



LEADERS in
Training

2017 Handbook

What to wear to Camp

There is no regular camp uniform. Each LIT will be issued a Brooks School Summer Programs T-shirt during the first few days. In addition we suggest that your LIT wear or bring the following items:

- Summer Programs T-shirt to be worn every Monday
- Shorts
- Light weight shirt
- Sweatshirt
- Sneakers and socks. **Open toed shoes are NOT allowed.**

ALL ITEMS SHOULD BE LABELED!

What to bring to Camp

- Bathing suit
- Large towel
- Sun screen
- Hat for protection from the sun
- Lunch, except on cookout days (check schedule). The camp provides milk or lemonade at lunchtime.
- Adequate rain gear on rainy days – **NO UMBRELLAS** please
- **Watch**

All items should be transported to and from camp in a bag that is easy for your child to carry. Lunches are refrigerated, so there is no need for coolers or ice packs. **PLEASE PACK LUNCHES IN A SOFT SIDED CONTAINER WITH THE LIT'S FULL NAME IN INDELIBLE MARKER OR NAME TAPE.** Please no glass containers or juice boxes. Be thoughtful of packaging to reduce, reuse, and recycle. We are trying to be a "Greener Camp." We do recycle and compost.

What NOT to bring to Camp

- Cell phones-**NOT PERMITTED**
- Cameras – unless authorized by the LIT Director
- Juice boxes, throw away lunch wrappers, or snack containers.
- Toys, which in any way resemble or might be mistaken for any kind of weapon, including squirt guns.
- Electronic games, radios, and personal listening devices.
- Decks of playing cards or card collections.
- Money in any form except for specific camp sponsored events.
- Pets

LIT's that are old enough to drive, must have written permission from their parents and the camp director to park a vehicle at camp.

The camp assumes no responsibility for loss or damage to camper's personal property.

Visitors

Once day camp is in session all parents must check into the office. No one is allowed to be unaccompanied in the camp. The camp director must approve all visitors.

Camp Office

The camp office is located between the backside of the Danforth Center and the pools. Please park your cars in the designated parking lot behind the dining hall, and walk towards the white pool fence. The staircase behind the white building leads to the camp office. **DO NOT DRIVE INTO THIS AREA.**

LIT Arrival and Departure

- LITs may be dropped off in the camp drop-off area, where the counselors will be waiting, between 8:30 and 9:00 AM. **DO NOT DROP CAMPERS OFF BEFORE 8:30.**
- LITs are picked up in the same area by 4:30 PM daily.

We ask that parents NOT park or leave their cars unattended while in the pick-up or drop-off line. If parents need to talk to the LIT coordinator or other staff, we ask that they drive up Russell Way and park their cars there.

* Please refer to the enclosed pink sheet for more detailed drop-off and pick-up information.

➡ ➡ **RAINY DAYS:** Rainy day **drop-offs** will be in the Athletic Center and **pick-ups** will be in the Athletic Center. Again, please refer to the enclosed map for specific details.

BUSES AND VANS: If you have requested transportation, our Director of Transportation will contact you concerning specific arrangements the week before their first day of camp. Transportation questions should be referred to the Director of Transportation.

LITs that choose to walk, ride their bike, or drive a car must have written permission from their parents on file at the summer programs office. There is a designated place for bikes near the office and Brooks School assumes no responsibility for personal property. Vehicles must be parked at the top of the hill with other group staff parking. In addition, a Vehicle Identification Form must be completed and on file in the summer programs office.

Attendance Policies

- The LIT coordinator takes attendance each morning at drop off.
- If your LIT is going to miss a day, you should inform the camp office by telephone or note by 8:00 am the day the camper will be absent.
- The camp will attempt to verify any absences that are not called in.

- If an LIT is to go home with someone other than the usual pick-up person, the camp must receive a note **no later than 12 NOON** of that day.
- If there are any special custodial arrangements in effect, please be sure to inform the camp in writing before your LIT starts their session.

Delayed Arrival & Early Departure

When an LIT arrives late to camp, he must check in with the LIT coordinator. **DO NOT go directly to the assigned activity or group.** After checking in, the LIT may then go to their assigned group or activity.

