

2019 Summer Camp Program Staff Handbook



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Hours of Operation

Morning Extended Day: 7:00am- 8:30am

Morning Drop-Off: 8:30am-9:00am

Core Camp Hours: 9:00am-3:30pm

Afternoon Pick-Up: 3:30pm-4:00pm

Afternoon Extended Day: 3:30pm-6:00pm

2019 Session Schedule

Session Day	Camp Dates	*Tennis Camp Option
**1	June 17-June 21	
2	June 24-June 28	Rising K - 2 Only
3	July 1-July 3	CAMP CLOSED July 4 AND JULY 5
4	July 8-July 12	Rising 3-6 Only
5	July 15-July19	
6	July 22-July 26	Rising K-2 Only
7	July 29 -August 2	
8	August 5-August 9	
9	August 12-August 16	

*Please note that tennis camp is available IN ADDITION to weekly day camp during weeks noted above.

**Public schools are still in session this week.

General Daily Schedule

Campers will participate in:

- Group Swim Lessons
- Free Swim
- Arts and Crafts
- Sports
- Music

Lunch, snack and sunscreen application will also be part of each groups' daily schedule. Special events ("Fun Fridays") will occur every Friday of each session.

Summer Arrival and Departure Policies

Regular drop off/pick up times and locations

- *Monday* drop-off will occur in the Main Lobby of the K of C facility from 8:30 am-9:00 am.
- *Tuesday-Friday* drop-off will occur in the Main Circle in front of the Council Home from 8:30 am- 9:00 am.
- *Monday – Friday* afternoon pick-up will occur between 3:30pm and 4:00pm in the circle in front of the K of C building (same location as Monday drop off).
 - Parents driving though the circle **MUST** stay in their cars, if you wish to get out of your car please park in the lot below.
- A director or assistant director will be waiting with the sign out sheet while the camper's counselor walks them to their car.

- ALL parents MUST sign campers in and out each day. **Any other person signing a child in or out must be on the child's pick-up authorization form or have written and signed proof that said person is authorized to pick up the camper (this should be given to the Camp Director prior to pick up).**
- Each camper will receive an **ORANGE PLACARD** in their welcome packet. This should be in the windshield of each car during afternoon pickup. This lets the staff know that you are authorized to pick up said camper.

Extended Care Drop-off and Pick-up

- Morning Extended Care drop-off begins at 7:00 am and is located in the camp room (3rd floor of main building)
- Afternoon Extended Care pick-up begins at 3:30 pm and is located in the camp room (3rd floor of the main building)
 - ALL campers not picked up after 6:00 pm will be charged \$10.00 cash every ten minutes until they have been picked up. This payment is due to our extended care director either that evening or the following morning.
 - *The orange placard (referenced above) must be shown to the afternoon extended care staff before signing out any campers.

Important Staff Information

STAFF Positions

Specialty Counselors

- Specialty Counselors are at least 18 years of age and have graduated from high school. They will be the director of our specific activities daily on campus: art, music, sports and swim lessons. The specialty Counselors are responsible for providing the Camp Director with a “lesson” plan (in accordance with the weekly camp theme) on the Thursday the week prior. Additionally, if any extra supplies are needed, the Specialty Counselor needs to request the supplies at least 5 days in advance. Please note, napping – at any time on the clock – is not an acceptable way to spend break time.

Lead Counselors

- Lead Counselors are at least 18 years of age and have graduated from high school. They are MAT certified and will carry the medication for the group (if any) as well as the group folder. They are to be in possession of the group’s walkie talkie and are to fill out the group’s tracker sheet daily. Lead Counselors are also to model positive and appropriate counselor behavior for the Junior Counselors and especially CITs, and delegating appropriate tasks to both.

Junior Counselors

- Junior Counselors are 16 or 17 years of age and will perform tasks as appropriately delegated by the lead counselors. They will also act as model counselors for the CITs.

CITs

- CITs are 14-15 years old. They should not be performing counselor duties but should be assisting in those duties to learn. A CIT’s primary function is to help with smaller tasks while also learning how to be a good counselor.
- **A CIT should never be in charge of a group by themselves or alone in the pool with the group.**

Uniforms

You must wear a camp staff shirt (in good condition) while on duty. Shirts will be distributed on the day of counselor orientation, at which attendance is mandatory. You must wear athletic shoes, **NO SANDALS**.

