

# The 2022 Leadership Program Handbook

## LiT's

## CiT-1's

**Welcome to the Leadership Camp Program at Action Kids Summer Camp! We are looking forward to a great summer of laughter, learning and fun with you. This handbook is designed to give you information about your role in our program so you will feel more comfortable when camp begins. If you have any questions, at any time, please ask!**

Our goal for this program is to offer you opportunities to develop leadership skills that you can use throughout your life; to contribute towards making camp fun and a place where every camper feels welcomed; and to enjoy camp yourselves! We help our LiT's and CiT's build skills by helping counselors, working with campers, participating in a variety of leadership development activities....**and** having fun.

### **All LiT's and CiT's are expected to commit to:**

**Positive Communication:** Maintaining a positive attitude and speaking encouragingly to others. Ask questions and ask for help!

**Team Building:** Being willing to work together with others. Looking for opportunities to help and support campers, counselors and one another

**Responsibility:** Following all camp guidelines and safety rules; following the dress code

**Respect:** Treating everyone you spend the day with, campers and staff, with courtesy, kindness and caring

**Learning:** Being open to exploring how you can grow as a leader; being willing to stretch yourself

**Fun:** Being open to and ready for fun...with everyone!

## **REQUIRED PAPERWORK**

Below is a list of forms that we need before you can participate in our summer camp program

### **Camp Medical Forms**

- Regretfully, without all required medical information on file, you WILL NOT be allowed to participate in the camp program (per State of NH).
- \* Lost camp days due to missing paperwork cannot be refunded or made up.

### **Medication Consent**

- If you need an inhaler, epi-pen or prescription/OTC medication, we also require a Medication Consent form completed by your doctor. If you need an Epi- Pen, a FARE form must also be completed. Prescription and OTC medication must be in the original prescription container and given to the Camp Director by your parent or guardian for safe keeping.

### **“All About Me”**

- Please be sure both pages are filled out and submitted! One page is for your parents/guardians and one page is for you! “All About Me” pages need to be returned before your first day of camp.

### **“Swag” Order**

- Make sure you pre-order your camp merchandise. Sweatshirts, shirts and extra LIT/CiT shirts are available through the online portal.

## **GENERAL INFORMATION**

### **LiT Hours:**

- The camp day begins daily at 8:30 am. The camp day ends at 4:30 pm.

### **Dress Code**

- You are expected to wear an Action Kids LiT/CiT summer t-shirt every day. Your camp shirt will be waiting for you on your first day of camp. Additional T-shirts can be ordered through your online portal.
- Everyone at camp is expected to wear safe and appropriate closed toe shoes or strapped on athletic sandals
- Absolutely NO flip-flops!
- Shorts must be a reasonable length. No shorter than a three-inch inseam.
- You must wear a bathing suit for swim lessons and open swim.
- **What To Bring**
  - Lunch and snacks.... we encourage you to bring a healthy lunch and plenty of extra snacks!
  - Water bottle, juice or sport drinks. Please, no soda.
  - Swimsuit and towel
  - Sweatshirts/long sleeve shirts/rain jacket for cooler or rainy days

### **What Not To Bring**

- Personal electronics
- Personal items that you do not want to risk being lost or broken.
- Money for vending machines. The vending machines are not open to campers.

### **Cell Phones/Smart Watches Etc.**

- The use of cell phones/smart watches etc. is permitted only during your lunch break. If you choose to bring a cell phone/smart watch to camp, it cannot be carried around camp with you. The LiT counselor will provide a safe place for phones/smart watches to be kept. Cell phones/smart watches will be available at lunch time.

