

# TABOR ACADEMY SUMMER PROGRAM



## 2017 STAFF HANDBOOK

# WELCOME TO THE TABOR ACADEMY SUMMER PROGRAM

*Please read this information carefully before you sign your contract.*



All employees are required to comply with these rules and procedures as a condition of their employment. As a prerequisite of your job, you are required to read the Staff Guidelines, in their entirety, before you sign your contract. Additional guidelines will be issued during orientation.

Please note that this guide is based upon common sense, good practice, and the law where applicable. This guide is also based on best practices from the American Camping Association Standards and Guidelines.

## HISTORY OF THE PROGRAM

Since 1917, Tabor Academy has had a summer program to take advantage of its unique seaside setting. The program was for boys only until the winter school went coed in 1977. Academics have always played a part in the program, but activities are the major component of the summer program. Campers have attended the program for a variety of reasons, but the main goal has always been for a fun, safe, and productive summer experience away from home for both our day and residential campers. Parents want their children to make friends, learn new skills, gain independence, and have staff be wonderful role models.

## MISSION

TASP provides each camper with a myriad of opportunities to grow and explore the world around them. Our campers establish strong connections while learning the values of collaboration and respect in a unique seaside community.

**VALUES – are flown each day from the central flagpole. The one at the top of the flagpole is our focus for that week.**

|           |             |
|-----------|-------------|
| Respect   | Growth      |
| Community | Connections |
| Caring    | Joy         |



## GOALS & OBJECTIVES FOR CHILD DEVELOPMENT

1. To provide opportunities that stimulates the development of each camper's self-esteem.
2. To help all campers appreciate their natural surroundings and take active roles in the stewardship of our environment.
3. To provide situations for campers to set goals and challenge themselves while discovering their individual skills and abilities.

4. To allow each child to experience and participate in group living.

## STAFF

Residential and Day counselors are composed of college students, graduate students, and teachers. Our staff is chosen for their ability to teach certain skills, character and attitude, and their strong desire to work with children.

## GENERAL COMMENTS

- The health and safety of our children and employees is our highest priority! Any action or activity that jeopardizes this important concern will not be tolerated.
- Care of Tabor Academy's facilities – we are privileged to use such wonderful facilities. We must be mindful of the areas we use on campus and return them the way we found them.
- Applying camper rules to ourselves – there is nothing more frustrating to children than to witness a double standard to the rules; rules as they apply to them and rules as they apply to us.
- Professional conduct – All employees must conduct themselves in a professional manner and serve as role models for our children.
- Attitude – TASP is a rewarding place to work and staff members create this environment each summer. As with all work, there are times when you will be exhausted and frustrated. It is important to keep a positive attitude throughout the summer, particularly in front of the children. They do not know what happens “behind the scenes” and they will not understand the complexities of your day. Children, parents, and other employees should never be the target of your frustrations.

## STANDARDS OF CONDUCT

You are required to perform your job duties professionally and in an acceptable manner at all times. While it is impossible to list all examples of instances of **prohibited** conduct, the following are some examples:

- Use, possession or distribution of controlled substances, both on and off campus and during all field trips.
- Harassment of children, co-employees or others on the basis of race, gender, religion, color, national origin, disability or sexual orientation, or any other category protected by law.
- Acts of insubordination.
- Theft or misuse of camper or program funds, property, keys, IDs, etc.
- Unauthorized disclosure, removal, use and/or copying of records of the Summer Program or its enrolled children.
- Acts of dishonesty.
- Any act that involves harming yourself, physically or mentally, including, but not limited to, any acts that inhibits your ability to perform your assigned duties or responsibilities.
- Conduct prejudicial to the interests of the Summer Program or hindering an employees' ability to perform his or her job, or a child's ability to participate and excel in the program.
- Fraud or misrepresentation on a resume or application for employment.
- Violation of TASP's policies and procedures.

- Other workplace misconduct or unsatisfactory job performance that TASP believes is unprofessional or unacceptable.

In order to run the Summer Program effectively, we reserve the right to terminate an employees' employment at our discretion. This is consistent with the at-will nature of our employment relationship. If you have any questions about whether certain conduct is acceptable, seek guidance from the Director in advance.

