



Counselor In Training Program (CIT)

Register Early! If a camp has not met the minimum number of enrollment five (5) days prior to the start date, the camp may be cancelled. Camps have a maximum enrollment and are open on a first come, first serve basis. There will be no refund unless the camp does not fill. Camps are NOT pro-rated.

Registration for residents of Meadows Place will begin the 1st Monday in March (proof of residency will be required). Non-residents will be added to a waitlist and will be contacted one week prior to camp in the event a spot is available.

Meadows Place Parks & Recreation Department reserves the right to cancel, combine, or change the time, date, or location of any program at any time.

Half Day (8am-12:30pm) \$40 Resident / \$55 Non-Resident; Entering Grades 6th – 9th
Full Day (8am – 5pm) \$80 Resident / \$95 Non-Resident; Entering Grades 6th – 9th

City of Meadows Place Summer Day Camps is not a licensed child care facility

Please Print – Complete both front & back of this form for each child

*Name of Camper: _____ Age: _____ DOB: _____

Parent/Guardian's Name: _____

Home #: _____ Work #: _____ Cell# _____

Home Address: _____ EmailAddress: _____

Preferred method of contact: **HOME** **WORK** **CELL**

In case of medical emergency contact:

	Name	Phone #	Relationship to Child
Contact #1			
Contact #2			
Contact #3			

Please list any medical problems, including any requiring maintenance medication (i.e. Diabetic, Asthma, Seizures).

<u>Medical Problem</u>	<u>Required Treatment</u>	<u>Should paramedic be called?</u>
_____	_____	Yes/No
_____	_____	Yes/No

Please list any allergies your child may have:

Please list those people including in addition to parents/guardians who are permitted to pick up your child:

1: _____ 2: _____ 3: _____

Will your camper bike or walk home from camp? **YES** **NO**

Will you be dropping off your camper(s) early? **YES** **NO**

Will you be picking up your camper(s) late? **YES** **NO**

Waiver, Release, and Hold Harmless Agreement

As a participant in this and any other program of the City of Meadows Place, I recognize and acknowledge that there are certain risks and I agree to assume all such risks including any damages resulting from physical injuries, death, loss of service or consortium, loss or damage to property, or any other loss which I may sustain as a result of participating in any and all activities connected with or associates with such programs.

In consideration of the City of Meadows Place accepting me or my child's registration, and with the intent to be legally bound, I hereby, for myself, my child, all heirs, executors, administrators, and assigns, do hereby forever release, waive and relinquish all claims I have as a result of participating in this and all other programs of the City of Meadows Place. Furthermore, I promise not to sue the City of Meadows Place and agree to indemnify and hold harmless and defend, the City of Meadows Place, and its officers, agents, servants, employees, and insurers, from any and all liabilities, claims, demands, actions or causes of action resulting from physical injuries, including death, loss of services or consortium, loss or damage to property, or any other loss which I may have or my child may have, or which may accrue to me on account of my participation in this and all other programs of the City of Meadows Place.

Read carefully - by signing this form, you may give up important legal rights.

Date _____

Parent or Guardian
If participant is under age 18, this registration form must also be signed by a parent or guardian.

Photo Release

I hereby give permission for my child to be photographed during the **Meadows Place Discovery Camp**. I understand the photos will be used to keep a journal of activities, to share during power point presentations including flyers, newsletters, and on the internet. I understand that although my child's photograph may be used for advertising, his or her identity will not be disclosed, I do not expect compensation and that all photos are the property of Meadows Place.

Parent's/Guardian's Initials _____

Transportation Release

I hereby give permission for the transportation of my child for official **Meadows Place Discovery Camp** activities by modes of transportation agreed to by the camp organizers.

Parent's/Guardian's Initials _____

Policy and Procedure Handbook

I hereby acknowledged that I have received the Meadows Place Discovery Camp Policies and Procedure Handbook.

