



## **Camp Sequoia**

### **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 Counselor in Training program, we are looking for responsible middle school and high school students who are interested in a junior counselor position. This opportunity is great for building confidence, leadership qualities and is invaluable experience for your child's resume!

Each week has a 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, but you will also get the chance to participate in many of the fun games and activities and enjoy the overall camp experience while helping the younger campers. You will 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 Counselor in Training, 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 Jillian Cleveland at (401) 253-2707 x 15 or Liz Ripley 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!

Jillian Cleveland  
Registrar  
Blithewold Mansion, Gardens and  
Arboretum  
101 Ferry Road, Bristol, RI 02809  
(401) 253-2707 x 15  
[jcleveland@blithewold.org](mailto:jcleveland@blithewold.org)

Liz Ripley  
Administrative Assistant  
Blithewold Mansion, Gardens and  
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101 Ferry Road, Bristol, RI 02809  
(401) 253-2707 x 16  
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### Arrival Time:

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 the Head Counselor or Registrar, Jillian Cleveland upon arrival or departure.

### Electronics:

Cell phones should be turned off or on vibrate and not used during the day unless for emergencies. Electronic game devices should be left at home.

### Attendance:

Attendance is very important! You, the Head Counselor and the Assistant Counselor are a team, and your teammates are depending on you. If you must call in sick, please call Registrar Jillian Cleveland by 8:00 AM: (C: 508-264-6465 and W: 401-253-2707 x. 15).

### Remember:

You must wear your Camp Sequoia tee-shirt so that you can be identified by staff and campers. You are representing Blithewold and will be interacting with staff, parents, and the campers themselves, so please select appropriate clothing for working outdoors with children. Further recommendations for clothing and what to bring can be found below.

## **Injury Prevention**

### Lost Camper Prevention:

Please help the Head and Assistant Counselors do frequent head counts. It is best to have one leader in front and one behind the group while traveling on the property. Encourage children to use a buddy system if walking to the bathroom, etc.

### Sunburn and Heat Exhaustion:

Help Head and Assistant Counselors to make sure all children stay hydrated throughout the day. Sunblock should be reapplied after lunch. Encourage campers to wear hats while outside.



### Blood Borne Pathogens:

Alert the staff immediately 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.

### Medication:

If a child requires medication during the day, the Head or Assistant Counselor will distribute it as directed by parents. Children must always carry their own inhalers and epi-pens with them.

### First Aid (Minor Injuries):

First Aid kits will be always available. Head Counselor is certified in First Aid and is responsible for treating minor injuries. Please notify her immediately of any injuries to yourself or the younger campers.

#### ***First Aid Tips:***

- Clean cuts with soap and water. Apply a band-aid when necessary.
- All minor incidents and injuries should be reported to staff who will fill in the Injury Log located in the Visitor Center.
- For injuries that require more than just a band-aid: staff must fill out a report in the Injury Log AND notify the Head Counselor and Jillian Cleveland 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. Children allergic to bee stings will be required to always carry epi-pens. Head Counselor will use the epi-pen on the child as needed. Other minor stings will be treated with a cream to help the sting and swelling. Parents will be notified if a child gets stung.



## **Emergency Procedures**

### If a Child is Missing:

- Alert an adult staff member immediately and help with the following procedures
  - Check the Sign-In Sheet to verify attendance
  - Notify the Head Counselor and Jillian Cleveland that a child may be missing. Jillian will contact Karen Binder, Executive Director
  - Ask campers where the child was last seen and retrace steps. If the child is not found bring all other children back to the Visitor Center.
  - Blithewold staff will conduct a search of the property while the camp staff stays with the other children.

### In the Case of serious Injury:

- Call 911. When in doubt, it is always better to call and be on the safe side
- If you are away from a phone and all cell phones fail, run to the nearest staff building (Mansion, Greenhouse, Garage, or Visitor Center)

## **Discipline**

You should know that your words have tremendous power and that younger children will naturally look up to you. Always praise good behavior. Please alert staff immediately if you notice trouble. You may need to occasionally help the Head and Assistant Counselors to address bad behavior.

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
  - a. Campers must respect the property, each other, and the staff
  - b. 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. A look says a lot, or simply first give a reminder
  - b. If behavior continues, pull them aside (out of earshot from other children) and remind them that inappropriate behavior will bring consequences.
  - c. If behavior continues, see Head Counselor.
  - d. 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 so make sure to check with the staff about what activities are expected through the week.

### Water Bottle:

Please bring a reusable water bottle each day, labeled with your name.

### Lunch:

Lunch is at 12 Noon every day. Bring a lunch each day with your name on it. Microwaves & refrigerators are not available.

### Snacks:

Snack is not provided but you can bring your own healthy snacks. Snack time is 10 am, and an optional second snack will take place in the afternoon after lunch. Please inform Jillian Cleveland or Liz Ripley immediately if there are any food allergies.

### Sun Block/Bug Spray:

Many activities will take place outdoors. Please arrive already wearing sunscreen. We will re-apply after lunch, so please pack sunscreen as well. Bug spray should also be packed as it can get very buggy on the property.

### Gym Bag/Backpack:

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

### Money/Items of Value:

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