



Patton Park Summer Program

CIT Manual

Summer 2025

Greetings!

We are thrilled that you will be joining us this summer in our Counselor in Training (CIT) Program. The CITs are valued members of the Patton Park Summer Program and essential for making the program safe, fun, & functional. This manual is a guide for you and your parents/guardians. It will provide you with an understanding of the programs administrative needs, roles, and responsibilities.

BENEFITS OF THE PROGRAM

- Gain valuable work experience
- Develop a greater knowledge and understanding of working with younger program participants
- Improve communication skills
- Gain and achieve new skill sets
- Make use of your individual talents and abilities.
- Development of interpersonal skills
- Create new friendships

Please take the time to review the manual with your parent/guardian. At the end is a “CIT Program Agreement”, this agreement needs to be signed and dated. Bring this with you to CIT Orientation or submit it electronically by clicking the link located on the agreement. By signing, you indicate that you and your parents/guardians understand the contents of this manual and agree to the programs policies and procedures.

Thank you for registering to be a CIT at the Patton Park Summer Park Program. We are looking forward to working with each and every one of you to create an incredible summer for the program participants.

PATTON PARK SUMMER PROGRAM CIT GENERAL INFORMATION

CIT Program Dates: The CIT Program is divided into two (2) sessions. Each session consists of a four (4) weeks.

- Session 1: June 23rd – July 18th
- Session 2: July 21st – August 15th

CITs are not required to attend all days/weeks of each session, but will be responsible for notifying the Park Leadership team when an absence is expected.

CIT Schedule: CITs should arrive to the park no later than **8:45am**, CITs will stay with their group until the start of the camper sign out period at **1:15pm**

CIT Check in/Check out: Check in & Check out for the CIT program occurs at the Camp Office located at the entrance of the pool.

What to Bring:

- CITs will receive tee shirts which should be worn most days, especially on the first day of each new weekly session.
- It is recommended that all CITs bring a back pack with them each day of camp. Items in the backpack should include:
 - Snack
 - Lunch
 - Water
 - Bathing Suit/Towel
 - Sunscreen
- Sneakers are to be worn each day.
- Medications: If your CIT needs medication (prescription or over the counter) we must have a signed "Authorization to Administer Medication" from on file. These forms can be found on our website www.hwrecreation.com or by contacting our office.
- Energy! Campers feed off their counselors. If you are energetic in participating in **all** activities, the campers will follow!

CIT Behavior Expectations:

- Be safe, have fun, and smile! This is your opportunity to show us that you are ready to learn what it means to be a great counselor. If you are having a bad morning or night, do not let it impact your day at camp!
- Maintain a friendly, positive, and helpful attitude towards staff, campers, and parents.
- Treat all campers and staff with respect, enthusiasm and courtesy.
- Actively participate with campers during activities and games.
- Help keep an eye on the campers by making sure everyone is being safe and alert a counselor to any unsafe activity
- Help collect any lost or forgotten items campers may have left behind
- *Conduct yourself responsibly, no rough play or teasing*
- Communicate in an appropriate manner, no use of foul language or gestures.
- Use program equipment, supplies, and facilities properly.
- Be fully responsible for your actions and understand that irresponsible behavior will result in suspension or dismissal from the program.
- Help set up and clean up the activities
- Report any accidents, injuries, behavior issues to a Counselor, Lead Counselor, or Leadership Team.

- Ask questions such as, “How can I help”? or any other to staff.
- Enjoy the summer! Being a CIT is a great way to get to know the campers, participate in activities, and learn how to become a role model.

DAY TO DAY EXPECTATIONS

Over the summer, your job is to observe and learn the tools necessary to be a future counselor at Patton Park. Camp Leadership will do their best to assign you to various groups throughout the summer to gain as much experience working with children of all ages as possible. You are to be a **positive role model** for all children at Patton Park – treat each child equally and respectfully.

Check In: 8:45 – 9:00am

- CITs should arrive to the park no later than 8:45am
- Check in with camp leadership to sign in, confirm group assignments, and drop off any personal belongings that need to be kept in the office
- Observe the camper sign in procedure to gain a better understanding of the process.

Activity Time

- Assist the counselors with group activities, games, and special events.
 - Interact, participate, and observe
- Assist the counselors making sure all campers are safe and behaving appropriately
 - Be observant of your surroundings, make sure equipment is being used properly, make sure games and activities are being played correctly
- Assist the counselors during transition times and bathroom breaks
 - Assist children gathering their belongings, assist in area clean up, help provide supervision as campers walk to their next activity.
- Lead Counselors and Counselors will always be present CITs will never be left alone with a group of campers.

