

Camp Mary Orton
Leaders in Training
Parent Information
(Ver 2.0)

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Thank you for your interest in Camp Mary Orton's ("CMO") Leaders in Training program. Please read this handbook as it contains updated valuable information about the program's goals, how to apply, and policies and procedures.

What is a Leader in Training (LIT)?

A Leader in Training (LIT) is a camper aged fifteen or sixteen interested in developing professional skills that will be useful for anyone considering future employment in the field of outdoor education and youth programs. LITs will experience a fun and exciting introduction to Camp Mary Orton under the guidance of experienced Camp Mary Orton staff. LITs will receive instruction and then practice what they have learned during regular placements with groups of younger campers. Yes, we want LITs to learn new skills, but we also want them to have fun! LITs will spend lots of time on our high-energy challenge course activities and during supportive debriefing sessions. This program was designed with CMO campers who have aged out of Adventure Academy in mind, but is open to all fifteen and sixteen year olds regardless of camp experience.

While enrolled in the LIT program, your camper will:

- ✓ Join a cohort of peers to learn and develop leadership skills under experienced CMO staff.
- ✓ Receive instruction and have hands-on opportunities to practice skills such as presenting activities to children, child development, positive behavior management, health, and safety, providing near-to-peer guidance to younger campers, and maintaining professional boundaries.
- ✓ Participate in all the activities offered at CMO camps, including hiking and creeking, swimming, challenge course activities, high ropes, and the ZipZone Adventure Park.
- ✓ Participate in Family Night during the first week and during the second or third week of program in various capacities.
- ✓ Spend equal amounts of time placed with Adventure Academy and Discovery Day Camp groups to practice skills developed during LIT group instruction.
- ✓ Be a positive role model for younger campers.
- ✓ Begin to develop their professional personas while working alongside CMO Staff.
- ✓ Develop camaraderie and celebrate their accomplishments as part of a larger team.
- ✓ Receive an end-of-session debrief from CMO staff, where they will get to give and receive feedback on their strengths and areas for growth and set goals for further career development.
- ✓ Leave with a certificate of completion and a learning binder at the program's end.
- ✓ CMO provides all meals and a daily snack!

Benefits of the Leaders in Training Program

Aside from the fun they will have with the activities, LITs will develop skills used in the day-to-day work of camp staff. Leadership programs like ours look great on job applications and early career resumes. CMO currently hires seasonal counselors ages 17 and up, and successful completion of the program will be viewed favorably should your LIT decide to apply for a counselor position with us in the future. Many camp staff across the country attribute their success in their career to participation in counselor training programs like ours.

When is the program offered?

The program will be offered twice during the summer of 2023, and each session is three weeks long.

- Session 1: June 12 - June 30, 2023, Monday through Friday
- Session 2: July 10 - July 28, 2023, Monday through Friday

Schedule overview:

- Week 1
 - Monday through Wednesday: 8:30 am – 4:30 pm
 - Thursday: 8:30 am – 8:00 pm (Family Night 6:00 pm – 8:00 pm)
 - Friday: 8:30 am – 12:30 pm
- Week 2
 - Monday through Thursday 8:30 am – 4:30 pm.
 - When a group placement necessitates starting the day with Discovery Day Camp, LIT's will start and end their day 30 minutes earlier.
 - Friday 8:30 am – 12:30 pm.
- Week 3
 - Monday, Tuesday and Thursday 8:30 am – 4:30 pm.
 - When a group placement necessitates starting the day with Discovery Day Camp, LIT's will start and end their day 30 minutes earlier.
 - Wednesday afternoon Canopy Tour at ZipZone Adventure Park during regular program hours
 - Friday 8:30 am – 12:30 pm
- Each LIT will have one Thursday during week 2 or week 3 when they will stay until 8:30 pm to support Adventure Academy's Family Night.
- LIT's will know their group placement schedules by the Friday of the first week.

Who should apply to become a LIT?

The LIT program interviews (discussed below) are open to anybody, but to help you evaluate whether this program is a good fit for your LIT candidate, here is a brief list of some of the traits we are looking for in our LIT participants.

- Youth with a service mindset.
- A desire to help younger children have a fun, fantastic summer camp experience.
- Individuals who are comfortable co-leading groups of campers ages 6 to 14.
- Positive role models who will actively engage with campers from diverse backgrounds.
- Energetic youth with a repertoire of fun camp songs or games to facilitate on short notice.
- People who are okay being silly and having fun around their peers.

