



# 2020 C.I.T. Manual

Name: \_\_\_\_\_

Teton County/Jackson Parks and Recreation – Youth Enrichment Programs





## **Introduction**

As a CIT at Camp Jackson you are responsible for following all procedures outlined in this manual. Prior to beginning work, please sign and return the "Acknowledgment of Receipt of 2020 CIT Manual." This form states that you understand and agree to all policies and procedures and understand the consequences of not following them.

Please keep in mind, this document may not be all inclusive and all policies and procedures are subject to change.

If you have any questions or concerns, please contact:

Meghan Spaulding, Programs Manager, 307-732-8485 or mspaulding@tetoncountywy.gov

It is strongly recommended you also review the 2020 Camp Jackson Policies and Procedures document. This will give you further information about the expectations for all Camp participants.

## **Training**

**If your child has been selected in the 2020 Camp Jackson CIT program they will be required to attend a CIT training night.**

## **Job Responsibilities**

The main job responsibilities for CITs are as follows: (other duties may be assigned)

1. We ask that CITs check-in between 9:00-9:30am and depart only after checking out with their group leader for the day, between 4:30pm and 5:00pm.
2. Assist the counselors, specifically with the camp group you are assigned to
3. Help prepare and/or facilitate large group activities
4. Set a good example for all campers
5. Foster a sense of stewardship in campers, as well as being a good steward of our camp, parks, town, and Earth.

### ***Please remember:***

- You are a role-model for the campers.
- Use counselors as role-models for yourself which can help you learn new skills.
- It is your responsibility to create a positive summer experience for children. You are not here to go to camp but to assist in running the camp. Have fun but remember why you are here. We depend on you and expect you to follow through on tasks you are given.

## **Work Attire**

- Only shorts and pants of appropriate length and condition may be worn.
- Closed toe shoes and water shoes/sandals (No open toed shoes for hiking, Sandals must have a heel strap. No Flip-flops!)
- During camp hours all body piercings, body art, and hair styles must be professionally acceptable and appropriate for small children.
- Bathing suits must abide by the same regulations.

### **Sign In/Out and Sick/Unable to Attend**

- If you are going to be late or if you need to leave early you MUST let the Youth Enrichment Programmer know as soon as possible.
- You are expected to work every day you signed up for. However, if there is an emergency situation in which you will be absent, you are required to notify the Rec Center front desk and the Youth Enrichment Programmer as soon as possible.
- At no point should a CIT leave the premises unless escorted by a legal guardian or unless otherwise noted on the 2020 Child Information Form.

### **Camper to CIT /Counselor Ratio**

- Rule of Threes; CITs must have at least 1 counselor, 1 other CIT, or 2 campers with them at all times.
- Campers may not be alone with only 1 CIT or counselor at any time. If you are taking a camper to a different location, (i.e. the bathroom), you must have at least 1 other camper, CIT, or counselor go with you.

### **Violence in the Workplace**

There is a zero tolerance for any type of violence at Camp Jackson. Seek aid from the Senior Recreation Leader or Youth Enrichment Programmer if you feel threatened, uncomfortable, or need assistance. If any **child, CIT, or counselor** does the following it is grounds for immediate expulsion:

- a. Unnecessary rough tactics against other participants or staff.
- b. Abusive language or gestures.
- c. Vandalism to the facility, equipment, or supplies.
- d. Unauthorized departure from group activities.
- e. The use or possession of controlled substances, including but not limited to: illegal drugs, prescription drugs, drug paraphernalia, lighters, alcohol, or tobacco.
- f. Fighting or physical violence against another person or staff.

**Remember: Your primary responsibility is your own safety and welfare.**

### **Discipline Procedures**

CITs are NOT responsible for disciplining any campers. However, ***what should you do if you are with a group of campers who have misbehaved?***

First make sure a counselor is aware of the situation. If there was a situation that you witnessed and a counselor did not, let a counselor know exactly what occurred. The counselor will then inform you and the campers of the next step.

If there are problems with a child, yourself, or another CIT, it must be recorded, in writing, by your group leader. This will help prevent further problems with the parent and camper/CIT. Each group leader has a communication log and/or incident report forms that they will complete after you speak to them about the issue.

All discipline must be fair and consistent.

### **Disciplinary Action for Campers**

The sit, think, discuss, and resolve procedure is used for initial disciplinary measures. If a problem continues, the parent will be notified of conduct and the child may be removed from the program. If a situation arises that puts a child in danger to him/herself, or other children or staff, the Teton County/Jackson Parks and Recreation Department reserves the right to forgo the discipline steps and suspend or expel a child if the discipline problem warrants it. This is not limited to physical actions of the child, but may also include verbal action, unauthorized departure and/or damage to facilities, equipment or supplies.

