

Camp Mary Orton
Leaders in Training
Parent Information

(Ver 2.4)

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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 thirteen to seventeen interested in developing professional skills that will be useful for anyone considering future employment in the field of outdoor education and youth programs and more. 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. LITs will learn new skills but 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 our other camp programs in mind, but it is open to all fourteen to seventeen-year-olds regardless of their 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 many of the activities offered at CMO camps.
- ✓ Participate in an Adventure Academy Family Night program during one of their group placements.
- ✓ Spend equal amounts of time placed with Adventure Academy, Discovery Day Camp, and IgniteU Summer Youth Enrichment Program groups to practice skills developed during LIT group instruction.
- ✓ Shadow full time camp staff and learn what daily tasks are involved in camp operations.
- ✓ 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 a mid and 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 lunch and snacks daily!

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. The LIT program will also allow for growth and professional development in many areas, including:

- | | |
|--|------------------------|
| ✓ Work Ethic | ✓ Goal Setting |
| ✓ Communication | ✓ Self Assessment |
| ✓ Teamwork | ✓ Camp Safety |
| ✓ Problem Solving | ✓ Trauma-informed Care |
| ✓ Conflict Resolution | ✓ Risk Management |
| ✓ Professional Boundaries | ✓ Interview skills |
| ✓ Providing age/developmentally appropriate behavior | |

When is the program offered?

The program will be offered once during the summer of 2024.

- LIT Session: July 8 – July 26th, 2024, Monday through Friday

Schedule overview:

Schedules will vary depending on which camp program a participant is placed with, and program placements will vary weekly.

Adventure Academy

- 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

Discovery Day Camp

- Monday – Friday 8:00 am - 4:00 pm

IgniteU SYEP

- Monday – Thursday 8:30 am - 4:00 pm
 - LITs in the SYEP placement will shadow Sr. Camp Staff on Fridays as SYEP will not be running that day.
- Friday – 8:30 am – 12:30 pm
 - During this day, campers will shadow a CMO leadership team/support staff member, learning about further intricacies surrounding the camp's daily operations.
- LITs will know their group placement schedules before their first week of camp. Start and end times can be modified to accommodate Weinland Park Shuttle / non-shuttle participants.

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 with 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 supervised time they will spend with younger campers. The steps for LIT registration are as follows:

1. Once registration opens, visit our Active Works site and sign up for an LIT tour and interview. The Youth Camps Supervisor will call applicants to schedule interviews in the order they register.
2. A member of our Camp Leadership Team will contact you and schedule a time to tour our facility and interview for the program. Following the tour, the camper will meet and interview with members of the Camp Leadership Team.
3. Camp Mary Orton will email you 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 to accept the space offered.
5. To accept the offer, you must register your camper using the link provided. To complete registration, you must pay a nonrefundable deposit of \$150 toward the \$850. The remaining balance of \$700 is due by May 13, 2024.

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 interact with other campers as they assist counselors and fill the role of one of the group's leaders during placement time. They will be able to lead teambuilding activities, field games, arts and crafts, shelter building, wilderness survival, and 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 divided into two different types of blocks. The first type is labeled "LIT hands-on learning" in the schedule on page 6. During these times, the campers shadow their LIT instructor, experience CMO activities as campers, 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
- Climbing walls
- 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
- Educational programming
- Group Games

Group Placements:

LITs will also spend time embedded with 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 time with Adventure Academy, Discovery Day Camp, and SYEP groups. During placement blocks, LITs will have specific learning objectives to achieve under the supervision of camp staff, who will also provide verbal and written feedback to the LIT. For all placements, the LITs will have frequent check-ins with our staff. LITs will receive written feedback on their progress and placements at the program's end.

Adventure Academy Family Night:

During your LIT’s Adventure Academy placement week, 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 placement counselor, 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.

