



# **SOUTHBURY PARKS & RECREATION CIT and Parent/Guardian Guidebook 2026**

# Southbury Parks & Recreation Organizational Chart Summer Camp

NOTE: The CITs will report directly to the Camp Leadership Staff for their leadership training/workshops and evaluations.



# CIT Guidelines

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Counselors in Training (CITs) will join the staff as members of the Adventure Day Camp team. CIT candidates were chosen after submitting an application, letter of reference from a coach/teacher, and interviewing with a member of the leadership team. As high school students, these individuals are considered Adventure Day Camp program participants but must adhere to all camp policies and procedures required of regular staff members. Each CIT will be mentored by camp leadership staff. It is the duty of the mentor to provide the CIT with guidance throughout the summer. The Camp Director directly supervises their activities and goals. The CITs 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 CITs:

## CAN'S:

- ☺ Organize and lead activities, games, and art projects
- ☺ Assist in preparing supplies for games/activities
- ☺ Assist 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
- ✗ 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 must be completed by Camp Staff. CITs may assist in providing information.

# Staff-Camper Interactions

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Being a part of the camp team requires you to complete a variety of tasks while being a positive role model to campers. While working at a summer camp is fun, it can also be challenging. All staff and CITs must maintain appropriate boundaries 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 respect to campers, patrons/members of the public, Southbury Parks and Recreation staff, and other CITs.
- ☺ 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 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. Do not discuss camp incidents on social media.
- ✗ CITs 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

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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. Additionally, 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 CIT or a CIT 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 will be on the bus at designated times as specified by the Camp Director or Parks and Recreation Office Staff.
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. The Camp Director will be checking on all groups during field trips
5. 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 Director
6. **Cell phones are permitted on trips only.** They may be used only to contact the Camp staff, or Parks and Recreation office staff. Misuse of cell phones may result in disciplinary actions

## **Risk Management**

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All risk management procedures and emergency action plans need to be handled by the Southbury Parks and Recreation camp staff. If a CIT notices an issue they need to report immediately to camp staff. Examples of safety risks/concerns are bear sightings, suspicious members of the public on camp site, a bag/backpack that does not belong to camp (do not touch or move the item), physical fights, loud/aggressive staff, patrons or campers, medical attention for staff or campers, open cuts or situation with bodily fluid or blood, or chemical spills.

## **Evaluations**

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CITs will have an average of two evaluations during their CIT experience. The evaluation will be done with the Camp Leadership Staff, the CIT, and the CITs parent/guardian. The Camp Leadership Staff will schedule a meeting time and date with the parent/guardian.

## **Time Off**

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As a CIT 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 notify the Camp Leadership Staff, by e-mail preferably with at least 24 hours' notice. This also applies for days where the CIT may need to come in late or leave early. Pro-rates/refunds will not be issued for missed days of camp. Any missed leadership development meetings may not be made up but the Camp Leadership Staff will attempt to meet with the CIT one-on-one to get caught up.

## **Parent/Guardian Interaction**

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The CIT Program is a transitional program training campers with the individual leadership skills necessary to be camp counselors. Participants enrolled in the CIT Program may have their parent/guardian communicate to the camp and administrative staff on behalf of their CIT. However, Southbury Parks and Recreation's administrative team wants to encourage independence and responsibility of the individual CIT by empowering them to communicate and advocate for themselves (i.e. calling out/needing time off for a shift or needing to leave early for appointments). That being said, all correspondence between Parks and Recreation staff and minor program participants will have a parent, guardian, or additional staff member copied to adhere with our Minor Abuse Prevention Policy (MAPP).

## **CIT Leadership Building**

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Southbury Parks and Recreation- created 2/14/2023 – revised 2/10/26.

Meetings and learning experiences will be held weekly tailored specifically and exclusively for the entire CIT group (no campers or other camp staff will attend except for those running the session). Daily and weekly experiences will vary based on the needs of the staff and campers. All meeting types are subject to change.

**Goal Setting Meeting-** CITs will meet in the morning at the beginning of each week with Camp Leadership Staff to talk about their goals for the week. During this meeting the CITs will also receive their schedule of duties for leading an activity station.

**Solution Creation Meeting-** During the middle of the week, the CITs will get together as a group during their scheduled time block to do a surprise activity, craft, or game with their supervisor. This surprise activity will be only done with the CITs, apart from the campers and other camp staff. The “surprise” won’t be revealed until this second meeting. Most “surprises” will be team challenges with limited instructions/guidance. The CITs will then divide into groups to explore how to take their information and supplies and create a workable camp activity. This meeting will simulate real camp situations and teach CITs to take charge.

**Weekly Review Meeting-** At the end of the week, Camp Leadership Staff will meet with the CITs to review their goals and discuss why they did or did not achieve those goals.

**Social Hour-** CITs will have daily time to relax together to bond. This will be during lunch time and after. CITs choose their 30 minute post-lunch activity such as swimming, playing a game, or doing a craft. The activity needs to be communicated with Camp Leadership Staff at the morning meeting to request approval from the lifeguards or prepare materials. \*Social hour will not be held during field trip days.\*

**Running Activity Stations-** CITs will be assigned individual projects during Monday’s meeting. Activities vary and may be sports, games, or crafts. If any CIT wants to lead more than one activity during the week, this should be requested to Camp Leadership Staff during the Monday meeting.

**CIT Evaluation Meeting-** Every CIT will have at least one evaluation during the summer. If a CIT 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 CIT is signed up for 3 or more weeks out of the summer, then the CIT will have a mid-summer evaluation and an end of summer evaluation. All evaluations will be completed by Camp Leadership Staff with the individual CIT and their parent/guardian. The Camp Leadership Staff will schedule a meeting time and day with the parent/guardian directly.

The CITs schedule will start at 8:30am and follow the camp’s daily schedule with the other camp staff for the CIT’s, assigned group. They will only deviate from this schedule for CIT specific meetings. The end time will be at 3:30pm when the normal camp day ends.

**Consideration for an earlier drop off time than 8:30am and later pick up time past 3:30pm for CITs can be discussed with Office Staff at no additional cost, but will still need to be during the regular camp hours between 7:30am-5:30pm.**