



C. I. T. Handbook  
Lincoln Summer Camp 2019  
Counselors in Training

[WWW.LINCOLNSUMMERCAMP.COM](http://WWW.LINCOLNSUMMERCAMP.COM)

## INTRODUCTION

Welcome to the Lincoln Summer Camp Counselor-in-Training (CIT) Program! The program is designed to help CITs develop leadership skills, work in a cooperative group setting, and have fun while learning what it takes to work with children. It also serves as a transitional program, helping young people move from being a camper to becoming a counselor. The program has been designed to balance hands-on experience, explicit instruction, service to the camp community, and recreation. The following information will serve as a guide to CITs and their families in navigating this unique camp experience.

## OUR CAMP PHILOSOPHY

We believe:

- Summer camp should be a place where campers feel free to express themselves and celebrate all the joys of childhood.
- Camper safety should always come first.
- Summer camp should be a place where old friendships are fostered and new friendships are created.
- Summer camp should be the place to try something new: from stepping out on stage to learning a new sport.
- Summer camp should be memorable: campers should experience special moments, success, and relationships that they carry with them far beyond the summer.

## CIT RESPONSIBILITIES

CITs must conduct themselves in a professional manner at all times. Campers will look to them as role models. Because of this, CIT behavior and how they interact with the group and each camper is crucial to the success of the camp. We have high hopes that all CITs who enter this program go on to become successful staff members, and that comes with high expectations for each of the summers spent in the CIT program. Below are the main responsibilities of being a CIT:

- **Safety always comes first!**
  - Never be alone with campers.
  - Campers should be in sight at all times.
- Attend camp each day of your registered session.
- Arrive at camp no later than 8:30am daily to attend the morning staff meeting.
- Remain at camp until all campers are dismissed (unless given permission by camp directors).
- Actively participate in all camp activities, including CIT service projects.
- You have to be a little silly, or a lot silly, but you can't be not silly at all. Also, you have to know how to draw the line between silly and out of control.
- Wear a smile to camp - everyday - without fail.
- Be fun. Having fun is always important (and easy), but being fun is a challenge.
- You must be responsible. You are working with parents' most precious possession.
- Attend camp orientation sessions - June 27<sup>th</sup> and 28<sup>th</sup>, 2018.
- Report any concerns or questions to your head counselor or to directors during CIT meetings.

Make sure you can be 100% committed to giving the Lincoln Summer Camp your all!

## WORKING WITH CHILDREN

One of the most important facets of the CIT program is working with children and ensuring they have a positive camp experience.

- Each CIT will be paired with one of our younger camp groups, primarily the Pioneers and Ramblers, and stay with that group for the week.
  - Throughout the day, CITs will travel with their group to different activities.
  - CITs will have the hands-on experience of being a leader and role model to the children in their group by participating in the activities with them and giving them support when needed.
- CITs will work with the group head counselor, receiving guidance and support in developing a repertoire of skills for working with children.
  - CITs are responsible for observing their group counselors and head counselor and asking questions about decision making
  - Head counselors will debrief camper interactions with CITs
- At the end of each session, CITs will be given a written evaluation with feedback to help spur their growth in the field.

## EXPLICIT INSTRUCTION

Our aim is to help all CITs become not only successful camp counselors, but successful employees no matter where their future leads. Each day at camp, CITs will spend at least one block in a meeting with camp directors. During these meetings CITs will:

- Learn strategies for interacting with campers.
- How to resolve conflicts between campers.
- How to address problems with staff.
- Learn tips for employment including interviewing, resume writing, etc.
- Learn quick games, camp cheers, and other aspects of camp culture.
- Have the opportunity to ask questions that arise throughout the camp day.
- Practice camp decision-making.

## SERVICE

Another important aspect of the CIT program is completing service projects that support the camp community as a whole.

- Some service projects will support programmatic elements of camp. CITs will be tasked with helping run our weekly Lincoln Live shows, and helping coordinate camp-wide events like Color War and the Variety Show.
- Other service projects will support our physical camp grounds. These projects may include organizing equipment, building benches, and painting signs - just to name a few!
- At the end of each session, CITs will receive a certificate documenting their community service time.

