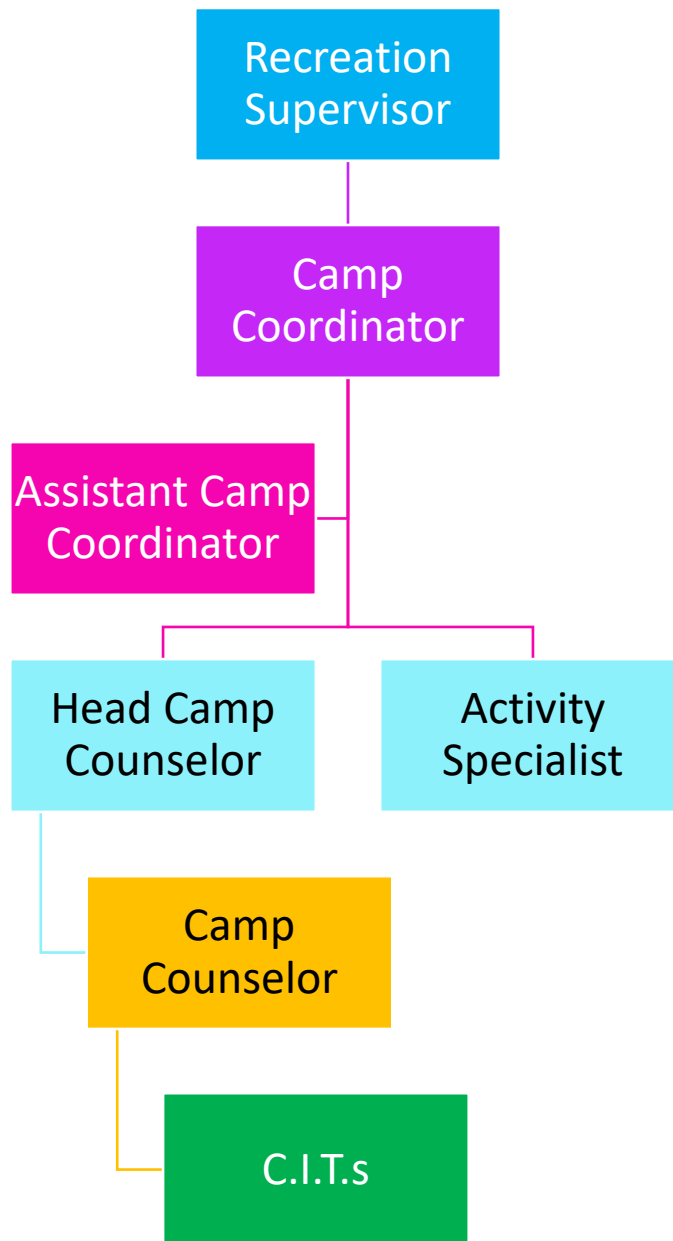




SOUTHBURY PARKS & RECREATION C.I.T. and Parent/Guardian Guidebook

Southbury Parks & Recreation Organizational Chart Summer Camp

NOTE: Different colors are for different ranks in the chain of command. C.I.T.s will report for daily schedules by following chain of command/camp duties. The C.I.T.s will report directly to the Assistant Camp Coordinator for their leadership training/workshops and evaluations.



C.I.T. Guidelines

C.I.T.s (Counselors in Training) will be joining the staff as new members of the Adventure Day Camp team. C.I.T. candidates were required to submit application, letter of reference from a coach/teacher, and were subjected to an interview prior to being admitted into the program. As high school students, these individuals are considered program participants but must adhere to all camp policies and procedures just as a regular staff would. Each C.I.T. will have the Assistant Camp Coordinator as their mentor and point of contact. It is the duty of the mentor to provide the C.I.T. with guidance throughout the summer and help answer any questions they may have along the way. C.I.T.'s immediate supervisor is the Camp Coordinator and Assistant Camp Coordinator. The C.I.T.s will be a tremendous help and asset to our summer camp program, but it is important to remember some Can's and Cant's for C.I.T.s.

CAN'S:

- ☺ Organize activities, games, and art projects
- ☺ Lead activities, games, and art projects
- ☺ Assist in preparing supplies for games/activities
- ☺ Assists with supervision of children at camp and on field trips
- ☺ Monitor and support well-being of campers
- ☺ Administer First Aid/CPR in event of emergency (if certified)

CANT'S:

- ✗ Discuss discipline/camper related behaviors with parents without the assistance of a Camp Counselor or Camp Coordinator
- ✗ Be left alone to supervise groups of children on their own (i.e. taking campers to the restrooms out of sight of camp staff)
- ✗ Make camper parent phone calls
- ✗ Fill out any forms (i.e. camper incident/behavior form, evaluations, staff discipline, etc.) All forms should be completed by Camp Staff. C.I.T.s may assist in providing information but may not complete forms on their own

Staff/Camper Interactions

Being a part of the camp staff team requires you to complete a variety of tasks while being a role model to campers. While working at a summer camp is fun, it can also be challenging. All staff and C.I.T.s need to watch boundaries and behave appropriately at all times. Follow this list of reminders or contact a supervisor when in doubt.