Step 1: Verbal - sit, think, discuss and resolve.

Step 2: Written report - parents will be notified of incident.

Step 3: Conference - a conference will be set up which could include staff, parents and/or partnering agencies to determine the appropriate course of intervention.

## **Zero Tolerance Policy**

If a situation arises that puts a child in danger to him/herself, or other children or staff, the Teton County/Jackson Parks and Recreation Department reserves the right to forgo the discipline steps and suspend or expel a child if the discipline problem warrants it. This is not limited to physical actions of the child, but may also include verbal action, unauthorized departure and/or damage to facilities, equipment or supplies.

## ***Disciplinary Action for CITs***

Verbal warnings and reminders will be given as CIT duties are not fulfilled. If continued verbal warnings are given, then the CIT will reach their first written warning. If a camp rule is broken by a CIT then they will receive a **written warning** and will be sent home for the day.

CITs will be allowed to return after receiving their first warning but if another camp rule is broken, or if continued verbal warnings are given again, then the CIT will be asked to leave for the remainder of the summer.

*Because CITs are older and have reached and retained this position, they are expected to act responsibly while balancing having fun.*

## **General Camp Rules**

- **Responsibility** – Do not bring anything of value to camp (Pokémon, Magic cards, jewelry, iPods, etc.). You are responsible for what you bring to camp.
- **Environment** – Please respect nature by not picking leaves off trees, or killing bugs on purpose. No living thing should be brought back to Jackson Elementary School. Please leave them where you found them.
- **Stay within eyesight and earshot of your group leader.**
- **If it doesn't have wings it can't fly. No sticks.**
- **Participate** – We ask that you try everything we have planned. You might try something new, and like it! Remember, if you are participating and enjoying yourself the participants will too.
- **Communicate** – If there's a problem, tell us! And remember to be polite when communicating with fellow CITs, campers and staff. Use "Please", "Thank you" and "Excuse me".
- **Teamwork** – You will be working as a team in your group, and the whole camp is a team. We can work together to make this the best time ever!
- **RESPECT** – The building, the grounds, your counselors, campers, and each other. Be kind to each other and be helpful.
- **Electronic devices are NOT allowed at camp.** If campers or CITs are found with a cell phone, iPod, portable game system, etc. out during camp hours, it will be confiscated and kept in the office until a parent comes to pick it up.

## **Area and Program Specific Rules**

### **Hiking**

- Everyone (including you) must have on closed toe shoes.
- Be familiar with trails before you take campers on them.
- Point out and inform your group leader of any hazards such as wildlife, hanging branches, etc.
- Only hike in designated areas.
- When hiking, we place 1 counselor at the front of the line and 1 at the back; CIT's and other counselors should be spread out among the group participants.

## Playground - Jackson Elementary Playground Rules and Regulations

- Keep hands and feet to yourself
- No tag on equipment
- Take turns, be fair and be a good friend
- No teasing or bullying
- Be a good loser; be a gracious winner
- Don't chase anyone that doesn't want to be chased
- No food or drinks on the playground equipment

### Swings

- If others are wanting a turn, 100 swings
- Never jump out of swings
- Bottoms only
- Swing back and forth, no side to side

### Slides

- Do not climb up the slides- down only, on your bottom

### Monkey Bars

- One direction only
- One at a time

Students must remain inside fences. No climbing or sitting on any fences.

- Participants may only be on the playground if they are being DIRECTLY supervised.
- Participants should NOT jump off equipment.

These same rules and regulations should be enforced at all parks/playgrounds Camp Jackson utilize.

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We are so happy to you are interested in Camp Jacksons CIT program.

We will have an amazing staff of veterans and new talent this year. It's sure to be a great summer with your amazing skills, attitudes and qualities! Through your efforts, our participants will have an enjoyable experience at Camp Jackson and parents can rest assured their children are being engaged in fun and active programs throughout the summer.

Thank you,

Cheyenne McCollum  
Youth Enrichment Programmer

Acknowledgment of Receipt of 2020 CIT Manual

I acknowledge that I received a copy of the Camp Jackson 2020 C.I.T. Manual.

I understand that I am personally responsible for reading and abiding by these policies and the standards of behavior contained therein.

I understand this manual represents brief summaries of Camp Jackson policies, which are not all inclusive and are subject to change.

I acknowledge that violation of these policies may result in disciplinary action, up to and including expulsion from the program.

I understand that if I have questions, at any time, regarding these policies, I will consult with my immediate group leader, Senior Recreation Leader or the Youth Enrichment Programmer.

As indicated by my signature below, I agree to accept, endorse, and abide by these policies, guidelines, and procedures.

C.I.T. Signature: \_\_\_\_\_

C.I.T. Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_