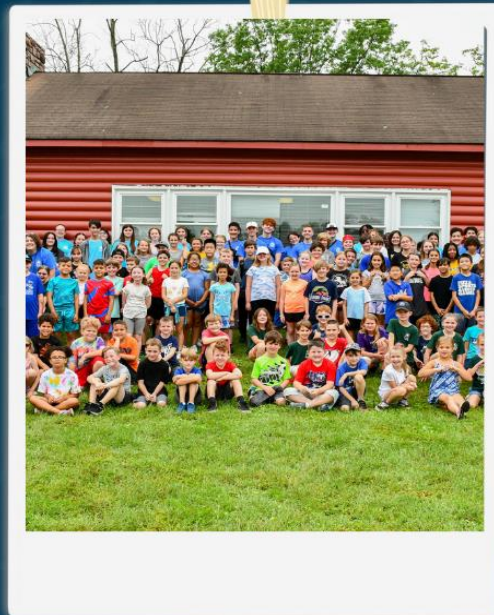




K.I.D.S. CAMP

COUNSELOR IN TRAINING PROGRAM



COUNSELOR IN TRAINING
MANUAL

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WELCOME

Hello and welcome to the K.I.D.S. Camp Counselor in Training Program!

The Borough of Quakertown is excited to welcome you to the K.I.D.S. Camp Counselor in Training program for this upcoming season! We hope that you have a fantastic CIT experience!

As an integral part of our commitment to fostering personal and professional growth in our youth, this handbook serves as a comprehensive guide for our aspiring counselors as they embark on their journey of learning, development, and service.

We recognize the immense value that our CIT program brings to both our campers and the community. By providing teenagers with the opportunity to engage in leadership training, gain practical experience in mentorship, and develop essential interpersonal skills, we empower them to become the next generation of compassionate and effective leaders.

The CIT handbook represents our collective effort to support and equip our CIT's with knowledge, resources, and guidance they need to thrive in their roles. Within the handbook you will find essential information about program expectations, responsibilities, communication guidelines, and professional conduct.

Please print a copy of this handbook for your records and for reference throughout the summer. We look forward to meeting you and making this another great summer!

Sincerely,

Ashton Miller

Ashton Miller

Director of Parks & Recreation

215-536-5001 x2136

amiller@quakertown.org

GENERAL CAMP INFORMATION

K.I.D.S. Camp

K.I.D.S. Camp is offered to children ages 7-12 years old. Camp is based out of Memorial Park and is from 9:00am-3:00pm Monday through Friday for 7 weeks.

Each year we use public parks and the public pool. There will be other people at each location. Please speak with your children about talking to strangers. All counselors will be wearing STAFF shirts, so children can easily identify them.

2024 Dates and Themes

Week	Date	Theme	Description
1	June 24-28	Holiday Extravaganza	Experience the magic of the season at our Holiday Extravaganza! Campers will enjoy a week filled with festive crafts, seasonal games, and joyful celebrations, immersing themselves in the spirit of various holidays.
2	July 1-5	Game Show Mania	Step into the spotlight and join the ultimate Game Show Mania! Get ready to outsmart friends, tackle thrilling challenges, and test your knowledge in a whirlwind of fun and excitement. Game on, campers!
3	July 8-12	Outer Space Odyssey	Embark on an interstellar adventure during Outer Space Odyssey week! Campers will launch into a galaxy of excitement with thrilling space activities and science experiments that are out of this world.
4	July 15-19	Splashtastic Adventure	Campers will dive into a week of water games, pool fun, and wild water challenges as they soak up the sun and create lasting memories in the ultimate aquatic adventure!
5	July 22-26	Intercamp Challenge	Gear up for the ultimate friendly rivalry at Intercamp Challenge week! Campers will compete in thrilling games and challenges against other color groups and earning bragging rights in the process!
6	July 29 – Aug 2	Fantasy Quest	Embark on an epic adventure during Fantasy Quest! Campers will journey through mythical realms, solve riddles, and battle magical creatures in an unforgettable quest for fun!
7	Aug 5-9	Wacky Sports	Get ready to unleash your inner athlete with a twist at Wacky Sports Week! Campers will enjoy a week of unconventional and laugh-out-loud sports, where fun and creativity take the lead, and everyone's a champion!

