WEEKLY MEETINGS

All Staff will actively participate in weekly staff meetings at the end of the day as outlined in the “Important Dates” table above. Permission to miss a weekly staff meeting can only be provided if the staff member has been requested by the Director to ride the bus home or has gained permission from a Director at least one day prior to the meeting. Exact dates of meetings and whether they will be in-person or virtual, will be finalized prior to the start of camp. Failure to attend weekly meetings or communicate such absences may result in a reduction in salary and/or dismissal.

7. FAMILY NIGHTS

All staff will attend “Family Nights” to be held at the campsite, once per month of camp. This is a mandatory part of your commitment to camp and is incorporated into your overall compensation package. These nights are scheduled to begin after staff meetings at 6:30 p.m. with dismissal at the conclusion of flagpole. Snacks, dinner, and a modified transportation route will be provided to all staff interested. All staff must wear their Camp Staff T-shirt on each of the Family Nights. Any staff who does not wear the proper items for Family Night will be provided new clothing with the cost deducted from their salary.

8. ATTENDANCE

It is the expectation of the Directors that each staff member will arrive on time and in a state that allows them to carry out their responsibilities effectively every day. If a staff member cannot attend camp on a given day, it is expected that they will follow the procedure outlined at staff training. Failure to follow the appropriate procedure may provide grounds for immediate dismissal. All staff absences affect campers & staff. Of course, when you are ill, we understand you cannot attend camp. We recognize that students may have educational commitments to resolve, or there may be family emergencies that arise. Our expectations are that you will attempt to take care of these issues outside of camp time; however, when this is not possible you must always obtain permission as far in advance as possible to be excused from work. **It is important for you to understand that you are not paid for days not worked, and that a pro rata reduction of salary AND potential bonus is applied for each day missed.**

9. VISITORS

Staff may not receive visitors at any time without permission from the Director.

10. APPROPRIATENESS

The way we conduct ourselves, both in action and words, can impact the experience of campers and fellow staff. This is an important aspect of the professionalism all staff members commit to. All staff relationships must be discreet, responsible, and appropriate always, particularly in the presence of campers. The things we discuss and the way we express them should always be considered. Please ensure that any personal relationships that you may have at camp do not affect your job performance.

Camp Robin Hood is a diverse setting that welcomes campers and staff from many different, cultural, religious, and lived experiences. Camp can and should always be a place of acceptance and respect and that we must always behave in a manner that bridges any differences that arise and uphold camp’s principal philosophy of inclusion and belonging. Actions and words that promote hate and division whether online or in the presence of campers and fellow staff at camp will not be tolerated. Camp reserves the right to address any issue related to appropriateness prior and/or during the work period. Any violation is grounds for dismissal.

11. PERFORMANCE REVIEW

Each staff member will actively participate in a “supervisor-led” performance review during the period of employment. We expect that staff will respond positively to feedback and direction from supervisors.

12. SWIM STAFF

All Staff assigned to provide lifeguarding and instructional swim must have a minimum of current (valid to season’s end) Bronze Cross, Lifesaving Instructors, First Aid and CPR certifications to be placed on our swim staff. Full compensation is provided for swim staff who present NLS certifications. All valid certifications must be present prior to the start of the employment period. Failure to do so may result in re-assignment or termination of the contract.

13. LAST DAY OF CAMP

Active bus counsellors are the only members of the Robin Hood Staff who are eligible to depart camp at the regularly scheduled time on the last day of camp. **All** non-bus counsellors must remain at camp and participate in the “clean up” of the campsite on the last day of camp until it is completed and plan for their own transportation. Any staff member not participating in the full commitment of the camp “clean-up” are subject to the terms of the [“Contract Completion Clause”](#) and will have their final paycheque adjusted accordingly.

14. CLOTHING AT CAMP

Staff must wear clothing that is appropriate, tasteful and non-offensive.