### **Tips!**

- We suggest wearing a waterproof watch to help you keep track of the time
- **Label your belongings. Please put your last name on everything!**

### **EXPECTATIONS & POLICIES:**

- **Wear your camp t-shirt**, appropriate length shorts, and appropriate footwear every day.
- **Follow ALL safety rules** in the pool area and in every area of camp.
- **Always** check in first with your group counselor or program leader before leaving the group or your current location for any reason, including bathroom breaks.
- **The group counselors** and /or program leaders you may be helping will be responsible for all camper disciplinary issues, and all communication with camper's parents. If you are having difficulty with a camper or see a problem happening, please bring it to the attention of the counselor and do not try to handle it on your own.
- **LiT's often work in pairs.** Please save long personal conversations for your break and leadership activity times. Your attention should be on the group or program activity you are assigned to help.
- **LiT's and CiT's are important role models to younger campers.** Be polite and respectful towards counselors, campers, parents.....EVERYONE!
- **Be Aware Of What You Say And How You Say It:** Absolutely NO swearing! Rudeness, sarcasm and insulting language towards others, even when fooling around, is unacceptable.
- **Any Words or Actions** that are physically or emotionally hurtful, or are excluding of others, is unacceptable. Ongoing unacceptable behavior of this nature will be cause for removal from the program.

**Remember that you are here to have fun AND learn; help campers, counselors, and one another as much as possible!**

### What LiT's and CiT's Do

- LiTs spend an hour and a half each day helping counselors with younger campers.
- CiT's spend the morning helping program leaders or group counselors or pool instructors with camper groups
- LiT's and CiT's participate in special leadership skill/ team building challenges, games and activities every day.
- LiT's and CiT's are involved with camp and community service projects each week
- LiT's and CiT's have a swim lesson and free swim time every day.
- LiT's and CiT's have five choices for Activity Club time, four days a week.
- CiT's may also choose to be an Activity Club helper
- Special "LiT/CiT only" activities will be offered each day.
- LiT's and CiT's are offered an Open Gym session each week.

### DAILY PROCEDURES

- If you are unable to be here on a scheduled day, your parent/guardian must contact us.
- Once checked in, a counselor will direct you to the LiT area where you will put your belongings and check in with the LiT counselor.
- You will review the schedule for the day and be given a Leadership Development assignment. Leadership development options include:
  - **Counselor Shadow:** helping counselors with a group of younger campers as they travel to and participate in daily activities.
  - **Program Assistant (CiT only):** helping program leaders to prepare and present activities. LiT's can assist with the Arts Program, the Nature Program, the Game Zone Program, Gymnastics and with swim staff approval, the swim program.
  - **Camp Crew:** this option may include helping camp staff with preparations for Fun Fridays; helping with an all camp project; helping with daily camp chores. This option is available on a limited basis
  - **LiT's** are sixth graders and seventh graders. CiT-1 's are eighth graders. Some activities are with your specific group and some activities may be all together.
- A swim lesson/free swim are part of the LiT/CiT schedule each day.
- Snack breaks: You are welcome to eat a morning snack with your assigned camper/program group. Afternoon snack generally is with all LiT's and CiT's.
- Lunch break is your time to eat, relax and socialize with friends. An LiT/CiT lunch area will be assigned. You may use cell phones at this time.
- Cell Phone Use: **You are expected to use your phone responsibly and respectfully and may only be used during your lunch break.** Cell phones, smart watches, personal cameras and other tech devices may not be used to take photos or post to any social media during camp.
  - On Friday, we offer a Pizza Lunch. If you would like pizza, order it through your online account.

## LIT Swim Program

We pride ourselves on including a structured swim program for your LIT daily, taught by Lifeguard Trainers, WSI trained swim instructors and swim aides. Per American Camp Association and State of New Hampshire licensing regulations, we also have a Certified lifeguard on duty at all times during the camp day. On your LIT's first day of camp, our swim staff will determine your LIT's swim ability. We have found that the majority of LIT's are able to swim independently when they arrive in our program. LIT's work on swim techniques, swim strokes, treading water and the basics of lifeguarding. This may include learning how to recognize a distressed swimmer; how to save a drowning victim; how to save someone in shallow water versus deep water, and much more. Teaching these skills to LITs challenges both their swimming ability and cognitive skills. If an LIT is not confident in their swimming abilities, they will work on improving their swimming technique. The camp swim lesson is not mandatory, however we highly recommend it and encourage all LIT's to participate. If your child does not participate in the swim lesson they will be asked to remain in the swim area and observe the lesson.