Here our are list of behaviors that we **love** to see from all of our counselors and staff:

- Engaging the kids with a smile and a warm voice
- The ability to be silly, creative, and fun
- Making your activity/dorm/class a welcoming and fun environment
- Helping out wherever possible, particularly when it is least expected
- Being professional in dealing with parents, guests, staff, and especially campers
- Laughing out loud
- Yelling and singing at the top of your lungs during Port/Starboard competitions or at any time when energy and enthusiasm are expected.
- Being on time so kids can enjoy their experiences to the fullest.
- Taking care of you (sleeping at least 8 hours, eating well, and exercising – although the campers should take care of that on a daily basis)
- Enjoying the work with children as it is work worth doing
- Finding reserves of energy even at the end of the day
- Smiling on a regular basis – it just brightens the day even when it is overcast or raining
- Knowing the difference between the spirit and letter of the rules at the program

## **DRUG & ALCOHOL POLICY**

We hope that it is obvious that there can be no drug or alcohol use while the staff is on duty. This is the easy part. Yet, using drugs and/or alcohol while off-duty during the program can significantly impact the Summer Program. The legal drinking age in Massachusetts is 21 and should staff, who are under the age limit and should choose to drink, are doing so illegally.

Returning to the dormitories and other areas while under the influence of drugs and/or alcohol whether or not one is on duty is not in the best interest of the Summer Program or the children in your charge. Staff members may not interact with children or be in camper recreational or living areas while under the influence of drugs and/or alcohol. **Furthermore, staff/faculty may not keep drugs and/or alcohol in their rooms.**

Using controlled substances is illegal regardless of one's age. Since we are working with children, *in loco parentis*, it is imperative that staff members be free from the influence of drugs the entire time that they are at the Summer Program whether on or off duty. Also, the Director reserves the right to notify the police, as well as the parents of a minor offender, concerning any such activity.

Any violation of the above policies by a staff member will be subject to disciplinary action up to and including immediate termination of employment or dismissal, and if circumstances dictate, referral for criminal prosecution.



## SMOKING POLICY

Tabor is a non-smoking facility. Smoking is prohibited in all buildings and adjoining areas, therefore counselors may not smoke while in view or in the presence of children.

## GENERAL INFORMATION FOR ALL STAFF

### Working with Children

One of the great strengths of any summer program is the close relationship between children and staff. You are encouraged to seek out appropriate ways to interact with the children you are in charge of this summer.

- All children are required to attend each activity/academic block. You will be given attendance sheets to fill out each day and each missing child should be marked absent and reported to the office immediately.
- Enforce all rules governing children. If children sense that the rules are being enforced by some staff members and not by others, they will lose respect for both the rules and our staff.
  - If you disagree with a rule, enforce it. Later, bring your concerns to the Director or any of the administrative staff. **Do not** show your disagreement to the campers.
  - The same applies to administrative decisions. Please follow all decisions and bring your concerns to the Director or a member of the administrative team.
- Romantic involvement of any kind or the appearance of any romantic involvement between enrolled children and staff is **strictly prohibited**.

### Responding to Misbehavior

- The counselors will carry out standard discipline to be outlined and practiced during orientation. Identify the behavior to the child that was wrong and then explain to them why what he/she did was wrong. If warranted, either the Residential or Day Director will create a short written report of the incident.
- Counselors/teachers should enlist the support of the Residential/Day Assistants and/or Residential and Day Directors when dealing with difficult behavior. Any children involved in extreme or repeated disciplinary problems, should be brought to the office.
- **Physical or verbal abuse of children is absolutely prohibited and will result in immediate dismissal.**

### Courses and Activities and Meetings

- All courses/activities meet and end on time to prevent disruption of subsequent blocks.
- All instructors and activity heads are in charge of their spaces/classrooms. Staff who are assisting must be an active assistant.
- Assemblies (8:30 AM and 2:30 PM) are a time for the community to be together.
- Staff meetings must be attended on time.



- In the event of a location change, please notify the Academic Director or Activity Director in advance of the period.



## Lanyards

- All employees and campers need to wear lanyards at all times. This is an easy way to identify all staff and campers that are associated with the Summer Program. Staff shirts must be worn during trips and on both registration days.
- Red lanyards - staff, blue lanyards - campers, purple – CITs, yellow lanyards - guests.

