

HUNTLEY PARK DISTRICT

2018 C.I.T. Information & Application Packet



**To be completed by C.I.T. prospect & Parent
MUST BE SUBMITTED AT TIME OF REGISTRATION**

Dear Parent and Interested CIT,

Thank you for your interest in the Counselor-In-Training program. The Counselor-In-Training program is for teens entering 9th and 10th grade that are ready to take on a leadership role and learn to lead and care for children in a camp setting. With staff guidance and encouragement, CIT's will work with campers, lead games and crafts, and assist on field trips. CITs will also have their own swim day and field trip/event each week. Besides helping campers in your community, being a CIT is a great experience for resumes. CITs **must** complete a CIT application with 2 reference letters and attend all required pre-camp leadership training before the first day of the CIT program. CITs will not be accepted without pre-camp leadership training.

Leadership Training is required to participate as a CIT. In the same way we require our Camp Counselors, Group Leaders and Supervisors to go through training every summer, we also expect our CITs to participate as well.

As a CIT, you will build relationships, gain experience, and learn new skills that can last a lifetime. Not only will you participate in camp activities, you'll serve as a role model for young campers. Costs associated with this program include t-shirts, admission to the pool and field trips. CITs will become mature, self-confident, reliable, motivated young adults and learn how to work with young campers. Each CIT will be assigned to a specific camp group on Monday – Wednesday and participate on field trips on Thursdays with team building activities and swimming at Stingray Bay on Fridays.

CIT's are required to wear a CIT Camp T-shirt, khaki shorts, and gym shoes everyday. On swim days a one piece bathing suit is required.

In order to register for the program, each participant must complete and return the following:

1. Program Registration & Waiver
2. Counselor-in-Training Information Packet
3. Activity Plan
4. Expectations and Responsibilities Information Sheet
5. 2 Personal References

Once registered and all documents are received, information on pre-camp leadership training will be emailed to both the CIT and the parent/guardian.

I have read and understand the above information.

CIT Name (Print)

CIT Signature

Date

Parent/Guardian Name (Print)

CIT Signature

Date

If you have any questions about the CIT program or if you would like additional information, please call Heather Matteson, Youth Program Manager at 847/669-3180 ext. 316 or email at heather@huntleyparks.org

Program Responsibilities and Expectations

Welcome to the Huntley Park District's Counselor-In-Training program! You have registered for this program because you have the desire to develop your leadership skills. Over the course of summer break, you'll learn to use your unique talents and abilities to make a positive impact on the lives of participants in one or more program areas. Not only will you build a solid foundation for future employment, you'll also gain essential skills and experience you'll need to become a responsible, caring, and self-confident adult.

As a CIT, you are responsible not only to program participants, but also working with the C.I.T. Supervisor, your area Group Leader, Camp Counselors, fellow CITs and Huntley Park District staff. In particular, you are expected to:

- Take initiative
- Cooperate with co-workers and participate fully in all scheduled group activities
- Arrive promptly for scheduled work times
- Notify your area supervisor and the C.I.T. Supervisor if you will be absent or late
- Assist Park District staff as directed and adhere to Park District dress code policies
- Assist in supervising children kindly and conscientiously
- Carry out instructions accurately when asked
- Conduct yourself in a responsible, professional manner at all times
- Be eager to learn, dependable, loyal, honest, patient, and receptive to feedback and suggestions

In addition to these expectations, you will also be responsible for:

- Assisting in planning and implementing daily activities
- Interacting appropriately with program participants
- Leading crafts, games, and other group activities
- Assist in preparing, serving, and cleaning up snacks
- Helping to maintain order and discipline
- Recognizing and removing safety hazards
- Playing with/instructing children of varying ages
- Communicating with supervisors and the C.I.T Supervisor regarding absences, injuries, or discipline problems
- Serving as a positive role model for program participants – projecting a positive, enthusiastic attitude and following rules

I understand if I do not meet these expectations/follow HPD policies I may receive verbal & written notices that could lead to suspension or termination as a CIT.

