



## The Monroe Family YMCA Camp Gonnahavefun Leader in Training Application 2019

March 2019

Dear LIT Applicant and Parent,

Thank you for your interest in The Monroe Family YMCA Camp Gonnahavefun Leader in Training (LIT) program. The purpose of this letter is to help both the applicant and the parent understand more about the program and our expectations of the LITs.

### **Eligibility**

In order to be considered, applicants must be between the ages of 12-16 and not everyone will be selected. It is helpful, although not required, that applicants have previous experience working with children.

### **LIT Program Schedule**

The LIT program takes place throughout the summer coinciding with regular camper sessions.

### **Are you ready to be a LIT? Applicants should ask themselves the following questions:**

- Do I have a sincere desire to work with children?
- Would I like the opportunity to develop and improve my leadership ability?
- Do I enjoy learning in a hands-on environment?
- Is an out-of-doors work experience right for me?
- Am I ready to become a role model for younger children?
- Can I handle the responsibility of being a camp counselor?
- Am I ready to put campers' needs ahead of my own?
- Am I ready to create camp magic?
- Do I have the ability to work well with others in a variety of situations?

If the applicant answered yes to the above questions, then the LIT program may be an opportunity to gain valuable experience in a fun-filled environment.

### **LIT Program Information**

The LIT Program offers countless opportunities to interact with children, lead activities and participate in camp programs. LITs fulfill many different roles at Camp Gonnahavefun. LITs must have a sincere desire to work with children, a wish to give back to the camp community, a strong work ethic, lots of energy and creativity, a positive attitude and the ability to put children's needs ahead of their own.

### **Training**

The objective of the LIT program is to better prepare the participants for future work with children, in or out of the camp setting. This is done through hands-on experiences, guidance from staff members and, of course, precamp training and on-site workshops. Training and workshops will cover ice breakers and games, child abuse awareness and prevention, positive discipline techniques, child development stages, the mission and philosophy of Camp Gonnahavefun, camp operation, and much more.

### **Working at Camp**

LIT's will not be assigned to the same camp each day, it can vary. The LIT's assisting Camp Respectors will rotate. LIT's may also rotate through Sports and Specialty camps based on interest. The LIT will be an apprentice to the staff assigned to each Camp, learning how to care for campers in every aspect of the counselor experience, from planning and implementing activities, to gathering supplies, and camper and

parent interaction. LITs will have multiple opportunities throughout the summer to learn how to run the activities and teach a variety of skills to campers.

### **Field Trips**

On Field Trip days if you plan on going, you are expected to help out the group and counselor you are assigned to for that day.

### **Challenges of the LIT Program**

The LIT program is challenging for young people on many levels. First, it takes a large amount of energy to complete all of the daily tasks and responsibilities of a LIT and maintain a positive attitude. Second, it is a transition time. Participants are no longer campers and must be willing to be a constant role model, placing the campers' needs in front of their own. Finally the LIT program participants often become future staff members. We want every participant to have a positive experience at Camp Gonnahavefun; therefore, we challenge each LIT to push him or herself to achieve personal goals in their work with children.

### **Application Process**

**Step One:** Complete the attached application. LIT applications must be returned to the camp director no later than May 6th. In order to ensure an application will be considered, the applicant needs to provide a minimum of one (1) letter of recommendation to The Monroe Family YMCA no later than the above deadline. Teachers, coaches, mentors, religious leaders and employers are all excellent choices for letters of recommendation. We do not recommend letters of recommendation from family members.

**Step Two:** Applicant interviews will be conducted starting May 13, 2019 at The Monroe Family YMCA. You will be contacted by the camp director to set up an interview time.

**Step Three:** Placement decisions will be based on the application, interviews, and reference forms. Placement decisions will be made the week of May 27, 2019 and placement notification by phone will be made. Please be aware space is limited and not everyone who applies will be accepted into the LIT program.

