

WESTBOROUGH COMMUNITY EDUCATION

SUMMER DAY CAMP PROGRAM

PARENT HANDBOOK

2014

Westborough High School
90 W. Main St.
Westborough, Ma 01748
Summer Day Camp office phone: 508-425-1589
Main office phone: 508-836-7765

TABLE OF CONTENTS

GENERAL CAMP INFORMATION

· Summer Camp Office	3
· Community Education Office	3
· Program Contacts	3
· Summer Day Camp Locations	3
· Summer Day Camp Dates	3
· Summer Program Hours	3
· Licensing	4
· Grouping and Supervision	4
· Staff Qualifications	4
· Notice of Non-Discrimination	4
· Cell Phones / Electronics	4
· Field Trips	4
· What to Wear	4
· Programming Options	4
· Financial Assistants	4
· Tax Deduction	4

CAMP RATES AND REGISTRATION INFORMATION

· Summer Day Camp Rates	5
· Extended Day Rates	5
· Training Program Rates	5
· Pizza & Snack Shack	5
· Registration Information	5
· Registration Deadlines & Payments	5
· Registration Fee	5
· Refund Policy	5

DISCOUNTS

· Discount Policy	6
· Summer School Discount	6
· Enrichment Discount	6
· Sibling Discount	6
· Multi Week Discount	6

SNACK AND LUNCH

· Lunch / Snacks	6
· Pizza Day!	6
· MO Snack Shack Cards	7
· Cash	7

CAMP HEALTH CARE POLICY AND PROCEDURES

· Medication Administration Policy	7
· Epi-pen or Inhaler	7
· Health Care Consultant	7
· Emergency Telephone Numbers	7
· Hospital(s) utilized for emergencies	7
· Emergency Procedures	7, 8
· Sunscreen, Lip Balm, & Exposure to the Sun	7

BEHAVIOR MANAGEMENT

· Behavior Expectations	8
· Serious Infractions	8
· Disciplinary Actions	8
· Forbidden Disciplinary Actions	8

PICKUP & DROP-OFF

· Identification	9
· Extended Day Pick Up / Drop Off	9
· Summer Camp Pick Up / Drop Off	9
· Late / Early Drop Off	9
· Early Pick Up	9
· Late Pick Up	9
· Contingency Plans	9

C.I.T. & JR. STAFF PROGRAM

· Overview of C.I.T. Program	10
· C.I.T. Sections	10
· Overview of Junior (Jr.) Staff Program	10
· Refunds	10
· Dress Code	10
· Camper Contact and Interactions	10, 11
· Verbal Interaction	11
· C.I.T. / Jr. Staff: Pick-Up / Drop-Off	11
· Expectations	11

GENERAL CAMP INFORMATION

Summer Camp Office

June 23rd to August 14th
Westborough High School
Room C116
90 West Main St
Westborough, MA 01581
Mon - Fri, 8:00am - 4:00pm
Office phone: 508-425-1589

Community Education Program Office

August 15th to June 22nd
Westborough High School
90 West Main Street
Westborough, MA 01581
Mon - Fri, 8:30am - 4:00pm
Office phone: 508-836-7765 or 508-836-7766
Office fax: 508-836-7767

Program Contacts

Maryellen Feeney, *Westborough Community Education Program Director*

Office phone: 508-836-7765 or 508-836-7766

Email: feeneym@westboroughk12.org

Brian Bacon, *Summer Day Camp Coordinator*

Phone: 508-425-1589

Email: baconb@westboroughk12.org

Brittany Martin, *Enrollment Coordinator / Camp Health Supervisor*

Phone: 508-425-1589

Email: martinb@westboroughk12.org

Dawn Carlo, *Enrichment Coordinator*

Office: 508-836-7765 or 508-836-7766

Email: carlod@westboroughk12.org

Nicole Reed, *District Billing Coordinator*

Phone: 508-836-7720 x5198

Email: reedn@westboroughk12.org

Summer Day Camp Locations

All summer camp activities are offered at the Westborough High School campus and Armstrong Elementary School, unless otherwise noted with program descriptions.

