

**WESTBOROUGH COMMUNITY EDUCATION**

**SUMMER DAY CAMP PROGRAM**

**PARENT HANDBOOK**

**2019**

Westborough High School  
90 W. Main St.  
Westborough, Ma 01748  
Summer Day Camp office phone: 508-425-1589  
Main office phone: 508-836-7765

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## GENERAL CAMP INFORMATION

### Summer Camp Office

June 24<sup>th</sup> to August 9<sup>th</sup>  
Westborough High School  
Room C116  
90 West Main St  
Westborough, MA 01581  
Mon - Fri, 8:00am - 4:00pm  
Office phone: 508-425-1589

### Community Education Program Office

August 10<sup>th</sup> to June 23<sup>rd</sup>  
Westborough High School  
90 West Main Street  
Westborough, MA 01581  
Mon - Fri, 8:30am - 4:00pm  
Office phone: 508-836-7765 or 508-836-7766  
Office fax: 508-836-7767

### Program Contacts

Maryellen Feeney, *Westborough Community Education Program Director*  
Office phone: 508-836-7765 or 508-836-7766  
Email: feeneym@westboroughk12.org

#### *Enrollment Coordinator*

Phone: 508-425-1589  
Email: martinb@westboroughk12.org

#### *Enrichment Coordinator*

Dawn Carlo, *Enrichment Coordinator*  
Office: 508-836-7765 or 508-836-7766  
Email: carlod@westboroughk12.org

### Summer Day Camp Locations

All summer camp activities are offered at the Westborough High School campus, unless otherwise noted with program descriptions.

### Summer Day Camp Dates

Week 1: June 24<sup>th</sup> – June 28<sup>th</sup>  
Week 2: July 1<sup>st</sup> – 5<sup>th</sup> (Closed on the 4<sup>th</sup> of July)  
Week 3: July 8<sup>th</sup> – 12<sup>th</sup>  
Week 4: July 15<sup>th</sup> – 19<sup>th</sup>  
Week 5: July 22<sup>nd</sup> – 26<sup>th</sup>  
Week 6: July 29<sup>st</sup> – August 2<sup>nd</sup>  
Week 7: August 7<sup>th</sup> – 9<sup>th</sup>

### Summer Program Hours

AM Extended Hours:	7:30 AM – 9:00 AM
Regular Camp Drop-Off:	8:45 AM – 9:00 AM
Camp Day:	9:00 AM – 3:45 PM
PM Extended Hours:	4:00 AM – 6:00 PM

### Licensing

Our summer programs are licensed by the Westborough Board of Health. All policies and procedures for the Summer Day Camp are on file with the Board of Health and are available upon request. Parents of campers have the right to review discipline, health care, background check policies and grievance procedures upon request of the Summer Day Camp staff. This camp must comply with the regulations of the Massachusetts Department of Public Health (140.190c) and be licensed by the local board of health. Additionally, we are recognized by the Commonwealth of Massachusetts Division of Unemployment Assistance as a Seasonal Employer for our summer programs.

## **Grouping and Supervision**

Community Education Department maintains a child-to-staff ratio that will not exceed 10:1 for campers.

## **Staff Qualifications**

All Summer Day Camp staff members have significant experience working with children. All staff members undergo a criminal background check (CORI), a sexual offender registry check (SORI) and a national fingerprint-based criminal background check before the start of camp. Our camp staff is trained in basic first aid and CPR. Westborough Community Education Program is proud of our staff's dedication to providing campers with the best possible summer camp experience.

## **Notice of Non-Discrimination**

The Westborough Public Schools do not discriminate on the basis of age, race, color, sex, religion, national origin, gender identity, sexual orientation, disability or any other class protected by law.

## **Cell Phones / Electronics**

The use of cell phones and electronic devices are not allowed during regular camp hours. Campers may use electronics during the Extended Day Program with permission from the Extended Day Lead.