Serving in the Leader in Training program does not guarantee a future position at Camp Gonnahavefun. Communication regarding the application process and the program should be between the applicant and the camp director. Parents should feel free to help in certain ways, like guiding the applicant in selecting references and helping them learn to professionally apply and interview. At the same time, please remember we seek candidates who are independent, mature and self-motivated. It is our hope that parents help cultivate these traits by allowing their teens to take full responsibility for their LIT application. Our goals are that all applicants to the Leader-In-Training program gain valuable experience in the job application and interview process and that all of our LITs gain skills that are applicable not only to being a camp counselor but to other aspects of their lives.

To the applicant: Thank you for applying to be a Leader in Training, and please do not hesitate to call or email me if you have any questions. I look forward to hearing from you!

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YMCA Camp Gonnahavefun  
Leader-In-Training Application  
(Print clearly)

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_ E-mail address \_\_\_\_\_

# Summers at The Monroe Family YCMA Summer Day Camp \_\_\_\_\_

In order to apply for the LIT program at Camp Gonnahavefun, please complete the following application and provide documentation of proficiencies earned by either photocopying award cards or taking a photograph of awards received if applicable.

Please answer the questions on both sides of this application fully. Attach an extra sheet if necessary.

1. Why do you want to be an LIT?

2. Are you willing to commit a minimum of three days each week to the LIT program?

3. The LIT program requires you to be involved in helping camp with physical tasks that need to be completed, to learn how to be responsible for your own and others well – being, and to work within a diverse group of people. How are you going to prepare yourself mentally for the demands of the program?

4. What program areas do you have enough knowledge to lead? The program areas you list may include programs you are not yet proficient in. Please elaborate why you believe you would be able to lead the program area if not proficient.

5. Why do you want to work with children?

6. Why do you want to be a LIT at Camp Gonnahavefun and not at another camp?

7. What contributions can you make to Camp Gonnahavefun while being a LIT?

8. Please list five adjectives that best describe you and why.

9. Please include any other helpful information that will help the Camp Director understand your willingness to become a LIT at Camp Gonnahavefun, and thank you for your application.



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

T-shirt size (Please circle one):			
YOUTH: XSmall	Small	Medium	Large
ADULT: Small	Medium	Large	X Large

# LIT-Camp Gonnhavefun 2019

LIT's Name: \_\_\_\_\_  
 \_\_\_\_\_ Male \_\_\_\_\_ Female Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian #1 Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Relation to child: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work place: \_\_\_\_\_ Work Address: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell/Other Number: \_\_\_\_\_ Address (if different than above) \_\_\_\_\_

Email: \_\_\_\_\_

Parent/Guardian #1 Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Relation to child: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work place: \_\_\_\_\_ Work Address: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell/Other Number: \_\_\_\_\_ Address (if different than above) \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Relation to child: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work place: \_\_\_\_\_ Work Address: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell/Other Number: \_\_\_\_\_ Address (if different than above) \_\_\_\_\_

Email: \_\_\_\_\_

**Children must be signed in and signed out by an authorized person listed**

Persons authorized to pick up your child besides above:

Name	Phone #	Relation to child	Date of Birth

Name	Phone #	Relation to child	Date of Birth

Name	Phone #	Relation to child	Date of Birth

**Registered Sex Offender Policy**

In the interest of maintaining an environment that is safe for all, any individual listed on the National Sexual Offender Registry will be denied access to the facility that is why we need parent/guardian/authorized pick up names & birthdates.

Medical Information

Child's Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Hospital preferred for emergency treatment: \_\_\_\_\_

Health Insurance Policy Name & Number (write "none" if you do not have insurance): \_\_\_\_\_

Allergies: \_\_\_\_\_

Special Concerns: \_\_\_\_\_

Will the YMCA need to administer medication to your child? YES/NO (Please circle one)

If YES, permission slips are available from the director.

My child, \_\_\_\_\_, is in overall good health and should have no problems with daily activities at the YMCA.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Consent/ Authorization

I \_\_\_\_\_ **authorize** \_\_\_\_\_ **do not authorize** the YMCA to transport my child, whether by bus, YMCA mini-bus, or by walking.

