



**WELCOME TO OUR 2018 COUNSELOR IN TRAINING (CIT) PROGRAM!**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.**

**MEDICAL FORMS AND MEDICATIONS:** ALL IMMUNIZATIONS, MED FORMS AND EMERGENCY INFORMATION WERE DUE BY JUNE 1st! (If signing up after June 1st, you will have 3 business days to submit these forms.) If registering within one week of CIT start date, forms must be submitted at time of registration. No exceptions, forms will not be accepted at camp on **Monday**. Northborough Recreation requires a completed First Aid and Emergency Medical Care Authorization and Consent Form AND a current Immunization form.

BY LAW, YOUR CHILD CANNOT ATTEND CIT AT OUR CAMP UNLESS YOU PROVIDE THIS INFORMATION.

**On the first day of CIT**, please give the camp director, Stefanie Youssef, any **medications** (ex. Epi-pen) your CIT will need during the hours he/she will be at our camp. All medications need to be in their original packaging. No exceptions. If leaving medication, we should already have the **“Authorization to Administer Medications”** form IN HAND PRIOR TO CAMP (separate from our required medical form).

**\*\*If there are any special circumstances (medical, behavioral, etc...) or concerns you feel we should be aware of, please contact the Recreation office at 508-393-5034 prior to the first day of camp so that we can alert the director and CIT staff (if necessary). You may also email the camp director directly @ [syoussef@town.northborough.ma.us](mailto:syoussef@town.northborough.ma.us).**

**WHAT TO WEAR TO CAMP EACH DAY:**

- **CIT t-shirt** (to be distributed Monday)
- **Comfortable clothes appropriate for running around and for the weather that day** (Please avoid loose jewelry and restrictive clothing)
- **Sneakers** (Crocs, sandals, flip-flops, etc...often cause accidents when running.)
- **Sunscreen** (Please have your CIT apply sunscreen before camp each day AND provide sunscreen for him/her to re-apply midday.)
- **Wednesdays/Field Trip Day:**  
CIT shirt for field trips
- **Water Days/Water Field Trip Days:** Bathing suits or a change of clothes if they prefer to get wet but not wear a bathing suit. CIT's sometimes help out during water day activities.

**WHAT TO BRING TO CAMP EACH DAY:** Please label everything...

- Backpack
- **IMPORTANT!! REFILLABLE FULL water bottle** (labeled with name)  
**HYDRATION IS VERY IMPORTANT AT CAMP. IF YOUR CHILD DOES NOT ARRIVE AT CAMP WITH A WATER BOTTLE, ONE WILL BE PROVIDED AND WE WILL ADD A \$2 CHARGE TO YOUR REC ACCOUNT. YOU MAY PAY THIS FEE ONLINE OR IN PERSON AT CAMP.**
- **Lunch-** (no refrigeration available on-site)
- **2 Snacks** (one morning, one afternoon)
- **On TUESDAY for Water Day and for Water Field Trips:** Towel and bathing suit or a change of clothes.
- **Water Field Trips only:** FULL change of clothes to change into after water play. CIT's will wear their camp shirts in the water (if they go in) to help us identify our group.
- **Sprayable Sunscreen**
- Good Attitude and willingness to learn and have fun!

**WHAT NOT TO BRING\*:**

- NO video games, electronics, toys of any kind
- NO objects that might be harmful to others
- NO glass bottles
- NO medication (All prescribed medications should be given to the Director.)
- NO Gum

**IF CIT's BRING THEIR CELL PHONES TO OUR REC CAMP, THEY WILL NEED TO STAY IN THEIR BACKPACKS.**

**Please remind your CIT they are NOT campers, they are attending our camp as Counselor's in training and will be learning all about working as a camp counselor and other useful job prep skills.**

**Disclaimer:** C.I.T. is a program for teens interested in becoming counselors; it is not childcare. We reserve the right to transfer or cancel your teen's registration if we deem the C.I.T. program is not a good fit. Completion of this program does not guarantee a position working with Northborough Recreation. In order to apply for a Northborough Recreation Summer Camp Counselor position, applicants must be in the process of completing their sophomore year.

**DROP-OFF:**

**CIT begins at 8am** (early drop-off is not available). Our CIT staff will greet you at our camp entrance at 8am sharp and you will sign your teen in at this time. If they will be walking/biking to or from our camp, we will need a written note of consent to have on file. They will still need to check in/out with the CIT's staff at the beginning/end of each day. Once signed in, all CIT week 1, week 2, and extended certified CIT's will be directed to the appropriate area for the start of their day.