## Visitors to Campus

- Unauthorized guests are not allowed on campus at any time, please direct visitors to the Main Office so that they may check-in with the program and receive a yellow lanyard.
- If you plan to bring in a guest speaker, friend or family member, you must check with the Director at least 24 hours in advance and if you are given the go-ahead, the person must obtain a visitor ID for the time he/she is here. Visitor ID's are available in the Summer Program office. No visitors may stay overnight and they may not conflict with your responsibilities at the program.

## Injuries/Illness

- All injuries or illnesses, whether employees or children, should be reported **immediately** to the Health Center and administrator group. Any employee injured during the course of his/her employment may be eligible for coverage under the Massachusetts workman's compensation laws. However, you must report such injury or illness to the Director **within 24 hours** of the incident, so that the necessary paperwork can be filed.
- If you are ill, please call the Main Office number by 7:30 AM and see the nurse if you are a residential counselor.

## Tabor Property

- Any damage to classrooms, dormitories, or facilities should be reported to the Director immediately. If you see something happening in an area that is not your responsibility, take action anyway in the interest of the Summer Program. Your classroom, if you are an instructor, is your responsibility and must be kept in the order you found it.
- All classroom equipment and books used for your courses are your responsibility. These must be returned to the Academic Director by the last day of the Summer Program. Any equipment or materials in your classroom or activity space that are not yours, whether they belong to a Tabor faculty member or a TASP employee, should not be used.

## Pets

- Pets are **not** permitted in any of the academic buildings, unless they are needed as service animals. Staff members **may not** house pets in Tabor dormitories. These are spaces that are used by winter students and summer campers and are off limits for pets.

## Cell Phones

Cell phones cannot be used during the day until off duty; this includes texting and instant messaging. It is best that they are left in cars or in dorm rooms and used when you are off duty.

- Emergency phones are provided at each of the activities and on campus.

## Vehicles

- Staff members that bring cars should park them in designated parking lots along with a Summer Program parking permit in the front window. We suggest you make minimal use of your vehicle on the campus, restricting its use to personal off-campus trips. **Staff members can never give rides to children** except at the expressed request of the Director. Please do not park or drive on lawns or sidewalks for any reason. Please do not block any dumpsters by parking near them.

## Proximity Cards

- All staff members will be assigned keys and a proximity card that they will need for the summer during the staff orientation week. All staff members are responsible for their keys and proximity cards and must return them at the conclusion of the program. There will be a \$25 fee for lost cards and keys. Tabor Summer Program vehicle keys can only be obtained from the office and signed out with permission.



## Pay

- Staff members will receive paychecks via direct deposit over 4 pay periods during the summer
- The 2017 pay dates are: **Friday June 30, July 14, July 28, and August 11.**
- If a counselor's room is damaged or left in need of cleaning, the counselor's final payment will be held and a deduction may be taken out at the discretion of the Director.
- Any questions about your pay should be directed to the Director.
- Please make sure to have your correct address information on file at the end of the summer so W-2s will be sent to the proper address.
- Tabor Academy requires the use of Direct Deposit for all paychecks.

## EARNED SICK TIME

- Staff will earn 1 hour of sick time for every 30 hours worked, and begin accruing those hours on the date they begin work.
- Staff can begin to use their earned sick time on and after the 90th day after hire. Therefore new staff will not be paid for sick time until the following summer, only if employed.
- Earned paid sick time will be paid to staff in the payroll cycle covering the time period when the sick time is used. The smallest amount of sick time an employee can take is 1 hour.
- A staff member can use earned sick time when (1) they or their child, spouse, parent, or parent of their spouse is sick; (2) has a medical appointment or; (3) has to address the effects of domestic violence. Use of sick time for other purposes is not allowed and may result in a staff member being disciplined.
- Staff with unused earned sick time at the end of their employment, can rollover up to 40 hours the following summer, if employed. TASP will not pay staff members for accrued/unused sick time at the end of their employment.

## PROMOTING SAFETY

Everyone is responsible for the safety and welfare of all of our children. **This is of the utmost importance and our duty as responsible adults.**

## DISASTER PROCEDURES

In all cases, the campers are our first concern. Try to act in a calm and effective manner and keep the campers you are in charge of at that time calm and orderly. The administrative team and the RAs will provide further information to you during a disaster. Procedures and protocols will be covered during orientation training.

