

# Junior Camp Counselor Program

FOR KIDS ENTERING GRADES 6-8

## Summer 2010



## Where Your Future is Bright!

### ALL JUNIOR CAMP COUNSELORS

- ☆ Return your Junior Camp Emergency Information with a picture no later than May 21<sup>st</sup>
- ☆ Return the session calendars by the specified dates (May 21<sup>st</sup>, June 18<sup>th</sup>, July 12<sup>th</sup>)
- ☆ Have a water bottle labeled with your name
- ☆ Certification Program at the end of summer
- ☆ Recommend you choose 2 activities & 2 leadership days a month with orientation completed

Special Diets/Allergies - Please let us know and fill out allergy form if needed

Medication - Fill out medication prescriptions/non-prescription form if needed

Welcome Junior Camp Counselor Program. You all should take a moment to celebrate and congratulate yourself on not only having the honor of being invited to apply but also being offered such a wonderful opportunity. On behalf of FOOTPRINTS ACADEMY we congratulate and thank you. We cannot tell you what an honor it is, that you have even considered attending our program. This is something we, and hopefully you, will certainly treasure forever.

We see as our responsibility to you to provide a safe environment and rewarding experiences. In fact, we promise to continue to strive to go beyond those expectations to include a well-balanced camp of opportunities that are full of excitement, rewards, and staffed with mentors who will continue to build on personal relationships with all of you.

From you, we expect that you will exemplify leadership, loyalty, maturity, integrity, reliability and dedication in all that you do -- not this summer but in anything you choose to do. We know and expect that you are highly motivated, ready to work and play hard, and demonstrate additional responsibility in accepting the challenges of leadership. As a qualified Junior Camp Counselor you need to realize that you are a leader and a role model, not a fellow camper!

We further expect and anticipate your participation in the leadership training, which will be held the week of June 15<sup>th</sup>. You will spend part of each training day in a leadership session and part of the day getting practical experience as leaders within our summer camp program. The goal of this training and program is to provide an experience that will benefit you as a Junior Camp Counselor and in other settings requiring leadership skills and the ability to work effectively with children and other leaders. This curriculum includes practical applications of topics such as: examining your role as a Junior Camp Counselor; leading games; developmental stages of children; and examining further your own life and beliefs. Included in the training will be specific activities with the summer campers and periods of reflection on the Junior Camp Counselor experience. This training program, once experienced and completed, should be listed on resumes and future college applications as a training program.

From the training days on, we would like to request that you enroll one session at a time. This will ensure that you are taking full advantage of all that this program will have to offer. With that being said, we are open to talking with you individually about your specific needs and how the program can benefit you the best.

Our recommendation to ensure that you make the best of this experience is to plan to be here from 9:00 am - 4:00 pm on days of your attendance. We will be offering trainings as well as classroom experience; therefore, we need you to arrive by 9:00 am each day to meet with the program manager, gather your assignment and meet with your assigned teacher. We would also request that you stay throughout the day until your responsibilities are discharged; 4:00 pm.

Within everything that we have established to make this experience enjoyable for you, please know that we understand changes may be needed to be made to further accommodate your needs. We want this program to be a journey you grow and learn from but that you also cherish within your heart for a lifetime. You all mean a lot to us. We are very excited to begin this endeavor with you. Best of luck to you all, we know you will all do a FANTASTIC job!

## **"TYPICAL" DAILY SCHEDULE ON AN *IN THE CLASSROOM DAY* OR A FIELD TRIP DAY:**

If Arriving Early:

**7:30 – 9:00 Join in with the other campers**

While the Junior Camp Counselor Program will not officially start until 9:00, if you arrive early you will be allowed to join in with the younger campers. Please do your best to remember that even at this time you are a role model to other campers and may have higher expectations for your actions than the younger campers.

**9:00 – 10:00 Meet with the program manager and gather your assignment**

Each classroom/field trip day you will have an opportunity to meet with the program manager (or senior teacher) to ask questions, role play, and be 'briefed' about the upcoming day's activities. You will then have an opportunity to meet with the teacher to whom you will be assigned to figure out exactly what your expectations are. Also, you can decide other adventures/leadership/service activities that you maybe interested in.