When an LIT must leave early, **a note from the parent is necessary**, detailing time of pick-up and who will be picking up the LIT. Parents should come to the camp office to pick-up their LIT and sign them out. The pick-up person will be required to show proper identification. **NO LIT MAY LEAVE THE GROUNDS WITHOUT FOLLOWING THIS PROCEDURE OR CHECKING WITH THE OFFICE STAFF IN PERSON.**

Changes in Daily Routine

Any request for change in enrollment (including cancellation) **must be made in writing** at least two weeks prior to the date of change. This includes any arrangements for Extended Day and/or canceling weeks. After this two-week notice deadline parents will be responsible for the payment of all fees whether or not their child(ren) attend the program.

Food (Lunch, Cook-Outs, and Snacks)

LITs should bring lunches in reusable containers to minimize the amount of trash we generate. Juice boxes and other environmentally un-friendly items are strongly discouraged at camp. We recycle and compost daily.

On the last Friday of each session we host a hot dog cookout, which includes a hot dog, roll, chips, milk, or apple juice. An ice cream cup is also provided. Campers may bring their own regular cold lunch (not to be cooked) if they prefer.

SNACKS (changes based on inventory):

AM	Camp Mix*	Camp Mix	Camp Mix	Camp Mix	Camp Mix
PM	Popsicles	Popsicles	Popsicles	Ice Cream Sundaes or Hoodsies	Popsicles

** Camp Mix = Pretzel, Cheerios, Chex Cereal, Goldfish*

Morning snack is served at 11:00 A.M. and afternoon snack is served at 2:55 P.M.

As an alternative to Camp Mix we will provide orange slices, applesauce, granola bars and string cheese on a rotating basis as our inventory allows.

Campers participating in the PM Extended Program will be offered a snack after camp. These snacks are usually individual sized cereal bars or packages of snack crackers.

Vending machines on campus are not accessible to campers, and there is no food in the camp store. Campers should not bring money to camp.

SPECIAL SNACKS:

Ice cream sundaes on Thursday – June 29th, July 13th, July 27th, and August 10th
Hoodsies on Thursday – July 6th, July 20th, August 3, and August 17th

HOT DOG COOKOUT SCHEDULE:

Fridays - July 7th, July 21st, August 4th and August 18th

LITs participating in the PM Extended Program will be offered a snack after camp. These snacks are usually individual sized cereal bars or packages of snack crackers.

Please Note:

If your LIT has any special dietary restrictions, which have not been noted on their health history, please be sure to send a note to the camp office so that the LIT Coordinator may be informed. If your LIT requires an arrangement for individualized snacks due to dietary restrictions we will make provisions to store and provide your snacks to your campers.

If your LIT has a food allergy please be sure to complete the Parent Food Allergy Management Plan. This form can be found on our website. Our nurse and the LIT Coordinator are happy to partner with you in managing your son/daughter's needs.

Health Services

Gail Nutile-Pimm and Julie Wolf, R.N. are our Health Supervisors. The Health Center is open between the hours of 8:30 AM – 4:30 PM. A designated Brooks School staff member certified in First Aid/CPR or a Registered Nurse treats all injuries and illnesses. We will call you if your LIT has been seen in the Health Center and complains of a headache, nausea, or significant injury or concern. All injuries are logged and are monitored by the Health Supervisor.

In the event of an emergency we will make every attempt to notify you immediately. When a camper has a fever or vomits they must be picked up from camp. Please do not send an LIT to camp if they are complaining of not feeling well. Thank you for your support in helping us to maintain a healthy camp.

If you have any specific questions regarding your LIT's health, please feel free to contact the nurse directly at extension 3252.

Medication Administration

State law requires written authorization on file in order to administer any medication to your camper. If your LIT needs to receive any medication during the camp day, either prescribed or over-the-counter, **the parent must complete a Medication Administration Consent Form. LITs may not self-medicate.** This form can be downloaded from our website or please contact the summer programs office.

Sun Screen

LITs will have pro-longed exposure to the sun during the day. Because of this we urge all parents to encourage their LIT to apply **waterproof sunscreen** in the morning **before** they come to camp. LITs should re-apply sunscreen during the day as needed. A wide brim hat is also very helpful, especially for LITs with fair skin or a real sensitivity to the sun.