Summer Day Camp Dates

Week 1: June 23rd – 27th
Week 2: June 30th – July 3rd
Week 3: July 7th – 11th
Week 4: July 14th – 18th
Week 5: July 21st – 25th
Week 6: July 28th – August 1st
Week 7: August 4th – 8th
Week 8: August 11th – 14th

Summer Day Camp Hours

AM Extended Hours:	7:30 AM – 9:00 AM
Regular Camp Drop-Off:	8:45 AM – 9:00 AM
Camp Day:	9:00 AM – 3:45 PM
PM Extended Hours:	4:00 AM – 6:00 PM

Licensing

Our summer programs are licensed by the Westborough Board of Health. All policies and procedures for the Summer Day Camp are on file with the Board of Health and are available upon request. Parents of campers have the right to review background check, health care, discipline policies and grievance procedures upon request of the Summer Day Camp. This camp must comply with the regulations of the Massachusetts Department of Public Health (140.190c) and be licensed by the local board of health. Additionally, we are recognized by the Commonwealth of Massachusetts Division of Unemployment Assistance as a Seasonal Employer for our summer programs.

Grouping and Supervision

Community Education Department maintains a child-to-staff ratio that will not exceed 10:1 for campers.

Staff Qualifications

All summer camp staff members have significant experience working with children. All staff members undergo a criminal background check (CORI) and a sexual offender registry check (SORI) before the start of camp. Our camp staff is certified in basic first aid and CPR. Community Education is proud of our staff's dedication to providing campers with the best possible summer camp experience.

Notice of Non-Discrimination

The Westborough Public Schools do not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, or disability.

Cell Phones / Electronics

The use of cell phones and electronic devices are not allowed during regular camp hours. Campers may use electronics during the Extended Day Program with permission from the Extended Day Lead.

Field Trips

Our 4th through 7th grade campers (The Also Unit) will be leaving campus every Friday to attend a weekly field trip. Parents will receive a field trip itinerary sheet for each destination at the beginning of the camp week. Due to the fact that field trips are prepaid, all, Also Unit campers will be signed up to travel on the field trip. No refunds/credits will be issued for missed field trips.

What to Wear

Your child should dress appropriately for active indoor and outdoor activities, crafts and games. Comfortable, casual, play clothes and closed-toe shoes are ideal. We recommend that sunscreen, insect repellent and a change of clothing be brought each day. The summer staff will assist participants with application of SPRAY ON sunscreen and insect repellent only if the parent has signed the Sunscreen and Insect Repellent Permission located on the registration forms. Please mark all personal items with your child's name. We will not be responsible for missing items. Tuesdays and Thursdays are our scheduled "water days", however campers are advised to bring a bathing suit every day.

Programming Option

Break up your campers day...discover our summer Enrichment Program options! Please check out our Summer Enrichment Brochure and look at all the cool classes that are scheduled on the same campus as our Summer Day Camp Program. Our staff will escort your child between programs, so there is no need to worry about transportation. Enrichment Programs are smaller, specialized classes that run daily for 1 – 2 weeks. If a child is enrolled in a full-week of Day Camp and an Enrichment Program simultaneously, camp tuition will be discounted by 20%.

Financial Assistance

If a financial hardship exists, financial assistance may be requested by contacting the District Billing Coordinator, Nicole Reed. This information will be kept confidential. Please contact Ms. Reed for further information at 508-836-7720 x5198.

Tax Deduction

Tuition paid to the Westborough Community Education Program for child care purposes is tax deductible. The Town of Westborough Tax Identification Number is 046 001 355. Please list "Town of Westborough" as the provider.

CAMP RATES AND REGISTRATION INFORMATION

Summer Day Camp Rates

Weekly Rate:	\$230 per week
Daily Camp Rate:	\$60 per day
Field Trip:	\$10 per trip

Extended Day Rates

Weekly Extended Day:	\$60 per week
AM Extended Day:	\$8 per morning
PM Extended Day:	\$10 per afternoon

Training Program Rates

C.I.T. Program:	\$150 per section
Jr. Staff Program:	\$150 per week

Pizza & Snack Shack Rates

Wednesday Pizza Lunch:	\$6 per order
MO Snack Cards:	\$10 per card

Registration Information

Drop-Off: Registration forms may be dropped off at any of the Westborough Public Schools.