COUNSELOR IN TRAINING INFORMATION

Application & Registration

All interested CIT's should complete the CIT Application and submit it to the Parks and Recreation Department. Accepted individuals will be asked to create an account on Quakertownrec.com and register for the CIT program online.

Camp Arrival and Departure

Camp Check-In and Check-Out will take place at the Skate Shelter located on 4th Street. When dropping off and picking up, all vehicles must line up along the curb facing south (broad street).

CIT Hours

Counselors in training are required to attend 5 out of the 7 weeks of K.I.D.S. Camp. Camp is open Monday through Friday, 9:00 am to 3:30 pm. Camp is closed on July 4th due to the Independence Day Holiday.

CITs should plan to arrive at camp at 9:00am and check in with their CIT Counselor

CITs should plan to leave camp between 3:00pm-3:30pm and check out with their CIT Counselor

Inclement Weather

Unfortunately, due to limited space in the Skate Shelter Building, CIT's will be asked to stay home on rain days. CIT's and Parents will receive a Text and Email Notification from QuakertownRec in the event of a rain day.

Early Dismissal

If camp needs to be dismissed early due to weather, parents will be notified via email and text alerts. Check-Out will take place at the Skate Shelter in the event of an early dismissal.

Before and After Camp Care

Before and After Camp Care is not provided for CIT's

Transportation

Parents/Guardians are responsible for transportation to and from camp. Parents must sign a waiver to walk or ride a bike to and from camp.

Field Trips

Unfortunately, due to limited space, CIT's will not be able to attend field trips. Staff, CITs, and Campers who do not attend field trips will have a normal day at camp.

Dress Attire/Uniform

Each CIT will receive a camp t-shirt. CITs have the option to purchase additional shirts. As a role model to the campers, CITs are expected to dress appropriately with acceptable length active shorts, and sneakers. Ripped jeans, tank tops, and open toed shoes are not permitted.

Photo Release for Minors

Guardians will review the Photo Release for Minors when registering for the Counselor in Training Program on Quakertownrec.com The release states: I hereby give permission for images of my child during Summer Camp through video, photo, and digital camera to be used for the purpose of the Parks and Recreation Department's promotional materials and waive any rights of compensation or ownership thereto.

"Hands-Off" Camp Policy

K.I.D.S. camp has a **"hands-off" policy**, which means a camper should not be touched or picked up at any time. In addition, campers may want to sit on the lap of a staff member, this is not acceptable. Campers are not to pick up other campers either.

Performance Evaluations

Camp Supervisors will provide input to CITs on a regular basis. Camp Supervisors will oversee performance evaluations half way through the season.

COUNSELOR IN TRAINING JOB RESPONSIBILITIES:

- Volunteer position
- Age requirements: 13 – 15
- Report directly to CIT Counselor, Supervisors, and Director
- Support camp counselors in organizing and leading activities for campers.
- Assist with the supervision and safety of campers during scheduled activities and free time.
- Serve as a positive role model for campers by demonstrating enthusiasm, respect, and inclusivity.
- Uphold camp rules and expectations, promoting a safe and supportive environment for all participants.
- Encourage camper participation in activities.
- Help set up and clean up activity areas, ensuring equipment and materials are organized and maintained.
- Assist with transitions between activities.
- Participate actively in CIT training sessions, workshops, and discussions.
- Take initiative to identify and address the needs of campers and assist camp staff in creating a positive and engaging camp experience.

GOALS & OBJECTIVES

Leadership Development

1. *Goal:* Empower CIT's to develop essential leadership skills necessary for guiding and mentoring campers effectively
2. *Objectives:* provide opportunities for CIT's to take on leadership roles within the camp community.
 - a. Foster decision making abilities and confidence in handling camper interactions and group dynamics.