## CITS ENTERING 11<sup>TH</sup> GRADE

When teens are entering 11th grade they are eligible to apply to join our team as a counselor. Completion of the CIT program is great preparation for counselor positions. While this does not guarantee a position as a camp counselor at LSC, successful participants are given priority in our interviewing process. However, in the event no positions are available, teens are welcome to join us as 3rd Year CIT's. These CITs will take part in the Working with Children, Explicit Instruction, and Service aspects of program but **not** the Recreation portion. Instead these CIT's will take on even more of a leadership role on campus while strengthening their abilities in working with children.

## REGISTRATION POLICIES

- **Registration Period** - This is the period from the day online registration opens until 12 NOON on the Friday before the first day of the camp week in question. **NO CHANGES** to a camper's registration can be made after this period. **EARLY REGISTRATION** ends on May 31st and weekly camp fees increase by \$60 on June 1st.
- **Wiggle Week** - This is the week **PRIOR** to the first day of a given camp week. It is defined as Monday 8 AM to Friday 12 NOON. **NO CHANGES** to the camper's registration can be made after 12 noon on the Friday of the Wiggle Week.
- **Cancellations** -
  - Before the Wiggle Week, the \$60 nonrefundable deposit will be held for all cancellations.
  - Within the Wiggle Week, the entire camp fee will be held unless the vacant slot can be filled, but the \$60 deposit will **STILL** be retained even in the event the slot is filled.
  - **NO FEES WILL BE REFUNDED** after 12 noon on the Friday of the Wiggle Week.
- **Switching**
  - Before the Wiggle Week, switching camp weeks can be made at no charge.
  - Within the Wiggle Week, a \$30 switching fee will be assessed.
  - **NO SWITCHING IS ALLOWED** after 12 noon on the Friday of the Wiggle Week.
- **Adding Weeks** - If you registered for at least one week of camp before June 1st, at the Early Registration Price, and you add additional weeks later in the camp season you are locked into the Early Registration price. To register at this rate contact office manager Laurie Dumont at [ldumont@lincnet.org](mailto:ldumont@lincnet.org)

Wiggle Week	Begins	Ends
For Week 1	June 24 at 8 am	June 28 at noon
For Week 2	July 1 at 8 am	July 5 at noon
For Week 3	July 8 at 8 am	July 12 at noon
For Week 4	July 15 at 8 am	July 19 at noon
For Week 5	July 22 at 8 am	July 26 at noon
For Week 6	July 29 at 8 am	August 2 at noon

## DROP OFF PICK UP PROCEDURES

CITs should be dropped off at The LSC House of Blue, located in the center of the Hartwell A Pod. It is important that CITs are prompt and arrive no later than 8:30am for our morning staff meetings.

For pick up, CITs will be at the Arena, the Brooks school gym, and may be picked up there at 3:00pm. CITs may also be self-dismissed.

## DAILY ROUTINE

- CITs will arrive at camp by 8:30am to receive pertinent information for the day during the morning staff meeting.
- Be prepared to greet your campers with a smile and friendly attitude at the Brooks Gym by 8:45 am and prepare them for the day.
- During the arrival time, CITs are to help counselors lead circle games and cheers with campers.
- During activity blocks, CITs are expected to follow any directions given by the specialist. If no explicit directions are given, CITs are expected to be engaged with campers in the activity and meeting the expectations set forth during orientation.
- During meeting and service blocks, CITs are expected to be on time in the location given and actively participate.
- At the end of the day, CITs will go with their group to the Brooks Gym for dismissal. They should help counselors ensure campers are sitting and waiting for their name to be called.

