

**TOWN OF LITTLETON
PARKS, RECREATION
& COMMUNITY EDUCATION
DEPARTMENT**



**SUMMER
COUNSELOR-IN-TRAINING
HANDBOOK**



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(Sign and return to PRCE Office)

I. Introduction:

The Town of Littleton Parks, Recreation, and Community Education Counselor-In-Training program has been developed to give teens ages 13 -15 (teen must be entering grades 8, 9, or 10) the opportunity to build leadership and teamwork skills. Trainees have the chance to experience a camp environment in a more mature and professional manner that will leave them better prepared for future employment. Beyond that, the program has been designed to offer teens a series of fun and varied activities that they would not ordinarily encounter during their summer vacations.

II. Expectations and Code of Conduct:

A normal camp day is divided into several sections throughout the morning and afternoon. Each week, trainees are assigned to a specific counselor and group of children that they will accompany throughout the morning activities. In the afternoon, trainees will meet with their Director and may take part in their own activities as the camp atmosphere permits. Counselors-In-Training are expected to follow policies provided to them by their Director and Counselors. Their duties are essential to the function of the camp. While their time at camp is meant to be enjoyed, trainees are entering a professional environment where they are expected to act with maturity and be responsible for their assigned tasks. Failure to comply with any of the rules or regulations of the program will result in disciplinary measures and possible dismissal from the program.

III. Open Door Policy:

The Counselor-In-Training Director and Camp Director maintain open door policies for all trainees. If at any time, a C.I.T. has an issue, comment, or question related to camp, they can find their Director and voice their questions or concerns. We want to make the program fun and enjoyable; anything we can do to make that happen is our goal.

IV. Policies & Procedures

- a. Discipline Policy: all CITs must sign the camp disciplinary policy. If policy is not followed, disciplinary action will be taken. Swearing or aggressive behavior will not be tolerated. Respect should be given to each other, counselors, adults, patrons on the beach, in the park, and on field trips. **WE HAVE A ZERO TOLLERANCE POLICY FOR VIOLENCE, ABUSIVE LANGUAGE, AND BULLYING!**

Offenses: Offenses which warrant progressive disciplinary action may include, but are not limited to:

- Endangering another person's well-being.
- Swearing or verbal abuse of staff and participants
- Stealing or destruction of property.
- Disrespect of staff or participants.
- Inappropriate behavior at camp, on the bus or field trips.
- Breaking any program rules or policies.

If the above rules are not followed, the discipline policy protocol is as follows:

Consequences:

- 1st offense – Verbal notice to C.I.T. at the time of the incident.
- 2nd offense – Written notice from the Camp Director to the parent or guardian regarding the problem/ incident at the time of pick-up.
- 3rd offense – Day suspension from camp; parents are notified by the PRCE Director and the parents must remove the C.I.T. from camp.
- 4th offense – Suspended for the remainder of the session; no refunds will be given. CITs who are removed from the program will not be allowed to return to Camp Tahattawan, in any aspect, for future years.

Note: Staff reserves the right to advance the consequences depending on the severity of the action or behavior as approved by the Camp Director and/or the Director of Parks, Recreation, and Community Education (PRCE).

- b. Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, inappropriate or sexually loaded comments, or any sexual conduct which has the purpose or effect of creating an intimidating, hostile, or offensive work environment. In the case of sexual harassment, intent is voided. **WE HAVE A ZERO TOLERANCE POLICE FOR SEXUAL HARASSMENT!**
- c. If a Counselor-In-Training observes or is the target of bullying, violence, or sexual harassment the incident should be reported to the C.I.T. Director immediately.
- d. ***The PRCE Department reserves the right to remove a participant from camp without a refund if Zero Tolerance policies are broken.***
- e. Reporting of Suspicions
 - i. It is possible that during camp hours a C.I.T. may become suspicious that a camper has in some way been abused or neglected. If a C.I.T. has such a suspicion then the trainee must report their suspicions to the Camp Director IMMEDIATELY. The C.I.T. should not in any way move to investigate their suspicions; that is the responsibility of the Camp Director and PRCE Director
- f. Cell Phone Policy: CITs are NOT permitted to carry cell phone or any electronic devices with them during the camp day. If a C.I.T. finds that they need telephone access while at camp, only a Director can provide one for them. Cell phones will be stored in a cabinet in the camp office at the beginning of the day and returned at the end of the day. Cell phones contain personal information and are expensive electronics that could easily be lost or stolen; please take this into account when deciding whether or not to bring yours to camp with you. Any cell phones found will be confiscated and returned to a parent or guardian at the end of the day. The Town of Littleton will not be

responsible for lost, stolen, or damaged phones or any electronic devices at camp or on field trips.