## Swim Levels

**Level 1:** Campers who need assistance swimming 25 ft. (the width of our pool) will use the assistance of different swim tools. We use the aid of swim noodle, kick boards, dumbbells, and more to help with their learning. Campers in this group will learn the basics of swimming including but not limited to dog paddle, to jump into the pool and to become comfortable on their back.

**Level 2:** Campers must be able to swim 25 ft. (width of our pool) continuously and independently, jump into the pool independently and put their face under water. In level 2, your camper will work on their endurance and their ability to swim under water. They will be introduced to the deep end of the pool and learn the basics of freestyle and backstroke.

**Level 3:** Camper must able to swim 100 ft. (2 lengths of the pool) independently, have a basic understanding of freestyle and backstroke, and is comfortable in deep water. In level 3, they will learn to improve technique, learn breaststroke, improve their diving, increase their underwater skills and increase endurance.

**Level 4:** A camper must be able to swim 100 ft. (2 lengths of our pool), in free style, 50 ft. (one length of pool) in back stroke and be able to demonstrate the breaststroke 25 ft. (width of pool) will be placed as a level 4 swimmer. In this level they will work on stroke refinement, technique and advanced skills.

## Open Swim

Open swim is supervised by our Certified Lifeguards and our camp staff to a combined ratio of 8:1. During open swim, your camper will be required to wear a swim bubble if they wear one in swim class. All campers, regardless of swim level, can request a swim bubble for open swim if they are nervous or anxious about swimming. All swimmers will be swim tested and assigned a swim necklace color.

## Swim Necklace Test

During Open Swim, we divide our pool into 3 sections with varying depths. Based on their abilities, campers earn a red, yellow or green necklace to wear during open swim. Each color allows the camper access to different sections of the pool. This helps all staff and lifeguards recognize your camper's swim ability. As your camper progresses, they can gain access to deeper water by testing into the next color swim necklace. The requirements for each color are as follows:

**Red:** Non-swimmers are limited to the shallow end of the pool only (up to 4 feet).

**Yellow:** Campers who can swim 50 feet (the length of our pool) continuously without a flotation device earn a yellow swim necklace. They are allowed to swim in both the shallow end and the middle of the pool (up to 5.5 feet)

**Green:** In order to pass the deep water test, the swimmer must be able to complete the following requirement consecutively without flotation, assistance or touching the bottom or side of the pool. This is not a timed test and can be attempted unlimited times by the camper. Completing the deep water test allows kids access to all areas of the pool.

- The camper is able to jump into the deep water safely without assistance
- The camper is able to swim 50 ft. (length of pool)
- The camper is able to tread water for 20 seconds

### **Swim Questions?**

Swim staff are available to answer any questions. Please call or email us at  
summer@brentwoodcommons.com

### **Feedback/Evaluations**

Our Leadership Camp staff is committed to providing feedback every day, to each LiT and CiT camper through group and/or individual discussion. We are also committed to answering any questions that you may have regarding the program. Please feel free to contact Deb Stanton, Leadership Camp Director or Mia Ghita, Leadership Program Leader with questions or for more information.

### **Important Contact Information**

Deb Stanton	Camp Director; Leadership Program Director; MESH Director
Seana Rioux	Camp Director
Rebecca Wiseman	Camp Director
Mihaela Ghita	LiT Counselor/Leadership Program Leader

Action Kids Telephone: 603-642-7200.

E-mail: summer@brentwoodcommons.com

Summer web site: summeratbrentwoodcommons.com

# 2022 Handbook

Please complete and submit this page before your first day of camp.

**Name:** \_\_\_\_\_  
Please print

I have read the 2022 Action Kids Summer Camp LiT/CiT-1 Handbook. I have reviewed this handbook with my parent/guardian.

I understand what is expected of me. I agree to follow the rules, policies and procedures as outlined in the LiT/CiT-1 Action Kids Summer Camp Handbook.

**Signed:** \_\_\_\_\_

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

**Parent (guardian) Signature:** \_\_\_\_\_

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