



# 2024 CiT-2 Summer Handbook

Welcome to Action Kids Summer Camp Leadership Program. We are looking forward to another great year of smiles, laughter and fun! This handbook is designed to give you information about your role in our program so hopefully you will feel comfortable when camp begins! If you have any questions at any time, please ask!

Our CiT-2 Program will provide you with a chance to gain valuable experience while having an amazing summer! Your Action Kids summer will be all about personal responsibility, hard work and as a member of the Action Kids summer camp community, creating the magic of summer camp or hundreds of campers!

## All CiT-2's are expected to commit to:

- **Positive Communication:** Respond positively, promptly and courteously to counselor direction. Please do listen; ask questions; share observations!
- **Community Building:** Willing to work with and support others; willing to do a variety of tasks
- **Responsibility:** Follow all policies, guidelines and safety rules; follow the dress code
- **Respect:** Treat everyone you spend the day with; campers, co-workers and program staff with courtesy, kindness, caring and respect
- **Learning:** Be open to challenges; be willing to stretch your capabilities
- **Fun:** Be open to and ready for having fun....with everyone!

## **REQUIRED PAPERWORK**

Below is a list of forms that we need before you can participate in the CiT-2 summer camp program

- **CiT-2 Handbook Agreement (they will sign the agreement at the end of this handbook either on the night of training or their first day of camp)**
- **Day Camp Medical**

Camp Medical Forms are due before your first day at camp. Unfortunately, you WILL NOT be allowed to participate in the camp program until they are received.

- **Medication Consent**

If you need an inhaler, epi-pen, prescription or OTC medication, we require a Medication Consent form be completed by your doctor. Prescription and OTC medication must be in the original prescription container and given to the summer camp director for safe keeping. **A FARE form** is also needed if you have a severe allergy or sensitivity and will be bringing an EPI pen with you.

## **GENERAL INFORMATION**

### **CiT-2 hours and availability:**

- Camp drop off begins at 8:15. The camp program begins daily at **8:30 am**. Plan to arrive before 8:30 to get settled in before your camp day begins.
- Camp pick up begins at 4:15.
- CiT-2's need to register for at least 20 days of camp over the course of the summer (more days are fine!).

### PROGRAM OPTIONS

Each day, there may be one or more assignment options . When you arrive, check in with the Assistant Director or Director. They will let you know where you are scheduled for that day.

- **Group Counselor Assistant:** Assist a counselor with a group of campers throughout their camp day. Cit-2's work with every camper group except LiT.
- **Area Assistant:** Assist group counselors when their campers spend time in your assigned area. Monitor equipment/supplies and clean up for your area. Program Areas may include: Meeting Place and Pirates Cove, Woodlands , Tiki Hut, Game Zone, Briar Patch, Chill Hill, Pool.
- **Administration Assistant:** This CiT-2 does it all! Assists the Directors, Assistant Director and "Leader On" with a variety of office and administrative tasks, and/or assist with activity prep and participation. Anything is possible!

### Dress Code

CiT-2'S are expected to follow the dress code:

- Wear an Action Kids "CiT-2" summer t-shirt each day. You will receive 2 t-shirts on your first day of camp. Additional t-shirts are available for purchase through the online portal.
- Everyone at camp is expected to wear safe and appropriate footwear; running shoes, closed toed shoes, or athletic sandals are all fine. No flip flops!
- Shorts must be a reasonable length. No shorter than a three inch inseam.

### What to Bring

- Swimsuit and towel
- Long sleeve shirt/sweatshirt/ rain jacket for cool or rainy days
- Extra clothes if water activities are anticipated on extra hot days
- Lunch and snacks ~ Please bring a healthy lunch and extra snacks.
- Water bottle, juice or sport drinks. Please, no soda.

### What not to Bring

- Electronics
- personal items that you do not want risk being lost or broken.