IgniteU SYEP Family Night

IgniteU SYEP Family Night will be held on Thursday, July 25, 2024, from 6:00 to 8:30 pm. You and your family can join us for a cookout and family activities during Family Night. On Family Night, LITs may stay on site to facilitate the setup and implementation of the evening activities; parents of the LITs are welcome to join us at CMO at 6:00; please check in with your LIT’s Lead Counselor when they arrive. All LITs must be picked up by 8:30 PM on this day. The week of this event, we will send home a permission form. If you forget to send it back, you may still attend. However, it helps us know how much food to prepare if you return it.

Please be aware that on July 25th, there will be two separate evening activities. If your LIT is on a placement with a group in either Adventure Academy or SYEP, they are expected to attend that program's family night event if they remain on site. LITs on placement with Discovery Day Camp may stay on-site to help with the SYEP family night event if desired.

A sample calendar of the LIT schedule:

Additional Hands-on learnings may be substituted in as needed, Order of placements (DDC, SYEP, AdAc) will vary depending on number of registrants.

| | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|-------------|--------|-----------------------|---------|----------------|-----------|-----------------------|----------|-----------------------|--------|------------------------------|
| DDC Week | AM | LIT Hands-on Learning | AM | DDC Placement | AM | DDC Placement | AM | DDC Placement | AM | DDC Placement |
| | AM | | AM | | AM | | AM | | AM | |
| | PM | DDC Placement | PM | DDC Placement | PM | LIT Hands-on Learning | PM | LIT Hands-on Learning | PM | DDC Placement |
| | PM | | PM | | PM | | PM | | PM | |
| SYEP Week 2 | AM | LIT Hands-on Learning | AM | SYEP Placement | AM | SYEP Placement | AM | SYEP Placement | AM | Operation / Sr. Staff shadow |
| | AM | | AM | | AM | | AM | | AM | |
| | PM | SYEP Placement | PM | SYEP Placement | PM | SYEP Placement | PM | LIT Hands-on Learning | PM | Operation / Sr. Staff shadow |
| | PM | | PM | | PM | | PM | | PM | |
| AdAc Week 3 | AM | LIT Hands-on Learning | AM | AdAc Placement | AM | LIT Hands-on Learning | AM | AdAc Placement | AM | AdAc Placement |
| | AM | | AM | | AM | | AM | | AM | |
| | PM | AdAc Placement | PM | AdAc Placement | PM | AdAc Placement | PM | LIT Hands-on Learning | PM | AdAc Placement |
| | PM | | PM | | PM | | PM | | PM | |

Professional Boundaries

Due to the leadership role and the working relationships we expect LITs to develop with CMO staff during placements with other groups, staff and LITs must be mindful of appropriate boundaries, a topic covered during LIT group time, before 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 must keep cell phones out of sight at all other times.

LITs will have their messaging app channel while at camp, separate from the one used by CMO staff. We expect 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 LIT's 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 ask that our LIT campers follow the same guidelines as our staff. This includes:

- Always wear closed-toe shoes while at camp.
- Wearing a Camp T-shirt (provided by camp) during the 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 must 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 9). Family Nights are the exception 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 a 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 only refunded when Camp Mary Orton cancels a program. Registration fees minus the deposit can be refunded when cancellation occurs at least 21 days before your child's camp session starts. Participants assume risk and responsibility for changes in personal schedule or health.

Cancellations

Please contact the Camp Mary Orton office at 614.885.1023 to cancel a registration. 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 2024

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 for 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 those who need to quarantine when exposed to a case of COVID-19. All of our camp staff have received, at minimum, their initial COVID-19 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 / Peak Adventures | 614-653-2838 (June – August) adventure@campmaryorton.org (June – August) |
| Discovery Day Camp / Leaders in Training | 614-580-2651 (June – August) discovery@campmaryorton.org (June – August) |
| IgniteU SYEP | yfe@godmanguild.org 614-561-1730 614-204-0555 |
| 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# 31-4379478

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

The following waiver is required for LITs to attend the program without being signed in or out by their parent or guardian. Please print this waiver and bring it 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: _____