## **Field Trips**

Campers in the Benny Unit and Also Unit will be leaving campus every Friday to attend a weekly field trip. Parents will receive a field trip itinerary sheet for each destination at the beginning of the camp week. Because field trips are prepaid, all campers will be signed up to travel on the field trip. No refunds/credits will be issued for missed field trips. **Friday Field Trips have a maximum capacity of 75 campers per Unit. Priority will go to campers registered for the full week.**

## **What to Wear**

Your child should dress appropriately for active indoor and outdoor activities, crafts and games. Comfortable, casual, play clothes and closed-toe shoes are ideal. We recommend that sunscreen, insect repellent and a change of clothing be brought each day. The summer staff will assist participants with application of SPRAY ON sunscreen and insect repellent only if the parent has signed the Sunscreen and Insect Repellent Permission located on the registration forms. Please mark all personal items with your child's name. We will not be responsible for missing items. Tuesdays and Thursdays are our scheduled "water days", however campers are advised to bring a bathing suit every day.

## **Programming Option**

Break up your campers day...discover our summer Enrichment Program options! Please check out our Summer Enrichment Brochure and look at all the cool classes that are scheduled on the same campus as our Summer Day Camp Program. Our staff will escort your child between programs, so there is no need to worry about transportation. Enrichment Programs are smaller, specialized classes that run daily for 1 – 2 weeks. If a child is simultaneously enrolled in a full-week of Summer Day Camp and an Enrichment Program, the child will receive a discount on camp tuition (See Summer Day Camp Registration Form in the brochure for details).

## **Financial Assistance**

If a financial hardship exists, financial assistance may be requested by contacting the District Billing Coordinator. This information will be kept confidential. **If you need financial assistance in order to attend camp, please do not register until you have applied for assistance and you have received confirmation that you are eligible for assistance.**

## **Tax Deduction**

Tuition paid to the Westborough Community Education Program for child care purposes is tax deductible. The Town of Westborough Tax Identification Number is 046 001 355. Please list "Town of Westborough" as the provider.

## **CAMP RATES AND REGISTRATION INFORMATION**

### **Summer Day Camp Rates**

Weekly Rate: \$240 per week  
Drop-In Rate: \$60 per day

### **Extended Day Rates**

Weekly Extended Day: \$60 per week  
AM Extended Day: \$8 per morning  
PM Extended Day: \$10 per afternoon

### **Training Program Rates**

C.I.T. Program: \$150 per section  
Jr. Staff Program: \$150 per week

### **Registration Information**

Mail or Drop-Off Registrations: Westborough Community Education Program  
90 West Main Street  
Westborough, MA 01581

Register Online: <http://westborough.ma.schoolwebpages.com>  
(Click District Programs, then Community Education)

### **Registration Deadlines & Payments**

Registration forms must be completed and returned along with a \$50 non-refundable fee per camp week. The balance for each week must be paid one week prior to the start of each week. Registration for our Summer Day Camp is ongoing; however, no child will be permitted to attend camp unless tuition has been paid in full. Please note: We strongly encourage parents to register their child at least 2 weeks in advance of their desired start date in order to ensure availability. If you are registering multiple children, please complete one set of registration forms for each child. Additional forms are available on our website at <http://westborough.ma.schoolwebpages.com>. (Click District Programs, then Community Education). Please make checks payable to "WCEP."

### **Registration Fee**

Any family that did not pay a registration fee for the Community Education Extended Day Program in the 2017-2018 school year is required to pay a \$25 registration fee for camp. The Non-Westborough Residents' registration fee is \$35.

### **Refund Policy**

All requests for refunds must be submitted in writing to Maryellen Feeney ([feeneym@westboroughk12.org](mailto:feeneym@westboroughk12.org)), Director of the Westborough Community Education Program. A full refund, minus the \$50 non-refundable deposit per week, will be granted provided written notification is received 7 days in advance of session date. No credit will be issued for missed days. A full refund will be given for verifiable medical emergencies (e.g. doctor's note) prior to the start of the camp week.

## **DISCOUNTS**

### **Discount Policy**

Discounts apply to full-week (5days/week) campers only. Discounts do not apply to campers who are “Drop-Ins”. Discounts do not apply to tuition charged for the Summer Day Camp Extended Day Program. Discounts do not apply to the C.I.T. /Jr. Staff Program. Only one discount applies per week.

### **Camper plus Enrichment Discount**

A camper who, concurrently attends camp and an Enrichment Program, will receive a discount on camp tuition for that week. The discounted rate is reflected on the Summer Day Camp Registration Form.

### **Camper plus Westborough Summer School Discount**

A camper, who concurrently attends a full-week of camp and the Westborough Summer School Program, will receive a discount on camp tuition for that week. The discounted rate is reflected on the Summer Day Camp Registration Form.