### Cell Phones/Smart Watches

- **Cell phones may not be carried around with you and may not be used during camp hours, except during your personal lunch break**
- **Cell phones can be stored safely in the Camp Office or the CiT-2 Leadership Area**
- **Smart watches may not be used during camp hours for online access and/or personal communication except during your personal lunch break**
- **In an emergency, a family member can reach you by calling the main facility number (603-642-7200).**
- **During lunch break, you are expected to use your cell phone/smart watch responsibly and respectfully.**
- **CiT-2's may not take photos during camp on any personal device, nor post to any social media during the camp day.**

### Tips:

We strongly recommend wearing a waterproof watch for keeping track of the time.

Please put your last name on everything!



### **GENERAL POLICIES & PROCEDURES:**

- You are expected to arrive on time and remain until your scheduled end time.
- Wear your t-shirt, appropriate length shorts and appropriate footwear every day.
- You are expected to follow the schedule you registered for. For example, if you signed up to be here Monday, Tuesday, and Friday, then we are counting on you to be here Monday, Tuesday and Friday!
- If you need to adjust your schedule, please let us know as soon as possible. Email: [summer@brentwoodcommons.com](mailto:summer@brentwoodcommons.com)
- When assisting with Action Kids campers, you will always be assigned to work with a senior counselor/staff member.
- Follow ALL established safety rules in the gym, in the pool area, on equipment and elsewhere in the facility.
- Please save personal conversations for your break. Your focus should be on the camper group you are working with.
- Be courteous and respectful with counselors and co-workers, campers and parents...with EVERYONE!
- BE AWARE OF YOUR LANGUAGE: Absolutely NO swearing. Rudeness, sarcasm or insulting language either with staff or campers is unacceptable, even in jest.
- Words or actions that are verbally, physically, or emotionally abusive or excluding of others, will be cause for dismissal from the program.
- The use of alcohol, tobacco, cannabis or any illegal substance is forbidden for all camp staff and Leadership Program participants.
- If a CiT-2 is unwilling or unable to follow camp policies and procedures, they will be asked to meet with the Camp Director(s) to discuss continuation in the program.

### **CiT-2 Program: Daily Procedures**

- You must check in and check out each day you are here with the Leadership Director or Director/Leader On in charge of drop offs or pick ups.
- If you are sick, please call the front office 603-642-7200 or email [summer@brentwoodcommons.com](mailto:summer@brentwoodcommons.com)
- Arrive with enough time to check in, get settled and be ready for the start of the camp day.
- Once checked in, you may put your belongings in the CiT-2 Leadership Area and check in with the Leadership Director or Director for your assignment for the day. They will assign you to: a camper group/a program area/as an administration assistant.
- Senior counselors will be responsible for all primary disciplinary issues, and all communication with parents. If you experience difficulty with a camper or see an issue arising, please bring it to the attention of the counselor asap!
- Always check in with your group's counselor first, before leaving the group to assist a camper away from the group's location (for example; returning with a camper to the group hut to recover a forgotten item).
- Always check in first with your group's counselor to let them know if you need to leave the group for any reason, including bathroom breaks.
- A swim break to cool off will be available to you each day, usually with your camper group's free swim, if assigned to one.
- Snack breaks: You will likely be with a group during the camp group's scheduled morning snack, you are welcome to also eat a snack at this time.
- Lunch: a lunch break time slot, and a designated lunch break areas, will be assigned as part of your daily schedule. You must remain on the camp grounds/facility during your lunch break.
- End of day: Check with your group's counselor about how you can be most helpful; Overseeing campers playing and waiting for pick up; Helping campers gather their belongings. You will wait for your parent in the normal pick up line.

### **Feedback/Evaluations**

The Leadership Staff are committed to providing ongoing feedback to our CiT-2's to help them learn and grow. We are also committed to answering any questions or resolving any issues that you may have regarding the program. Please feel free to contact Deb Stanton, Leadership Camp Director



# 2024 CiT-2 HANDBOOK

## (Counselor-In-Training 2)

**\*This will be filled out at camp\***

**Name:** \_\_\_\_\_  
Please print

**I have read the 2024 Action Kids Summer Camp CiT-2 Handbook. I understand and agree to follow the policies, procedures and guidelines of Action Kids at Brentwood Commons as outlined in this Handbook.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_