How do I enroll my child in the Leaders in Training program?

Unlike other CMO youth camp programs, Leaders in Training is not an open enrollment program due to the additional responsibilities expected of our LITs and the time they will spend supervised with younger campers. The steps for LIT registration are as follows:

1. Once registration opens, visit our Active Works site and sign up for a LIT tour and interview. The Youth Camps Supervisor will call applicants to schedule interviews in the order registrations are received. Interviews will be scheduled beginning January 30.

2. Our Youth Camps Supervisor will contact you and schedule a time to tour our facility and interview for the program. A questionnaire will also be emailed for the LIT candidate to fill out before the tour date. Following the tour, the camper will meet with the Youth Camps Supervisor.
3. You will be contacted by Camp Mary Orton via email with a decision regarding your application to the LIT program. If an offer is made, the email will include a registration link.
4. If accepted, you will have 72 hours to decide whether you would like to accept the offer.
5. To accept the offer you will need to register your camper using the link provided. A non-refundable deposit of \$150 towards the \$850 is required to complete registration. The remaining balance of \$700 is due by May 15, 2023.

Please note: An interview does not guarantee acceptance into the LIT program.

Program Overview and Policies

Is a LIT a camper or staff?

A LIT is a camper registered into a fun and intensive three-week program at Camp Mary Orton. During the program, they will spend time with their LIT instructor or in placements with other groups practicing their skills but will always be supervised by CMO staff. They will be interacting with other campers as they assist counselors and fill the role of one of the group's leaders during placement time. They will have the opportunity to lead teambuilding activities, field games, arts and crafts, shelter building, wilderness survival, archery, and provide "near-to-peer" guidance to campers. LITs will not be asked, nor permitted, to supervise other campers on their own. LITs will be trained to help campers with climbing gear like harnesses and helmets but will not facilitate any of our harnessed adventure activities.

What does the LIT schedule look like?

During their 3-week session with Camp Mary Orton, the LIT's schedule can be broken up into two different types of blocks. The first type is labeled "LIT hands on learning" in the schedule on page 5. During these times, the campers will shadow their LIT instructor, experience CMO activities as a camper, and become orientated to camp operations; through this, they will learn skills that will be used when placed with other groups.

Activities include:

- Team building
- Swimming
- Outdoor climbing wall
- Indoor climbing wall
- Flying squirrel
- Archery
- Tie-Dye
- Giant's Ladder
- Ravine Crossing
- Shelter Building
- Pamper Pole
- High Ropes and Ziplines
- Creeking
- Arts and Crafts
- ZipZone Outdoor Adventure Park

• **NEW FOR LIT PARTICIPANTS: ZIPZONE CANOPY TOUR DURING WEEK 3**

Group Placements:

LITs will also spend time embedded with other groups helping counselors co-lead activities and provide additional group support. These times are labeled as “Placement” blocks in the schedule below. LITs will spend equal amounts of time with Adventure Academy and Discovery Day Camp groups. During placement blocks, LITs will have specific learning objectives to achieve under the supervision of camp staff, who will also provide verbal feedback to the LIT. For all placements, the LITs will have frequent check-ins with our staff. At the program’s end, LITs will receive written feedback on their progress and placements.

Family Night:

During Week 1 of the program, families are invited to join their LIT at Adventure Academy’s Family Night program from 6:00 – 8:00 pm. LITs will be fed dinner before Family Night starts. For any LITs who do not have a self sign-out release (see page 10), upon your arrival you will need to check in with camp staff at the sign out table so that we can release your LIT back into your care. This will allow them to leave with you more quickly when Family Night ends. Your LIT can give you a tour, introduce you to their LIT Instructor and share some of their camp activities with you. The program of songs and skits featuring campers and staff begins at 7:00 pm. Family Night ends at 8:00 pm and campers will go home with their parents.

A sample calendar of the LIT schedule:

		Monday		Tuesday		Wednesday		Thursday		Friday
Week 1	AM	LIT hands-on learning	AM	LIT hands-on learning	AM	LIT hands-on learning	AM	LIT hands-on learning	AM	Adventure Academy Tour
	PM		PM		PM		PM	Discovery Day Camp Tour	PM	12:30 Dismissal
Week 2	AM	Placement 1	AM	Placement 1	AM	LIT hands-on learning	AM	Placement 2	AM	Placement 2
	PM	LIT hands-on learning	PM		PM	Placement 1	PM		PM	12:30 Dismissal
Week 3	AM	Placement 3	AM	Placement 3	AM	Placement 3	AM	Placement 4	AM	Placement 4 + Final debrief
	PM	LIT hands-on learning	PM		PM	LIT hands-on learning and Canopy Tour	PM		PM	12:30 Dismissal

Professional Boundaries

Due to the leadership role LITs will have and the working relationships we expect LITs will develop with CMO staff during placements with other groups, staff and LITs need to be mindful of appropriate boundaries, a topic covered during LIT group time prior to being placed with other groups.