### **Sibling Discount**

The sibling/s of a camper, who is attending the same full-week of camp as the camper, will receive a discount on camp tuition for that week. The discounted rate is reflected on the Summer Day Camp Registration Form.

## **LUNCH AND SNACK**

### **Lunch/Snack**

Each camper is to come to camp with a lunch, two snacks, and a beverage (please no glass containers). Lunches and snacks will not and cannot be refrigerated or heated in a microwave – please plan accordingly. We also ask that if possible to avoid sending nut products for lunch as we have some participants who have a high allergy to the proximity to nuts. If your child attends the PM Extended Day Program, you should provide them with an additional snack and beverage.

### **Cash**

The Westborough Community Education Summer Day Camp Program will not be accepting any cash. All charges/purchases will be billed to the camper’s account.

## **HEALTH CARE POLICIES AND PROCEDURES**

### **Medication Administration Policy**

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist’s initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for the use, the cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All medication must be accompanied by a physician’s note and a parent/guardian’s note authorizing administration and **must** be turned into the Camp Health Supervisor before the start of camp. Medication shall be administered by the Westborough Community Education Program Director, the Camp Health Supervisor, or by a licensed health care professional authorized to administer prescription medication.

### **Epi-pen or Inhaler**

If a camper has a known allergy or pre-existing medical condition for which an Epi-pen or inhaler has been prescribed and they have a prescription for such, the parent/guardian may give permission for the child to self-medicate. The parent/guardian must supply written notification from the child’s physician indicating that their child will be carrying said medication and will be self-medicating. This notification **must** be turned into the Camp Health Supervisor before the start of camp.

### **Health Care Consultant:**

Dr. Robert Klugman  
154 East Main Street, Suite 101  
Westborough, MA 01581

## **Emergency Telephone Numbers**

Fire	911
Police	911
Rescue/Ambulance	911
Poison Prevention Center	800-682-9211

## **Hospital(s) Utilized for Emergencies:**

UMASS Medical Center 55 Lake Ave. Worcester, MA 01655 508-334-1000	Metro West Medical Center 115 Lincoln St. Framingham, MA 01702 508-383-1000
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## **Emergency Procedures**

In the event of an emergency, an ambulance will be called to the scene. EMTs will take care of the camper or staff member and transport the person to the hospital if deemed necessary. The Camp Manager will accompany the camper or staff member to the hospital. The Camp Health Supervisor will notify the parents by telephone as soon as possible.

*Emergency procedures if parents/guardians cannot be contacted:* If the parents/guardians cannot be contacted, their emergency contact person will be contacted immediately. The Camp Manager will remain with the injured/ill person until the parent/guardian arrives at camp or the hospital.

*Emergency procedures when off the premises:* The Head Counselor will administer basic first aid, call 911 and turn over care to the EMTs. If necessary, a counselor will be assigned to accompany the injured/ill person to the hospital and will remain with them until a parent/guardian arrives at the hospital. The parents/guardians or their emergency contact person will be called ASAP.

## **Sunscreen, Lip Balm, and Exposure to the Sun**

Campers will be expected to provide their own sunscreen and lip balm for daily personal use. Parents are asked to apply sunscreen prior to bringing their child to camp each day. The summer staff will assist participants with application of SPRAY ON sunscreen and insect repellent only if the parent has signed the Sunscreen and Insect Repellent Permission located on the registration forms. Campers will be outside for approximately half the camp day.

## **Mildly Ill Camper**

Ill campers will be sent home.

## **Medical Policies and Procedures**

### *Procedures for Utilizing First Aid Equipment*

- Location of First Aid Kits:
  - Each group leader carries a first aid kit and a first aid kit is kept in the camp office and in all activity rooms.
- Location of First Aid Manual: Camp office.
- First Aid is administered by: The Camp Health Supervisor
- First Aid Kit is maintained by: The Camp Health Supervisor
- Contents of First Aid Kit:
  1. Bandages
  2. Antiseptic wipes
  3. First aid nonstick pads
  4. Healthcare gloves
  5. Instant cold packs
  6. First aid tape
  7. Scissors & tweezers
  8. First aid guide

#### *Plan for Injury Prevention and Management*

- If a staff member notes a hazardous or potentially dangerous situation, the situation is reported to the Camp Health Supervisor and the Camp Manager. Appropriate actions are taken. The Camp Manager surveys the camp grounds each day. If a facility concern is noted, arrangements are made to repair, remove or at least isolate problem area.