Professional Growth

1. *Goal:* foster a sense of teamwork, cooperation, and mutual respect among CIT's and camp staff
2. *Objectives:* Facilitate team building activities and group projects that promote collaboration and problem-solving skills
 - a. Encourage open communication and constructive feedback among CIT's and staff members.

Role Modeling and Responsibility

1. *Goal:* Encourage CIT's to serve as positive role models for campers and exemplify integrity, empathy, and professionalism
2. *Objective:* Provide opportunities for CIT's to demonstrate responsibility by assisting with daily camp operations and activities
 - a. Emphasize the importance of ethical conduct, confidentiality, and respect for diversity in all interactions with campers and peers.

Reflect Self-Awareness

1. *Goal:* Encourage CIT's to reflect on their experiences, strengths, and areas for growth throughout the program.
2. *Objectives:* Implement regular debriefing sessions and self-assessment activities to help CIT's recognize their achievements and areas for improvement
 - a. Encourage CIT's to see feedback from peers and mentors and to use reflection as a tool for personal and professional growth.

What To Bring To Camp

Lunch

CIT's pack their lunch for each day. Lunches must be clearly labeled with the CIT'S name. Refrigeration is not available, so we recommend that reusable ice packs and insulated bags be used. Please avoid glass containers. Snacks are permitted.

Water Bottle

We strongly recommend bringing a LARGE reusable insulated water bottle labeled with the CIT's name. Water fountains are available onsite to refill water bottles.

Snack

Camp will be taking a snack break in the afternoon. CIT's are encouraged to pack a snack besides what they pack for lunch.

Sneakers

Sneakers must be worn during regular camp hours. CITs without proper shoe attire will not be permitted to participate in most activities.

Sunscreen

CITs should apply sunscreen prior to the start of camp each day. CITs should also bring sunscreen to camp with them clearly labeled with their name and should reapply throughout the day.

Backpack

CIT's may bring a backpack if they have possessions, they must keep on them all day. Please label the backpack with the CIT's full name. We strongly recommend CIT's not bring any valuables such as toys, iPod, iPad, hand-held devices, etc. Quakertown Borough is not responsible for any lost, stolen, or damaged items.

WHAT NOT TO BRING TO CAMP

The following items are not permitted at Camp

- Phones
- PSPs, Nintendo DS's, or any other Electronic Devices
- Toys & Dolls
- Pets
- Weapons or ammunition of any kind
- Fireworks
- Drugs/Alcohol
- Tobacco or Vaping Products
- Offensive/Disturbing Materials

LOST OR STOLEN ITEMS

K.I.D.S. Camp provides a lost and found bin. CITs should check this bin for any lost items. It is important to note that the Quakertown Borough is not responsible for any lost, stolen, or damaged items.

COMMUNICATION

Communication

To receive emergency alerts and important camp updates each household must sign up for text and email alerts on QuakertownRec.com.

Email Communication

The Camp program will email newsletters every Friday. The newsletter will detail information wrapping up the previous camp week as well as upcoming field trips, visitors, dress up days, pool days, and general updates on the camp. Families must sign up for email alerts on their Quakertownrec.com account.

Text Alert Communication

The Camp program will send text alerts through Quakertownrec.com pertaining to important information such as weather, emergency procedures, etc.

Camp Cell Phone Communication

The Camp Supervisor always has a Camp cell phone on them. The camp cell phone number is 267-424-3969. The Camp Supervisor will use this number to contact parents during the camp day. CIT's can also contact the Camp Supervisor via the camp cell phone.

CONTACT INFORMATION

Who to Contact Prior to the K.I.D.S. Camp Program

Leading up to and after K.I.D.S. Camp families can contact the Parks & Recreation Department.

During K.I.D.S. Camp

During the camp session, families can contact the Camp Supervisor directly. Guardians can also contact the Parks & Recreation Department for additional information.