## THINGS YOU SHOULD CARRY WITH YOU

You should have a backpack or some kind of bag with you at camp. Stock it with the following:

- Binder
- Sunscreen
- Bug spray
- Water bottle
- Filler activities (ball, cards, etc.)
- Bathing suit and towel
- Lunch and snack
- Rain gear

## KEEPING YOURSELF SAFE AT CAMP

Part of being a CIT is looking out for the safety and well-being of the campers, but it is always important to remember that you must be taking care of yourself in order to achieve this expectation. Here are some things to keep in mind:

- Wear sunscreen and bug spray daily and reapply throughout the day
- Bring a water bottle with you that can easily be refilled
- Long socks and light-colored clothing can help ward off ticks
- When participating in high-active activities, be mindful of your personal limits to avoid injury
- Bring a snack and lunch daily and be sure to eat it

# CAMP DRESS CODE

**REMEMBER: YOU ARE REPRESENTING THE TOWN OF LINCOLN!**

- CITs must wear their designated Lincoln Summer Camp shirt each day they are on campus. Shirts **cannot** be altered in any way. If you lose your shirt, you will be responsible for purchasing a new one.
- You are not to wear any clothing with references to alcohol, drugs, or cigarettes or that contain any inappropriate language.
- Closed toe shoes with a back are **required** at camp. You need to come to camp ready to run and play!
- Short shorts and bikini bathing suits are not allowed.
- CITs should always wear a watch or have some form of time-keeping (not a cell phone) on them at all times.
- As a Lincoln Parks & Recreation Department designee, you are to be neatly groomed at all times.

# CELL PHONE POLICY

Cell phone use at Lincoln Summer Camp is strictly prohibited. No CIT will use their cell phone, or similar electronic device, during camp hours, this includes any trip taken with their assigned camp group.

- If a CIT has brought their cell phone/electronic device with them to camp, the expectation is that it is turned off and placed in a designated secure location in the camp office. Cell phones can be picked up at the end of the camp day from a director.

On Recreation Trips, cell phone use is restricted to bus rides for the purpose of listening to music/ eBooks, reading books, and playing games. This means that during the trip itself phones should not be seen or used.

- On a select few trips, CITs will be permitted to use phones for the purpose of staying in contact with the director via the Remind App. While cell phones are in no way necessary, we do like to leverage them as an added layer of security.

Any use of cell phones for reasons not specified above, including the use of any social media in any form, are subject to disciplinary action as describe in our behavior contract. (See Behavior Policy for more information)

# GENERAL POLICY HIGHLIGHTS

- CITs are expected to report to camp by 8:30am daily, unless otherwise directed.
- When reporting to work, all personal belongings are to be put away and you should immediately assume your post.
- If you must be absent, please text, call, or email the Camp Directors by 8:00 am.
- Rough housing and swearing are not acceptable.
- CITs are not allowed to pick up or carry campers.
- CITs **must** wear closed-toed shoes with backs at all times (except at the pool).
- Smoking is NOT allowed on school grounds or at any camp activity.
- Any drugs or alcoholic beverages on the campgrounds will be cause for immediate dismissal from the program
- CITs will receive written evaluations at the end of each camp session they attend.
- No portable entertainment devices are permitted, including cell phones.
- Please refrain from Public Displays of Affection (PDA) during camp.

*The Lincoln Summer Camp is administered by the Lincoln Parks and Recreation Department.*

## PERSONAL CONDUCT POLICY

The Parks & Recreation Department is a public-service oriented branch of the Town of Lincoln. It is charged with providing safe, high-quality recreational services and facilities to the community. These services and facilities are supervised by both seasonal and full-time employees, as well as volunteers. We seek out high-quality employees and volunteers based on their perceived ability, commitment and integrity.

Because these attributes will become directly associated with the Parks & Recreation Department by our participants, any conduct detrimental to your ability, commitment or integrity, (ex. Illegal activity) whether during your working hours or personal time, may be seen as conduct detrimental to the Department, and may require a disciplinary hearing with the Parks & Recreation Director (or his or her designee) to reevaluate your ability to represent the Department and the Town appropriately.

## POOL PROCEDURES

- All pool rules must be enforced consistently. It is necessary to memorize and periodically review the rules to make this possible.
- A whistle system has been developed for clear communication between the staff so that all guards are aware of a situation. It is as follows:
  - One short blast -to get the attention of a swimmer
  - One long blast -to clear the water
  - Two short blasts -to get the attention of another guard
  - Three short blasts -to signal that there is an emergency
  - Air horn or Megaphone -to signal a weather emergency
- In the case of thunder, the pool is to be closed immediately and all patrons must leave the fenced area. They may return thirty minutes after the last rumble of thunder is heard by a lifeguard.
- Any issues regarding your duties should be addressed to the Director or a Supervisor as soon as they arise.
- Remember SAFETY is your primary responsibility!
- During free swim, you are responsible for being in your designated post to monitor the campers in and around the pool. If you would like to swim with the campers during this time, you are encouraged to do so!