When you arrive at the **Melican Middle School (wks 1-6) located at 145 Lincoln St.**, you will enter through the cafeteria door located in the front of the building to the left of the main doors. When you arrive at the **Lincoln Street Elementary School (wks 7-8) located at 76 Lincoln St.**, you will enter through the cafeteria door of the school at the front of the building. Please be sure to park in the school's parking lots and proceed with caution (lots of kids coming in and out). **\*Both location entrances will be marked with our camp signs.**

**Each week, there will be field trip on Wednesday (rain date of Thursday). Your CIT will attend the field trip and be assigned to work with one of our camp counselors. Please note that some field trips have a later return time (latest 6pm- but usually by 5:30pm).**

**PICK-UP:**

\*IN THE EVENT THAT SOMEONE OTHER THAN THE DESIGNATED PERSON IS PICKING YOUR CHILD UP, PLEASE CALL OUR OFFICE AT 508-393-5034. THE DIRECTOR WILL BE INFORMED OF THE CHANGE. PLEASE HAVE THE DESIGNATED PERSON BRING THEIR ID FOR VERIFICATION. THIS PERSON MUST BE ON YOUR APPROVED LIST.

**CIT ends at 4pm.** Pickup is between 3:45-4pm. When you return to pick-up your CIT, you will sign them out with the CIT staff.

**\*\*LATE POLICY:** A fee will be charged for any child picked up after the above stated times. The fee will be \$10 per CIT for the first five minutes and \$1.00 per CIT for each minute thereafter. Please understand that it is important that you pick-up your child up on time. Our CIT staff members leave at 4pm.

**WATER BOTTLES!** Does your CIT need a refillable water bottle to bring to camp each day? **You can purchase a 20oz refillable sports water bottle at camp for only \$2!!!** You can pay at camp or we can add it to your rec account and you can sign on and pay later that day. If your CIT does NOT bring a water bottle to camp, one will be provided and your Rec account will be charged \$2.

**OPTIONAL CAMP LUNCHES AND SNACKS!**

**\*ALL FOOD INCLUDED IN LUNCH PROGRAM ARE NUT-FREE**

Parents have the option to purchase camp snacks/lunches/drinks for their CIT's on a weekly (Mon/Tues/Thurs/Fri) or daily basis. Cost for this Snack/Lunch option will be \$7 per day or \$20 for all four days. You can sign up for the whole week or at camp for individual days. If signing up for the whole week, please do so online at [www.northboroughrecreation.com](http://www.northboroughrecreation.com) no later than the Thursday before camp starts or on Monday at the front desk **by 9am** (with the Director) when you arrive at camp.

Your CIT will receive: complete lunch, two snacks (morning and afternoon), drinks (juice with AM snack, 1 % milk with lunch, and water with PM snack). Snack choices will vary (goldfish, ritz crackers, cheez-its, smartfood popcorn, chex mix, and pretzels).

Monday and Friday lunches will include cheese pizza from Monti's Pizza. Tuesday and Thursday lunches will include lettuce and your choice of turkey/cheese, ham/cheese, or just cheese on bulky rolls. Optional condiments (mustard & mayo) will be available at camp. Each child will also get a choice of applesauce or yogurt with their lunch.

**MEDICAL EMERGENCIES REQUIRING TRANSPORT TO HOSPITAL:** In the unlikely event your child requires medical attention that requires an emergency hospital visit, your child will be transported by ambulance to UMASS Worcester, (they have a child trauma center), at 55 North Lake Ave, Worcester, MA, 01655. Telephone # 508-856-3511. Parents/Guardians will be notified immediately and asked to meet us at the hospital.

**THANK YOU IN ADVANCE FOR YOUR COOPERATION!**

**We look forward to seeing old friends and making new ones this summer!**

**QUESTIONS?** Please feel free to contact us with any questions!

The Recreation Office summer hours will be 8am-4pm Monday-Friday. We can be reached at 508-393-5034 or [recreation@town.northborough.ma.us](mailto:recreation@town.northborough.ma.us).

Need to speak to camp staff? The Director will do her best to answer and return calls on a timely basis. Our direct Camp Phone number will be posted at camp. (If you have the camp phone from a previous year, please note the number changes every year. The camp phone is not activated until right before camp is scheduled to start.

NORTHBOROUGH RECREATION IS A LICENSED CAMP. WE COMPLY WITH ALL STATE AND LOCAL BOARD OF HEALTH CAMP REGULATIONS. PARENTS HAVE THE RIGHT TO REVIEW BACKGROUND CHECK, HEALTHCARE, DISCIPLINE POLICIES AND GRIEVANCE PROCEDURES. ALL OF OUR CAMP POLICIES AND PROCEDURES ARE AVAILABLE UPON REQUEST. THE CAMP DIRECTOR, STEFANIE YOUSSEF, IS ALWAYS HAPPY TO ANSWER ANY QUESTIONS YOU MAY HAVE. SHE MAY BE REACHED BY CONTACTING THE REC OFFICE @ 508-393-5034, DIRECTLY AT THE REC CAMP ONCE IN SESSION, OR YOU MAY EMAIL HER ANYTIME @ [SYOUSSEF@TOWN.NORTHBOROUGH.MA.US](mailto:SYOUSSEF@TOWN.NORTHBOROUGH.MA.US).