



SOUTHBOROUGH RECREATION

Counselor in Training 2022

Welcome!

We are excited for you to join us this summer for the 2022 Summer Camp/CIT Season. Over the course of your time with us you will be exposed to many situations that will require practice in patience, problem solving, and leadership. It is our hope our program will give you the tools to be successful during the camp season but also beyond outside the summer months.

We look forward to working with you all!

Tim Davis, CPRP
Recreation Director

Joe Durant
Program Coordinator

Why are we here?

Summer is a time to give children a break from school and encourage them to try new experiences to grow mentally, physically, and socially. Southborough Recreational Summer Camps have something to offer everyone, whether you want to refine a sports skill, free play, learn magic, dance and sing, play mind-adventure games or just plain hang out with friends in a safe environment. We offer a variety of programming options, both structured and unstructured, that include art, sports and more.

Our Camp Supervisors, who are full time teachers, coordinate the Summer Day Camp program, and are responsible for the direct oversight of the camps and camp counselor staff. All of our general counselors have been trained in CPR/First Aid, and will make your experience a memorable one.

As a CIT, your role will be to directly assist and support the mission of the camp by providing additional oversight of programs, supervision of the campers, and support of the counselors and supervisors. You will have assigned and direct contact with campers every day to help foster relationships but, more importantly, camper growth!

Program Overview

Summer camp is now a **7-week program, Half & FULL DAY, with all ages at a SINGLE location.**

Location: Woodward School, 28 Cordaville Rd, Southborough, MA 01772

Camp Fayville: Ages 3-6

Camp Cordaville: Ages 7-11

Half Day Option: 8:15AM-12:30PM

Full Day Option: 8:15AM – 4:00PM

Week 1: June 27, 2022 – July 1, 2022

Week 2: July 5, 2022 – July 8, 2022 *No Camp July 4, Town Offices Closed*

Week 3: July 11, 2022 – July 15, 2022

Week 4: July 18, 2022 – July 22, 2022

Week 5: July 25, 2022 – July 29, 2022

Week 6: August 1, 2022 – August 5, 2022

Week 7: August 8, 2022 – August 12, 2022

Policies and Procedures

- ✓ **All CITs are to report to camp by 8:15AM** and check in with the camp supervisors. After check in, you will be assigned a location to assist in the check in and organization of camp groupings.

- ✓ You will be assigned a grouping, and you will remain with that grouping at all times, all week. If you are with us for multiple weeks, you will be assigned different groups each week. However, it is not unlikely that you will see the same children throughout the summer.
- ✓ CITs are required to assist in the implementation of all scheduled activities regardless of personal feelings towards the subject matter. A daily schedule will be followed each day. The daily schedule will fluctuate based on special events or visiting vendors
- ✓ All CITs will lead by example! All actions will be appropriate and proper in the faces of children and participants families. Please keep social conversations to a minimum when interacting with campers.
- ✓ CITs may have limited contact with parents on a day to day basis about their camper's progress and everyday participation. Parent contact should only be held on grounds during regular camp hours. If any parent contacts you outside of the program and you feel uncomfortable, please inform the recreation department staff.
- ✓ All CITs are responsible for the maintenance and care of camp equipment. Staff and CITs are equally responsible for the storage of equipment before and after the camp day.
- ✓ Snack, Lunch, and water will not be provided on a daily basis. For HALF day CITs, please pack at least one (1) water bottle and one (1) Peanut Free snack in a proper cooler/bag. For FULL day participants, please pack 2-3 peanut free snacks, a lunch, and enough water to last the day.
- ✓ Trash pick-up will take place at the end of each day with the children. This is a group effort, all must be involved. We are guests at the building and want to leave it the way we found it – clean!
- ✓ If an employee, CIT, or camper is injured while on site, he/she must report it to the Camp Supervisor immediately. The supervisor will complete an Accident Report, which must be submitted, to the Recreation Department within 24 hours. Do not consider any injury to be trivial. It may require medical attention later.
- ✓ All staff are required to wear a Southborough Recreation CIT issued t-shirt **every day**. Shorts/bottoms must be an appropriate length. If your outfit is seen to be inappropriate, you will be sent home to change. We are role models!
- ✓ Every CIT will be responsible for assisting in sanitizing surfaces at the conclusion of an activity when necessary. Sanitizing spray and wipes will be made available.