**10:00 – 12:00 Daily Activity**

Along with your teacher, you will be involved with the daily activities such as field trips, creative writing, and peer tutoring to name a few. Classroom experience will also be done during this time, where you can help teach or be a role model for younger children.

**12:00 – 1:30 Lunch and Chill Out Time**

First you will be asked to help serve the younger campers. Then for your own lunch you will have the opportunity to 'take a break,' relax, play, or have a discussion with the program manager. This is essentially your 'break' time; eat lunch, read a book, talk over a problem with a peer or teacher, or just play and enjoy the many amenities that FOOTPRINTS ACADEMY has to offer.

**1:30 – 2:50 Classroom Time**

Additional time to work with the younger campers, attain your goals and put your new skills to the test

**2:50 – 4:00 Afternoon Reflection with program manager and snack**

As a 'Junior Camp Counselor' you will have this opportunity to share your questions, concerns, and great stories. Be ready, there are going to be children who will reach deep into your heart and not let go; there will be children who will test your patience; and there may be that special child who "teaches" you something. Just remember these are memories that you, as a 'Junior Camp Counselor', will take home and treasure for the remainder of your life. And this time will allow you to reflect on those events and get advice from our program manager or senior teacher.

**4:00 – 6:00 Snack and Join in with the other campers**

You will be able to stay later than 4:00 and join in with the other campers. Please do your best to remember that even at this time you are a role model to other campers and may have higher expectations for your actions than the younger campers.

## **ATTENDANCE AND PAYMENT LIABILITY**

The Junior Camp Counselor program is a great opportunity for all of us. Our program goals are to provide an atmosphere of selected leaders from our alumnus and continue to build on those attributes. We felt those characteristics would evolve from a program that allowed for practical experience as well as play. The students who attended our initial meeting stated that they wanted a program that allowed them to work with the younger campers as well as valued their privacy and their individual needs. From that we have established a program that involves working with the younger campers, field trips, and personal time. . What we are trying to avoid in this, is the Junior Counselors just choosing to attend the 'fun' days. With that being said please know that we are open to discussing your specific needs with you, on an individual family basis.

Any day that you are registered to be here, the senior staff will make sure you are in attendance. If you are not in attendance, and no prior notice was given, the senior staff will contact you to make sure you are safe. Full tuition is due for all days, regardless of actual attendance.

## RATES AND REGISTRATION

Weekly Rates	Tuition Amount
Three days a week	\$120.00
Two days a week	\$80.00
One day a week	\$40.00
Adding a Day (incl. Monday or Friday)	Cost of Day plus \$5 fee
Late Paperwork	\$25.00 per incident
Lunch & Snack	\$5.00/ day

- ☆ All tuition is due in advance. Payment is due on the first day of the session by 5:00 p.m.
- ☆ If you would like a receipt, please write the word "RECEIPT" in the memo of your check and return your invoice.
- ☆ Additional Activity fees will apply for children attending field trips. Those fees will be listed in the packet at the back of each session's calendar.
- ☆ Full tuition is charged if the center is closed due to bad weather, power outages, or other emergencies.

## LUNCH

FOOTPRINTS ACADEMY strives to provide a healthy, balanced environment for the children. This part of that mission extends to the food services. We encourage you to eat a balanced meal and to drink milk or water with their meals. The school will provide a hot lunch for \$5.00 per day. Meal tickets can be purchased in advance through the office or program manager. You are also welcome to bring in a bag lunch from home. Please note: FOOTPRINTS ACADEMY is a **PEANUT FREE environment**. Lunches are designed to meet each child's nutritional needs, and exceed government standards and recommendations. Any special dietary needs or food allergies should be discussed with the school cook, Theresa Skaar.

You will have a 'break' each *In the Classroom* day from 11:20 – 12:50. During this time you will have an opportunity to eat lunch, read a book, relax, and play on the playground. Activities scheduled will be based on a decision made by the majority of the group.