- Staff should arrive to all areas in camp with the appropriate athletic wear (e.g. Bathing suits, running shoes) and ready to participate with the campers.
- Staff must wear their official camp t-shirt on the first day of a session and during any Open House/ Family Night. If not worn, camp will supply an additional item at the staff member’s expense.
- Staff are encouraged to wear a hat daily.
- Only 1-piece bathing suits are permitted.
- Sandals/Crocs are not permitted at camp except within the swim area.

15. VEHICLES

Staff may only drive on camp property with permission from a member of the Leadership Team. Vehicles may only follow the roadway at the northern-most entrance (GATE D) to camp which runs between Reesor Road and the staff parking lot. Please keep all personal vehicles always locked. All staff vehicles are parked on camp property on the clear understanding that it is at your own risk. Camp is not responsible for any staff member’s vehicle, or for damage or theft from said vehicle while it is on camp property.

Staff may only drive a vehicle belonging to camp if adhering to specific guidelines.

Note: Operating a camp vehicle requires special attention to be very cautious and can be a dangerous practice because: children are often present, children may appear where they are unexpected and camp roads are unpaved.

16. SMARTPHONES

All cell phones: including iPhones or any other devices with online or texting capability are considered “smartphones”. You are not permitted to use a smartphone during the workday for calling, texting, messaging, online social media activity, etc.... Use of smartphones may be permitted, only with your direct supervisor’s permission for specific camp programming (i.e. playing camp-appropriate music or setting timers) or camp administration (i.e. bus counsellors taking attendance).

Campers are not permitted to use the camp phone or their own smartphone under any circumstances unless they have received permission from the Directors. It is not permitted for staff to use smartphones and other personal communication devices during staff training sessions, a regular camp day and staff meetings. Exceptions can be made but only with permission from a staff member’s direct supervisor. Camp reserves the right to address any issue related to inappropriate use of smartphones during the work period, which may result in confiscation of the device or termination if it is greatly impacting staff performance.

17. ALCOHOL & CANNABIS

Camp Robin Hood is an “Alcohol & Cannabis Free Zone”. No staff member shall bring, or partake of, or have possession of, or be in the presence of any alcohol, cannabis and/or any illicit drugs anywhere or at anytime on camp property or while on a camp sponsored activity out of camp other than: Medications prescribed by a health care practitioner licenced to issue prescriptions in Ontario.

All staff on prescribed medication are encouraged to indicate details on the confidential staff health form that is viewed only by our Health & Wellness Director. Such disclosure is important and necessary to confirm appropriate staff placement and assess if any workplace accommodations are necessary in fulfilling the staff member’s job description.

If any staff member sees any camper or staff with alcohol, cannabis or illicit drugs while at camp or under camp jurisdiction, the staff member is required to report such instance to their direct supervisor.

All medications brought to camp (by campers and/or staff) are to be given to the Health & Wellness Director upon arrival at camp and should be taken when needed at the camp Health Centre. Under no circumstances are medications of any description to be kept in cabins, except with the expressed consent of the Health Centre staff.

18. SMOKING/VAPING AT CAMP

Camp Robin Hood is a smoke-free environment. No smoking/vaping is permitted on the camp property and/or buses at any time. Violation of this policy is grounds for immediate dismissal.

19. DAMAGE TO CAMP PROPERTY

Staff members have the responsibility to report all perceived unsafe conditions to the Directors immediately and that if, in the opinion of the Directors, damage to Camp property is caused through the neglect of a staff member, wilful abuse, or patent disregard for the care of equipment or supplies, that staff member may be held financially responsible for the replacement cost thereof.

20. PHOTOS, VIDEOS AND SOCIAL MEDIA

Camp Robin Hood is aware of the extensive participation of its staff on social media platforms, such as Instagram, Facebook, TikTok, Snapchat, Twitter, etc.... As an employee of Camp Robin Hood Ltd., staff are expected to exercise appropriate judgement in the use of language, content and images when participating on such applications. If, in the opinion of the Directors, your use of a website/app (including but not limited to the posting of photographs or comments) could have a detrimental effect upon the reputation of Camp Robin Hood or would likely contribute to a negative working environment, your employment will be terminated for cause. As a Camp Robin Hood staff member, we invite you to follow our various social media channels. Please note that your participation in unofficial groups should be accompanied by appropriate discretion. Camp Robin Hood's artwork and logo are proprietary and therefore cannot be used without the express written consent of Camp Robin Hood Ltd.