Participant Signature

Date

Parent Signature Date

Date

Participant Information

C.I.Ts Name: _____ Date of Birth: _____
Male: _____ Female: _____ Age during camp: _____ Grade (fall 2018): _____
Address: _____ City: _____ Zip Code: _____
Home Phone #: _____ Cell #: _____
Email Address (that is checked): _____
Best way to communicate with C.I.T.: _____ Cell Phone _____ Home Phone _____ Email _____

Parent/Guardian Information

First Parent/Guardian: _____ Relation: _____
Address: _____ City: _____ Zip Code: _____
Primary Phone #: _____ Cell #: _____
Primary Email: _____

Second Parent/Guardian: _____ Relation: _____
Address: _____ City: _____ Zip Code: _____
Primary Phone #: _____ Cell #: _____
Primary Email: _____

C.I.T. Leave on Own Permission

C.I.T.s are able to sign themselves out at the end of each day. Signing below indicates that you give your C.I.T. permission to sign themselves out of camp.

I give permission for my C.I.T. to sign themselves in and out of the Huntley Park District's Camp. I understand that the Huntley Park District is only responsible for my child during regular camp hours and not to and from camp or on their way into or out of the building. I understand that if my child needs to leave camp early, I will send an email to the Youth Recreation Manager. I also understand that the Huntley Park District is not responsible for lost or stolen equipment, including bikes and roller blades.

_____ I give my C.I.T. permission to sign themselves in/out of camp each day.

_____ I DO NOT give my C.I.T. permission to sign themselves in/out of camp each day.

CIT Camp T-Shirt

Each camper will receive 2 CIT camp t-shirts FREE. Additional camp T-shirts can be purchased for \$10 each. Would you like to order an additional camp T-shirt? NO YES

How many? # _____ x \$10 = \$ _____

T-Shirt size (Check) Adult S M L XL

Emergency Contact/Alternate Pick-Up

Other than the persons listed above, please list those who are able to pick up your C.I.T. within 20 minutes of call. Only persons listed above and below will be allowed to pick up your camper. **A photo ID is required each day at pick up.**

Name	Relationship	Phone # during camp hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

Medical Information

The Huntley Park District welcomes individuals with disabilities into the program. Please describe any accommodations needed for successful inclusion into the program.

Does your child have a severe food or other allergy we need to know about?

If your camper has a severe allergy and has medication, please complete a **Food Allergy Emergency Action Plan**.

Food Allergies

Describe Reaction and how to Manage Reaction

Other Allergies (Include insect or bee stings, hay fever, animals, etc.)

Does your child have Asthma? YES NO

If so, please complete an **Asthma Action Plan** – Must be on file before child can attend camp.

Please list any medication your child is taking that we need to know about.

Will staff be required to dispense medication during camp hours? YES NO

(If YES, please complete a **Permission to Dispense Medication Form**. This form must be completed and submitted to the Youth Recreation Manager before staff can dispense medication.)

Swimming Permission

CITs will be going to **Stingray Bay (or other aquatic facility)** to swim 1-3 times per week and will be given a specific wristband that must be worn each time they are there. The colors of the wristbands indicate which parts of the pool the campers are allowed to be in so Counselors and Lifeguards can easily identify them and make sure they are where they're supposed to be.

Orange Wristband =	Zero Depth Only: 0-30 inches deep (black line painted on pool floor indicates where zero depth ends.)
Blue Wristband =	Zero Depth Only + Waterslides (CIT must be at least 42 inches tall to go down waterslides.)
Green Wristband =	Anywhere in the pool including slides and diving well (diving well is 11 feet deep)

In order to be a **green wristband**, each CIT **must** be swim tested by a counselor regardless of their experience outside of camp. A successful swim test consists of swimming the entire length of the lap lane, nonstop, without touching the ground, hanging onto the sides or getting assistance from a counselor/lifeguard. Lap lanes are 5 feet deep and 25 meters long.

Note: A counselor or lifeguard will stay along the side of each camper during the swim test in case they struggle and need help.

YES NO

Do you want your child to be swim tested?