Mail Registrations: Westborough Community Education Program
90 West Main Street
Westborough, MA 01581

Register Online: <http://westborough.ma.schoolwebpages.com>
(Click Programs, then Community Education)

Registration Deadlines & Payments

Registration forms must be completed and returned along with a \$50 non-refundable fee per camp week. The balance for each week must be paid one week prior to the start of each week. Registration for our Summer Day Camp is ongoing; however, no child will be permitted to attend camp unless tuition has been paid in full. Please note: We strongly encourage parents to register their child at least 2 weeks in advance of their desired start date in order to ensure availability. If you are registering multiple children, please complete one set of registration forms for each child. Additional forms are available on our website at <http://westborough.ma.schoolwebpages.com>. Please make checks payable to "WCEP."

Registration Fee

Any family that did not pay a registration fee for the Community Education Extended Day Program in the 2013-2014 school year is required to pay a \$25 registration fee for camp. The Non-Westborough Residents' registration fee is \$35.

Refund Policy

All requests for refunds must be submitted in writing to Maryellen Feeney (feeneym@westboroughk12.org), Director of the Westborough Community Education Program. A full refund, minus the \$50 non-refundable deposit per week, will be granted provided written notification is received 7 days in advance of session date. No credit will be issued for missed days. A full refund will be given for verifiable medical emergencies (e.g. doctor's note) prior to the start of the camp week.

DISCOUNTS

Discount Policy

Discounts apply to full-week (5days/week) campers only. Discounts do not apply to campers who are “Drop-Ins” and is not applied to tuition charged for the summer camp Extended Day Program. Only one discount applies per week.

Summer School Discount

A camper who concurrently attends camp and the Westborough Summer School will receive a discount of 40% off the weekly camp rate during that camp week. The discounted rate is reflected on the camp registration form.

Enrichment Discount

A camper who concurrently attends camp and an Enrichment Program will receive a discount of 20% off the weekly camp rate during that camp week. The discounted rate is reflected on the camp registration form.

Sibling Discount

A camper who has a sibling attending the camp as a full-week camper during the same week will receive a 10% discount off the weekly camp rate. The discounted rate is reflected on the camp registration form.

Multi Week Discount Program

Sign Up For	Regular Cost	Discounted Cost	Savings
3Weeks	\$690	\$675	\$15
4 Weeks	\$920	\$880	\$40
5 Weeks	\$1150	\$1075	\$75
6 Weeks	\$1380	\$1260	\$120

The Multi Week Discount applies to a full-week camper (paying \$230/week) who signs up for multiple full-week sessions during their first registration. Weeks added after the first registration will not count towards the Multi Week Discount Program. The Multi Week Discount is not applied if a camper is receiving any other discount in the same week (e.g. Enrichment Discount, Sibling Discount).

SNACK AND LUNCH

Lunch / Snacks

Each child is expected to bring their own lunch and a snack for the camp day. If your child attends the PM Extended Day Program, you should provide them with an additional snack. The WHS concession stand will be open during morning snack and lunch to purchase cold drinks, snacks, popsicles, etc. via a MO Snack Shack Card.

Pizza Day!

Campers/C.I.T.s/Jr. Staff members are invited to order a special lunch of pizza and water. The cost is \$6 per lunch and will be billed to you. You must sign up for pizza by 9 am Wednesday morning by emailing snackcards@gmail.com or informing the Snack Shack Associate during AM Extended Day or morning Drop-Off.

MO Snack Shack Cards

To make a purchase from the snack shack, parents must first purchase a MO Card, which entitles their child to \$10 worth of snack shack items. By purchasing a MO Snack Shack Card, you grant permission for your child to make purchases from the Camp Snack Shack. The MO Cards will be left with the head counselor of each group, and will be available to campers during snack and lunch periods. MO Cards will be available at any time during the summer by either emailing snackcards@gmail.com or informing the Snack Shack Associate during AM Extended Day or morning Drop-Off. MO Cards are nonrefundable, nontransferable (other than family members), and active during the duration of the 2014 Summer Day Camp only.

Cash

The Westborough Community Education Summer Day Camp Program will not be accepting any cash. All charges/purchases will be billed to the camper's account.

CAMP HEALTH CARE POLICIES AND PROCEDURES

Medication Administration Policy

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for the use, the cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All medication must be accompanied by a physician note and parent note authorizing administration and **must** be turned into the Camp Health Supervisor before the start of camp. Medication shall be administered by the Program Director, Camp Coordinator, the Camp Health Supervisor, or by a licensed health care professional authorized to administer prescription medication.