Staff Selection and Orientation

Staff is selected through an extensive applicant process including application, references, and criminal background checks. The majority of our staff has successfully completed our three-year leadership development (LIT) program. Activity and pool staff have been hired based on their certifications and documented experience. All staff must attend a comprehensive six-day orientation. The staff handbook and policies can be found on our website.

Extended Day

Extended Day service is available for all LITs for an additional fee (with exception for the 3rd year). As we need to make special arrangements with counselors in order to staff the extra hours we ask that you make definite arrangements with the camp office well in advance.

In case of an emergency we will be able to accommodate your LIT in the Extended Day program at the last moment. Please call the camp office to make the necessary arrangements. As with all other request, please follow up your phone call with a written request.

LITs must be signed out at the Lower Camp Office (or Athletic Center if raining) by 6:30 PM. Parents must present a picture ID and sign out their camper with the staff member that has the binder. Before leaving it is important that campers remove their name from the attendance board and place it in the proper bucket.

A late fee will be charged in the case of frequent or excessively late pick-ups.

Requests for changes in the Extended Day Program, or additional services, must be made in writing to the Summer Program Office. Please note that changes in a LIT's daily schedule should be made as far in advance as possible. If you have any questions do not hesitate to call us 978-725-6253.

Last Day of Camp

The last day of camp, Friday, August 18, is a **FULL** day. Bus transportation will be provided. **There is NO Extended Day Program on this day.**

Parent Communication

Having consistent and frequent communication with our parents is the best way to ensure a positive experience for all of our campers and LITs. We encourage parents to communicate with us in the following ways:

- Complete and return all forms in a timely fashion.
- Watch for and read our weekly emails sent through Constant Contact.
- Email us with any changes or requests at summerprograms@brooksschool.org
- Call us with any questions, suggestions, or concerns at 978-725-6253.

LIT Program Philosophy

The day camp program has been defined to offer campers and LITs an opportunity to explore, be creative, improve skills, make new friends, and be safe. LITs are expected to participate in all activities to gain an appreciation and respect for each activity. Our program philosophy is designed to be one of skill development and fun. The LIT goals and outcomes are in the back of this handbook.

Special Events

Each session we have opportunities for campers and LITs to enjoy special events and theme days. A full listing of events for each session can be found on our website.

Conduct/Bullying

The primary goal of the Brooks School Day Camp is to provide a safe environment in which campers and staff alike can experience individual growth and development. In order to accomplish this, members of the Brooks School Day Camp community must adhere to some basic principles of conduct. These principles include, but are not limited to: respecting the rights, needs, and privileges of others, using appropriate language at all times, being courteous to campers and staff alike, being cooperative in all group activities, and following the camp's safety rules and guidelines.

Brooks School Summer Programs has a long proven history of providing a physically and emotionally safe environment that encourages healthy friendships. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be

comfortable alerting us to any problems during their camp experience and between camp seasons. Every member of the community has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.

The Director reserves the right to dismiss a camper when, in her opinion, this action is in the best interest of the camp. The camp also reserves the right to dismiss a camper if the camper's parent/guardians are not cooperative and/or compliant with the camp's policies and procedures.

MEDIA, INTERNET & SOCIAL NETWORKING GUIDELINES

These policies are in place to maintain a safe, healthy, and positive summer experience for all.

CELL PHONES ARE PROHIBITED

ALL CELL PHONE USE IS PROHIBITED. Exceptions will only be given to designated staff who must have it to perform their duties; i.e. bus monitors, and designated leadership/activity staff. They are a distraction and many phones have cameras that provide opportunity to quickly distribute photos and upload to the internet, which could pose a risk for our summer community. **The phones in the camp office are available and procedures are in place to pass on messages to campers, LITs and staff as needed.**

SOCIAL NETWORKING ON THE INTERNET

Brooks School Summer Programs asks staff members not to "friend" LITs or campers and to exercise great discretion with regard to social networking. Individuals that choose to have social networking sites need to be aware that these forms of networking are public and globally visible. The content displayed can impact a camper, family, or camp well into the future. Inappropriate behavior while networking will be subject to disciplinary action and includes:

- Any behavior or content that is used to demean, harass, bully, intimidate, or discriminate against another individual
- Offensive, vulgar language
- Sexually explicit photos or language
- Photos or content that could violate the reputation of Brooks School Summer Programs
- Using any Brooks School Logos

PHOTOGRAPHS AND CAMERA USE

Brooks School Summer Programs staff may not take any pictures of campers or LITs without the written permission from a parent and camp director approval. At no time may these pictures be posted to the internet or shared with any type of media. Brooks School Summer Programs will be responsible for taking pictures of campers for their marketing efforts as directed by the photo permissions on the application.