## HEALTH CARE POLICIES AND MEDICATIONS

Please bring all medications in a properly labeled medication container and Medication Order Forms in a plastic zip-lock bag clearly labeled with your name, grade and phone number. Make sure the form is completed and signed. You may also fill out this form on CampDoc. Please use a separate form for each medication.

A “properly labeled” medication container must be a pharmacy or manufacturer container that is labeled with the following.

1. Name of medication
2. Dosage
3. Time(s) medication should be given
4. Child’s name
5. Physician’s name
6. Name of dispensing pharmacy

CITs will be responsible for carrying their own medications.

Parents wishing to discuss a particular problem with the Camp Directors are encouraged to do before their CIT’s first day of camp.

If your child uses an inhaler or requires an Epi-Pen, please be sure to send two so that one can accompany remain in the camp office and the other can travel.

### **HEALTH CARE CONSULTANT**

Name: Dr. JoEllen Altschaefl, MD

### **HOSPITAL UTILIZED FOR EMERGENCIES**

Name: Emerson Hospital  
Telephone: (978) 369-1400  
Address: Concord, MA 01742

### **EMERGENCY PROCEDUREES**

If a child is in need of immediate advanced medical attention, staff will administer first aid, contact the Program Director and/or Camp Director, and contact Emergency Medical Services. They will then contact a parent, and bring the child's Emergency Information Form and Parent/Guardian Authorization Form to the hospital.

*If on campus*, one staff member will return to the health center with the injured child if the child is able to walk back. If the child is not able to walk back, one staff member will remain and administer first aid while another staff member goes for help.

*While on a field trip*, we will administer first aid and contact Emergency Medical Services if necessary. A staff member will call camp and notify the Parks & Recreation Office of the situation. The Parks and Recreation Office will notify the parent/emergency contact and inform them of what is happening and where the child is being transported if necessary.

If the parent(s) cannot be reached, we will try the emergency contact. If no one can be reached and the child needs to be transported to the hospital, a staff member will accompany the child to the hospital while the camp continues trying both parents and emergency contact.

To help prevent accidents, staff members check the campus daily for hazards. If any hazards are identified, the area is marked-off and reported to the Camp Director. If the Director cannot fix the hazard, it is reported to the School Maintenance Coordinator and Parks and Recreation Director.

Staff will inform parents if their child receives a minor injury. Minor injuries are entered into our logbook, and parents receive a verbal report on the incident. All major injuries are documented on the injury report form and placed in the child's file as well as a copy given to the parent. If the injury is related to the condition of the school grounds, a written report is also given to the School Business Manager.

In the event of fire or natural disaster, parents will be notified and the camp area will be closed until the problem is corrected. If a long-term solution is needed, we will ask the school committee to supply temporary space until the camp space becomes available again. In the event of loss of power, heat, or water parents will be notified and the camp area will close. We will move to another building on campus if possible.

### **ILLNESS**

The rooms and tables are thoroughly cleaned daily. If any child comes down with an infectious disease, it is reported to parents via email.

If your child is mildly ill, they will be given a place to rest and/or quiet activity until they feel better. You will be contacted if your child has a temperature of 99.6 or higher, is vomiting, has diarrhea, or other symptoms of illness that may seem serious.

A child must be temperature free and free of the above symptoms for 24 hours before s/he can return to camp.

The Board of Health, the Camp Physician, and all parents are notified in writing if a child has any contagious or reportable disease.

### **ALLERGIES**

All camper and staff allergies are posted. Children are kept away from any situations that might aggravate their condition. Medication is given as prescribed by physician and parent.