Parks and Recreation Office

267-372-7275

kidscamp@quakertown.org

Camp Supervisor (During Camp Hours)

267-424-3969

Ashton Miller

Director of Parks & Recreation

215-536-5001 x2136

amiller@quakertown.org

Diane Kooker

Quakertown Borough Receptionist

215-536-5001 x2110

STAFF

Camp Staff

K.I.D.S. Camp is managed by a qualified staff of 1 Supervisor, 2 Head Counselors, and 15 Camp Counselors. The counselors, most of which are former K.I.D.S., are carefully selected and trained to help your child have the best possible experience. All members of the K.I.D.S. Camp staff are qualified and trained to provide quality care for our campers. All camp staff have completed a screening process that meets the requirements set forth by Quakertown Borough and all staff members are required to attend training orientations. All staff members have obtained successful criminal background checks, child abuse clearances and FBI clearances. All staff are certified in First Aid, and the Head Supervisor, and Lead Counselors are trained in First Aid and CPR.

MEDICAL INFORMATION

Emergency Contact Information

It is *extremely* important that we have all necessary medical information concerning your child. All medical information is kept strictly confidential.

Medication Administration

When a CIT requires medication during the day, a medication permission form must be filled out by the parent/guardian. Medication must be handed directly to the Camp Supervisor with a completed Medication Permission Form. Medication must be in the original bottle with the CIT's name clearly printed.

Asthma

If your CIT has asthma and uses an inhaler it must be checked in with one of the camp supervisors to keep on site. Please label the inhaler with your CIT'S full name.

Allergies

If your CIT has allergies and uses an EpiPen, it must be checked in with a camp supervisor along with the Medication Permission form to be kept on site. Parents must report all allergies during registration so staff can be alerted prior to the start of the program. Parents should indicate what procedures are to be taken if an allergy attack occurs.

Illness Policy

Campers are required to remain at home if they are ill or have a contagious condition such as fever, pink eye, lice, etc.

Medical Insurance Requirement

Quakertown Borough carries general liability insurance. All campers must be covered by medical insurance to participate in K.I.D.S. Camp.

INJURY & ACCIDENT PROCEDURE

Minor Injury and Accident Procedures

In the case of a minor injury, staff certified in first aid procedures will administer first aid and the parent will be contacted. An accident report will be filled out by the staff person on site at the time of the accident. At pick up a parent will be asked to sign the incident report. Parents may be asked to pick up the CIT depending on the nature of the injury and the child's reaction to being injured.

Severe Injury & Accident Procedure

In the case of a severe injury, camp staff will take whatever steps are necessary to obtain emergency medical care. We will make every attempt to contact you or your designated emergency contact first. If we cannot make contact, we will have the child transported to an emergency room in the company of a staff member and will provide the hospital with the parent's health insurance information.

EMERGENCY PROCEDURES

In the event of an emergency, the camp will be relocated to Quakertown Borough Hall. An email will be sent immediately to update you about the situation and where check-out will take place.

Quakertown Borough Hall – 35 N. Third Street, Quakertown PA 18951

BEHAVIOR POLICY

CIT'S are expected to adhere to camp rules to ensure a positive and safe environment. Counselors serve as role models, guiding CIT's in making responsible choices. If a CIT's behavior contradicts rules or negatively affects others, immediate redirection will occur. Persistent harmful behavior may result in removal from camp, with decisions prioritizing the camper's best interests.

Reason for Immediate Expulsion

Unfortunately, there are instances where immediate expulsion from our program becomes necessary. While we strive to collaborate with families, we maintain a zero-tolerance policy for the following issues. Your child may face immediate removal from our camp system with no refund in the event of:

- **Harassment/Bullying**
- **Drugs**
- **Smoking or distributing cigarettes**
- **Alcohol**
- **Weapons**
- **Physical violence**
- **Verbal or implied threats**
- **Verbal abuse, the use of profane language, or name calling towards anyone.**
- **Theft of property not belonging to you**
- **Inappropriate touching/sexual misconduct**
- **Any intentional damage or destruction of Quakertown Borough property, or the property of any of its' affiliates**

The Borough of Quakertown reserves the right to search all belongings during camp if there is reason to believe there are drugs, alcohol, weapons, or cigarettes in a camper's possession.