Time Off

If you need time off let the camp director know **as soon as possible**. Be sure your availability is updated and in the camp office. Please see expectations below and understand that exceptions to this expectation cannot be made.

- All specialty counselors are allowed 2 weeks off.
- All camp counselors are allowed 2 weeks off.
- All CITs are allowed 3 weeks off.

Morning and Afternoon Extended Day

- 7:00-8:30 am morning
- 3:30-6:00 pm afternoon

Staff Meetings

- We will have a weekly staff meeting on Tuesday mornings at 8:15 am. Attendance at these meetings is mandatory for all staff.

Cell Phones

- Except for emergencies, **your cell phones should not be used while you are on duty**. Keep it stowed away. If you are talking or texting, you are not watching the children.

Breaks

- Groups will always have at least 2 counselors. Most of the time, both of you will be vigilantly spending time with and keeping your campers safe. However, during special activities (sports, music, art, and swim lessons) **one counselor at a time may take a break. Please note, during pool time, all eyes are on the campers, and no one is on break, even if you are not the counselor in the pool at the time.** During a break time, you may go inside the building and check your phone, you may just sit down for a bit to take a breather. However, it must be clear that you are on break and are not responsible for your campers at that brief moment. Individual break times will be decided per week, within staffing groups.

Camper Safety

Our number one objective is to do everything possible to ensure the well-being and safety of each camper.

The following is a list of specific areas of concern, along with how we can deal with each area.

- **Movement from one area to another**
Each counselor will be responsible for his/her charges moving from one location to another as a group. This will eliminate certain campers running ahead in an unsupervised manner, possibly crossing the street or parking lot unsafely and/or arriving at a facility that may not be supervised. Although this will be demanding on each staff person, it is necessary to ensure the safety of campers.
- **Non-serious injuries** (scrapes and bumps)

First aid supplies are available to counselors at the following location:

- Day Camp Office
- Day Camp Room
- Lifeguard Office by the Pool (first aid supplies)
- Ice can be found in the kitchen in the main building.

*When you need supplies from any of these locations, be sure that your group is supervised or call the director or assistant director for assistance over the walkie talkie.

Standard Day Camp Medical Emergency Plan

In the event of an emergency/accident within our Day Camp the following guidelines should be adhered to:

1. Assess the situation:

- Is it truly an emergency? Is the victim breathing, conscious, bleeding severely, moving, in severe pain, etc.?

2. If any of the above warrants the situation as serious TAKE CONTROL!

- Provide reassurance to the victim. Demonstrate confidence.
- Direct other children in the group to sit and wait in a specific location, away from the victim, be visible.
- Stay with the victim.
- Send another counselor, available adult, or camper, to the nearest phone. There is a phone in the Deep End, Main Hall, and Mansion. Direct this individual to call either 911 on a campus office phone or 911 when using a cell phone.
- 911 will put the person through to emergency dispatch in Arlington. The person making the call should be able to provide the following information:
 - Location from where they are telephoning (Explain you are at the KofC Campus at 5115 Little Falls Rd, 22207)
 - Location of victim
 - Condition of victim, i.e., severe bleeding, unconscious, diabetic, etc.
- Paramedics should be on the scene in several minutes.

3. If the situation warrants action prior to the arrival of the paramedics more extensive than reassuring and/or calming the victim, the counselor should perform only those steps/procedures they have been trained in. As a camp counselor, you are required to be trained in adult/child CPR and First Aid.

- *In the event you are unable to perform appropriate procedures for such emergencies as those indicated above, be sure to call for help from other counselors, lifeguards, or adults in the vicinity.*

4. Report all accidents to the Camp Director and log them on the injury log which is located on the bookshelf in the Camp Office. Parents must also be made aware of any injury their child incurred at camp. The Camp Director or Assistant Camp Director will make the phone call.

5. Camper Emergency Information is in a binder located in the camp office but the director can also access it online from any computer. This information is considered "privileged" or "private" meaning you must not allow other camper's access to it.