V. Trainee to Camper contact and interactions

- a. Examples of permitted trainee to camper contact:
 - i. A camper initiated act of greeting or goodbye, such as a high-five, and hand shake, or a quick hug
 - ii. Application of sunscreen by trainees is allowed if the camper asks for help, however, application is limited only to exposed areas on the back and shoulders
 - iii. Lightly pushing a camper that is swinging on the play area swing-set
 - iv. Tagging during tag games
- b. Examples of non-permitted trainee to camper contact:
 - i. Campers sitting on trainee's laps
 - ii. Trainee carrying of campers
 - iii. Kissing or longer hugs
- c. Verbal Interaction
 - i. When speaking to campers, CIT's should be polite, respectful, and use appropriate language. If a camper refuses to acknowledge a CIT's directions, a counselor should be called to reinforce the direction. Being a role model, trainees should treat campers the same way they wish to be treated by their superiors throughout life. Even if it doesn't appear to be so, campers do look up to CITs.
- d. Overview: C.I.T. to camper interaction is a serious aspect of the C.I.T. program and should be approached with maturity. If a trainee has ANY doubt about a physical or verbal interaction with a camper, that trainee should not engage in the interaction. A good filter is to ask yourself "Would you say this or act this way in front of your grandparents?"
- e. It is not the job of a trainee to discipline campers. If a trainee witnesses an incident that they believe a camper should be disciplined for, the trainee should report the incident to a counselor in his/her assigned group.

VI. Expectations

- a. Attendance
 - i. It is important for each C.I.T. to attend camp everyday as they play an essential role in the camp community. If a C.I.T. is unable to attend camp on a particular day, please make sure to inform the C.I.T Director or PRCE Office staff as soon as possible at (978) 540-2490.
- b. Lunch
 - i. Trainees are expected to bring their own lunch and eat with their assigned group during lunch time.
- c. Additional Duties
 - i. Additional duties may be required of a trainee as requested by a counselor or their Director.
- d. Personal Belongings

- i. It's best to leave expensive items or ones with sentimental value at home, including personal electronic devices. The camp cannot be held responsible if belongings are lost or stolen, and as such all personal electronic devices are prohibited while at camp, including field trips.

VII. Dress Code

- a. Uniform Shirts
 - i. C.I.T. T-shirt: Two (2) may be purchased at the time of registration, (additional shirts are available for purchase at \$10.00 each)
 - ii. A long sleeved T-shirt or sweatshirt may be worn underneath the C.I.T. uniform shirt
- b. Pants or shorts
 - i. Shorts of appropriate length (4 inches above the knee at the **shortest, knee length at the longest**)
 - ii. Capri pants are permitted
 - iii. Khakis and Jeans are permitted (no rips or tears)
 - iv. Leggings/Spandex are not permitted
- c. Closed toed shoes must be worn at camp.
 - i. Sandals will only be allowed at beaches.
- d. Swim Attire
 - i. Girls: One piece T-back or Sports back swimsuit **only** (must purchase on your own)
 - ii. Boys: Board short style swim trunks **only** (must purchase on your own)
- e. Approved Jewelry
 - i. Sport watches
 - ii. Small stud earrings
- f. Unapproved Jewelry
 - i. Any visible body piercing (other than ears), bracelets, or necklaces
 - ii. Hoop or dangle earrings
 - iii. Smart Watches (any watch that can receive messages or connect to internet)
- g. Trainees that fail to adhere to the dress code will receive one verbal warning and be requested to provide acceptable attire. Further issues will result in a meeting with the trainee's parents or guardians.