Disciplinary Actions or Dismissal

Failure to comply with the rules and regulations set forth in this manual will result in disciplinary action. In addition, behavioral or attitude problems, failure to complete assigned tasks, and poor evaluations will result in disciplinary action. The following is the procedure for disciplinary action:

1. Warning
2. Write-up #1
3. Write-up #2 - Volunteer goes on probation
Evaluation if Camp Supervisors or Director feel it is necessary.
5. Write-up #3 - Employee is suspended or terminated

***Each incident and situation are different. Quakertown Borough reserves the right to handle each disciplinary situation accordingly and vary disciplinary action for each staff and situation.

SWIMMING

Swimming Schedule

Camp will go swimming at the Quakertown Pool every Wednesday and Friday, weather permitting. After swimming they will return to the Skate Shelter for check-out. Please note that swimming days may change based on weather and schedules. Families will be made aware of their swimming days for that week on the first day of camp.

Lunch & Snacks at the Pool Concession Stand

The Camp will be eating lunch at the Pool on swimming days. CIT's have the option to buy lunch or snacks at the pool concession stand. Counselors are not responsible for CIT's money or their choices at the concession stand.

What to Pack

- CIT's can either wear their swimsuit underneath their regular clothes or pack it to change into
- Swim towel
- Goggles
- Change of sandals
- Change for the concession stand

REPORTING CHILD ABUSE

Pennsylvania State Law requires anyone who works with children to report suspected signs of child abuse or neglect. Examples include, but are not limited to physical, verbal, or sexual abuse. Signs may include lack of care in personal hygiene or nutrition, leaving a child alone or in the care of another child under the age of 12. Proper authorities investigate after a report is made. The Borough of Quakertown is not allowed to discuss the situation with the parents before filing a report.

CIVIL RIGHTS COMPLIANCE

In accordance with applicable Federal and State Civil Rights Laws and regulatory requirements, you and your children, as clients of this facility have the right:

1. To be provided services at this facility and to be referred for services at other facilities without regard to your race, color, religious creed, disability, ancestry, national origin, age, or sex.
2. To file a complaint of discrimination if you feel you have been discriminated against based on your race, color, religious creed, disability, ancestry, national origin, age, or sex.

Complaints of discrimination may be filed with any of the following:

Borough of Quakertown
35 N. Third Street
Quakertown, PA 18951

Department of Public Welfare
Civil Rights Compliance Unit
1400 Spring Garden Street
State Office Building—Room 502
Philadelphia, PA 19130

Office of Civil Rights
US Department of Health & Human
Services
Region III
P.O. Box 13716
Philadelphia, PA 19101



267-372-PARK
PARKSREC@QUAKERTOWN.ORG

35 NORTH THIRD ST.
QUAKERTOWN, PA 18951

CIT VOLUNTEER RELEASE

I agree to release, discharge, indemnify, and hold harmless The Borough of Quakertown and its employees, for all damages to me or my personal property while performing my volunteer services to a Quakertown Borough program or event.

I recognize that while performing my volunteer services in a voluntary capacity, there exists a risk of injury including personal physical harm. On behalf of myself, my heirs, personal representatives, and executors, I hereby release, discharge, indemnify, and hold harmless The Borough of Quakertown, its agents, servants, and employees. from any and all claims, causes of action, or demands of any nature or cause connected with my Employee Agreement. Such damage or injuries might include, but are not limited to accidents, injuries, and personal property damage.

I understand that public relations are an important part of employing with The Borough of Quakertown. I also understand that the majority of programs and events are family oriented. I therefore agree on behalf of my heirs, personal representatives, and executors to allow The Borough of Quakertown to use any photographs taken of myself for appropriate and promotional use in marketing and public relations efforts. I understand that The Borough of Quakertown will attempt to notify me, but such notification is not required.

Printed Name

Signature

Date

I acknowledge that I have received the Counselor in Training Handbook for the Quakertown K.I.D.S. Camp. I understand that I am responsible for upholding the policies and procedures set forth in this handbook.

Printed Name

Signature

Date