In the event of a life threatening emergency: Call 911

Other important numbers:

Camp Emergency phone
(703) 376-7267

Dominic's Cell Phone
(571) 289-1126

Day Camp Office
(703) 536-9656 x4

Marty's Cell Phone
(703) 919-4526

Peter's Cell Phone
(703) 595-1546

Main Office
(703) 536-9656 x6

FIRST AID KITS

First aid kits are located in the Camp Office, Main Office, Camp Room and down at the pool in the Lifeguard room.

Allergies

It is not uncommon for campers to come to camp with what is called an EpiPen because they are allergic to bee stings and/or have a food allergy. A bee sting or an ingestion of certain foods can be life threatening to someone with that allergy.

- An epinephrine auto injector is a medical device used to deliver a measured dose (or doses) of epinephrine (also known as adrenaline) using auto injector technology, most frequently for the treatment of acute allergic reactions to avoid or treat the onset of anaphylactic shock. Lead Counselors will have possession of EpiPens as they need to be available immediately in the event of an emergency. All Directors and Lead Counselors are required to be MAT certified. If you do not have MAT certification DO NOT attempt to administer any type of medication, and especially an EpiPen to anyone.

Escorting Campers across Campus

You are responsible for the safety and well-being of children you are escorting. You must be accountable for all the children in your group at all times. Please adhere to the following policies when walking children across campus.

- There must be at least two staff with a group of 11 or more children. One staff will lead the group and one will follow all children at the rear. If a third staff is available they will help during road crossings by stopping traffic while the group crosses safely.
- Only follow approved routes. This means unless otherwise directed by the camp director or an assistant director, no one should ever go through the big visitor parking lot and most time the Main Hall is off limits. You must walk outside to go around the building.
- Before leaving with children, be certain to take a head count. If at any time during transport the group becomes spread out, stop, collect all the group together account for all children. After all children are accounted for you may continue with your route.
- If at any time you believe you are missing a child, take roll, have all children sit down and "hold" in a safe area with one staff. Second staff will take cell phone and/or radio and immediately re-trace route and follow missing person's protocol. If missing child is not located immediately second staff will alert program director of situation, action, and progress.

Prevention of Camper Injuries

Awareness of any predisposing conditions:

- Each week a list of all campers having some type of medical condition will be circulated to each counselor. This information should be readily available, as well as aware of, e.g., allergic reactions, epileptic, diabetic, etc.

- Each counselor should avail him/herself of this information. This list must be placed in your group folder and be in your possession at all times.
- If one of your groups' campers has a particular condition that you may not be comfortable handling, please share this with the Camp Director.

Equitable Competition;

- For a variety of reasons, as well as for safety, avoid children of distinctly contrasting maturation levels competing against one another. On that same note, YOU are much older than the campers. Please do not play like they are your equal.

Equipment/Playing Facilities;

- Be aware of the condition of all equipment and/or facilities used. Also, understand the proper use of equipment and facilities, e.g., art room, etc. If you are not familiar or experienced in the use of equipment in the room, avoid being in the situation of leading such an activity.

Rules and Regulations;

- One essential element in dealing with children is consistency. Always share, prior to the start of an activity, what can and cannot be done.

Emergency Plan:

- Hopefully, we will be able to prevent any and all injuries. To minimize the severity of an injury, know what to do in the event of one before you are faced with it! Have a plan!

Camper Progressive Discipline Steps

- **Counseling:** When a discipline incident occurs, the student will be counseled and given a description of the behavior change required.
- **Time-Out:** If subsequent incidents occur the student may be asked to take a "Time Out". A "Time Out" is a 5 to 10 minute period that the student spends quietly reflecting on the incident. Typically you want to do a minute per the child's age. i.e.: a 7 year old would get a 7 minute "time out". The child then rejoins the group.
- **Parent Contact:** If a series of discipline situations occur, the child's parent or guardian will be contacted.
 - This is to be done in conjunction with the Camp Director.
 - Do NOT contact the parent yourself.
 - Do NOT give your phone number out to a parent or ask a parent to contact you.
 - Please allow the directors to handle ALL parent interaction.
- **Termination:** On very rare occasions if the child's behavior is out of control or dangerous to themselves or others then the parent or guardian will be informed and the child will be dropped from the program.
 - Examples of such incidents include extreme bullying, regular fighting, vandalism, and open threats of injury to you or another camper.