LITs will be permitted to bring cell phones to camp, at their own risk, to help facilitate communication between LITs and supervising staff during placements with other groups. LITs may use their phones to contact camp staff for safety or absentee reasons. LITs will need to keep cell phones out of sight at all other times.

LITs will have their own messaging app channel to use while at camp, separate from the one used by CMO staff. We expect that CMO staff and LITs will not engage with each other on social media outside of their camp responsibilities.

As part of the orientation process on the first day of camp, we will ask if your LIT has any known prior non-camp relationships with someone on the CMO staff or with a camper enrolled during the LIT's camp session. This will help us manage LIT placements in other groups to ensure the best experience for campers and staff.

What will my LIT camper need?

What to bring to camp.

Other than a desire to make a difference in the life of a camper, a can-do attitude, and a full reserve of energy, we expect that LIT campers also bring the following items. LIT program campers are role models, so we ask that LIT campers adhere to these lists, just like our staff, to provide a consistent experience for younger campers.

- Reusable/refillable water bottle
- Sunscreen and bug spray
- Swim gear and towel
- Flexible, comfortable footwear. Footwear must be closed-toed, no Crocs. Tennis shoes/sneakers are preferred.
- Casual, layered clothing appropriate for the weather. Jacket or rain gear when necessary.
- Face mask (if desired)
- LITs are permitted to bring cell phones for camp-related communications purposes.
- Any manuals or binders provided by CMO

We will also encourage LITs to create a “bag of tricks” - a small collection of everyday items that can help with group management. Items that are commonly included in a bag of tricks are:

- A deck of playing cards
- Paper and Pencil
- A small ball
- Something that lets the LITs unique personality and skill shine.

What to Leave at Home

- Electronic devices (cell phones permitted)
- Soda, juice, gum, candy (we provide lunch and snacks)
- Pocket or camping knives (or other weapons)
- Flip-flops, Chacos, (or other open-toe shoes) Crocs.

Dress Code

While we do not have an official dress code for our campers, we do ask that our LIT campers follow the same guidelines as our staff. This includes:

- Always wearing closed toe shoes while at camp.
- Wearing LIT T-shirt (provided by camp) during first day of any placement.
- Wearing appropriate clothing while at camp. LITs will be seen as role models by campers so items like graphic T's / slogan T-shirts should be child friendly.

CMO Policies

Late Drop-off & Pick-up

All LITs will need to leave camp by 4:30 pm Monday through Thursday, and 12:30 pm on Friday, either signed out by an adult or departing on their own if we have a self sign-out waiver (See page 10). Family Nights are the exceptions to these times. For any camper not picked up 15 minutes after the end of their day, a \$15.00 fee will be charged for every 15 minutes (or portion thereof) that your camper remains at camp. This fee will be applied to your ActiveWorks account and automatically charged to the card on file.

Refunds

Deposits are never refunded except when a program is canceled by Camp Mary Orton. Registration fees minus the deposit can be refunded when cancellation occurs at least 21 days prior to the start of your child's camp session. Participants assume risk and responsibility for changes in personal schedule or health.

Cancellations

To cancel a registration, please contact the Camp Mary Orton office at 614.885.1023. You must speak with Camp Mary Orton administrative staff to cancel. A voicemail message will not be considered proper notification of cancellation for refund purposes. Please note that your \$150 deposit is non-refundable if you cancel your registration.

Summer Camp Communicable Disease Safety Plan 2023

Communicable Disease Policy

Being outdoors in small groups, regular hand washing, sanitizing of surfaces, and ongoing health monitoring by camp staff are our primary defense against the spread of communicable diseases at camp. We ask that families do their part by keeping campers' home if they are showing signs of illness within a 24 hour period prior to coming to camp. Campers will be isolated, and parents notified to pick them up if they show signs of illness such as:

- A temperature of at least 100.4 in combination with at least one other symptom of illness
- Diarrhea
- Severe coughing
- Difficulty breathing
- Evidence of untreated lice
- Sore throat or difficulty swallowing
- Vomiting more than one time or when accompanied by any other symptom of illness

As we have for the last three years, CMO and the Godman Guild will be following health protocols for COVID-19 based on the most recent guidance from the Centers of Disease Control and Prevention (CDC), The Ohio Department of Health, Franklin County Public Health as well as Godman Guild internal policies. The COVID-19 pandemic is an evolving challenge, and our policies may be updated based on the public health situation and new guidance from these organizations. Future communications with registered 2023 families about updated policies will be distributed via email through Active Camp.