## BEWARD OF HAZARDS!

- **Front Street & Spring Street**-These 2 streets run parallel through campus. All staff should be mindful of the hazard this creates and make sure that the children safely use the sidewalks and crosswalks. We ask all campers to wait for a staff member before crossing during designated times.
- **Waterfront**-All rules pertaining to sailing and swimming, as explained by the respective activity heads, are constantly enforced. There is to be **no activity** on the waterfront without proper supervision and lifeguard present. This regulation is strictly enforced.
- **Construction**-The various on-campus construction sites are **absolutely off-limits** to children and staff at all times.

***“Every big and small decision you make — both on-site and during time-off --- will influence the quality of your relationships with your campers.”***

**~ Dr. Chris Thurber**

## FIELD TRIPS AND OFF-CAMPUS ACTIVITIES

It is of the utmost importance to keep all campers accounted for throughout the day.

- Attendance lists-One person will be required to take attendance on the two lists attached to a clipboard. Upon completion of attendance, one list will be sent back to the office. The head of the trip will be responsible for making sure that all campers are accounted for before the trip leaves the Tabor campus and before returning to campus.
- Trip Leaders are also responsible for the following:
  - No buses are overloaded with children
  - Directions, tickets, and money have been obtained
  - Proper distribution of all staff on the bus or busses
  - Assure that all employees not only enforce the camper's rules and regulations for bus rides but also follow *Trip Guidelines* for employees
  - Any employee who is off duty but going on a field trip is expected to act in the capacity of an on duty staff member
  - Ensuring bus is clean after the trip and upon arrival at the Tabor campus.
  - Carry cell phones with you to be used for emergencies only

## DINING HALL

All counselors should be on time for meals so that the children are orderly and at their respective tables before announcements are made. Counselors on duty need to attend all meals. Meals are times to share stories about the day and learn more about the people at the table. Encourage discussion amongst everyone and try to help campers find out more about one another. Find common interests so campers can make friends!



- For lunch, day counselors sit in assigned areas with their groups. Please check them in and make sure they are sitting with you the first day and then be available for children who may want to sit with a new friend. Residential counselors should sit with residential/day children. No more than 3 staff members to a table to prevent staff clumping.
- For breakfast and dinner, counselors are to take attendance at each meal, and they are responsible for the conduct and cleanliness of their tables at sit-down meals. At breakfast and dinner, children should **not** be allowed to walk around and visit other tables. Please have campers walk at all times and let them be served first.
- Counselors will sit at assigned tables with children.
- Counselors assign one waiter and one helper to set and clean the tables. Please help out whenever possible and be a good role model for the children.
- New table assignments are made weekly. The new assignments will be posted in Lillard Commons.

## **TABOR SHOP**

The Tabor Shop will be open in the Academic Center on certain weekdays. Children may use cash or pay for items with the money they have in their bank account.

## **CAMPER MONEY**

Counselors should inform campers that extra money can be obtained by going to the Summer Bank at the announced times. Unless a child has received extra money from the bank, he/she should have no more than \$10.00 on them. If a child has a larger amount of money, ask them to give it to you immediately for safekeeping and please bring the money to the office at once. A staff member can never borrow money from nor lend money to a child.

Money is occasionally handed out to the children for meals on weekend trips and for dormitory nights. The money is for the camper's use only.

## **LIGHTS OUT**

Lights out is between 9 PM and 10 PM as determined by the dorm staff. Occasionally this time will have to be extended because of an unusually long evening activity. However, as a rule, the children should be in bed on time with the younger children being in bed as early as possible.

***“Summer camp is a safe place for children to thrive and develop a deeper sense of self.”***

**~ Bob Ditter**

## EVENING AND SPECIAL PROGRAMS

Each evening we offer a structured activity for the children, either athletic, artistic or social. We recognize that you may become tired after a challenging day, but it is vital that you call on your reserve energy and make an enthusiastic effort. Whether it is a Saturday night movie, a dance, a sports program or a special event, the key to success lies in the staff being active and enthusiastic supervisors. Campers respond to the energy of the staff.

**Port/Starboard:** These are color wars between green and red teams. A trophy is handed out at the end of both residential sessions with the winning team engraved on the cup. Get excited about your color and throughout a Port/Starboard day, pump up the campers about the competition that night.

**Bow/Stern:** This is a mixed up activity night organized by our Event Coordinators. The campers sign up after a meal for the activity they would like to participate in and the groups are announced immediately after dinner.

**Dorm Night:** All 4 counselors are on duty this night and this is a chance for dorms to bond with one another and their counselors. This is an **important time for the children to let their voices be heard in the decision making process** about that night's activities and counselors should work closely with their charges to ensure a safe, productive, and community oriented night.

