

Tate's Day Camp
 9215 Bob Gray Road
 Knoxville, TN 37923
 (865) 690-9208
 www.tatescamp.com



TATE'S DAY CAMP

COUNSELOR-IN-TRAINING PROGRAM 2012

Session Dates

Session 1
June 4-22
\$768

Session 2
June 25-July 13
\$768

Session 3
July 16-Aug 3
\$768

CIT's may pick and choose among any or all of the sessions but must be available to attend all three consecutive weeks of the sessions in which they enroll.



Mandy Hipshire
 CIT Director



Challenge, Experience, Achievement!



Friends are important, personal expression is critical, and gaining new knowledge is essential. Welcome to the Tate's Day Camp CIT Program. This leadership based training program is specifically designed for today's high school students who seek challenging opportunities through useful hands-on experiences that can immediately be applied to "real life" situations.

CIT's must be open minded, mature, and continually strive for excellence. Although this program may not be for everyone, if you are searching for a summer position where you can be part of a dynamic team, make new friends, and gain leadership experience then this may be the right place for you, and we invite you to apply to be a Tate's Day Camp CIT.

To qualify as a CIT you must:

- Be entering 9th or 10th grade
- Have a genuine desire to work with children in an outdoor camp environment
- Demonstrate teamwork and a willingness to work with others
- Desire personal growth and development
- Be willing to be supervised and coached
- Follow all CIT personnel policies and the job description

Why join the CIT program?



The primary goal of the CIT program is to provide valuable training and experiences to assist you in preparing for real-life challenges and future working environments. Topics and skills may include:

- Communication
- Time Management
- Childcare
- Peer Coping Strategies
- Problem Solving
- Enhanced Creativity
- Job Interviewing Tips
- Leadership Techniques



CIT's participating in Low Ropes and Group Initiatives

Topics are covered through hands-on opportunities, workshops, and team building

exercises. There are also opportunities to participate in a variety of fun camp activities including:

- Swimming
- 100 Yard Zip Line
- Climbing Tower
- Tree Climbing
- Low Ropes
- Sports
- Group Challenges

Although this program is filled with "education," rest assured, this is not school and we pack plenty of adventure, action, and fun into the CIT curriculum.

Expectations



Tree Climbing



Climbing Tower



Although CIT's pay tuition to attend the program, we are very selective about our CIT candidates and expect them to comply with both camper and staff guidelines. Just like our Tate's Staff members, CIT's must be excellent role models for our campers, have a genuine desire to work with children, and maintain a positive attitude.

Before applying please review the CIT personnel policies and job description. All of our CIT's must go through an interview process similar to what we use when hiring our camp staff. This not only helps us to choose the best and most qualified candidates, it also represents the first step in our "leadership" program by simulating what you may expect when applying for a future job.

You will get out of this experience what you put into it! If you are willing to work hard and play hard and you want a fun summer with the opportunity to learn while standing shoulder-to-shoulder with some of our incredible camp counselors, then this is the place for you. Please understand that this is not just another year at camp as a "camper." You will find yourself initiating games as opposed to just playing them and full participation is expected.

How to Apply

Steps:

1. Complete a CIT Application (completed by the candidate).
2. Attach a written essay of approximately 100 words about why you want to be a CIT and what you hope to gain from the program (completed by the candidate).
3. Attach at least one letter of recommendation from someone other than a relative. Teachers, coaches, youth leaders, instructors, or ministers are great sources for references.
4. Include a parental registration form (completed by the parent or guardian).

When complete, submit all of the above materials to our office. We will review your application, essay, and reference and then contact you to schedule a convenient time for your interview.

The interview may take on various forms. It may be a one-on-one interview with our CIT director, or it may be a group interview which includes participating in camp and group activities with other CIT candidates.

We realize that many CIT candidates may not have much interview experience, and that's OK. Our interviewers are looking for specific traits that are needed to succeed in the CIT program. These traits include a clean/tidy appearance, positive attitude, and a desire to learn and grow.

In the interview we will discuss your school, extracurricular activities, friends, and what you are searching for in a CIT position. There will also be time for you to ask questions and learn more about Tate's.

Following the interview, we will notify you within a week as to whether or not you have been accepted to the program.



Greatest CIT Benefits?

"Becoming a CIT gave me the opportunity to continue my camp experience while maturing, learning new skills, meeting new people, getting a good farmers tan, and preparing for a great summer job."