TOBACCO USE/SUBSTANCE AND ALCOHOL ABUSE (430.165)

Massachusetts General Law prohibits smoking of any kind at all of our recreation facilities (ie – school buildings, Playgrounds, parks, and on field trip. This is per order of the Board of Health.

We are committed to a working environment free of substance abuse to maintain healthier, safer and more productive leaders. The use of alcohol and/or drugs is strictly prohibited at camp, prior to and/or during camp hours. Any CIT who is found to be smoking while on duty or is found to be under the influence of drugs or alcohol while on duty or while on the premises will be subject to immediate suspension from the program.

CELL PHONE POLICY

Personal calls should be handled during non-working hours. Use of personal cell phones are not allowed during the hours of the program. This includes the use of text or email from a cell phone. We understand that your cell phone will be used in case of emergencies; however, if you are observed on your cell phone excessively, disciplinary action may be taken. **If you are caught using your cell phones for photographs of campers - your time with us will be terminated.** If repeated issues around cell phones arise, verbal/written warnings will be issued as well as potential suspension from the program. Full focus is required for success.

SOCIAL NETWORKING

Southborough Recreation CITs should never have contact with a program participant on any social media outlet. If any participant approaches you about being connected online, you are asked to decline in a manner that is appropriate. If it is known that you are interacting online inappropriately with a program participant, disciplinary action will be taken resulting in termination.

CITs are asked to use their best judgment when interacting with parents and families of program participants. It is known that relationships outside of work are formed, however it is expected that they are treated appropriately via social media and in the workplace. If your superior determines that such actions are inappropriate, disciplinary action will be taken.

DESIGNATED FIRST AID ROOM/SPACE

A designated First Aid location will be determined on site. Here you will find a fully stocked first aid kit, files of camper health records/plans (if applicable), health record book (to be used to log every accident, illness or incident relating to the health of a child), injury notification forms, medications, (Medications will be administered according to the child's primary care physician.)

MASKING AND COVID 19 POLICY

Masking will be **OPTIONAL** for both indoor and outdoor activities. During lunch and break-time activities, we will do our best to initiate distance between campers for safety. Beyond masks and distancing, we will be maintaining guidelines issued by the Commonwealth of Massachusetts. For the most current guidelines regarding COVID 19, please click the link below. **The best practice we can encourage is to please stay home if your child is not feeling well!**

<https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for-children-in-child-care-k-12-out-of-school-time-ost-and-recreational-campprogram-settings>.

The link reads:

Isolation and quarantine guidance and protocols. Guidance for Children in Child Care, K-12, OST, and Recreational Camp Settings:

- *Quarantine for asymptomatic exposed children, regardless of where the exposure occurred, is no longer required for these settings. Children who are identified as close contacts may continue to attend programming as long as they remain asymptomatic. Those who can mask should do so until Day 10. A test on Days 2 and 5 is recommended, but not required.*
- *Children who test positive must isolate for at least 5 days. If they are asymptomatic or symptoms are resolving and they have been fever free for 24 hours, they may return to programming after Day 5, provided:*
 - *If the child is able to mask, they must do so through Day 10.*
 - *If the child is unable to mask, they must have a negative test on Day 5 or later in order to return to programming prior to day 11.*
- *Symptomatic children can remain in their school or program if they are tested immediately onsite, and that test is negative. Best practice would also include wearing a mask, if possible, until symptoms are fully resolved.*
 - *If the symptomatic child cannot be tested immediately, they should be sent home and allowed to return to their program or school if they test negative, or they have been fever-free for 24 hours without the use of fever-reducing medication and their symptoms have resolved, or if a medical professional makes an alternative diagnosis. A negative test is strongly recommended for return if the latter two conditions are met.*