Pool – Free Swim and Swim Lessons

- One counselor, not always your CIT, needs to be in the pool and actively with your campers.
 - The other counselor(s) of your group should be counting and watching your campers.
- Sit upright in a chair, as opposed to laying on a lounge chair.
- Be like an extra lifeguard for your group if you are the one not in the water. Be aware of the walkie talkie and scan the pool for any child who might need help or a reminder of the pool rules.
- Encourage your campers to participate in swim lessons and free swim but do not force the issue or force them into a water depth with which they are not comfortable.

- That being said, campers should only be participating in free swim if they have participated in the group's swim lesson.
- If a camper has lost over 10 minutes of free swim for behavioral reasons inform the director and assistant director
- Be vigilant about pool safety
 - There is no throwing campers, counselors, or belongings in or into the pools.
 - There should be absolutely no roughhousing in the pool with campers or counselors.
 - If you're not sure about a behavior, then it is probably too rough.
- Campers may borrow, but not keep, goggles and other pool items from the pool lost and found.
- Be sure and help campers to put their camp shirts immediately in their backpacks when changing. We have too many lost shirts each season!
- After swim, make sure your campers put all of their clothing into their bags and that their bags are not sitting on the pool deck because they will get lost and/or wet.

Protect Yourself By:

- Having other staff members present when supervising changes into swimming suits.
- Respecting the privacy of the child. Do not become intrusive or curious more than is necessary to monitor the health and safety of the child.
- Respecting the child's wishes regarding displays of affection. Children have the right to reject displays of affection if they feel uncomfortable about them. Remember that not every child comes from a background in which affection is openly displayed.
- Protecting your own privacy. There will be a natural curiosity about boyfriends or girlfriends; personal relationships; and, with some of the older campers, sexual activity. You should use common sense in discussing sensitive subjects with your campers, and **you should not go into the details of your private life**. Be careful about what you say in front of the children because sexually suggestive remarks, even made in jest, can be misinterpreted by a child.

Child Abuse Reporting Guidelines for Camp Counselors

- Reporting Child Abuse and Sexual Exploitation Child abuse is a subject that we all hear and read about frequently. It is a term that encompasses mental, physical, and sexual victimization of children.
- Most camp counselors are not trained to make judgments about whether a child has been a victim of any kind of child abuse. It is important to know that in every state there are agencies that are required to examine reports of suspected abuse and use their expertise in handling the cases. As a counselor at the KofC Summer Day Camp you are MANDATED by law to report suspected child abuse. If you suspect that a child assigned to you is a victim of child abuse, report it to the camp director. They will discuss your suspicions with you and possibly talk to the child.

Sunscreen

- All campers must use sunscreen (provided by parents) throughout the day, and campers under the age of 9 need counselors (not CITs and never other campers) to apply sunscreen for them.
- Counselors must wear gloves while applying sunscreen, and counselors must also use new gloves for each child.
 - Campers age 9 and older still need help with their sunscreen, they should receive supervised help from other campers, counselors, or CITs.
 - Very light-skinned or sun-sensitive campers should receive extra sunscreen applications. Their parents may request it specifically, but also be proactive to keep the camper from burning.
 - If a camper does not have sunscreen, please let the director and assistant director know so they can contact the camper's parents to provide them with some for the next day.

- Even if a camper does not have sunscreen they cannot use other camper's sunscreen unless they are siblings.
- Sunscreen gloves should not be used as balloons or bags for ice. We have bags for ice next to the ice machine.
- Sunscreen should be labeled (if not already labeled with the camper's name) every Monday of camp.
- Counselors need to wear sunscreen too! Sunburn is not fun and makes a day outside with energetic campers very difficult.

Avoid dehydration! Take time to remind your campers to drink water and be sure to stay hydrated as well!