I \_\_\_\_\_ **give** \_\_\_\_\_ **do not give** permission for promotional photographs to be taken of my child.

I \_\_\_\_\_ **give** \_\_\_\_\_ **do not give** permission for my child to swim at the YMCA or any YMCA function.

I \_\_\_\_\_ **give** \_\_\_\_\_ **do not give** permission for the YMCA to apply sunscreen and/or bug spray to my child.

ALL SUNSCREEN AND BUG SPRAY MUST BE PROVIDED BY THE PARENT/GUARDIAN IN ORDER FOR THE YMCA STAFF TO APPLY IT TO YOUR CHILD.

I understand that the YMCA shall not be responsible for any personal injuries or losses sustained to my child while on YMCA premises or as a result of a YMCA sponsored activity. I further agree to indemnify and save harmless the YMCA from any claims or demands arising out of such injuries or losses.

I give permission to the Monroe Family YMCA, licensed by the Department of Consumer and Industries Services, to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care. I understand that in the event of injury, I will be contacted first and this waiver will only be needed if my emergency person or I can not be reached.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

School-Age Physical Form

If your child is in school, we do not need a physical signed by a physician, only the form signed by a parent/guardian (below). A copy of your child's immunization records is not necessary, as they are on file with your child's school. All children not enrolled in school need a physical signed by a physician and an immunization record.

By signing below, I affirm that to the best of my knowledge, my school-age child, \_\_\_\_\_, is in good health.  
\_\_\_\_\_ Immunization record attached (if required)

Activity restrictions (if any): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Withdrawal Policy**

1. Disruptive or inappropriate behavior– the parent will be asked to participate in a conference with the counselor and Youth Development Director to discuss the situation. If the behavior continues, the child may be removed from the program.

If for any reason, you should choose to remove your child for the program, please notify the Youth Development Director immediately.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appropriate Behavior Policy**

In the interest of maintaining an environment that is safe for all participants, volunteers, and staff in CAMP GONNAHAVEFUN, Summer Day Camp Program, The Monroe Family YMCA expects that all campers will act respectfully at all times during program operation. LIT's are to behave in a mature, responsible way and respect the rights and dignity of others. LIT's actions will reflect the YMCA Four Core Values:

- Campers take **Responsibility** for their actions.
- Campers **Respect** themselves, each other, camp equipment and the environment.
- **Honesty** will be the basis for all relationships and interactions.
- Campers will be **Caring** in their relationships with others.

In addition, The Monroe Family YMCA prohibits any behavior that can be construed of a sexual nature. "Sexual nature" is defined as, but not limited to, touching, suggestive speech, suggestive motions, nudity, or any other behavior that The Monroe Family YMCA Executive Director and/or Youth Development Director deems inappropriate or jeopardizes the safety of program participants.

Failure to abide by this policy will result in the immediate removal of the program.

I have read and understand the above information of The Monroe Family YMCA's Appropriate Behavior Policy.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Discipline Policy

Physical punishment, such as hitting or spanking, is prohibited, as is emotional or mental punishment such as shaming or threatening a child. If you as a parent feel that this is happening, please notify the supervisor and steps will be taken to correct the problem.

#### The Monroe Family YMCA Discipline Policy

**FIRST OFFENSE:** Explain to the child why his/her behavior is unacceptable (using the YMCA Character Development Values of Caring, Honesty, Respect, Responsibility and Faith whenever possible). Make positive suggestions on how to handle the problem resulting in written parent notification.

**SECOND OFFENSE:** If the behavioral problem continues, consequences of the FIRST OFFENSE, the parents will be notified immediately and it will be requested they work with the child to correct the problem.

**THIRD OFFENSE:** If the problem continues, consequences of the FIRST TWO OFFENSES resulting in suspension from the program for three (3) up to five (5) days based on the severity of the situation. The Executive Director and/or Youth Development Director judge the severity of the situation.