## DRESS CODE

As a Junior Camp Counselor you will receive a "staff" t-shirt and name tag. You will need to wear your name tag at all times you are in the classroom or on a field trip. We strongly encourage you to wear your 'staff' t-shirt on field trip days. Aside from that, our philosophy regarding dress is to dress appropriately to "play" with the children and remain comfortable throughout the day; shorts, t-shirts, etc. are all very acceptable. Sandals, thongs, etc. are all okay, but please have tennis shoes for active play available each day.

Out of all this you should remember to ALWAYS wear your name tag while in the building and wear your "staff" t-shirt for ALL field trips. Aside from that dress how you would like to enjoy a nice summer day with the summer campers

## FIELD TRIPS

As a Junior Camp Counselor you will have many opportunities to participate in field trips. In most cases, you will assist a senior teacher with a small group of younger campers but you will also have opportunities for field trips of your very own. All field trips in "BOLD", you will be helping the staff with field trip duties. It is important for you to note that if only one group is going on a field trip you will have the option to choose which group you would like to be with.

If you do not wish to attend that field trip you may choose to stay back with the younger campers and join in on their card tournament. Remember, each field trip cost an additional amount of money. Please choose wisely and discuss maturely with your parents.

IT IS NOT NECESSARY FOR YOU TO ATTEND ALL FIELD TRIPS!!! In fact, we will always need the assistance with other groups. Also, we will have a five child minimum for all Field Trips. Thank you, in advance, for handling this decision with care and understanding.

On the back of each session's calendar please make sure your intentions are clearly indicated on a day where you can choose to attend a field trip or help out with the group that will stay at FOOTPRINTS ACADEMY.

### LATE PICK UPS

We understand that parents are pulled in many directions, and that balancing all of your responsibilities is no easy task. However, in effort to retain our talented teaching staff, we must be dedicated to closing our programs at 6:00 pm each day.

6:01 – 6:29	\$25.00 fee added to your account
6:29 – beyond	\$50.00 fee added to your account

\*\*Time is "clocked" using the school clock and pick up time is the time that parents are LEAVING the building with their child.\*\*  
Theses late fees apply even if you call to notify us that you will be late.

After 6:15, program staff will attempt to contact your emergency contacts. If no contacts are available after 6:15, and we have not heard from you, the police and child protection services will be notified.

### VOLUNTEERS

When it comes to volunteers, this program is no different from any of our other school age summer programs. The classroom will always be open for your participation and involvement. As a parent, you may have noticed that some of the spaces to volunteer on the field trip sign up have been blacked out. This is to help you quickly differentiate between field trips specifically planned for the Junior Camp Counselors and those that your child may be assisting a senior teacher with. As a parent please know, YOU ARE WELCOME ON ANY DAY, ANY FIELD TRIP, throughout the entire summer.

### LEADERSHIP CERTIFICATES

The Junior Camp Counselors will work to obtain leadership certifications which will benefit them in numerous ways. If they are to participate in leadership training, they will be certified in each area of leadership that we focus on. We will provide documentation of this leadership training and an individual letter of recommendation that they may include in their "professional" portfolio. This portfolio may help them with obtaining future employment in the community: babysitting/care giving, working at camps with younger students, as well as helping them to develop life skills that will serve them well. If your child wishes to obtain a certification but is not able to attend during that time, they can request a take-home version and obtain the full certification.

We understand that at this age, there are many fun choices to be made about summer activities. We hope you'll choose to attend as many full 'week' sessions as possible. We also hope that you'll all work toward achieving the full leadership certification! It will be a great accomplishment to add to your resume and college applications.

Remember this program was designed with all of you SPECIFICALLY in mind. You ultimately have the power to help shape and mold this program into being exactly what you want and need. As we stated earlier, you all have a special place in our hearts and we are honored that we will be able to continue to grow with you. We have the utmost respect for all of you and know, without a doubt, that you will SHINE and impact our programs and teachers in a positive way. Believe it or not, we fully expect that each and every one of you will teach the senior teachers something as well. If you have questions or concerns, please do not hesitate to contact us. See you all real soon!!!

Sincerely,

*Nicole J. Robbins*

Nicole Robbins

Founder

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Junior Camp Counselors

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