### **Professionalism in a Digital Age** (*borrowed from Camp Wing, Duxbury MA*)

With the increasing integration of social media into our daily lives, it is important to recognize the potential impact of one's words and consider what constitutes professionalism in the digital realm. Over the past several years the news has been riddled with stories of people of influence who have found themselves in serious situations because they forgot the role of the professional in social media. Below are just a few headlines that have caught our eye:

- "School district holds termination hearing for teacher accused of racist posts on Facebook." Norwalk Reflector, 3 Dec. 2013
- "Teacher investigated for Instagram post-Massachusetts." A New Mexico school district has been investigated after a teacher posted a picture of her student on social media and called him her "man crush. Jensen, Tina. KRQE News, 18 Nov. 2013.
- "Teacher accused of inappropriate exchanges with student via social media" Panicker, John. KENS5.com San Antonio, 4 Dec. 2013

Though social media is a relatively new advancement, we have come to see that both its positive and negative effects are serious and enduring. As an employee of TASP it is important that you are aware that your words and images have power - even when they are shared over a digital medium.

At this point in time, no staff member should friend, follow, or connect with any camper in our program. Additional details will be provided during orientation.

## TELEPHONES

The following rules about the use of phones are to be strictly observed.

- Children may call home 4 days after their arrival. This allows them to adjust to the program and begin making friends without the “distraction” of home.
- When children do call home, they must use a phone card or their own personal cell phone.
- Children should call home before lights out.

## MAIL

Mail is delivered to the office Monday - Friday and given to counselors in charge for distribution to the children. Non-dormitory staff should collect mail at the office after 2 PM weekdays only.

## LAUNDRY

E & R Laundry Service will clean each residential camper’s laundry and linen. Campers should leave the E & R laundry bag neatly (with completed laundry slip inside) at the designated area. Campers will pick up clean linen and laundry from a central location during rest period. Pickup begins the second week on Monday and the laundry will be returned on Thursday of that week.

## SHOWERS

A child’s use of the showers in the dorms **MUST** be monitored. You should pass by the bathroom doors to make sure no horseplay is going on. Counselors may allow showers in the early morning, before dinner or after evening activities. Children must always be actively supervised during these times.



## TIPPING

**No** tipping is allowed at anytime, but if a parents feel strongly your performance this summer, please recommend that they make a donation to the **American Camp Association (ACA) Camper Scholarship program**. This program provides under privileged children the opportunity to attend and experience summer camp. Parents are notified of this in the Parent Handbook.

## TUITION BENEFITS

Employees of the Tabor Academy Summer Program receive full tuition remission for your children. Children should be enrolled only in the time frame that your employment covers (for example, if you are a half-day counselor, your children may only attend camp as half-day campers). Tuition remission for residential camp is at a 50% discount.

## TABOR ACADEMY SUMMER PROGRAM COUNSELOR JOB DESCRIPTION

### General Responsibilities

- To abide by the TASP philosophy, goals and objectives.
- In cooperation with all other TASP staff members, assist in the direction, supervision and organization of a group composed in a manner that is consistent with the philosophy of TASP. Special attention should be given to the following:
  - **Camper Safety**-Knowing where your campers are at all times; cognizant of the overall safety of each camper; maintaining appropriate staff ratios while supervising activities. Instruct campers in emergency procedures.
  - **Camper Health**-Be watchful and observant of each child's health during the day. Promote cleanliness, good eating habits, appropriate rest and exercise. Report all health problems to the medical staff.
  - **Camper Participation**-Guide each camper in participating successfully in all aspects of camp activities. Include all campers in planning of camp activities and special events. Assist in a fair method for campers to choose activities.
  - **Camper Needs**-Learn likes/dislikes of campers; recognize and respond to opportunities for problem solving; develop opportunities for interaction between campers and staff; provide opportunities for the group so that each individual experiences success; provide opportunities for discussion or individual or group problems or concerns; to help each participant meet the goals established by the camp for camper development.
  - **Facilities**-Overall safety and maintenance of the physical plant and the activity areas.
  - **Planning and Supervision**-Supervise, organize and execute all assigned aspects of the campers day including morning meeting, dorm clean up, meal times, rest hour, games, trips, evening activities, getting ready for bed, after hours duties as assigned and any special event committee assignment
- Assume responsibility for teaching in, assisting in and/or organizing an activity such as tennis, art, drama, etc. with special attention given to:
  - Teaching, teaching progressions, and lesson planning
  - Safety procedures
  - Awards systems and records
  - Pre-camp orientation clinics and setting up of activity
  - Maintenance of facility and equipment
  - Inventory and requisition
  - Evaluation
- Follow camp rules and regulations, including policies on smoking, alcohol and drugs.
- Assume responsibility for interpreting the rules, policies, program, tradition and philosophy of TASP to the campers.
- Serve as a role model for all campers keeping in mind one's own personal behavior, appearance, language and attitudes. Set a good example for campers and others including cleanliness, punctuality, sharing clean up chores, sportsmanship and table manners.
- Encourage respect for personal property, camp equipment and facilities.