Any photographs and/or videos taken at Camp or as part Camp related activities, ("Camp Media Content") by Camp Robin Hood or its authorized representative that contains the Staff are the sole and exclusive property of Camp Robin Hood and may be published and disseminated by Camp Robin Hood or its representatives on any web site, through any social media outlet (including TikTok, Instagram, and Snapchat) and via camp promotional materials, emails, texts or other communications. You consent to such Camp Media Content being taken and or used as set out above without cost or charge to Camp Robin Hood. Camp Robin Hood Ltd. and its authorized representatives have the sole and exclusive right to publish Camp Media Content.

Any pictures and/or videos taken by you, the staff member, which contains any campers may not under any circumstance be published or disseminated by you on the internet, on social media or through any other public display or use (including postings on TikTok, Instagram and Snapchat).

21. THE CATASTROPHE CLAUSE

In the event of non-operation of the camp, for any reason whatsoever including but not limited to war, illness, epidemics, pandemics, government restrictions, acts of God or any other reason, this contract shall be considered null, and void and no salary will be forthcoming. If the camp should close after it has started the season or reduce its employment roster before the scheduled closing date, then a pro-rata salary to the time of closing will be paid to the staff member whose contract has been terminated and there shall be no further claim.

22. USE OF CAMP EQUIPMENT

- Camp Robin Hood is not responsible for a staff member's personal equipment, money, valuables or belongings while in transit or at the camp, due to loss, theft or damage by any means whatsoever.
- All equipment, whether it be sporting goods, maintenance, Arts & Crafts, etc., must be signed out by the staff member who is borrowing the item. It must be signed in when it is returned.
- If something breaks that you have used, or something in your cabin needs repair, please fill out a 'Maintenance Request Form' and submit it to your direct supervisor. The repairs will then be made as quickly as possible. Do not assume that somebody else has reported something that needs fixing – let us know.
- If, in the opinion of the Directors, any staff member breaks, damages or loses camp equipment through carelessness or by the breaking of camp rules, the staff member shall be responsible for replacement or repairs of such equipment, or an equivalent amount of money will be deducted from the staff member's salary.
- Any staff member who damages or destroys any belongings of another staff member or camper will be responsible for the payment, to that person for the total amount of all damages. Failure to make payment will result in the camp subtracting that sum of money from the staff member's salary and giving it to the person to whom it is owed.
- The cost of repairs for defacing Camp Robin Hood property, will be deducted from the staff member's salary.
- Please do not remove equipment of any kind from any building for any reason unless you have the permission of your supervisor.
- Staff that have been given camp keys are expected to return them to the office during the last day of camp.

23. HEALTH & SAFETY

Above everything else, the health and safety of all campers and staff is of the utmost concern to Camp Robin Hood. Please make sure that all your activities and programs are carried out with safety as the number one priority.

- We encourage all staff to complete a confidential [Staff Health Form](#). This vital information helps our camp health team support staff's well-being and address any health needs effectively.
- Staff are obligated to follow camp's directives as it relates to camper health and safety.
- Staff are obligated to report unsafe conditions to their direct supervisor or Directors.
- Should a staff member not feel well while at camp, it is the staff member's responsibility to visit the camp Health Centre. It is the sole responsibility of the Health Centre staff to decide treatment and determine whether you should be excused from camp. Staff are not permitted to make arrangements to leave camp until permission is granted by the Health Centre staff.
- It is your responsibility to notify the Health Centre staff if:
 1. You have a fever (above 38 °C), feel feverish, have the shakes or chills in any 24-hour period before coming to camp.
 2. You have Diarrhea or vomiting within a 24-hour period of being at camp.
- **Note:** You may not be at camp if:
 - You have a fever above 38 °C within a 24-hour period of being at camp.
 - You have pink eye – pink eye must be treated for 24 hours before you are able to work at camp.
 - You have strep throat that is not being treated with antibiotics.
 - You have diarrhea or vomiting within a 24-hour period of being at camp.
- If a staff member cannot attend camp on a given day due to illness, it is expected that they will follow the procedure outlined at staff training. In these instances, staff can expect that Health Centre staff may reach out about the staff member's health status.