Appropriate interactions:

- 😊 Always be positive, outgoing, and enthusiastic. Express genuine concern for campers.
- 😊 Demonstrate great customer service to campers, all Southbury Parks and Recreation staff and patrons/members of the public. If you don't know the answer to a question, or how to handle a situation, instead of saying "I don't know" instead chose words like "let me find someone who may be able to help you".
- 😊 Be proactive by planning activities that campers enjoy. Make sure everyone feels comfortable and safe at camp

Unacceptable interactions:

- ✗ Do not allow campers to sit in your lap, hug, or hang on you. Do not touch campers unless their safety is at stake
- ✗ Do not "friend" campers or parents on any social media. Do not discuss personal business with or near campers or parents
- ✗ C.I.T.s and camp staff should not use the restroom at the same time as the campers even in a multi-stall bathroom. When going into a restroom, leave the bathroom door open at all times in a multi-stall bathroom, or have another staff member present with you.

Field Trip Guidelines

Adventure Day Camp travels to a wide variety of locations throughout the course of the summer. It is crucial that the safety of campers is the top priority on all trips. In addition, camp staff and camper behaviors are a direct reflection of the Southbury Parks and Recreation Department so the expectation is for excellent organization and professional conduct at all times. The following guidelines should be adhered to on all trips:

1. **Campers are always supervised** - under no circumstances is a camper ever to be permitted to go anywhere alone (this includes campers being left alone with a C.I.T. or a C.I.T. going off alone)
2. Camp Counselors will implement the "buddy system" for every trip and will designate a meeting point in the event of separation
3. Camp Counselors will use excellent time management skills. Groups should be on the bus at designated times as specified by the Camp Coordinator or Recreation Supervisor
4. All Camp Counselors will check and double check their campers' trip lists sheets throughout the day. Attendance will be taken on the bus before leaving for the trip, throughout the day, and prior to leaving the trip site. Camp Coordinator will be checking on all groups during all field trips
5. The Camp Coordinator will be in attendance on every field trip

6. When on a bus, staff members are responsible for maintaining campers' behavior. Staff members must be alert and ensure that all campers are seated quietly (singing is permitted) and are being respectful of the counselors and drivers. Make sure the buses are clean and no items are left behind. Report any issues to the driver or the Camp Coordinator
7. **Cell phones are permitted on trips only.** They may be used only to contact the Camp Coordinator, Recreation Coordinator, Recreation Supervisor, or the Director of Parks and Recreation. Misuse of cell phones may result in disciplinary actions

Risk Management

All risk management procedures and emergency action plans need to be handled/activated by the Southbury Parks and Recreation (SPR) camp staff. If a C.I.T. sees or hears something they need to report this immediately to a SPR camp staff. Examples of safety risks/concerns are bear sightings, suspicious members of the public on camp site (that do not belong), a bag/backpack that does not belong to camp (do not touch or move the item), physical fights, loud/aggressive staff, patrons or campers, any medical attention to staff or campers needed (unless the C.I.T. maintains a CPR/AED/FA certification), open cuts or situation with bodily fluid or blood (do not touch- immediately get a staff member to handle this), or chemical spills.

Evaluations

C.I.T.s will have an average of two (2) evaluations during their C.I.T. experience. The evaluation will be done with the Assistant Camp Coordinator and/or Camp Coordinator, the C.I.T. and the C.I.T.s parent/guardian. The Assistant Camp Coordinator will schedule a meeting time and date with the parent/guardian for the evaluation.

Time Off

As a C.I.T. you have more flexibility for your availability during the summer (i.e. someone does not need to cover your missed shift). If you cannot attend one of your scheduled shifts, you will need to let the Recreation Supervisor, Lexi Polasek, by e-mailing parkrec5@southbury-ct.gov preferably with at least 24 hours' notice. If possible, also let one of the camp supervisors know you will not be attending a day of camp. This also applies for days where the C.I.T. may need to come in late or leave early. Pro-rates/refunds will not be issued for missed days of camp. If a C.I.T. misses a meeting (under the Leadership Building/Schedule section) that meeting may not be made up, but the Assistant Camp Coordinator will attempt to meet with the C.I.T. one-on-one to get caught up.

Parent/Guardian Interaction

The C.I.T. Program is a transitional program from being a camper to being a camp counselor while providing the individual leadership skills. In the C.I.T. Program parent/guardian interaction is allowed to the camp and administrative staff on behalf of the C.I.T. However, Southbury Parks and Recreation’s administrative team wants to encourage responsibility to the individual C.I.T. by starting communication themselves (i.e. calling out/needing time off for a shift [procedure under the time off schedule], or needing to leave early for appointments).

C.I.T. Leadership Building/Schedule

The meetings and experiences with their details below will be held weekly and done as a group with all the C.I.T.s (no campers or other camp staff except for the Assistant Camp Coordinator).

Meeting 1- C.I.T.s will meet in the morning at the beginning of each week with the Assistant Camp Coordinator to talk about their goals for the week. During this meeting the C.I.T.s will also receive their schedule of duties for leading/running an activity station.