#### *Procedure for reporting serious injury, in-patient hospitalization, death of a camper or staff person to the Department of Public Health*

- In the event of a serious injury, contagious illness (necessitating hospitalization) or death of a camper or staff, the Camp Manager will notify the Department of Public Health.

#### *Procedure for informing parents when first aid is administered to their child*

- After the camper has been attended to properly, parents will be notified promptly of any significant injury or illness.

#### *Plan for infection control and monitoring*

- Any camper with fever, vomiting, diarrhea, contagious skin lesions or pink eye will be placed in an isolated location while waiting to be sent home. Parents will be called to pick-up camper. The camper will not be allowed to return to camp until the condition is resolved.

#### *Procedure for the clean-up of body fluids*

- All counselors follow Universal Precautions, which are explained to them during Orientation. The maintenance department is asked to clean-up incidents involving body fluids.

## **BEHAVIOR MANAGEMENT**

### **Behavior Expectations**

All summer program participants are expected to behave in a respectful, kind and safe manner while attending any program offered by the Westborough Community Education Program. The Director reserves the right to dismiss any participant when that participant's behavior interferes with the rights and safety of others. Inappropriate conduct on the part of a parent/guardian may be grounds for dismissal of the family from a program. All participants must be toilet trained.

### **Serious Infractions**

Incidents of bullying, teasing, harassment, fighting, and assault will not be tolerated, and will be dealt with severely. Parents will be contacted, and the camper will receive consequences ranging from dismissal from camp to in-camp or out-of-camp suspension.

### **Disciplinary Actions**

*Depending on the severity of misbehavior, the following disciplinary actions will be taken:*

1. The Counselor will give a verbal warning and redirect the camper back to the activity.
2. The camper will be asked to step to the side and will be informed that they are not following camp rules and expectations and that they will face consequences if their behavior does not improve.
3. The camper will sit-out during an activity for five or ten minutes, or for the entire activity period depending upon the severity of the incident.
4. The camper will be escorted to the camp office with the purpose of having to explain his/her actions to the administrative staff. In addition, the camper will fill out or dictate a *Think-About-It* Form, which will be placed in the camper's file. After completing the *Think-About-It* Form, the camper will return to his/her group. The camper's parent/guardian will receive a copy of the *Think-About-It Form* at Pick-Up.
5. The camper will fill out or dictate a second *Think-About-It* Form, which will be placed in the camper's file. A member of the administrative staff will speak with the camper's parent/guardian about the behavior/ incident and be informed that, if the behavior is repeated, the camper will be suspended for the following camp day.
6. The camper is escorted to the camp office and the parent/guardian is called to pick-up the camper. The camper is suspended



for the day.

7. The camper is escorted to the camp office and the parent/guardian is called to pick-up the camper. The camper is suspended for remainder of the week.
8. The camper is escorted to the camp office and the parent/guardian is called to pick-up the camper. The camper is dismissed for the remainder of the Summer Day Camp.

### **Forbidden Disciplinary Actions**

- Corporal punishment, including spanking, is prohibited.
- No camper shall be subjected to crude or severe punishment, humiliation, or verbal abuse.
- No camper shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet.

## **DROP-OFF & PICK-UP PROCEDURES**

### **Identification**

If a person other than a parent is picking-up their child, the parent must provide a written note with the person's name and contact number to the Community Education Summer Camp Office. The person picking-up must be prepared to show a valid picture ID.

### **Extended Day Drop-Off and Pick-Up**

Please enter the Westborough High School campus via the side entrance off of West Main Street and follow signs to the Extended Day parking lot. The Extended Day Program is located in the high school cafeteria, across from the tennis courts. Campers/C.I.T.s/Jr. Staff members must be escorted into the AM Extended Day Program. Follow the signs to the side cafeteria door. AM Extended Day campers may be escorted into the Extended Day Program anytime between 7:30am and 8:45am. PM Extended Day Campers may be picked-up from the Extended Day Program any time after 4:00pm, and before 6:00pm. All children must be signed in and out of the Extended Day Program by a parent or authorized guardian. Please be prepared to show photo identification if requested by a staff member.