**FOURTH OFFENSE:** Child is removed from the program.

**Any of the offences may be enforced immediately, based on the severity of the situation. The Executive Director and/or Youth Development Director judge the severity of the situation.** This policy has been put in effect to secure the safety of the children and counselors.

I have read and understand the above information of the Monroe Family YMCA's Discipline Policy.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Children's Violence Policy

If a child becomes violent toward another child or adult, resulting in a serious injury, therefore compromising the safety of that child or adult and the other children, the YMCA will take action in the following ways:

**FIRST OFFENSE:**

Parents are notified and the child is sent home immediately for the remainder of the day; the child may return on the next scheduled day.

**SECOND OFFENSE:**

Consequences of the FIRST OFFENSE and the child is suspended for three (3) days.

**THIRD OFFENSE:**

The child's enrollment is terminated immediately.

- In the case of severe violence with severe injury, the THIRD OFFENSE consequence will be enforced (the director judges severity of violence and injury).
- This policy has been put in effect to secure the safety of the children and counselors.

I have read and understand the above information of the Monroe Family YMCA's Children's Violence Policy.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Weapons Policy

In the interest of maintaining an environment that is safe and free of violence for all participants in CAMP GONNAHAVEFUN, Summer Day Camp Program, The Monroe Family YMCA prohibits the presence or use of weapons. "Weapons" is defined as, but not limited to, handguns, firearms, explosives, knives, or any other instrument that The Monroe Family YMCA Executive Director and/or Youth Development Director deems threatening to the safety of program participants.

Failure to abide by this policy will result in the immediate removal of the program.

I have read and understand the above information of The Monroe Family YMCA's Weapon Policy.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Food Policy**

- The YMCA will provide breakfast, lunch and healthy snack to be served family-style every day camp is in session. All of our meals and snacks will follow the guidelines put in place by HEPA, Healthy Eating and Physical Activity, Standards.
- Monthly menus will be provided.

Any food and beverages provided by parents must follow the guidelines below:

- No outside beverages, other than water will be permitted. The YMCA will provide water to participants at all times.
- Fried or pre-fried foods will not be permitted. Fried foods include items like potato and corn chips, pre-fried French fries, chicken nuggets, fish sticks, tater tots, etc.
- Foods that contain trans fat (listed as partially hydrogenated oils in the ingredients) will not be permitted.
- Foods that list sugar (e.g. sugar, invert sugar, brown sugar, words ending in -ose, and syrups like high fructose corn syrup, etc.) as one of the first three ingredients will not be permitted.
- Children who bring the types of foods listed above will not be permitted to eat them while participating in our programs. A healthy breakfast, lunch, and snack will be provided by the Y.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Child Placement Contract**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. The YMCA shall develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.
2. The YMCA will implement a developmentally appropriate program which shall include all of the following areas:
  - A. Physical development, including large and small muscle activities.
  - B. Social development, including communication skills.
  - C. Emotional development, including positive self-concept.
3. The YMCA shall provide the following activities daily for Day Camp:
  - A. Quiet and Active.
  - B. Individual, small group, and large group.
  - C. Large and small muscle.
  - D. Not less than 30 minutes of developmentally appropriate emergent literacy activities.
4. The YMCA shall prepare for the week a daily guide relating to the program and each age group. The guide will be available to parents.
5. The YMCA shall keep the Licensing Notebook accessible to all parents during regular business hours.
  - A. The licensing notebook contains all licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
  - B. Licensing inspection and special investigation reports from at least the past 2 years are available on the child are licensing website at **[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)**.
4. The YMCA shall permit parents to visit the program for the purpose of observing their child(ren) at all times.
5. Outdoor play will be provided, weather permitting.
6. A parent handbook will be given to each parent upon enrollment in accordance with licensing guidelines This handbook will contain the criteria for admission and withdrawal; schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided; fee policy; discipline policy; food service policy; program philosophy; typical daily routine; parent notification plan for accidents, injuries, illnesses; exclusion policy for child illness and notice regarding the licensing notebook.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director signature: \_\_\_\_\_ Date: \_\_\_\_\_