Meeting 2- During the middle of the week, the C.I.T.s will get together as a group during their scheduled time block (provided by the Assistant Camp Coordinator) to do a surprise activity, craft or game with supervision of the Assistant Camp Coordinator. This surprise activity will be only done with the C.I.T.s, apart from the campers and other camp staff. The “surprise” won’t be revealed until the day and time of meeting 2 (middle of the week). Some “surprises” will have limited instructions/guidance and only provide the idea in theory. The C.I.T.s will then divide and conquer amongst themselves on how to make the “surprise idea” happen (if it has limited instructions), or they will still take the lead and delegate the “surprise idea” up amongst themselves to complete the task. This meeting will put the tasks back on the C.I.T.s to step up as leaders instead of waiting for instruction.

Meeting 3- At the end of the week, the Assistant Camp Coordinator will meet with the C.I.T.s to go over if they have achieved their goals and talk about how they did or why they did not achieve their goal. The Assistant Camp Coordinator will also have a leadership workshop planned for all the C.I.T.s to do.

Social Hour- The C.I.T.s will have daily time to sit with each other to bond. This will be during lunch time, so C.I.T.s can chose to sit as a group for 30 minutes away from the campers or sit as a group with the campers and C.I.T.s. When they are finished with lunch, the C.I.T.s can chose to do something together for 30 minutes such as go swimming in the pool, play a game, or do a craft. The activity needs to be communicated with the Assistant Camp Coordinator, especially for pool time, to make sure that the lifeguards give camp approval for that timeframe. *Social hour will not be held during field trip days.* C.I.T.s can request a 30 minute meal break during the field trip.

The experiences and meetings below are done weekly, unless otherwise stated, and done between the C.I.T., the Assistant Camp Coordinator and/or a parent/guardian.

C.I.T. Workbook- Each C.I.T. will have their own workbook that will consist of a place to write their weekly goals and details of the workshops during the week. The Assistant Camp Coordinator will hold on to each C.I.T.s workbook until the end of their program when they can take it home. The workbook will be completed in a group setting with all other C.I.T.s, but each C.I.T. will work on their own individual workbook.

Run Activity Stations- C.I.T.s may not have the same activity scheduled as others, this is an individual project to the C.I.T. and discussed during Monday’s meeting. Each C.I.T. will be assigned to an activity during the week and activities vary; some examples are a sports game or craft activity. If the C.I.T. wants to lead more than one activity during the week, this should be communicated with the Assistant Camp Coordinator during the Monday meeting.

C.I.T. Evaluation Meeting- Every C.I.T. will have at least one evaluation during the summer. If a C.I.T. is only available for 1-2 weeks out of the summer, then only 1 evaluation will take place towards the end of the last week. If a C.I.T. is signed up for 3 or more weeks out of the summer, then the C.I.T. will have a mid-summer evaluation and an end of summer evaluation. All evaluations will be completed by the Assistant Camp Coordinator with the individual C.I.T. and their parent/guardian. The Assistant Camp Coordinator will schedule a meeting time and day with the parent/guardian directly.

Apart from the C.I.T. specific duties and meetings, the C.I.T.s schedule will start at 8:00am (arrival time) and follow the camp’s daily schedule with the other camp staff for the C.I.T.s assigned group. The end time will be at 3:30pm when the normal camp day ends.

Consideration for a later pick up time past 3:30pm of the C.I.T.s can be discussed with Lexi Polasek at no additional cost, but will still need to be during the camp hours in total of 8:00am-5:30pm.

Below is an example schedule of the C.I.T.’s day, aside from camp/group assignments:



Example: CIT Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Meeting: 10-11am Meet & Greet and set weekly goals with all CITs led by the Assistant Camp Director</p> <p>Social Hour 12-1pm: 30 minute lunch break with all CITs (away from campers if requested) then a 30 minute CIT group choice of activity - need to check in with Assistant Camp Director first to discuss the activity and when social hour is over, check back in with Assistant Camp Director</p>	<p>Activity Run Station Run an activity for campers with little or no assistance from camp administrative staff</p> <p>Social Hour 12-1pm: 30 minute lunch break with all CITs (away from campers if requested) then a 30 minute CIT group choice of activity - need to check in with Assistant Camp Director first to discuss the activity and when social hour is over, check back in with Assistant Camp Director</p>	<p>Social Hour 12-1pm: 30 minute lunch break with all CITs (away from campers if requested) then a 30 minute CIT group choice of activity - need to check in with Assistant Camp Director first to discuss the activity and when social hour is over, check back in with Assistant Camp Director</p> <p>Meeting: 1-2pm Activity Leadership Workshop for the CITs apart from the campers</p>	<p>Field Trip Day! CITs will eat lunch with camp but be allowed to have a 30 minute break if requested to the Assistant Camp Director during the day.</p>	<p>Social Hour 12-1pm: 30 minute lunch break with all CITs (away from campers if requested) then a 30 minute CIT group choice of activity - need to check in with Assistant Camp Director first to discuss the activity and when social hour is over, check back in with Assistant Camp Director</p> <p>Meeting: 1-2pm Leadership Workshop and review of goals with the Assistant Camp Director</p>