Parent's/Guardian's Initials _____



Camp Week	Amount Paid	Check Number	Date Paid
Week 1- Wacky Week May 28 – 31 (Tuesday – Friday)			
Week 2- Bug’s Life June 3 - 7			
Week 3- Fun-N-Fitness June 10 - 14			
Week 4 – Hogsworth’s Halls June 17 - 21			
Week 5 – Survivor Week June 24 -28			
Week 6 – Stars & Stripes; <u>NO CAMP JULY 4th</u> July 1 - 5			
Week 7 – Water Works July 8 - 12			
Week 8 – Inventor’s Workshop July 15 - 19			
Week 9 – Adventureland July 22 - 26			
Week 10 – Reptiles & Amphibians Wranglers July 29 – Aug 2			
Week 11 - Movin n Groovin Aug 5 – 9			



Discovery Summer Day Camp Counselors In Training Handbook

LOCATION

Discovery Center
11983 Amblewood Dr

REGISTRATION DEADLINE

Registration for residents of Meadows Place (proof of residency will be required) will begin the first Monday in March. Non-residents will be added to a waitlist and will be contacted one week prior to camp in the event a spot is available. Please contact 346-754-5873 or lylanan@cityofmeadowsplace.org for more information.

OBJECTIVE OF THE COUNSELOR IN TRAINING PROGRAM

The Counselor in Training Program (CIT) was developed to give young people who are entering the 6th grade up to 9th grade, the opportunity to acquire leadership skills through involvement in the City of Meadows Place Parks and Recreation Department Summer Day Camp. Being selected for a CIT position is a privilege not a right. It is an opportunity for young people to develop valuable life and work skills in a fun camp atmosphere.

Being involved with our day camp program is a serious commitment of time, energy, and responsibility. CIT's are unpaid volunteer positions, but they must adhere to the same code of conduct as Camp Counselors and will be held accountable for their behavior. CIT's are expected to meet and exceed the expectations of the program as follows:

- Take responsibility for your own actions as well as those of your assigned group.
- Present yourself as a good role model for campers and other CIT's.
- Respect members of the Parks and Rec staff, summer staff, campers, and fellow CIT's.
- Adhere to the rules and guidelines set forth for the CIT program.
- Take your position at the Discovery Center Summer Day Camp seriously and perform to the best of your ability.

COUNSELOR IN TRAINING CANDIDATE QUALIFICATIONS

- CIT candidates must be entering 6th – 9th grade at the time of registration.
- CIT candidates must possess a high degree of responsibility, maturity, reliability, and enthusiasm.

BENEFITS TO THE COUNSELOR IN TRAINING

The CIT Program will provide young people with valuable work experience in a fun, relaxed atmosphere. CIT's may use this experience for future job references, college applications, and/or scholarship applications.

JOB DESCRIPTION, FUNCTION, AND DUTIES

A. Purpose: To assist Summer Camp Counselors in the provision of a quality summer camp program for children ages 5 to 11.

B. Function: Works under the general supervision of the Camp Director.

C. Duties:

1. Adhere to policies and procedures set forth by the Summer Camp Program.
2. Assist Camp Director and Counselors in the supervision of assigned campers. CIT's will not be required to supervise campers alone or to implement disciplinary action toward campers.
3. Assist Counselors in conducting activities. CIT's will actively participate in planned activities.
4. Distribute arts and crafts supplies to campers.
5. Distribute equipment and take supplies to the activity fields.
6. Assist Counselors in the cleanup and set up of program areas.
7. Maintain camp equipment and supplies, as needed.
8. Report issues pertaining to camp programs, campers, facilities, and any other concerns to Counselors/Staff.

TRAINING REQUIREMENTS

CIT's are required to attend training sessions that covers basic first aid and CPR.

FINANCIAL REQUIREMENTS

CIT's must be enrolled into either half day or full day camp. Staff shirts will be provided. CIT's should bring lunch and two snacks each day.

HOURS OF WORK

Discovery Summer Day Camp CIT's work Monday through Friday, from 8:00am to 12:30pm or 8:00am to 5:00pm, on May 26-August 9, 2019. There will be no camp July 4.

FEE

Half Day 8am-12:30pm: \$40 Resident / \$55 Non-Resident; Entering Grades 6th-11th

Full Day 8am-5pm: \$80 Resident / \$95 Non-Resident; Entering Grades 6th – 11th

*Lunch is **NOT** provided*

REFUND POLICY

Full refund will be issued 14 days prior start of session. 50% refund will be issued 7 days prior start of session. Refunds will **not** be given once camp has started except in the event of an emergency. If your child leaves early or is not able to attend due to illness, behavior problems or parent request, there will be no refunds or prorated fees.