Note: *At this time, the US Food and Drug Administration (FDA) has not approved or authorized any at-home rapid antigen test for use in children under 2 years of age. However, at-home rapid antigen tests may be used off-label in children under 2 years of age for purposes of post-exposure, isolation, and symptomatic testing. It is recommended that parents or guardians deciding to test children under 2 years of age administer the at-home rapid antigen test themselves.*

COVID-19 Self Tests Available Through Southborough Recreation

The Southborough Recreation Department has secured rapid antigen tests to distribute for free to CITS who need them. If you suspect you are exposed, are not feeling well, or would like to test to be sure – please speak to a camp supervisor, or contact the Recreation Department office to pick up a rapid test. We have secured enough for two (2) rapid tests per CIT, each week. Please only request tests if needed for yourself.

MEDICATIONS

All CIT prescription medications will be administered by the Camp Supervisor, if appropriate. In cases where a child has a prescription for an Epi Pen or an inhaler – a staff member or, when appropriate, a CIT, will carry the EPI Pen or inhaler at all times.

All medications require authorization from the child's parents, as well as the child's physician. Information will be provided that indicates the specific dosage, name of medication, and the dates and times to be administered. These medications must be kept in their original containers.

CAMPER ACCIDENTS

In the event of a participant being injured while in our program, staff should apply basic first aid when necessary. Any serious or severe injuries must be reported to the appropriate authorities (i.e. Police/Fire at 911). Accident reports are to be completed for **ALL** accidents or injuries. If the injury is only minor (such as a minor cut, replacing a Band-Aid, or using an ice pack) this information is to be logged in the First Aid Log Book (located at the picnic table).

In the event of an incident (such as a fight or behavioral issue), the incident must first be dealt with by you and/or the Camp Supervisor. Incidents of this nature should be followed up with an incident report. Keep in mind that the safety of the participants is our number one priority!

INJURED CAMPER PROCEDURES

EMERGENCY: One counselor will remain with the injured child at all times while another counselor/supervisor telephones "911" to get immediate assistance and then tries to reach the child's parents and the Camp Director. If it is an emergency then the ambulance company will transport the child to the nearest medical facility. One of the counselors or supervisors will accompany the child to the hospital and bring with them the child's file. **Staff will never transport a child in their own vehicles during an emergency or any other circumstances**

URGENT: If the situation is urgent then contact the Camp Supervisor. The child's parents' should then also be contacted.

NON-URGENT: Common sense should be used if the nature of the accident is not severe. The parent may be called and be informed of the nature of the accident before the Camp Health Supervisor, the Health Care Consultant, ambulance or Fire Department. They can then instruct the counselor as to what steps to take. All injuries must be logged and reported no matter how minor.

Lost Camper Procedures 4310.210(a)

Counselors are responsible for their assigned children at all times. If a camper is identified as missing, notify the camp supervisors immediately and follow the contingency plan below. Parents will be immediately informed by supervisory staff.

A. Procedure:

- Report the missing camper to the Supervisor, including the following information:
 - Camper's name and age (if known)
 - Last place camper was seen
 - What the camper was wearing
 - Other information that could be helpful
- Use a predetermined signal to alert all staff that a person is missing.

- Conduct a search of all camper areas.
- Move all campers to one central location to do an accurate head count/roll call.
- Camp staff should search assigned areas to ensure the camp and surrounding areas are searched.
- Check records to determine if the camper was picked up by parents or made other special arrangements. If not, contact the parent/guardian to determine if the child was picked up without notifying the camp office.
- Notify emergency personnel (911) if the camper is not found immediately or if the camper requires emergency medical intervention.

THE SEARCH MUST CONTINUE UNTIL ALL CAMPERS ARE ACCOUNTED FOR