Epi-pen or Inhaler

If a camper has a known allergy or pre-existing medical condition for which an Epi-pen or inhaler has been prescribed and they have a prescription for such, the parent/guardian may give permission for the child to self-medicate. The parent/guardian must supply written notification from the child's physician indicating that their child will be carrying said medication and will be self-medicating. This notification **must** be turned into the Camp Health Supervisor before the start of camp.

Health Care Consultant: Dr. Robert Klugman
154 East Main Street, Suite 101
Westborough, MA 01581

Emergency Telephone Numbers

Fire	911
Police	911
Rescue/Ambulance	911
Poison Prevention Center	800-682-9211

Hospital(s) utilized for emergencies:

UMASS Medical Center 55 Lake Ave. Worcester, MA 01655 508-334-1000	Metro West Medical Center 115 Lincoln St. Framingham, MA 01702 508-383-1000
---	--

Emergency Procedures

In the event of an emergency, an ambulance will be called to the scene. EMTs will take care of the camper or staff member and transport the person to the hospital if deemed necessary. The Camp Coordinator will accompany the camper or staff member to the

hospital. The Camp Health Supervisor will notify the parents by telephone as soon as possible.

Emergency Procedures if parents/guardians cannot be contacted: If the parents/guardians cannot be contacted, the emergency contact person will be contacted immediately. The Camp Coordinator will remain with the injured/ill person until the parent/guardian arrives at camp or the hospital.

Emergency Procedures when off the premises: The Unit Lead will administer basic first aid, call 911 and turn over care to the EMTs. If necessary, a counselor will be assigned to accompany the injured/ill person to the hospital and will remain with them until a parent/guardian arrives at the hospital. The parents/guardians or emergency contact person will be called ASAP.

Sunscreen, Lip Balm, and Exposure to the Sun

Campers will be expected to provide their own sunscreen and lip balm for daily personal use. Parents are asked to apply sunscreen prior to bringing their child to camp each day. Campers will be outside for approximately half the camp day.

Mildly Ill Camper Policy

Ill campers will be sent home.

Medical Policies

Procedures for Utilizing First Aid Equipment

- Location of First Aid Kits:
 - Each group leader carries a first aid kit and a first aid kit is kept in the camp office and in all activity rooms.
- Location of First Aid Manual: In the Camp Office.
- First Aid is administered by: The Health Supervisor, The Camp Director
- First Aid Kit is maintained by: The Health Supervisor
- Contents of First Aid Kit:
 1. bandages
 2. antiseptic wipes
 3. first aid nonstick pads
 4. healthcare gloves
 5. instant cold packs
 6. first aid tape
 7. Scissors & tweezers
 8. First aid guide

Plan for Injury Prevention and Management

- When the staff notes hazards or potentially dangerous situations, they are reported to the director. The Director surveys the activity locations and grounds each day. If a facility concern is noted, arrangements are made to repair, remove or at least isolate potential hazards.

Procedures for reporting serious injury, in-patient hospitalization, death of a camper or staff person to the Department of Public Health

- In the event of a serious injury, contagious illness (necessitating hospitalization) or death of a camper or staff the medical consultant will notify the Department of Public Health.

Procedures for informing parents when first aid is administered to their children including period and documentation

- Parents will be notified promptly of any significant injury or illness after the child has been attended to properly.

Plan for infection control and monitoring

- Any camper with fever, vomiting, diarrhea, contagious skin lesions or pink eye will be placed in an isolated location while waiting to be sent home, until the condition is resolved.

Procedures for the clean up of blood spills

- All counselors should follow universal precautions, which are explained, to them at Orientation. The maintenance department is asked to clean-up any body fluid accidents, using universal precautions, whenever possible.

Emergency plan for the evacuation of the program or facility

Q. Are separate evacuation plans posted for each activity area and next to each exit?

A. Yes

Q. Who leads children out of the building?

A. A Camp Staff Member

Q. Who checks for stragglers?

A. A staff member is always last to leave the area. He/she will check for stragglers before leaving an area.

Q. Who is responsible for ensuring the number of children in attendance equals the number of children safely evacuated?

A. The Camp Coordinator or Community Education Director is responsible for checking with each group and ensure accountability for all campers.