- Assist in the communication with parents regarding the program, progress of their child in activities, special requests and completion of camper reports home to parents.
- Assume responsibility for the development and coordination of a good working relationship and cohesive team with all members of the TASP staff.
- Interest and ability to work with children of all ages.
- Manage personal time off in accordance with camp policy.
- Submit all required reports on time.
- Appropriate dress will be worn at all times.
- Prepare for and actively participate in staff orientation, meetings, and supervisory conferences.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### RESIDENTIAL COUNSELOR

- When on dormitory duty, you are in charge and responsible for the children who live in your dorm. Counselors are to recognize the responsibility that has been entrusted to them and carry out their duties in a careful and mature manner.
- The door to the counselor's room must be open to accomplish these goals. Active supervision is necessary. **For no reason is a counselor to leave the dorm while proctoring. Leaving your dorm while on duty may result in your immediate dismissal.**
- All dorm staff will have an assigned duty night and the staff needs to remain on this schedule. Duties in one dorm **cannot** be exchanged for duties in another.
- Any special requests need to be made to the Residential Director.



### SPECIFIC DUTIES OF A RESIDENTIAL COUNSELOR

- Get campers out of bed and have them clean up in the morning
- Supervise children in preparing for inspection
- Bring dorm to breakfast on time. Your dormitory must go as a group.
  - Inspection is held each morning. Residential Assistants are assigned inspections. The example must come from the counselors, so be sure that you have your own room neat and clean. If any child should damage, either by accident or on purpose, any school property, please contact the office immediately.
  - A counselor must be in the dorm during all inspections. In preparing for inspection, each child should do the following:
    - Make the bed
    - Dust the room
    - Vacuum the floor
    - Straighten out the desk and bureau drawers

- Have the closet in orderly condition
- Dress in clean clothes
- Empty the trash
- Make sure the dorm halls, stairways, bathrooms and common rooms are clean.
- Keep the children in the dorms from the time preparation for inspection begins until shortly before going to the dining hall.
- Supervise all dorm activities, including showers, between 5-6 PM, and escort dorm to dinner.
- Be sure all children are in their dorms at the end of each evening activity.
- Make sure children follow instructions about bed linens and laundry.
- Report any room damage to the office in writing.
- Monitor the status of fire safety equipment (extinguishers, etc.).
- On the nights you are on duty, you must be available to children, preferably in the common rooms or in children's rooms and hallways. After that point, you should be available for a half hour after lights out with your door open.
- On the nights you are on duty, you will take part in evening activities.
- The Residential Director must approve all room changes.
- Children are not allowed to sleep in the common rooms of any dormitory. They must sleep in their assigned rooms.
- Residential children must not sleep in another camper's room.
- Only in an emergency or exceptional situations, may an employee visit a room of the opposite sex, whether child or employee. Exceptions to this rule are the residential assistants, emergency personnel, nurses or an administrator who will occasionally visit female and male dorms.
- Exchanging nights or other time off with someone on a different rotation cannot be done unless there are exceptional circumstances and with the **approval of the Director**.
- **A child must never be allowed to return to an unsupervised dorm during the day.**

**SPECIAL NOTE: Never let children leave the dorm alone after lights out. This is especially true for a late night trip to the Health Center, even if you must call an off duty colleague for assistance.**

### **DUTIES OF ACTIVITY HEADS**

- Activity heads are responsible for their particular activity. They must plan and run their activity with the primary goal of helping the child learn and progress as much as possible while enjoying the program. Activity heads are responsible for the conduct of the children and staff at their activities.
- Teach counselors how to instruct and to be certain that they are actively participating through instruction.
- Supervise and help the children during their activity periods.
- Make sure all children participate in each scheduled athletic/academic activity.
- If an activity should end before the scheduled time, the activity head is to keep their children together, not allowing them to roam the campus freely.
- Take attendance at the beginning of each activity/academic block and inform the office if anyone is missing or if you have an extra child present.