We strongly suggest that campers be fully vaccinated for COVID-19 and up to date on any available booster prior to coming to camp. Vaccination status has important implications for who needs to quarantine when exposed to a case of COVID-19. All of our camp staff have received, at minimum, their initial COVID vaccination series. It is important to note that under current ODH guidelines, campers who are not up to date on COVID-19 vaccines need to stay home after exposure, while those up to date on COVID-19 vaccines do not (if they test negative and wear a well-fitting mask when needed, typically if weather forces us to be indoors for a prolonged time).

Campers or staff who test positive for COVID-19 must stay home and quarantine according to health guidelines in place at the time, regardless of vaccination status or whether or not symptoms are present. In past years we were required to report confirmed COVID-19 cases for campers or staff to Franklin County Public Health, and we expect the same reporting requirement in 2023.

If we learn of a COVID-19 case for someone at camp, within 24 hours, we will notify potential close contacts (usually limited to other staff and campers in a single group), and discuss options for those close contacts, which typically involve reviewing vaccination status, presenting testing options, and implementing social distancing and masking protocols within the group. In general, vaccinated, asymptomatic close contacts who have tested negative and are able to wear a mask where required will be able to continue attending camp. If a camper is exposed to COVID outside of camp, we will follow a similar procedure, but absent a positive test for that camper, we will not notify other camp families.

Last year we had test kits on hand to administer with a parent's permission or to give to parents to administer the test themselves, and we hope to have them available again this year. If not, you may be asked to take your camper to an outside testing location before returning to camp.

Important Contact Information

Adventure Academy	614-653-2838 (June – August) adventure@campmaryorton.org (June – August)
Discovery Day Camp	614-580-2651 (June – August) discovery@campmaryorton.org (June – August)
Jason Peck, Youth Camp Supervisor	614-706-2550 jason.peck@campmaryorton.org
Camp Mary Orton Main Office	614-885-1023

The Ohio Department of Jobs & Family Services (ODJFS) requires that registered day camps provide these numbers to families:

Franklin County Department of Health	614-525-3160
Franklin County Children’s Services	614-229-7000

Camp Mary Orton Federal Tax ID# 31-437978

Release waiver for camper to sign self in / out of camp. (optional)

The following waiver is required for LIT's to attend the program without being signed in or out by their parent or guardian. Please print this waiver and bring to camp on the first day if desired. This is in addition to the standard package of ePACT waivers that must be completed as part of the registration process.

Camp Mary Orton ("CMO") Summer Program Sign-in/Sign-out Waiver I,

_____ (print parent/guardian name) am the parent and/or legal guardian of _____ (print student name), who is attending CMO's Leadership in Training program during the summer camp season of 2023. Due to extenuating circumstances, I will be unavailable to sign my child in and out of the CMO Leadership in Training. I hereby sign this waiver to allow my child to sign in and sign out of the CMO Leadership in Training Summer Program each day without me as the parent and/or legal guardian present as an escort. Consequently, I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND HOLD HARMLESS the Godman Guild and Camp Mary Orton, and their employees, officers, agents, and all organizations involved in the coordination, hosting, and staffing of the CMO Leadership in Training program FROM ANY AND ALL LIABILITIES, RESPONSIBILITIES, CLAIMS, DEMANDS, DAMAGES, ACTIONS, JUDGMENTS, EXPENSES (INCLUDING FEES AND COSTS), CAUSES OF ACTION OR INJURY, INCLUDING DEATH in connection with my child signing in and out of the CMO Leadership in Training Program without me as the parent and/or legal guardian and/or another legal guardian present as an escort. I also understand that my child will need to possess a valid state of Ohio driver's license or be in the accompaniment of an individual possessing a valid driver's license in order to leave camp property via motor vehicle.

You may contact me at the following if you have any questions: Parent/Guardian.

Signature: _____

Parent/Guardian Email: _____

Parent/Guardian Cell: _____