24. ABUSE

Every camper and staff member deserve to be treated with the utmost respect. As staff members we commit to a policy prohibiting any abuse of any child, be it physical, emotional, verbal, psychological or otherwise. Additionally, as every parent and child have a different opinion and viewpoint on permissible sexual content and discussion as it relates to the appropriate age group, no staff member shall provide any pictures or have discussions regarding issues of sexual relations, unless first approved by the Camp Directors. Staff members shall report all forms of child abuse by campers or staff or staff abuse of any kind to the Directors who will take appropriate action. Camp Robin Hood operates with a policy of "No Abuse, No Molestation" for the entire camping season – not just under a certain set of circumstances or in certain places but everywhere, and always. Our complete policy will be reviewed during staff training.

25. HARASSMENT

Everyone at Camp Robin Hood is entitled to a harassment free environment - a setting free of bullying and physical and emotional discomfort. Camp is committed to ensuring that the Robin Hood experience for both campers and staff is one of respect and fair play. Camp Robin Hood operates with a policy of "No Personal Harassment, No Sexual Harassment" for the entire camping season – not just under a certain set of circumstances or in certain places but everywhere, always. Our complete policy will be reviewed during staff training.

26. HEALTH, ACCIDENT, PERSONAL PROPERTY, AND INSURANCE

- Neither the camp nor its Directors, officers, employees, or agents shall be responsible for any accident, injury, illness, nor damage sustained by the staff member however caused.
- In lieu of WSIB, Camp Robin Hood Ltd. selects an insurance policy for all employees for accidental death and dismemberment with permanent and total disability benefits equivalent to those of WSIB.
- Neither the camp, nor its directors, officers, employees, or agents shall be responsible for any damage, loss or theft of the staff member's personal property however caused.

27. CRIMINAL RECORD CHECK PROTOCOL

By signing the contract, you agree, at your own expense, to participate in the completion of (should one be requested of you) and pay for a criminal background check in accordance with the [background check protocol](#) contained in your contract package.

- Any staff (new or returning), who are 18 at the time of signing your contract, are required to complete a criminal record check.
- Returning staff, over the age of 18, are required to annually sign an Offence Declaration.
- A new police check is required every 3 years.

If criminal conduct or allegations are disclosed that give rise to concerns as to the advisability of your employment, whether based on security concerns, public relations concerns or otherwise, Camp Robin Hood may cancel this contract at any time without liability to you except in respect of wages earned up to the date of termination.

28. USE LIKENESS

By signing the contract, you agree to give permission for Camp Robin Hood to use your likeness for publicity purposes including video, print, social media, and website use.

29. PERMISSION TO OBTAIN AND GIVE REFERENCES

In accepting a position at Camp Robin Hood, staff grant permission for Camp officials to release personal information concerning them when providing a reference to a prospective employer. Permission is also granted to Camp officials to contact references, camps, and previous employers with whom the staff member has been associated, as is permission for those contacted to release personal information concerning the staff member named.