Q. When are practice evaluation drills conducted?

A. Drills are practiced through-out the summer. Drills are conducted both with and without advance staff notification.

Q. Who documents the date, time, and effectiveness of each drill?

A. No formal documentation is kept at camp. The Westborough Fire Department is in attendance to approve the drill.

Describe plan for administering medication (prescription and non-prescription) the plan for recording and dispensing of medication.

- All prescription medication will be dispensed by the camp nurse, camp director or camp coordinator provided the medication is labeled and it is in the original Pharmacy container. Time, date and dosage, will be recorded in the Coordinator's medical log book. Non-Prescription medication will only be dispensed if accompanied by a physicians' note.

Procedures for identifying and protecting children with allergies and/or other emergency medical information

- Any allergy information received will be forwarded to the Camp office and the proper staff will be informed by the office.

Exclusion policy for serious illnesses, contagious disease, reportable diseases to Board of Health

- Campers will go home immediately. Diseases will be reported to the Board of Health promptly.

Location of Staff smoking areas (if applicable)

- Staff members are not permitted to smoke on campus.

Policy for use of sunscreen, lip balm, and reducing exposure to the sun.

- Campers will be expected to provide their own sunscreen and lip balm for daily personal use. Parents are asked to apply sunscreen prior to bringing their child to camp each day.

BEHAVIOR MANAGEMENT

Behavior Expectations

All summer program participants are expected to behave in a respectful, kind and safe manner while attending any program offered by

the Westborough Community Education Program. The Director reserves the right to dismiss any participant when that participant's behavior interferes with the rights and safety of others.

Serious Infractions

Incidents of bullying, teasing, harassment, fighting, and assault will not be tolerated, and will be dealt with severely. Parents will be contacted, and the camper will receive consequences ranging from dismissal from camp to in-camp or out-of-camp suspension. Westborough Public Schools Bullying Policy can be found on the District's website www.westborough.org.

Disciplinary Actions

Depending on the severity of misbehavior, the following disciplinary action will be taken:

1. The Counselor will give a verbal warning and redirect the camper back to the activity.
2. The camper will be asked to step to the side and will be informed that they are not following camp rules and expectations and that they will face consequences if their behavior does not improve.
3. The camper will sit-out during an activity for five or ten minutes, or for the entire activity period depending upon the severity of the incident.
4. The camper will be escorted to the camp office with the purpose of having to explain his/her actions to the administrative staff. In addition, the camper will fill out or dictate a *Think-About-It* Form, which will be placed in the camper's file. After completing the *Think-About-It* Form, the camper will return to his/her group. The camper's parent/guardian will receive a copy of the *Think-About-It Form* at Pick-Up.
5. The camper will fill out or dictate a second *Think-About-It* Form, which will be placed in the camper's file. A member of the administrative staff will speak with the camper's parent/guardian about the behavior/ incident and be informed that, if the behavior is repeated, the camper will be suspended for the following camp day.
6. The camper is escorted to the camp office and the parent/guardian is called to pick-up the camper. The camper is suspended for the day.
7. The camper is escorted to the camp office and the parent/guardian is called to pick-up the camper. The camper is suspended for remainder of the week.
8. The camper is escorted to the camp office and the parent/guardian is called to pick-up the camper. The camper is dismissed for the remainder of the Summer Day Camp.

Forbidden Disciplinary Actions

- Corporal punishment, including spanking, is prohibited.
- No camper shall be subjected to crude or severe punishment, humiliation, or verbal abuse.
- No camper shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet.

DROP-OFF & PICK-UP PROCEDURES

Identification

If a person other than a parent is picking-up their child, the parent must provide a written note with the person's name and contact number to the Community Education Summer Camp Office. The person picking-up must be prepared to show a valid picture ID.

Extended Day Drop-Off and Pick-Up

Please enter the Westborough High School campus via the side entrance off of West Main Street and follow signs to the Extended Day parking lot. The Extended Day Program is located in the high school cafeteria, across from the tennis courts. Campers/C.I.T.s/Jr. Staff members must be escorted into the Extended Day Program. Follow the signs to the side cafeteria door. AM Extended Day campers may be escorted into the Extended Day Program anytime between 7:30am and 8:45am. PM Extended Day Campers may be picked-up from the Extended Day Program any time after 4:00pm, and before 6:00pm. All children must be signed in and out of the Extended Day Program by a parent or authorized guardian. Please be prepared to show photo identification if requested by a staff member.