Brooks School Summer Programs is not responsible for any cameras brought to camp. Pictures may only be taken under the supervision of staff, with parent permission, and camp director approval. We ask that you review their photographs (digital or print) for appropriateness and inform the camp if you discover any images that are inappropriate or of concern to you.

SHARING CONTACT INFORMATION

We recognize that campers/LITs and staff develop close trusting relationships with one another at camp. Staff should not exchange contact information (e.g., e-mail address, profile names, cell phone numbers) with campers/LITs without the parent/guardians WRITTEN permission

Daily Procedures – LIT Group Assignment

1. LITs must check in with the LIT coordinator every morning in the upper parking lot area between 8:30-9:00am.
2. After check-in LITs should report to assigned group and help with morning drop-off procedures.
3. LIT's should be with their assigned camper group during lunch. At the end of each day, LITs will stay in the parking lot for pick-up unless riding a bus or attending PM Extended Day.

Daily Procedures – LIT Activity Assignment

1. LITs must check in with the LIT coordinator every morning in the parking lot area between 8:30-9:00.
2. After check-in LITs should report to their assigned group and help with morning drop-off procedure.
3. Between 9:00 and 9:30 AM LITs should assist the activity staff in preparing for their scheduled day. Some activity LITs may be asked to support the lower office by taking late arrivals to their first activity.
 - a. Set up their area so that it is clean, safe, and well equipped for the day's activities.
 - b. Have planned activities prepared for each of the groups scheduled to that activity that day.
4. When the activity staff takes lunch, LIT's should check in at the LIT office and eat lunch in the lunch grove.
5. LITs are not permitted at any time to leave campus during this period with the activity staff.
6. At the end of the day assist the activity staff with the clean up and the securing of the area. Once clean up is finished, report to the appropriate area for dismissal (i.e., the parking lot area, the bus or PM Extended Day).

LIT Meetings/Training Sessions

1. Attendance *is required* at all meetings/training sessions when scheduled for each respective LIT year.
2. Participation in all meetings/training sessions is encouraged including discussions, activities and games during such sessions.
3. 1st Year LIT will be in either AM or PM training. When an LIT is not in training they will be with their assigned groups.

4. 2nd Year LIT will be assigned to either an activity or group for the week. There will also be specific leadership training and individual meetings for support.
5. 3rd Year LIT will be assigned to a group or activity for the week. There will also be time for 3rd Year LITs to get CPR/First Aid training throughout the summer, look at some other youth development programs at nearby camps, opportunities to plan a community service project, resume building sessions, and continued specific leadership training as well.
6. **ALL** LITs will be evaluated by their respective LIT coordinators, as well as given weekly coaching cards and WOW Wednesday cards by the group staff and/or ACTIVITY STAFF they are assigned to.
7. **ALL** LITs will be given an exit interview upon completion of their 4-week commitment.
8. The LIT Director and Coordinators will meet daily with LITs, once weekly as a group, and informally throughout each and every day making observations.
9. The LIT staff is here to help every LIT reach his/her full potential!

Brooks School Day Camp - Leader In Training Outcomes

LIT 1 (Entering 8th grade) – Daily training and four weeks experience in groups.

PRIMARY GOAL: Build self-esteem by strengthening their personal skills as a team member.

- **OUTCOME A:** Move beyond their comfort zone, taking positive risks in a supportive environment.

Action steps to be stated on the coaching cards:

- *Practices good interpersonal skills including active listening, sharing ideas, and making eye contact while communicating within the group.*
- *Maintains positive body language within the day camp community.*

- **OUTCOME B:** Value themselves as a contributor within a group.

Action steps to be stated on the coaching cards:

- *Has spontaneous, playful fun with campers in the group.*
- *Shares a personal strength with your group.*

- **OUTCOME C:** Increase their sense of responsibility and caring for others.