- Liam Cremins

Former CIT, then Tate's Staff member, lifeguard, and pirate



CIT Personnel Policies

Although on the surface, these policies may appear to be the dry, boring, and business-part of the program, they are created to help preserve quality and assure that we are all working toward the same goals and expectations. Each policy is written to help maintain the integrity, safety, and welfare of our CITs, campers, parents, staff, and our camp business. During the CIT orientation and throughout the CIT Training Manual, we often “go behind the scenes” to discuss the purpose of some of these policies. We value and encourage individual expression, but we also have specific guidelines regarding dress, hairstyles, body piercing, language, and attitude. Please don’t hesitate to speak with a director prior to applying for the program if you have any questions or wish further clarification of any of these policies.

1. **Time off:** CITs should attend all days of camp during the sessions in which they are registered. If a CIT must miss a day, then it is the CIT’s responsibility to notify the CIT director. Excessive absences or sick days will result in the CIT not receiving a certificate of completion at the end of a session. If a CIT must miss more than two or three days during a single session, then they should not enroll for that particular session. If situations involve special circumstances, please discuss these with the CIT director prior to interviewing for the program.
2. **Punctuality:** To avoid disruptions, CITs should arrive no later than 8:30 AM each day. If needing to arrive late, please notify the CIT director so that alternate arrangements can be made to cover your responsibilities.
3. Although CITs must interview and be accepted into the program, they are legally considered 9th and 10th grade campers who are expected to adhere to both camper and staff policies. CITs are not employees or volunteers of the camp and are not covered by worker’s compensation or other types of employee insurance coverage.
4. No personal phone calls should be made during camp hours without the permission of the CIT director. (See use of phone in the handbook.)
5. Upon arrival CITs should not leave the campgrounds during the course of the day without obtaining parent and director permission.
6. **Dress code:** the following items should be worn daily as part of the Tate’s Day Camp CIT uniform: khaki shorts, CIT T-shirt, tennis shoes or hiking boots (closed-toe shoes), socks, nametag. Other appropriate optional items include: a sweatshirt or wind breaker on chilly mornings, ponchos, one piece bathing suits for females / tasteful swim trunks for males, hats and sunglasses. (CITs should wear appropriate length, hemmed khaki shorts, not long pants or cut-offs.)
7. **Body Piercing:** Females may wear up to two small earrings in each lower ear lobe. For safety, no dangling earrings including hoops. No other visible body piercing is allowed including tongue rings, nose, eyebrow, etc. Males may not display any visible type of body piercing. Inappropriate tattoos (including but not limited to references of death, drugs, sex, or violence) may not be displayed at camp.
8. **Hairstyles:** All hair must be kept neatly groomed, clean and out of the face. Males should keep hair trimmed above the collar and maintain a clean-cut look. Males with facial hair must shave daily or keep mustaches and/or beards neatly trimmed.
9. **Standards of Conduct:** The following conduct is prohibited and may lead to immediate dismissal from the program.
 - a. Harming a child, a fellow CIT, or a staff member including but not limited to corporal punishment, sexual harassment, violence, or child physical, emotional, or sexual abuse.
 - b. Drinking, taking, or possessing alcohol or illegal drugs. Smoking at camp.
 - c. Illegal activity including but not limited to underage drinking, underage smoking, illegal drug use, or contributing to underage drinking, smoking, or drug use.
 - d. Cursing, threatening, intimidating, bullying, or gossiping about a child, parent, fellow CIT or staff member.
 - e. Behaving in a reckless manner or fighting
 - f. Unsatisfactory performance or poor attitude.
 - g. Removing or borrowing camp property without prior permission.
 - h. Abuse of camp property.
 - i. Engaging in criminal conduct whether or not related to job performance.
 - j. Insubordination, including but not limited to failure or refusal to carry out the instructions of a supervisor or director.
 - k. **Posting inappropriate personal information, blogs, messages, and/or photos in public places including online areas such as MySpace.com and Facebook. Personal websites are acceptable as long as they do not detract from your image as a positive role model for children.**

Other types of conduct injurious to security, personal safety, employee welfare and the camp’s operation may also be prohibited and may lead to dismissal. There are no tuition refunds for being dismissed from the program.
10. Maintaining your health is required. We ask that CITs get adequate sleep, eat properly, and stay physically fit. Working with children in a camp setting is extremely demanding, and our campers deserve you at your best.
11. **Confidentiality:** Each CIT and staff member is responsible for safeguarding confidential information that may be obtained in connection with his or her responsibilities.
12. CITs should not bring personal equipment from home unless checking with a director first. (i.e. Water balloon rocket launchers, sports equipment, electronics etc.) Tate's Day Camp is not responsible for the loss, theft, or damage of such items. Pets and weapons are not allowed.