- Attend weekly meetings.
- Update attendance sheets.
- Make periodic evaluations on all staff.
- Submit a final 6-week plan to the Activity Director at the end of summer.
- Meet with the Activity Director for feedback 2 times during the summer.

### **DUTIES OF DAY COUNSELORS**

- Attend daily meeting at 7:55 AM with the Day Director to discuss children and any other issues.
- You are in charge of a Day Group. Checking in and checking out of each camper each morning and each afternoon.
- Supervise and help campers during their activity/course period.
- If you are not an activity head, assist activity head with various needs throughout the summer to run a period successfully.
- Make sure that all campers participate in each scheduled activity/course.
- Meet at the end of each week with the Day Director.
- Meet with the Day Director at least twice during the summer to receive feedback.
- Assist with Tidal Time throughout the week.



### **DUTIES OF INSTRUCTORS**

- Responsible for teaching 2-3 classes
- Taking attendance each day
- Provide a fun, interactive learning environment that maximizes the potential for each camper.
- Come prepared for each class with all the necessary materials and a planned syllabus.
- Prepare comments for each camper.
- A revised 3-week syllabus is due at the end of summer in electronic form.
- Ensure all campers participate in class.
- Attend a teaching faculty meeting at least once a week.
- Observation by Academic Director twice a summer.
- Meet with the Academic Director at least twice during the summer to receive written feedback.



## **DAILY SCHEDULE**

|                   |   |
|-------------------|---|
| 7:00 AM           | Wakeup ( <i>Residential</i> )   |
| 7:30 AM           | Breakfast ( <i>Residential</i> )  |
| 8:30 AM           | Community Meeting   |
| 8:50-9:50 AM      | Period A  |
| 10:00-11:00 AM    | Period B  |
| 11:10 AM-12:10 PM | Period C  |
| 12:15-1:15 PM     | LUNCH (1/2 day campers leave at 1:00)   |
| 1:15-1:45 PM      | Community Meeting   |
| 2:00-3:00 PM      | Period D  |
| 3:00-4:00 PM      | Period E  |
| 4:00 – 5:00 PM    | Period F  |
| 5:00              | <b>Residential Campers back to dorms for clean up/rest</b><br><b>Day Campers released</b> |
| 6:00 PM           | Dinner-Family Style   |
| 6:45 PM           | After Dinner Meeting  |
| 7:00-8:30 PM      | Evening Activities  |
| 9:00-10:00 PM     | Lights Out ( <i>depending on age of dormitory</i> )                                       |

**\*\*Saturdays and Sundays - Special program and trips for the Residential Program\*\***

**\*FURTHER PROCEDURES AND PROTOCOLS WILL BE HANDED OUT AND EXPLAINED DURING ORIENTATION\*\***

# This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at [www.justice.gov/crt/osc](http://www.justice.gov/crt/osc).

## E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

**888-897-7781**

**[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**

**NOTICE:**  
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



**E-VERIFY IS A SERVICE OF DHS AND SSA**

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# IF YOU HAVE THE RIGHT TO WORK



Don't let anyone take it away.

There are laws to protect you from discrimination in the workplace.

## You should know that...

In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.

Employers cannot reject documents because they have a future expiration date.

Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

## Contact IER

For assistance in your own language  
Phone: 1-800-255-7688  
TTY: 1-800-237-2515

Email us

[IER@usdoj.gov](mailto:IER@usdoj.gov)

Or write to

U.S. Department of Justice – CRT  
Immigrant and Employee Rights – NYA  
950 Pennsylvania Ave., NW  
Washington, DC 20530

If any of these things happen to you, contact the Immigrant and Employee Rights Section (IER).



— DEPARTMENT OF JUSTICE —  
IMMIGRANT & EMPLOYEE RIGHTS SECTION  
— CIVIL RIGHTS DIVISION —

## Immigrant and Employee Rights Section

U.S. Department of Justice, Civil Rights Division

[www.justice.gov/ier](http://www.justice.gov/ier)