### **Summer Day Camp Drop-Off and Pick-Up**

Please enter the Westborough High School campus via the side entrance off of West Main Street and follow signs to Summer Day Camp Drop-Off and Pick-Up. Campers/C.I.T.s/Jr. Staff members should be dropped off by the picnic tables in front of the high school cafeteria (across from the tennis courts) between 8:45 am and 9:00 am. They are to be picked up in the same location between 3:45pm and 4:00pm (please be prepared to show a valid photo ID). If you wish to speak to a staff member, please park in the parking lot next to the tennis courts and escort your child into the building. If your child will not be coming on a scheduled date or will be arriving later than normal, please call the Summer Camp office to let us know.

### **Late/Early Drop-Off**

Any child dropped off before 8:45 am must be escorted into the AM Extended Day Program located in the cafeteria, where they will be signed in with our AM Extended Day Program Lead. Please enter the building through the door on the side of the cafeteria – signs will be posted. No child is permitted to be dropped off before 7:30 am. Any child who arrives after 9:00 am, **MUST BE SIGNED IN** by a parent at the Community Education Summer Camp Office located in room C116. Once you sign your child in with a member of our staff, you are free to go. Signs will be clearly posted.

### **Early Pick-Up**

If you need to pick your child up early, please provide a note to the staff at Drop-Off. When you pick up your child you **MUST** go to the Community Education Summer Camp Office (room C116) to sign your child out. Please be prepared to show a valid photo ID. Please note that it may take a few minutes for your child to gather their belongings and be escorted to the office. If possible, please refrain from picking-up early unless absolutely necessary. The end of the day is a very busy time for us.

### **Late Pick-Up**

If your child is not registered for the PM Extended Day Program, s/he must be picked up by 4:00pm. Any child not picked up by

4:00pm will be escorted to the PM Extended Day Program (held in the cafeteria) and you will be charged the PM Extended Day Program daily rate of \$10. If your child is a part of the PM Extended Day Program and is not picked up by 6:00pm, a late fee of \$15 will be assessed for each 15 minute interval after 6:00pm.

### **Contingency Plans**

- *A camper who fails to arrive in the morning:* a staff member will call the camper's parents/guardians or emergency contact to check on the camper.
- *Unregistered child arriving at camp:* the child will be escorted to the camp office and the parent/guardian will be called. Child will remain in camp office until parents are reached.

## **C.I.T. & JR. STAFF PROGRAMS**

### **Overview of C.I.T. Program**

The Counselor in Training (C.I.T.) Program is comprised of four components. First, the C.I.T.s will spend valuable time with the Program Lead learning about the specific responsibilities of a camp counselor. Participants will learn about appropriate counselor to camper boundaries. They will discuss legal mandates regarding child abuse and will learn to recognize signs of child abuse. C.I.T.s will also learn about the developmental characteristics of children so that they will more readily understand appropriate and inappropriate behavior. Participants will be taught behavior management and how to keep campers safe (our number one priority). Second, the C.I.T.s will participate in team building activities designed to develop leadership, teamwork and communication skills. The activities will take place both indoors and outdoors. Third, the C.I.T.s will spend time shadowing a senior camp counselor or an Activity Specialist, who is responsible for a group of campers.

### **C.I.T. Sections**

The program is broken up into two, one week sections. Both sections A and B must be completed before becoming a certified C.I.T. Please note: the sections may be taken in any order. After certification, C.I.T.s who qualify, may apply for the Jr. Staff Program.

### **Overview of Junior (Jr.) Staff Program**

The Jr. Staff Program is designed to be the next step after the C.I.T. Program. The Jr. Staff Program provides the C.I.T. Program graduate the opportunity to gain further experience as a counselor in a typical day camp setting. Jr. Staff will spend the majority of their day assigned to one group, which will afford them maximum exposure to campers, daily camp activities and counselor responsibilities. Each Jr. Staff member will be required to run a team building activity with their camp group. Jr. Staff will be evaluated periodically during the camp week. Evaluations include the following criteria: *takes an active role in program, rapport with campers, sensitivity to the needs of campers as individuals, effort in workshops and team building activities, takes initiative during activities, accepts constructive criticism, etc.*

### **Refunds**

The Community Education Director reserves the right to dismiss any participant when the participant's behavior is disruptive to the program and/or when the participant fails to comply with program policies and procedures. There are no refunds if a member of the C.I.T. or Jr. Staff Program is dismissed from the program.