Summer Day Camp Drop-Off and Pick-Up Procedures

Please enter the Westborough High School campus via the side entrance off of West Main Street and follow signs to Summer Camp Drop-Off and Pick-Up. Campers/C.I.T.s/Jr. Staff members should be dropped off by the picnic tables in front of the high school cafeteria (across from the tennis courts) between 8:45 am and 9:00 am. They are to be picked up in the same location between 3:45pm and 4:00pm (please be prepared to show a valid photo ID). If you wish to speak to a staff member, please park in the parking lot next to the tennis courts and escort your child into the building. If your child will not be coming on a scheduled date or will be arriving later than normal, please call the Summer Camp office to let us know.

Late/Early Drop-Offs

Any child dropped off before 8:45 am must be escorted into the AM Extended Day Program located in the cafeteria, where they will be signed in with our AM Extended Day Coordinator. Please enter the building through the door on the side of the cafeteria – signs will be posted. No child is permitted to be dropped off before 7:30 am. Any child who arrives after 9:00 am, **MUST BE SIGNED IN** by a parent at the Community Education Summer Camp Office located in room C116. Once you sign your child in with a member of our staff you are free to go. Signs will be clearly posted.

Early Pick-Ups

If you need to pick your child up early, please provide a note to the staff at Drop-Off. When you pick up your child you **MUST** go to the Community Education Summer Camp Office (room C116) to sign your child out. Please be prepared to show a valid photo ID. Please note that it may take a few minutes for your child to gather their belongings and be escorted up to the office. If possible, please refrain from picking-up early unless absolutely necessary. The end of the day is a very busy time for us.

Late Pick-Ups

If your child is not registered for the PM Extended Day Program, s/he must be picked up by 4:00pm. Any child not picked up by 4:00pm will be escorted to the PM Extended Day Program (held in the cafeteria) and you will be charged the PM Extended Day daily rate of \$10. If your child is a part of the PM Extended Day Program and is not picked up by 6:00pm, a late fee of \$15 will be assessed for each 15 minute interval after 6:00pm.

Contingency Plans

- *A camper who fails to arrive in the morning:* a staff member will call the camper's parents/guardians or emergency contact to check on the camper.
- *Unregistered child arriving at camp:* the child will be escorted to the camp office, parent/guardian will be called. Child will remain in camp office until parents are reached.

C.I.T. & JR. STAFF PROGRAMS

Overview of C.I.T. Program

The Counselor in Training (C.I.T.) Program is comprised of four components. First, the C.I.T.s will spend valuable time with the program coordinator learning about the specific responsibilities of a camp counselor. Participants will learn about appropriate counselor to camper boundaries. They will discuss legal mandates regarding child abuse and will learn to recognize signs of child abuse. C.I.T.s will also learn about the developmental characteristics of children so that they will more readily understand appropriate and inappropriate behavior. Participants will be taught behavior management and how to keep campers safe (our number one priority). Second, the C.I.T.s will participate in team building activities designed to develop leadership, teamwork and communication skills. The activities will take place both indoors and outdoors. Team building exercises will continue during a Wednesday field trip to 5 Wits, located at Patriots Place in Foxborough, Ma. Third, the C.I.T.s will be certified in CPR and First Aid. Fourth, the C.I.T.s will spend time shadowing a senior camp counselor or an Activity Specialist, who is responsible for a group of campers.

C.I.T. Sections

The program is broken up into two, one week sections. Both sections A and B must be completed before becoming a certified C.I.T. Please note: the sections may be taken in any order. After certification, C.I.T.s who qualify, may apply for the Jr. Staff Program.

Overview of Junior (Jr.) Staff Program

The Jr. Staff Program is designed to be the next step after the C.I.T. Program. The Jr. Staff Program provides the C.I.T. Program graduate the opportunity to gain further experience as a counselor in a typical day camp setting. Jr. Staff will spend the majority of their day assigned to one group, which will afford them maximum exposure to campers, daily camp activities and counselor responsibilities. Each Jr. Staff member will be required to run a team building activity with their camp group. Jr. Staff will be evaluated at the end of the camp week. Evaluations include the following criteria: *takes an active role in program, rapport with campers, sensitivity to the needs of campers as individuals, effort in workshops and team building activities, takes initiative during activities, accepts constructive criticism, etc.*

Refunds

There are no refunds if a member of the C.I.T. or Jr. Staff Program is dismissed for failure to comply with camp policies and procedures.