Camp Procedure

Folders and Attendance

Throughout the day, each of you will be asked to carry a folder which includes:

- List of each camper in your group
- Allergy list
- Extended day list
- Daily schedule
- Lunch menu
- Band-Aids
- Camper tracker form

The attendance sheet **MUST** be filled out daily – in full - **by the lead counselor**. This procedure will facilitate our accounting for the number of campers and their whereabouts at any given time. In light of this, attendance should be taken when movement occurs between activities and as deemed necessary, including if a new child comes in late or leaves early.

Fun/Recreation

Despite the need for spontaneity in play, we believe children can have fun, perhaps in many instances, more fun, in an organized environment. This requires responsibility on the part of each staff member. For each activity, keep in mind the objectives:

Consider swim instruction:

1. Kids get in the water and learn basics and age appropriate swimming technique.
2. Each day they learn something new to use later in free swim.

Once again, what might be assumed as common knowledge by a group of children, oftentimes is new to at least some of them – especially in the case of the younger ones.

Additionally, all counselors should have several alternative games which they can lead in the event of a delay/disruption of the start of an activity. These games can be used in a number of instances, e.g., lunch time, delays, early mornings, etc., as they aid in eliminating roaming and confusion.

Monday Mornings

All staff must arrive on campus by 8:15 am.

- **Staffing Responsibilities are as follows:**

- **Greeters/Sorters**

- One Counselor will be at the front door to assist parents and campers and explain where the children will need to go to check-in. Other counselors will act as “sorters” to identify groups and walk campers to their groups.

- **Check-In**

- Two counselors or directors will be stationed at check-in. Upon arrival to their area, campers will be checked-in on the appropriate Master List.

- **Group Counselors**

- Each group counselor should take special interest in greeting their campers and make every effort to make them feel welcome and comfortable. Be sure to introduce yourself and make sure your kids know your name. You are given an opportunity to connect with them so that they know your name and you know their name. Be prepared to suggest activities to the campers so that they are not just standing around.

Payment Table

On Monday mornings, parents may make payments for lunches, aftercare, or an extra t-shirt in the Main Hall at the beginning of the day. A director will be there on these mornings in order to take the payments. Please remember that parents are not to give payments to counselors for them to turn in. Please help to “train” parents and do not accept payments.

Drop off/Check In

- There will be a "check-in" column on the "Master" next to each camper name. Upon a camper's arrival parents are to sign their names at check-in. The signature is also required at "check-out". These "Master" lists are reprinted for each day. The "Master" lists remain at the Main Office in the Main Hall after morning drop off has ended at 9:00 AM.
- If a parent comes to pick up a child early from camp, the parent must be directed to the main office in the Main Hall to sign out their child early. Please be sure to note this on your camper tracker form.
- Prior to the first activity period each day, the group counselor will take role according to their list and note who is present and absent. Accurate attendance is extremely important. It is not fun to go looking for children who were “missing” but in truth the parent merely forgot to sign them out and the counselor forgot to note it.
- Don't be surprised if your group has a few campers move in or out on Monday morning. We often balance groups or move children to be with friends first thing Monday morning.

Pick up/Check-Out

- Check-out staff must also take note of who can and cannot pick up campers. Ask all people picking up children for photo identification. They must also physically sign out all children by signing their name and noting the time of departure.

Extended Day Responsibilities

AM Care

- On Monday morning, please clock in at 6:45 am to open the building and get set up tables and chairs need to be set up, Bridge supplies put away, and trash needs to be taken out.
- Tuesday- Friday mornings, please clock in at 7:00 am. Counselors should spread out and interact with the campers as they come in for morning care, the director will set at the table by the door to greet incoming parents and campers. Parents are responsible for signing in their camper.
- Morning care lasts until 8:30 am, then moves either down to the main ballroom for group (Monday) or to the front circle for morning group time (Tuesday – Friday).
- After drop off ends, the extended day director will take the box and clipboard to camp office give director sign in/out sheets. Be sure to get new ones for next day. Fridays are movie days for both morning and aftercare.