CIT Job Description

Minimum Qualifications

- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to lead an activity
- Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control
- Entering 9th or 10th grade
- Desire for personal growth and a willingness to be a role model to campers

Responsible To

Counselors / CIT Director / Camp Directors

Camp Goals

Meet and exemplify the specific responsibilities of Tate's Day Camp, reflecting the goals of the camp and camper. (Found in the CIT Handbook)

General Responsibility

To actively work with Discovery Campers (children between the ages of 3-6) and counselors.

Specific Responsibilities

1. Learn the likes/dislikes of each participant.
2. Recognize and respond to opportunities for problem solving in the group.
3. Develop opportunities for interaction between campers, CITs, and staff.
4. Provide opportunities for the group so that each individual experiences success during camp.
5. Help all campers develop confidence in themselves and their abilities while nurturing social development.

General Responsibility

To carry out camp programs.

Specific Responsibilities

1. Assist in guiding groups in participating successfully in all aspects of camp activities.
2. Assist in supervising camper health and safety.
3. Assist in supervising all aspects of the campers' day.
4. Help campers plan their participation in special events and activities.
5. Teach and lead activities with unit groups as assigned.

General Responsibility

To fulfill other camp roles.

Specific Responsibilities

1. Set a good example for campers and others including cleanliness, punctuality, sportsmanship, and dress.
2. Encourage respect for personal property, camp equipment, and facilities.
3. Submit plans on time.
4. Inform the CIT Director of any camper and/or staff problems relevant to the CIT program.
5. Actively participate and complete all work from CIT workshops and training meetings.
6. These are not the only duties to be performed. Some duties may be assigned or reassigned as required.

Life after the CIT Program

Does completing the CIT program guarantee future employment at Tate's Day Camp?

No. The individual staff members at Tate's Day Camp are primarily college-age and older. The interview process is extremely competitive and based on maturity, skills, and life experiences. ACA camp accreditation actually requires that a high percentage of staff members be at least 18 years of age or older.

Does completing the CIT program help in any way in the hiring process at Tate's Day Camp?

Absolutely. Although CITs may not be hired straight out of the program, being a CIT provides a behind the scenes look at being a camp counselor. Participating as a CIT is an excellent way to gain experience and knowledge. Many of our former CITs have become legendary camp counselors at Tate's Day Camp.





TATE'S DAY CAMP

THE FUN PROFESSIONALS

January 2012

Dear Returning CIT Candidate,

Greetings from your favorite director! It's me, Mandingo, calling all CITs who are looking for another incredible summer. I hope you have been enjoying your school year and looking forward to your summer break. I also hope you have been considering returning to Tate's Day Camp for another summer of CIT fun.

As a returning CIT you will take on a greater leadership role than the previous summer. You are role models for our younger campers, and I can tell you from personal experience that these campers will remember you for months to come. I have high expectations of you and feel confident that you will not only meet, but exceed them. Individually you are exceptional but together our CIT's are an unstoppable team.

I sincerely hope you will return to Tate's this summer. I am very excited about the months ahead, and I look forward to seeing you again. Unlike last summer, you do not have to submit an essay or reference letter. Instead, you simply need to complete the CIT re-application and attend an interview. A parent or guardian will also need to complete the registration form.

Please don't delay in looking at your schedule and making your summer plans. Historically, one or more of the CIT sessions will go on a waiting list by early spring. I will contact you as soon as I receive your paperwork so we can schedule a good time to meet. Hope to see you soon!

Always planning ahead,

Mandy Hipshire
CIT Director



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THE FUN PROFESSIONALS

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2012 CIT Reapplication

(To be completed by the CIT candidate)

Please Print Clearly

Date _____

Name _____ Soc. Security # _____ (not required for CIT app.)

Home Phone _____ Cell Phone (if available) _____

Present Address _____

City _____ State _____ Zip _____

E-mail address (if available) _____

Age _____ Birthdate _____ Sex _____

Parent(s) or Guardian(s) _____

Mark the sessions in which you are applying:

Session 1 CIT (June 4-22)

Session 2 CIT (June 25-July 13)

Session 3 CIT (July 16-August 3)

Have you ever been suspended or expelled from school? (If yes, explain fully on an additional sheet.)

____yes ____no

What other activities will you be involved in this summer?

Education

School _____ Grade (Fall of 2012) _____

Previous Experiences

Why do you want to attend the CIT program for a 2nd year? _____

What are some of your strongest leadership skills?

What are some areas in which you believe you can improve?

What did you enjoy most about your previous summer in the CIT program?

What would you like to change about the CIT program?

What can you contribute to the CIT program that we could not get from anyone else?