MEDICATION

Except under unusual circumstances medication should not be sent to camp. If medication is to be administered at camp or held at camp for emergency purposes (i.e. Epi Pens, inhalers, Benadryl), please follow these guidelines:

Prescription and nonprescription medication shall be given only with a completed written authorization form. All medications must be in their ORIGINAL CONTAINER with the current prescription label or direction label attached. Medication must be labeled with the child's name. No loose or unpackaged meds will be given.

ALLERGIES

Any CIT with known allergies that could lead to a severe reaction must bring an appropriate treatment kit to camp. Food allergies must be indicated on the registration form.

DRESS CODE & CELL PHONES

All CIT's are required to have a neat and professional appearance that reflects well upon the department and the city. They will be given a staff shirt. Staff shirts are to be worn every day. **Soffe shorts are not acceptable to wear to summer day camp (shorts must be no more than 2 inches above the knee).** Athletic shoes or any rubber soled shoes with socks must be worn. The following attire is not appropriate: cut-off shorts, clothes with holes, sandals (except during swim time), or two-piece swimsuits. Hats may be worn with the bill facing forward. Earrings are to be worn only in the ears. CIT's who do not adhere to the dress code will be sent home to change (or parents will be called to pick them up from camp). Repeated violation of the dress code is grounds for dismissal from the program.

The use of cell phones, i-Pads, tablets, smartwatch and other similar electronic/smart device is not permitted while on duty without pre-approval of the Camp Director. CIT's are advised to leave these items at home. Meadows Place is not responsible for damage or loss of property. Parents who wish to speak with their CIT may call 346-754-5873. These calls should be limited only to urgent matters involving the CIT.

ABSENTEEISM POLICY

If a CIT cannot work due to illness or other emergency factors, it is mandatory that the absence be reported to the Camp Director at least one hour ahead of planned work schedule. Two unexcused absences may result in dismissal from the program. CIT's must call the Camp Director or Recreation Supervisor if they are going to be late or unable to report to duty. Notifying a counselor or another CIT is NOT acceptable.

TRANSPORTATION

Parents/Guardians MUST provide transportation to and from camp. CIT's are expected to report to camp at their scheduled time. Camp staff is not permitted to provide transportation for CIT's without written permission from a parent/guardian.

DISCIPLINARY PROCEDURES

Meadow Place Parks & Rec staff has established the following policies and related procedures to ensure unacceptable behavior is promptly addressed and corrected. Staff will dismiss CIT's who do not correct their behavior after an opportunity to do so.

Grounds for Action

Grounds for oral reprimand, written reprimand, suspension, or dismissal include but are not limited to the following:

- A. Carelessness or lack of attention in following supervisory instructions.

- B. Inconsiderate attitude or actions in dealing with the public, supervisors, staff or campers including horseplay (tickling, punching, throwing sodas, etc.) or harassment (any unwanted physical contact or inappropriate verbal comments).
- C. Violation of the dress code.
- D. Use of abusive language and/or rudeness.
- E. Careless or improper use of City property or equipment.
- F. Physically harming or threatening a camper or other staff member.
- G. No call, No show – failure to report to work without proper notification.
- H. Other such actions that create an unpleasant/hazardous/unsafe situation, or violate the law.
- I. Use of cellphones, i-Pads, tablets, smartwatch or any other electronic devices during camp without prior approval of Camp Director.

Disciplinary Action

CIT's may be dismissed immediately and without warning for violent/threatening behavior and/or major violation of the Code of Conduct and/or camp rules and regulations. For minor violations, the following steps may be used in the disciplinary process:

- A. First Incident: Written warning by Recreation Coordinator and/or Camp Director. All written warnings will be communicated to the CIT's parents/guardians and kept in the CIT's file at the Discovery Center. Staff will meet with the CIT and parent to discuss the issue and corrective action expected of the CIT.
- B. Second Incident (can be a first incident of a different minor violation): The CIT will be immediately dismissed from the program.

Camp Discovery has a zero-tolerance policy for violence. If your child engages in a violent act causing harm to another or self, they may be immediately suspended or dismissed from camp. **No refunds will be given for discipline related suspension or dismissals.**

WEEKLY CALENDAR OF ACTIVITIES

CIT's will be given a schedule of activities at the beginning of each week. CIT's and staff should adhere to the camp schedule, making changes when deemed necessary.