VIII. Daily Schedule

A normal camp day is divided into several sections throughout the morning and afternoon. Each week CITs are assigned to a specific counselor and group of children that they will accompany throughout most of the day.

CITs will be in charge of planning and executing a Thursday afternoon activity for the junior camp. The goal of this training is to teach each trainee about the aspects of responsibility, teamwork, organization, and preparation. Counselors-In-Training will be under the supervision of the C.I.T. Director throughout the planning process. The following schedule is an example of an average day schedule for a C.I.T.

- a. **Mornings:** Each C.I.T. will stay with his or her assigned group or Specialist for

morning block rotations which include art, science, sports, music, technology, playground, and counselor time. CITs will assist with the activities and even participate themselves.

- b. **Afternoons:** CITs will have meetings with their Director throughout the week to discuss and plan their Thursday activity. CITs will be in charge of the planning and execution of the activity; the C.I.T. Director is merely there to provide feedback and support when necessary. The goal of these meetings is to provide the CITs with opportunities to develop their teamwork, organization, and leadership skills.

The following schedule is an example of an average week schedule for a C.I.T.

- i. **Monday:** Refresher of C.I.T. rules and policies. Explanation of the Thursday afternoon activities and foundation planning will take place
- ii. **Tuesday:** Continuation of planning for Thursday afternoon activity
- iii. **Wednesday:** Trainees will meet with their supervisors to review preparations. This meeting will involve discussion of any materials needed for the activity, a synopsis of the event, and a scheduling of an allotted time for the event
- iv. **Thursday:** C.I.T will lead the planned activity for the group. Once the activity has concluded, there will be a debrief meeting to reflect and discuss their activity.
- v. **Friday:** CIT's will stay with their assigned field trip groups for the day.

IX. **Camp Tahattawan Program Rules**

a. Behavior

- 1. Children must remain under the supervision of a counselor at all times. Campers must always remain with their designated group.
- 2. Campers will be allowed to go to the bathrooms in pairs. At times (or if needed) a C.I.T. will go with them for supervision.
- 3. Children are not allowed to leave the camp site without permission at any time during the program.
- 4. All behavior should be appropriate or disciplinary actions will be taken. Swearing or aggressive behavior will not be tolerated. Respect should be given to each other, counselors, adults, patrons on the beach, in the park, and on field trips. **WE HAVE A ZERO TOLLERANCE POLICY FOR VIOLENCE, ABUSIVE LANGUAGE, AND BULLYING!**

b. Lunch:

- i. Children must provide their own lunches and water bottle each day
- ii. All trash must be cleaned up. Afternoon activities, including swim time, will not begin until all lunch trash is disposed of properly

c. Personal Belongings:

- i. Camp T is not responsible for valuables lost or stolen. Children are responsible for their own personal belongings.
- ii. Electronic Devices, Cell phones, trading cards, musical instruments, and other valuable personal toys are not allowed during camp hours, unless otherwise specified by a counselor. (ex. Talent show, music, art, etc.)
- i. Trading cards are allowed if trainee is signed up for morning care or aftercare. Trading cards are not permitted during the normal camp day.

- b. Swimming:
 - 1. The “buddy system” is to be used at all times.
 - 2. Campers must remain under the supervision of their counselor. Camp counselors will be in the water with the campers. In addition, there will be Certified Lifeguards on duty at all times while camp is present at Long Lake.
 - 3. Running, throwing or sand or rocks, or any horseplay is not allowed.
 - 4. No floatation devices are allowed in the water.
 - 5. Water shoes may be worn in the water, but are your child’s responsibility.

- c. Riding on the bus:
 - 1. Campers must sit at all times while riding on the bus.
 - 2. They must keep all body parts inside the bus at all times.
 - 3. They must follow the same rules for the bus as they during the school year.
 - 4. No eating is allowed on the bus. Water bottles are allowed with water only

Acknowledgement of C.I.T. Handbook

I certify, by the signature below, that I have read and agree to comply with the contents of the handbook. I further agree that if accepted into the C.I.T program that I will uphold the rules and regulations set forth in this document.

C.I.T. Name (print): _____

C.I.T. Signature: _____

Date: ____/____/_____

**Please sign and return to PRCE Office staff*