Please list at least three camp related goals for yourself for the summer of 2012:

- 1) _____
- 2) _____
- 3) _____

List any training, experiences, extracurricular activities, honors, and certifications such as First Aid, CPR, Lifeguarding, WSI, etc.: (Submit a photocopy of any certifications)

You are welcome to use the back or attach a separate sheet with any additional notes and comments.

I understand that any untrue, misleading, or omitted information herein may result in denial of privileges and / or dismissal from the Counselor-In-Training Program. I understand that while at Tate's Day Camp, I must follow both camper policies and staff policies. I also understand that by completing the Counselor-In-Training Program, I am in no way guaranteed a job with Tate's Day Camp in the future. (Tate's Day Camp generally seeks qualified staff that are 18 years of age or older and have graduated from High School.)

Signature _____ Date _____



TATE'S DAY CAMP

THE FUN PROFESSIONALS

Counselor-In-Training Registration Information

Dear Parents,

It is a pleasure to invite your teen to apply to become a member of our Counselor-In-Training (CIT) program. This leadership program is designed to give teens entering the 9th or 10th grade the experience to work, learn, and play in a camp setting.

During each three-week session, CITs will receive valuable training and experiences in Communication, Time Management, Creativity, Job Interviewing Tips, and Leadership Techniques. This is accomplished through hands-on training by working with one of our Discovery Camp groups each morning. (Discovery Campers are between the ages of 3 through 6.) The afternoons will be spent learning and playing through workshops, meetings, team-building activities, and games.

Group counselors and the CIT director will mentor each CIT in the specifics of working with children, planning activities, assuming leadership responsibilities, and having a good time.

Please review the CIT personnel policies and job description prior to applying.

How to Register:

1. Complete the enclosed forms (one per applicant). Please note that there is a form to be completed by the parent and a form to be completed by the CIT candidate. The CIT candidate must also write an essay, acquire a written reference, and participate in an interview in order to be eligible for the program. (Returning CITs do not have to write an essay or acquire a reference.)

2. Indicate the sessions for which you are applying.

◆ Session 1 CIT (June 4-22)	\$768
◆ Session 2 CIT (June 25-July 13)	\$768
◆ Session 3 CIT (July 16-August 3)	\$768

****The CIT candidate must be available for all three consecutive weeks of the session in which applying.**

3. Attach a check for the registration deposit of \$150.00 for each session in which the candidate is applying. This fee is nonrefundable and is applied toward CIT tuition. A refund will be issued if the CIT is not accepted into the program; however, no deposits will be refunded if the CIT is accepted into the program and chooses not to attend.

4. Return the registration form, deposit, and all materials that must be completed or gathered by the CIT candidate.

(Continued on Back)

Final Payment Schedule and Refund Policy:

1. All CIT tuition must be paid at least three weeks in advance of the session in which the CIT is enrolled. No CITs may attend camp until tuition is paid in full.
2. The **\$150** deposit fee will not be refunded if a CIT drops a session. This fee is applied toward the course tuition.

Camper-Parent Handbook / Health Form:

Upon acceptance, a confirmation of your sessions and a Camper/Parent Handbook will be emailed to you. Both parents and CITs should read this handbook before attending camp.

A Camp Health form will also be emailed and must be returned at least three weeks prior to camp beginning.

Daily Camp Hours:

1. Structured camp activities are from 8:30 a.m. to 4:00 p.m.
2. Drop-off is between 7:30 a.m. to 8:30 a.m.
3. Pick-up is between 4:00 p.m. to 6:00 p.m.

Lunch Service:

Tate's Day Camp will offer an optional catered lunch service program. A menu and prices will be emailed to all registered camp families prior to camp beginning. You must return a lunch card and lunch fees at least a week in advance to sign up for the lunch program. CITs not using the lunch program will need to bring lunch with them each day.

Financial Assistance:

Tate's Day Camp does offer some scholarships and partial financial assistance. The candidate must be a good student, a mature member of our community, and have the desire to gain leadership experience. Consideration is given to families with a modest annual household income. For more information please contact the camp office. Requests and awards are confidential.

CIT Tuition:

Total per 3 week session = \$768

\$150 deposit must be included with application.

Balance due at least three weeks prior to the session is **\$618**.

CIT Tuition includes 2 CIT shirts, 1 T-shirt Tuesday shirt, nametag and Training Materials. Additional shirts may be purchased for \$10.00 each.



Tate's Day Camp CIT Registration 2012

9215 Bob Gray Road * Knoxville, TN 37923 * (865) 690-9208

FAMILY PROFILE (This form should be completed by a parent/guardian.)

Last Name of Camper _____ First Name of Camper _____

Home Address of Camper _____

City _____ State _____ Zip _____

Home Phone # _____ Primary Family Email Address _____

In continuing efforts to "Go Green," most camp correspondence including confirmation materials and invoices will be sent electronically.