## BEHAVIORAL AND DISCIPLINE PROCEDURES

The purpose of this section is to develop a common understanding between the participants, their families and the camp/department staff and committee, regarding the procedures followed and behavior expected on all Parks & Recreation Department/Lincoln Summer Camp Field Trips and activities. These expectations represent a contract with each camper/CIT, their family, and the Camp Staff. This contract is mandatory prior to any camper/CIT attending camp. *All visitors to the camp program are to be held to the same behavioral expectations.*

### **Camper/CIT Behavioral Expectations:**

- 1) Campers/CITs will conduct themselves in a safe and respectful manner at all times. They will follow the directions of the camp staff at all times.
- 2) Campers/CITs will not participate in any form of violent behavior.
- 3) Campers/CITs will not participate in any hazing, bullying, intimidation, threats of violence, harassment or any form of inappropriate controlling, either verbal or physical.
- 4) Campers/CITs will not use profanity or disrespectful comments.
- 5) Campers/CITs are not to leave or separate themselves from the group or camp activity at any time, unless approved to do so by camp staff.
- 6) Campers/CITs will not take anything, without permission, that does not belong to them.
- 7) Campers/CITs will not damage or deface any property. Families will be held responsible for any monetary reimbursements due to property owners.
- 8) Campers/CITs will not bring objects that are deemed dangerous or disruptive to the program, (pocket knives, fireworks, lighters, matches, projectile devices, etc.) and subsequently will not possess or use any illegal objects. Use of personal entertainment devices are solely at the discretion of the staff.
- 9) Tobacco, alcohol, and all illegal substances are prohibited at all Lincoln Summer Camp activities.

These expectations are not intended to be all-inclusive, and any action deemed unsuitable or unsafe by the camp staff may be subject to the disciplinary actions outlined below:

## **Lincoln Summer Camp/Parks and Recreation Department Disciplinary Procedures:**

Depending on the severity of the offense, the following actions may be taken:

1. The camper/CIT will be warned against future infractions.
2. The camper/CIT may be removed from the situation. A parent will be notified of the situation.
3. If damages are involved, the camper/CIT will be responsible for their repair. A parent or guardian is ultimately responsible for any damages incurred by their camper/CIT.
4. A parent may be notified and asked to come and remove the camper/CIT from the program. In these cases, a family conference with the Camp Director(s) and/or Parks & Recreation Director is mandatory before the participant can return to camp or any Recreation Department activity.
5. In the interests of program safety, the Camp Director(s) and/or Parks & Recreation Director reserve the right to withhold a camper/CIT from any Parks & Recreation Department activity until the necessary family conferences have been completed. In extreme or repeated cases, the Parks & Recreation Director may suspend a participant's enrollment or expel a participant from any and all Parks & Recreation Department activities.
6. In the interests of program safety, the Camp Director(s) and/or Parks & Recreation Director reserve the right to review with any camper past infractions that may pertain to the overall safety of the camp program.

Appeals to the Parks and Recreation Director's decisions can be directed to: *The Lincoln Parks and Recreation Committee, ATT: Chairperson, 16 Lincoln Road, Lincoln, MA 01773.*

Parents/Guardians always have the right to request a meeting with Parks & Recreation Staff or Committee at any time. We encourage you to review these policies and address any questions to the Lincoln Summer Camp Directors or Parks & Recreation Director prior to signing this contract.

### **Abuse and Neglect**

Staff is instructed never to be alone with a camper. No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment including; any type of physical hitting inflicted in any manner upon the body including spanking; punishments which subject the child to verbal abuse, ridicule, or humiliation; denial of food, rest, or bathroom facilities; force feeding; punishment for soiling, wetting or not using the toilet or forcing a child to remain in soiled clothing or remain on the toilet, or using any other unusual or excessive practices for toileting; or punishment related to eating or not eating.

If an accusation of abuse or neglect is brought against a staff member, DSS and the BOH will be notified immediately and the accused staff member will be put on suspension until an in-depth investigation is completed.

If a staff member suspects that a child is being abused or neglected, they should immediately consult with the Directors. If necessary, they should file a 51A and notify DSS.

If any staff member or volunteer employed by the Lincoln Summer Camp suspects that a child is abused or neglected, they are mandated to report to the Department of Social Services.