### **Dress Code**

*C.I.T. /Jr. Staff Daily Attire:*

- Trainee T-shirt (2 issued at time of enrollment)
- Shorts of appropriate length
- Sneakers

- Sweatpants or athletic pants
- Jean shorts of appropriate length and Capri pants are permitted

*Approved Jewelry:*

- Watches
- Small stud earrings, no hoops or dangling earrings

*Unapproved Jewelry:*

- Bracelets, necklaces or visible body piercing (other than ears)

**C.I.T. /Jr. Staff to Camper Contact and Interactions**

*Examples of permitted contact:*

- A counselor initiated act of greeting or goodbye, such as a high-five, a handshake, or a QUICK hug
- Lightly pushing a camper that is swinging on the play area swing-set
- Tagging during tag games
- C.I.T.s and Jr. Staffers must be at least 3 years older than the members of a camp group

*Examples of non-permitted contact:*

- Camper sitting on C.I.T.'s/Jr. Staffer's lap
- C.I.T. / Jr. Staffer carrying a camper
- Kissing or prolonged hugs

**Verbal Interaction**

When speaking to campers, C.I.T.s/Jr. Staffers should remember that they are working with younger, impressionable children. C.I.T.s/Jr. Staffers must use appropriate language and engage in camper appropriate conversations. (This is not the time to chat with other staff about personal issues.) When giving direction, C.I.T.s/Jr. Staffers must keep their voices at a conversational level and use polite language like "please" and "thank you". The C.I.T.s/Jr. Staffers should reinforce that s/he is acting in the camper's best interest (ex: "Please stop standing on that chair, I don't want you to get hurt" instead of "Get off the chair now!" or "Would you get down please?"). If a camper refuses to acknowledge a C.I.T. /Jr. Staffer, they should have a Counselor reinforce the position. As a role model, C.I.T.s/Jr. Staffers should treat campers the same way they wish to be treated. Even if it is not openly apparent, campers do look up to C.I.T.s/Jr. Staffers. The interaction/relationship between the C.I.T. /Jr. Staffer and the camper is a serious component of the Counselor-In-Training Program and Junior Staff Program and should be approached with maturity. If a C.I.T. / Jr. Staffer has ANY doubt about a physical or verbal interaction with a camper, that C.I.T. / Jr. Staffer should not engage in the interaction. They should follow-up by seeking the advice of their supervisor for clarity about the interaction.

**C.I.T. / Jr. Staff: Drop-Off / Pick-Up**

All members of the C.I.T. or Jr. Staff programs must check in during the drop-off time with the staff member assigned to Drop-Off. A member of the C.I.T. or Jr. Staff Program may leave on their own at the end of camp, if written permission to do so is provided by their parent/guardian.

**Expectations**

Attendance: It is important for each C.I.T. / Jr. Staffer to attend camp every day as they play an essential role in the camp community. If a C.I.T. / Jr. Staffer is unable to attend camp on a particular day, please inform the camp staff as early as possible by calling the camp office at (508) 425-1589.

Personal Belongings: It is best to leave any belongings that are expensive or have sentimental value at home, including personal electronics. The camp will not be held responsible if they are lost or stolen.

Cell Phones/Electronics: Cell phone and/or IPOD use is not permitted during camp hours and is grounds for disciplinary action. Trainees are NOT permitted to carry cell phones or IPODs with them during the camp day, but they may store them (on silent mode) in their back packs. Any cell phone or IPOD found with a trainee will be confiscated and returned to the parent/guardian at the end of the day. The Town of Westborough will not be responsible for lost, stolen or damaged phones or IPODs at camp or on field trips.

Behavior: All behavior should be appropriate or disciplinary action will be taken. For example, swearing and aggressive behavior will not be tolerated. Respect should be shown to every member of the camp community. We have a zero tolerance policy for violence,

abusive language and bullying.

Lunch: C.I.T.s/Jr. Staffers must provide their own lunch. All lunches will be refrigerated. Unlimited drinking water is available throughout the day via bubblers. On very hot days, it would be wise to bring your own water-bottle clearly labeled with your name. All trash must be disposed of properly.