Dress Code

C.I.T. /Jr. Staff Daily Attire:

- Trainee T-shirt (2 issued at time of enrollment)
- Shorts of appropriate length
- Sneakers
- Sweatpants or athletic pants
- Jean shorts of appropriate length and Capri pants are permitted

Approved Jewelry:

- Watches
- Small stud earrings, no hoops or dangling earrings

Unapproved Jewelry:

- Bracelets, necklaces or visible body piercing (other than ears)

C.I.T. /Jr. Staff to Camper Contact and Interactions

Examples of permitted contact:

- A counselor initiated act of greeting or goodbye, such as a high-five, a handshake, or a QUICK hug
- Lightly pushing a camper that is swinging on the play area swing-set
- Tagging during tag games
- C.I.T.s and Jr. Staffers must be at least 3 years older than the members of a camp group

Examples of non-permitted contact:

- Camper sitting on C.I.T.'s/Jr. Staffer's lap
- C.I.T. / Jr. Staffer carrying a camper
- Kissing or prolonged hugs

Verbal Interaction

When speaking to campers, C.I.T.s/Jr. Staffers should remember that they are working with younger, impressionable children.

C.I.T.s/Jr. Staffers must use appropriate language and engage in camper appropriate conversations. (This is not the time to chat with other staff about personal issues.) When giving direction, C.I.T.s/Jr. Staffers must keep their voices at a conversational level and use polite language like "please" and "thank you". The C.I.T.s/Jr. Staffers should reinforce that s/he is acting in the camper's best interest (ex: "Please stop standing on that chair, I don't want you to get hurt" instead of "Get off the chair now!" or "Would you get down please?"). If a camper refuses to acknowledge a C.I.T./Jr. Staffer, they should have a Counselor reinforce the position. As a role model, C.I.T.s/Jr. Staffers should treat campers the same way they wish to be treated. Even if it is not openly apparent, campers do look up to C.I.T.s/Jr. Staffers. The interaction/relationship between the C.I.T./Jr. Staffer and the camper is a serious component of the Counselor-In-Training Program and Junior Staff Program and should be approached with maturity. If a C.I.T. / Jr. Staffer has ANY doubt about a physical or verbal interaction with a camper, that C.I.T./ Jr. Staffer should not engage in the interaction. They should follow-up by seeking the advice of their supervisor for clarity about the interaction.

C.I.T. / Jr. Staff: Drop-Off / Pick-Up

All members of the C.I.T. or Jr. Staff programs must check in during the drop-off time with the staff member assigned to Drop-Off. A member of the C.I.T. or Jr. Staff Program may leave on their own at the end of camp, if written permission to do so is provided by their parent/guardian.

Expectations

Attendance: It is important for each C.I.T. / Jr. Staffer to attend camp every day as they play an essential role in the camp community. If a C.I.T. / Jr. Staffer is unable to attend camp on a particular day, please inform the camp staff as early as possible by calling the camp office at (508) 425-1589.

Personal Belongings: It is best to leave any belongings that are expensive or have sentimental value at home, including personal electronics. The camp will not be held responsible if they are lost or stolen.

Cell Phones/Electronics: Cell phone and/or IPOD use is not permitted during camp hours and is grounds for disciplinary action. Trainees are NOT permitted to carry cell phones or IPODs with them during the camp day, but they may store them (on silent mode) in their back packs. Any cell phone or IPOD found with a trainee will be confiscated and returned to the parent/guardian at the end of the day. The Town of Westborough will not be responsible for lost, stolen or damaged phones or IPODs at camp or on field trips.

Behavior: All behavior should be appropriate or disciplinary action will be taken. For example, swearing and aggressive behavior will not be tolerated. Respect should be shown to every member of the camp community. We have a zero tolerance policy for violence, abusive language and bullying.

Lunch: C.I.T.s/Jr. Staffers must provide their own lunch. All lunches will be refrigerated. Unlimited drinking water is available throughout the day via bubblers. On very hot days, it would be wise to bring your own water-bottle clearly labeled with your name. All trash must be disposed of properly.