Note: If your child is not swim tested, he/she will automatically be an orange (or blue if indicated below.)

Do you give your camper permission to go down the waterslides?

Note: Child must be at least 42" tall to go down the waterslides.

***The same wristband rules apply when visiting other aquatic facilities.**

In the event of an emergency, I authorize the Huntley Park District to secure any/all necessary medical attention from any accredited hospital and/or ward and further agree that I will be responsible for any and all medical services rendered. I have read and fully understand the Important Information, Waiver of Release of All Claims & Assumption of Risk. I further understand that my signature is required below in order to participate in Huntley Park District programs. In addition, I agree to abide by all of the policies/procedures contained in the Parent Handbook.

I understand that my CIT's picture may be taken for camp projects, Park District website, publications and marketing.

Initial

CIT PRINT NAME

CIT Signature

Signature of Parent/Guardian

Date

*****This portion is to be completed by the C.I.T.*****

C.I.T. Name: _____

Today's Date: _____

Male: _____ Female: _____ Age during camp: _____

Grade (fall 2018): _____

Check the camper age group you prefer:

Kindergarten & 1st

2nd Grade

3rd Grade

4th Grade

5th Grade

Why are you interested in becoming a CIT? _____

What experience do you have working with children? _____

Have you attended day camp as a camper? If so, when and what camp did you attend? _____

If you have attended day camp, what did you like the best and the least? _____

What do you hope to gain by participating in the CIT program? _____

What are your hobbies and interests? _____

What are your future goals? How would being a CIT help you achieve those goals?

CITs are expected to attend the pre-camp leadership training and the full week of your registered camp session.

PLEASE NOTE:

CITs are required to submit two letters of reference/recommendation and submit them with CIT Information Packet. The letters should be written by non-family members who have knowledge of the applicant's qualifications for such a position of responsibility. Attached is RECOMMENDATION FORM that may be used.

CIT Signature

Date

Parent Signature Date

Date

ACTIVITY PLAN

Name of Activity: _____

What kind of activity is this?

Active Game

Quiet Game

Craft

Ice Breaker

Team-BUILDER

What age group is this activity best for?

Kinder. & 1st

2nd & 3rd Grade

4th & 5th Grade

What size group is this activity best for?

Small (5-10 campers)

Medium (11-30 campers)

Large (31 or more campers)

How much space is needed for this activity? _____

About how much time will this activity take? _____

How many leaders does this activity need and what will they be doing? _____

What supplies are needed for this activity? (Include amount)

Are there any safety concerns for this activity?

List detailed instructions for this activity:

List the rules for this activity:

If necessary, draw a diagram to illustrate how this activity is set-up and performed and attached to this form.

This page is left blank intentionally.

Counselor-In-Training

RECOMMENDATION FORM



To be completed by applicant:

Applicant's Name: _____ Date: _____

To be completed by adult reference:

The student above has applied to serve as a Counselor in Training (CIT) for the Huntley Park District Summer Day Camp. As part of the application process, the applicant must turn in a recommendation form to the Youth Recreation Manager. Please take a few moments to complete this form with the student listed above in mind.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

How long have you known the applicant? _____

In what capacity? _____

Please rate the applicant's attitude and personal attributes on a scale of 1 to 5, with 5 being "very positive" and 1 meaning "needs work".

	1	2	3	4	5
Punctual & Reliable					
Is patient and kind					
Enthusiastic and able to work well with children					
Is a team player					
Works well with others & pitches in when others may need help					
Able to follow directions					
Able to accept and respond to supervision and guidance					
Takes pride in their grooming & appearance					

Additional Comments:

Please Check One:

I _____ (DO) _____ (DO NOT) recommend _____ for participation in Huntley Park District's Counselor in Training program.

Signature: _____ Date: _____

Please return completed form by **Friday, May 5, 2018**

Mail to: Huntley Park District
Attn: CIT Program, Youth Recreation Manager
12015 Mill Street
Huntley, IL 60142

Fax to: (847)669-9395
Attn: Heather Matteson

Scan & Email to: heather@huntleyparks.org