PM care

- For PM care extended day director will be on campus by 3:00 pm to go over the day with directors.
- Then then extended day director will get the sign in/out sheets and head over to the picnic tables for camper check in.
- In the afternoon, the campers have the option to go to the pool or to the camp room to play games. After all the campers have checked in, take a clear count of campers.
 - At least one boy and one girl counselor need to go to the pool with the campers (the recommended ratio is 10/1 - 10 campers per 1 counselor).
 - Pool time is from 3:30 pm until 4:15 pm, at that time the counselors need to round up the campers. After they're all done changing, they are allowed to buy a snack from the snack bar.
- In the camp room, counselors need to be spread out and interacting with the campers.
 - Snack time for camp room is at 4:15 pm.
- The sign out sheet always stays with the extended day director.
- Parents need to sign out the camper before they can take them and they need to have the orange placard given to them at the beginning of the week.
- The camp room and stairs need to be swept every evening before you clock out.

Bathroom Procedure

- Campers should not be allowed to wander off to the bathrooms alone.
 - Campers under the age of 9 should have a counselor or CIT take them to the bathroom every time.
 - Campers over the age of 9 can go to the bathroom with a buddy but they must have counselor permission to do so.

Other Important Items

- If you have a non-serious medical or behavior problem with one of your campers radio for the camp director and assistant director using vague terms
 - Instead of saying “My kid, Larry Boy, just got a nasty cut on his leg!” try using “Hey, (*Camp Director*), could you please come down to (*Group name*) at sports with the first aid kit?” Explain the situation in-person and privately with the camp director.
- It is your job to keep campers safe, entertained, and with your group, not to teach them or tell them about things their parents have not.
 - It is not for you to educate or judge parents of campers. If you have a concern or question please ask the Camp Director or Assistant Director.

Staff Development

Be on alert for bullying!

- Bullying can occur in a day camp setting. Many children attending camp are susceptible to a number of potential bullying situations. New campers, campers who perform poorly, and campers who struggle to make friends or appear different from others are particularly vulnerable to becoming victims of bullying. Bullying episodes may consist of exclusion by other campers, the creation of rumors about a fellow camper, taunting during a sports game, sexual harassment during when changing for the pool, or physical tormenting during periods such as “free time.”
- Bullying can occur even before camp begins or after camp has ended for the day or summer. Campers communicate by instant messaging, e-mail, social networking sites, and cell phone, discussing group selections and devising plans to create cliques or leave others out. Children may gossip about new campers, spread rumors about a campmate, or post inappropriate and hurtful content about a camper or counselor on the Internet.
- To prevent and target bullying in a camp setting, camp directors and counselors must create a positive and caring community. A successful camp environment occurs when directors and counselors set an appropriate tone, gain and give respect, build relationships, and set clear rules and expectations for behavior. Some children who attend camp are bullies in their school or community. If camps set the right tone and create a positive and respectful environment, bullies have a chance to change their behavior and engage in more positive interactions with their peers. Creating positive relationships is key to preventing bullying at camp. Counselors’ actions toward campers, and toward one another, can either set the tone for respectful, inclusive relationships or can contribute to an environment where bullying is likely to occur. It is essential for directors and counselors to build relationships with, and earn respect from, their campers. These relationships help campers feel comfortable voicing their concerns and seeking help when bullying incidents occur.
- It is important that counselors take action when they observe behaviors that may eventually lead to bullying. If counselors hear about or see bullying, they should intervene immediately. If an incident is ignored, it will escalate quickly. Counselors should meet regularly with directors to report and discuss issues that arise.
- Directors and counselors should also set time aside to talk privately with children who may be targets of bullying or who may be participating in bullying. These approaches and activities will increase everyone’s commitment to and responsibility for creating an environment that discourages bullying behaviors and encourages positive, supportive interactions.

What you should tell your campers about bullying . . .

- Bullying is not acceptable and will not be tolerated.
- If a bully bothers you, it’s O.K. to stand up for yourself, walk away, or ask a friend or counselor for help.
- Responding to bullying by fighting back doesn’t usually work—and may make matters worse. Violence encourages more violence and fails to solve problems.
- It is important to report bullying when you see it and when you hear about it. Telling is not tattling.
- Bullying does not have to happen. Working together with adults and peers, there are specific things you can do to prevent and stop bullying.

How can I be a great camp counselor?

