



***Camp Sequoia* Summer Camp Counselor in Training (CIT) Guide**

Our camp is designed to provide a fun, rewarding and safe experience for all who participate. All Blithewold camp staff is dedicated to giving each camper a safe, educational and fun summer to remember. For our CIT program, we are looking for responsible middle school/high school students who are interested in a junior counselor position. This opportunity is great for building confidence, leadership qualities and invaluable experience! This is a great way to build your child's resume!

Each week has a head camp director, head camp counselor, Assistant Counselor and multiple CIT's. As a CIT, there will be some work involved, such as light cleaning, helping children with projects, leading games and activities etc., however, it is also a lot of fun. As a CIT, you will get a chance to participate in many of the fun games and activities and enjoy the overall camp experience while helping the younger campers. You will also spend part of your summer exploring Blithewold's gorgeous 33 acres of shorefront, gardens and grounds! It is important to always remember that as a CIT, you are considered a role model for the younger campers.

Please read through our general policies and if you are interested in a summer of fun at Blithewold, please fill out a CIT application form! We encourage anyone needing information, assistance and/or accommodation of any kind to contact Julie Christina at (401) 253-2707 x 16. Every effort will be made to find ways to assist with any special needs in a confidential manner.

We look forward to seeing you this summer at Camp Sequoia!

Julie Christina
Education Coordinator
Blithewold Mansion Gardens & Arboretum
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An American Garden Treasure ... Come, and be inspire

General Policies

1. The camp day runs from 9:00 – 3:00. It is helpful if you can arrive a few minutes before the start of the camp day and stay a few minutes later to help clean up at the end of the day. Always check in with Head Counselor or Education Coordinator, Julie Christina upon arrival or departure.
2. Cell phones should be turned off or on vibrate and not used during the day unless for emergencies.
3. Attendance is very important! You, Head Counselor and Assistant Counselor are a team and your teammates are depending on YOU. If you must call in sick, please call Education Coordinator Julie Christina by 8:00 AM: (C: 614-260-2115 and W: 401-253-2707 x. 16).
4. Please wear your Camp Sequoia t-shirt and a pair of jeans, or shorts and comfortable shoes (preferably shoes that can get wet.) We ask that you consider that you are representing Blithewold and will be interacting with parents, so please select appropriate clothing for working outdoors with children.

Parent Pick-Up and Drop-Off

This time is the only interaction we have with parents and caretakers. They will want to check in with us to see how their child is doing. Please help greet parents in the morning and afternoon and make an effort to talk to them about camp activities and answer questions.

Please be ready to help and receive directions from the staff during drop-off and pick-up

Important to know:

AM Drop-Off: Each camper needs to be signed in every day so we have an accurate attendance record. If drivers are dropping off their child and assistants are signing them in, they will open the car door and allow the child to step out of the car. Afterwards, they will close the door behind the child.

PM Pick-Up: Drivers must show a photo ID and sign their children out at the end of the day. All drivers must be on the list of authorized pick-ups for that child. (SEE AUTHORIZED PICK UP FORM)

DO NOT under any circumstances release a child from Blithewold to anyone that is not listed on the forms without approval.

Injury Prevention

Lost Camper Prevention:

Please help the assistants do frequent head counts. It is best to have one leader in front and one behind the group. Encourage children to use a buddy system if walking to the bathroom, etc.

Sunburn and heat exhaustion:

Nothing upsets a parent more than a child coming home with a sunburn. Help assistants make sure all children are hydrated throughout the day. Sunblock should be applied in the AM and PM. Encourage campers to wear hats.

Blood Borne Pathogens:

Alert the staff if a camper is sick or bleeding. Remember that bodily fluids such as blood, vomit, etc. can transmit disease so please use extreme caution not to directly expose yourself or campers.

First Aid (Minor Injuries):

First Aid kits will be available at all times.

Head Counselor is certified in First Aid. Please notify her immediately of any injuries.

Important to know:

While Head Counselor or Julie will be responsible for treating minor injuries, below are a few basic first aid tips should an emergency occur.

Clean cuts with soap and water, alcohol if needed. Apply a band-aid when necessary.

All minor incidents and injuries should be reported by staff in the Injury Log located in the Carriage House.

For injuries that require more than just a band-aid: staff will fill out a report in the Injury Log AND notify Head Counselor and Julie of the incident so that it can be reported to the parents.

Bee stings happen in the garden! Should you or a camper get stung by a bee, please remain calm and tell the Head Counselor. We will have a list of all children who are allergic to bee stings. Children with bee-stings will be required to carry or keep epi-pens with a counselor at all times. Head Counselor will use epi-pen as needed. Other minor stings will be treated with a cream to help the sting. Parents will be notified if a child gets stung.

Medication:

If a child requires medication during the day, Julie or Head Counselor will distribute. Children must carry their own inhalers/epi-pens with them at all times.

Emergency Procedures

If a child is missing, alert the staff immediately.

Help the staff with the following procedure:

-Check the Sign-In Sheet to verify attendance.

- Notify Head Counselor and Julie that a child may be missing (Julie will contact Karen)
- Ask campers where the child was last seen and retrace steps. If the child is not found, bring all children back the Carriage House.
- Blithewold staff will conduct a search of the property while the camp staff stays with the other children.

Call 911 if more serious injuries arise. When in doubt, it is better to call and be on the safe side.

If you are away from a phone and 911 need to be called:

- call Julie
- If cell phone fails, run to the nearest phone (Mansion, Greenhouse, Garage)

Discipline

The word discipline means “to teach.” You should know that your words have tremendous power and that children will naturally look up to you. Always praise good behavior. You may need to occasionally help the assistants address bad behavior. Please alert staff immediately if you notice trouble.

Our approach with challenging children consists of the following:

1. Set the stage for good behavior by creating an atmosphere of respect.
2. Clearly explain the camp rules in terms of the values of respect and responsibility
 - Campers must respect the property, each other, and the staff
 - Each camper must take responsibility for their personal items and for their actions. “Stay with the group and do not wander off by yourself.”
3. Be consistent and stick to your word. When a child is misbehaving...
 - A look says a lot, or simply first give a reminder
 - If behavior continues, pull them aside (out of earshot) and remind them that inappropriate behavior will bring consequences.
 - If behavior continues, see Head Counselor.
 - If behavior continues, we will call home.

WHAT TO BRING EVERY DAY

Recommended Clothing

You should arrive dressed for activity. We recommend outdoor, activity clothes. Clothing requirements may change somewhat from day to day based on the nature of the activity/weather.

Water Bottle

It would be a good idea to bring a water bottle each day, labeled with your name.

Lunch

Bring a sack lunch Monday-Friday with your name on it. Microwaves & refrigerators are not available!

Snacks

Snacks are not provided. You should bring your own snack if you choose to have one during the camp day. Please inform us in your Health History form if there are any foods or drinks you should not consume.

Sun Block

Many activities will take place outdoors. We recommend applying sun block prior to arrival and bringing sunscreen so that you can reapply as needed.

Gym Bag/Backpack

A gym bag or backpack is recommended for your belongings. Please label with your last name.

Money/Items of Value

It is best to leave all personal equipment such as iPods, mp3 players, CD players, hand held electronic games, sentimental, monetary or items of personal value at home. If you choose to bring these items in, Blithewold is not responsible for any loss or damage.

Most importantly... Have fun, be yourself and enjoy your summer!

Thank you!