30. PRIVACY & ACCESSIBILITY POLICY

To meet the needs of our staff and have the ability to care for them we must collect personal information about them. We do so in our staff application and other forms. All the information gathered is stored in our files which are secured in our locked offices and processed in a secure database with access controls. The information is given only to those staff who are directly involved in providing a service to you, or as required by law. When information is given to a service provider (a company or individual such as the Bus Company) employed by Camp Robin Hood, we have made certain that the service provider and its employees have a Privacy Policy that prevents them from using the information for any other purpose than that for which they were hired. We do not sell or rent your information to any company, organization or individual. Even when asked for any personal information of a staff member by another staff member, we will not provide them with any information without first asking for consent. Besides the reasons listed and extending our ability to communicate with you, we do use the information on hand for statistical analysis for our camp, and to develop programs required for the future. We do retain your information to enable us to communicate with you in the future, provide you with recognition for time spent at camp, provide you with information about our programs, and inform you of new information that may be of interest to you. Should you have any questions or concerns about our Privacy Policy, we urge you to contact Howie Grossinger, our Director, and Privacy Officer at our offices. By this date, you have already entrusted us with a large amount of personal information about you. Unless you have a concern and contact us, we will assume that you understand that we can collect, use, disclose as necessary and store information as set out in our Privacy Policy above.

Please note: Camp Robin Hood has an accommodation process in place and provides accommodations for employees with disabilities. If you require a specific accommodation because of a disability or a medical need, please contact Sari Grossinger, Owner of Camp Robin Hood at (416)736-4443 or by e-mail at sari@camprobinhood.ca so that arrangements can be made for the appropriate accommodations to be in place before you begin your employment.

31. CONFIDENTIALITY

This summer you will be provided with a great deal of information and will learn much about our campers at camp and their parents that will augment that information. You will also be asked to and will want to share some of the information you have gathered from many sources with others. How you use that information, what you say to others and with whom you share information is very important. Every day, all of us affect the lives of the campers and staff at camp or who have been at camp or who will be coming to camp by the way in which we use or share that information.

Camp Robin Hood obtains information from: application forms, reports from other camps or educational institutions, reports written by counsellors the previous year, forms that parents complete (Health History, Swim Skills etc.), 'Incident Sheets' filled out by staff, conversations with parents during the year and the summer, and from the campers themselves. Staff gather information from: lists the camp distributes (Group Lists, Bus Lists, Behavioural Lists, Swim Lists, Health Lists), conversations with the Camper Relations Team, conversations with Directors, conversations with the direct supervisors, conversations with parents on the phone and at Open Houses

and Family Nights, discussions or conversations with other staff, conversations with other campers, conversations with the campers themselves, observations of the camper in activities and our database. All information we have on hand except for the name and address and telephone number of a camper or parent is classified as Personal Information. The Personal Information we have gathered is protected by the Federal Government's Privacy Act and every business must have a Privacy Policy in place to let their clients know that the information is protected.

32. STAFF UNDER THE AGE OF 18

All staff under the age of 18 must have a parent/guardian signature accompany their own signature on the contract. In the event of a problem in the employer/employee relationship, and at the discretion of the Director, parental involvement **may** be required; however, day to day matters (i.e. requests for a day off, transportation questions, placement inquiries etc.) are to be handled directly by the staff member and **not** their parent/guardian.

33. DISMISSAL

- The Camp retains the right to dismiss the staff member or terminate this agreement at any time with or without cause. In such an event Camp Robin Hood Ltd. Will have no obligation to provide pay in lieu of notice or any form of severance or separation pay, other than the minimum entitlement (if any) that might apply in accordance with the Ontario Employment Standards Act, 2000. In most cases, since the duration of employment by the Camp will almost always have been less than 90 days, there will be no such entitlement payable.
- Any conduct of a staff person which, in the discretion of the Camp Directors, jeopardizes the reputation or goodwill of the camp, or compromises the safety of such staff member, other staff, people or campers, shall be cause for immediate dismissal, if the activity relates in any way to the staff person's employment by the camp. This may include conduct that occurs off Camp premises, whether on the job or off duty (i.e. camp socials), or any interaction with one or more campers or parents.
- Dismissal may be considered by the Director if the staff member does not have the necessary certifications and qualifications completed or recertified before the start of the period of employment for a particular position that requires those qualifications (i.e. Swim Staff).