1. **Know what the job entails.** Being a counselor is a very draining experience. You will be surprised how much energy your group of campers has. You may not be used to working 8 hours a day and will find yourself asleep on the couch at 7 pm until you get your “camp legs.” If you can smile through the exhaustion and desire to spend your days giving kids one of the greatest weeks of their lives, then read on. If not, you really must evaluate why you want to be a counselor. It’s a lot of fun, but a lot of work. **It is not a week of being a camper - for older kids!** You must be responsible, and able to handle any situation that comes up. You are an authority figure now and the children are looking to you for guidance, support and safety and friendship.
2. **Prepare.** You will go through CPR/First Aid training and complete counselor orientation. Go online and research fun games or child development information. If you know activities that are taught at camp that you don’t know much about, research it! This will make training so much easier, and make you invaluable in that you will be able to handle anything.
3. **Pay attention in orientation/early in camp.** Orientation is required, during which you will learn everything about how the camp is run and emergency procedure. It’s very easy to tune out, DON’T! You never know when you will need it again. Additionally, if you are a new counselor or CIT, be sure and observe returning staff. Ask them questions! Use their expertise.
4. **Become friends with the other counselors.** You don’t all have to be best friends forever, but it is essential that you all get along, at the minimum. If counselors are arguing, even if it’s done far outside earshot of the campers, they will pick up on it. Most likely, you will have to work even a little bit with all of the other counselors, everything goes smoother if you are friends. At the other end of the spectrum, working with friends can make it difficult to focus. Do your job while on the clock, and play while off the clock.
5. **Memorize the camp schedule.** You will want to know what is going to happen next. If you are constantly checking the schedule when the campers ask what is happening next, they will think that you are incompetent and you will lose their respect. We understand that you may change groups from week to week, but do your best to be prepared.
6. **Get to know your campers’ names.** If you run around calling Maddie by Sophia’s name and vice versa, you will lose their respect and they will feel hurt that they are not important enough to know your name. Play name games if it helps you and the campers to get to know each other.
7. **Get to know your campers’ personalities.** Certain campers you will love, certain campers you will hate (silently, of course). The key is to know what they will do. You have to know who has to be watched constantly, and who always does what they are told. You must anticipate how they will react to each other, and activities. Try to spend at least ten minutes of face time with each camper each day. They will like you more if they feel that they are the center of attention, and it will allow you to understand them better.
8. **Break up cliques early.** It is unavoidable that there will be cliques. Make sure that you make them mingle as much as possible. Try making them sit with different people at lunch or make them partners with someone that they would not normally talk with. Don’t overdo it. They will not all be best friends, accept it; just make sure that they all respect each other and don’t bully or fight.
9. **Be prepared for the DREADED camper (or parent).** You will have one. Handle it as you know from your trainings and ask your directors should you need help. Focus on the other wonderful campers you have in your group.
10. **Be PROACTIVE rather than REACTIVE.** Anticipate what is going to happen and then plan accordingly.
11. **Have a great time.** It might seem like a lot of work, but you will change lives. It is amazing to see the quiet camper that sat in the corner at the beginning of the session getting along with her other campers, or to see what they have learned. You are a positive role model; give yourself a pat on the back.

What NOT to do:

- **Don't think it will be just another year of camp.** You will now have all the responsibility of making the week enjoyable for your group. If you want to be a counselor to extend your childhood, this is not the job for you.
- **Don't be lazy.** Interact with the campers! Don't just tell them what and how to do things... do it too! (Play cards, go swimming, play in the soccer game during sports, etc.) It makes the day so much more fun for you too!
- **NEVER be alone with a camper:** Keep the door OPEN and have a witness, especially if the camper is of the opposite sex. Also, be very careful with physical contact of any sort.

And finally, what you'll need to have a fantastic summer as a counselor:

- **Energy**
- **A positive attitude**
- **A love of working with children**
- **Flexibility**
- **Coffee**

KofC Summer Day Camp Program Handbook Receipt Page

My signature below indicates that I have received copy of the KofC Summer Day Camp Program Handbook.

I understand that this handbook contains information regarding the expectations and regulations, which affect me as an employee.

I acknowledge that I have read and understood KofC Summer Day Camp policies.

I also understand that the Company may revise, supplement or rescind policies or procedures described in the manual, with or without notice.

Print Name _____

Signature _____

Date _____