Action steps to be stated on the coaching cards:

- *Takes responsibility for yourself and actions at all times.*

- *Actively and appropriately interacts with campers helping them to feel safe and cared for.*
- *Keeps safety as a priority at all times within the camp community.*

LIT 2 (Entering 9th grade) – Six training sessions, three individual meetings, and four weeks experience including a week in an outdoor activity, a week in a sports activity, a week in an arts activity and one week in a group. Experience with WOW's and Theme Days.

PRIMARY GOAL: Develop confidence to facilitate others in a variety of settings.

- **OUTCOME A:** Spark interest in others to try new things and increase their participation in an activity.

Action steps to be stated on the coaching cards:

- *Maintains enthusiasm and model appropriate behavior throughout the week.*
- *Offers encouragement to campers during activities.*
- *Observes and assist the activity/group leadership in supporting campers skill development and appreciation for an activity.*

- **OUTCOME B:** Increase ability to adapt to new environments quickly when working with others.

Action steps to be stated on the coaching cards:

- *Practices good interpersonal skills including active listening, sharing ideas, and making eye contact while communicating with others.*

(more on back)

LIT 2 cont.

- *Keeping campers safety as a priority when facilitating transitions in activity. (ie. Rainy days, WOW's, Special Events)*
- *Be flexible and maintain a positive attitude when change necessary.*

- **OUTCOME C:** Take pride in learning and applying constructive feedback.

Action steps to be stated on the coaching cards:

- *Implement skills learned and apply constructive feedback when appropriate.*
- *Demonstrate self-control and a positive attitude.*
- *Be thoughtful of purpose when creating and sharing fun.*

LIT 3 (Entering 10th grade) - Six training sessions, three individual meetings, and four weeks experience working in either a group or activity to further develop their leadership experience. First Aid and CPR Training, resume building and interview techniques included.

PRIMARY GOAL: Successfully lead others to make a positive difference within a community.

- **OUTCOME A:** Uses sound judgment and makes healthy choices in the best interest of the group.

Action steps to be stated on the coaching cards:

- *Acts responsibly with the best interest of the day camp community in mind.*
- *Incorporates feedback effectively to create exceptional futures through quality experiences.*
- *Facilitates fairness and a sense of responsibility for others within a group or activity.*

- **OUTCOME B:** Practices effective communication and collaboration in helping others to succeed.

Action steps to be stated on the coaching cards:

- *Has an active voice in sharing creative ideas and problem solving.*
- *Interacts with campers with the intent to understand their individual abilities and to celebrate their personal accomplishments.*

- **OUTCOME C:** Leads through accountability and supports others in their role to make a positive difference.

Action steps to be stated on the coaching cards:

- *Takes initiative to support a camper's positive experience within the day camp community.*
- *Make travel between activities fun and be engaged with the group.*
- *Shows intentionality in creating fun with purpose.*
- *Makes travel between activities fun and engaging for the group.*

LIT Coaching Card

LIT: _____ Counselor: _____

Group/Activity: _____ Session: _____

(Counselor fills out) List three positive ways the LIT can help your group grow:

- 1.
 - 2.
 - 3.
-

(LIT fills out) What are three outcomes you will be working toward this week:

- 1.
 - 2.
 - 3.
-

(To be filled out on Friday by counselor)

Good Stuff

What are some things the LIT did or said that showed good leadership? Be specific and detailed.

Stuff to work on

What could have been done or said by the LIT in a better way? How? Please be specific.

Participation and enthusiasm were: FULL ____ PARTIAL ____ NOT ____

Best Efforts:

The LIT did his/her best to SUPPORT a great experience for the campers: Yes or No

Other comments or suggestions (use back if necessary):

We worked on this card together and have been honest in our comments so that our LIT can grow from this experience: _____ (staff person signature)

We worked on this card together and have been honest in our comments, and I have asked any questions that I have about them: _____ (LIT signature)

WEDNESDAY'S 3 W'S

A **WOW** MOMENT:

SOMETHING DONE **WELL** WAS:

ONE THING TO **WORK** ON:

WOW CARD

- WEEKLY FEEDBACK BETWEEN LIT AND COUNSELORS
- ANOTHER PIECE TO FOSTER COMMUNICATION
- QUICK AND INFORMAL OBSERVATIONS
- FORM OF EVALUATION FOR TEAM