Check here if you prefer "paper" copies.

MOTHER/GUARDIAN

(circle one: Mrs., Ms., Dr.)

Mother's First Name _____

Mother's Last Name _____

Place of Business _____

Business Phone _____

Cellular/Other _____

Home Address if different than above:

Street _____

City _____ State _____ Zip _____

Home Phone if different than above _____

Mother's Email: _____

FATHER/GUARDIAN

(circle one: Mr., Dr.)

Father's First Name _____

Father's Last Name _____

Place of Business _____

Business Phone _____

Cellular/Other _____

Home Address if different than above:

Street _____

City _____ State _____ Zip _____

Home Phone if different than above _____

Father's Email: _____

Confirmation and Correspondence will be emailed to the top address unless you request differently.

Check if applies:

- Parents are married Single parent
- Parents are separated Parents are divorced
- Father is deceased Mother is deceased

During camp child resides with:

- Mother and Father Mother Father
- Other (relationship to child) _____

How did you first learn about Tate's Day Camp?

New campers only.

- A camper or parent Magazine
- Friend or co-worker Phone Book
- Direct Mail Through Tate's School
- Newspaper Drive by/live close
- Radio Internet
- Camp Directory Other: _____

AUTHORIZED PICK-UP AND EMERGENCY CONTACT

List in order the name of anyone, **other than mother and father**, you wish the Camp to contact for emergency purposes or whom you authorize to pick up your child. Specify relative, friend, etc., and phone number.

1. Name _____

Relationship _____

Phone _____

2. Name _____

Relationship _____

Phone _____

3. Name _____

Relationship _____

Phone _____

Continued on Back

CIT PROFILE

Camper's Legal Name _____

Name Goes By _____

Birthdate (mo/day/yr) _____ Age _____

Sex _____ Grade in Fall of 2012 _____

School _____

Email Address _____

This will be my child's _____ year at Tate's Camp.

T-shirt Size: (Circle one)

Adult's: S (34-36) M (38-40) L (42-44) XL (46-48)

SIGN-UP AND REGISTRATION

I would like to register my child for the following sessions. I understand that tuition **MUST BE PAID IN FULL at least THREE WEEKS** before each session my child is registered to attend camp and there are no refunds.

Mark the sessions that you wish your child to attend.

Session 1 CIT (June 4-22) \$768

Session 2 CIT (June 25-July 13) \$768

Session 3 CIT (July 16-August 3) \$768

PARENT AUTHORIZATIONS AND POLICIES

To the best of my knowledge this information is correct, and the individuals herein described have permission to engage in all camp activities unless restrictions are noted. Permission is given for my child to participate in off-campus activities and trips.

Realizing that a sudden illness or accident may happen to a camper, I hereby ask the camp to use their best judgment in such cases in caring for my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp to secure and administer treatment, including hospitalization, for my child. I authorize Tate's Day Camp to provide or arrange necessary transportation for my child. I further understand that camp fees do not include accident or illness insurance and Tate's Day Camp is not responsible for any expenses incurred, and I agree to release any records necessary for insurance purposes. A separate Health History and Profile for each camper is required prior to participation.

I give permission for use of my child/children in promotional photographs and/or videos including the camp web page and social media sites utilized by the camp. My child may be interviewed, photographed, and/or video taped by the news media, including newspapers, magazines, television, and/or radio, for camp community interest stories and advertising.

I give permission for my child to have sunscreen applied.

I give permission for the camp staff to correspond directly with my child via phone, text message, email, and/or Internet and I give permission for my child to join the Tate's Day Camp online alumni community.

I have read and understand that tuition is due three weeks in advance and Tate's Day Camp reserves the right to cancel enrollment if fees are not paid by the due date. I understand that the \$150 deposit is nonrefundable and there is a \$50.00 cancellation fee for dropping a session after I enroll, and there are no refunds for camp tuition within three weeks of the session(s) in which my child is registered. There is a \$25 per change fee to change sessions after this form is submitted. I understand it is my responsibility to contact the camp office in the event I must cancel a CIT session.

These authorizations and policies constitute the full understanding of the parties hereto and no change, modification or waiver of any of these authorizations and policies shall be effective unless in writing and signed by both parties.

Parent's Signature _____ Date _____

- Please be sure all information on both sides of this form is fully completed. Incomplete forms will not be accepted.
- The registration fee of **\$150 per session** must be enclosed with application.
- This fee is non-refundable and is applied toward CIT tuition.
- Balance must be paid at least three weeks prior to the session.