Swim Time

Prior to “actively” swimming

- **CITs and Staff members are not allowed in the changing area with campers.**
 - Staff members will be stationed at the entrance to the bathrooms during changing times. Please reinforce to the campers that only one child is allowed in a changing stall at a time.
- CIT’s will help assist making sure deep end swim tests are running smoothly and efficiently
 - Assist the counselors with organizing children, handing out swim bracelets to “deep end swimmers”, gain an understanding of which children in your group have passed the test and can swim in the deep are.

Swim Time

- All CITs must be either by the pool or in the pool while your group is swimming.
 - Proper bathing suit is needed to enter the pool
 - If not swimming CIT’s must be stationed by the pool edge of the pool unless directed elsewhere by the Lead Counselor
- Make sure that campers are following the pool rules (both in the pool and on deck)
 - No running, diving, jumping into the pool in undesignated areas, no rough play in the pool, etc..

Leaving the pool

- Double check that campers have all of their personal items when leaving the pool area
- Clean up any trash items that the group has left during swim time.
- Assist the counselors with transitioning the children out of the pool area and onto their next activity
 - Re-application of sunscreen, head counts, bathroom breaks, etc..

Snack and Lunch Time

- CITs will eat lunch with their groups
- Assist with supervision and provide assistance to campers if needed
- Be engaged! Snack and lunch time is a great opportunity to learn more about the campers in your group.
- Assist with trash clean up.
- Lead Counselors and counselors will always be present during snack and lunch time.

Check Out/End of Day: 1:10pm – 1:15pm

- Similar to the start of the day CITs will assist and observe during the sign-out period for the campers
- Assist with the transition of camper who attend PM Park
- Report back to the Camp Office for sign-out and to be released from the program for the day.

PATTON PARK PROGRAM POLICIES

Standards of conduct:

The Patton Park Program (as well as Patton Park), is smoke and tobacco free. This also applies to smokeless tobacco and non-regulated nicotine products, i.e., e-cigarettes. No employee is allowed to consume, possess, sell, or purchase any alcoholic beverage at any town-based facility. The use or possession of any illegal drug or controlled substance is strictly prohibited. Exceptions include legally prescribed drugs that have been prescribed to that employee, which are being used in the manner prescribed.

Guidelines for physical contact/interactions with campers

Try your best to avoid any unnecessary physical contact with campers. This can be challenging with our youngest participants but as a general rule of thumb the following should be avoided

- Hugs
- Picking up a child
- Extended hand holding
- Piggy Back Rides
- Child sitting in your lap

Appropriate physical contact would include fist bumps & high fives.

CITs should never be alone with a camper. As a general rule always be sure to have at least one other person with you or when you are assisting a camper. This could include a staff member, another C.I.T., or a member of the leadership team. If transporting a child to the bathroom or camp office make sure you are always within eye sight of another staff member. If a child experiences difficulties in the bathroom, please notify the camp leadership team immediately.

Discipline

- **CITs are not responsible for disciplining a camper.** If you see a camper breaking the rules or doing something wrong, alert the nearest counselor.
- You should never yell at a camper. The only situation in which you can raise your voice is if a camper's safety is threatened.

Conflicts with others:

If there is ever a conflict with a camper, counselor, or another CIT, please be open and willing communicate these issues. Physical force and/or abusive language is unacceptable and NEVER appropriate.

- If you have a conflict...
 - With a camper....please speak with the Lead Counselor and/or a member of the Camp Leadership team.
 - With another CIT...Please speak with the Camp Director or Assistant Director
 - With a counselor....please speak with the Camp Director or Assistant Director
 - With a Lead Counselor....please speak with the Camp Director or Assistant Director

Dress Code:

- CIT Tee Shirts – *Should* be worn each day. **Must** be worn on the first day of each week and on field trip days. Remember, if wearing your CIT tee shirt outside of work, you are still representing the Town. In instances in which you are not wearing your staff tee shirt, appropriate attire that is conducive to a camp environment must be worn.
- Sneakers- Closed toe sneakers must be worn everyday
- Swimsuits – Swimsuits are to be worn in the pool at all times. Swimsuits should be tasteful and appropriate for work.
- As general rule clothing should be comfortable to be active in and appropriate for a camp environment.

Cell Phones/Electronics

- The Patton Park Summer Park Program is an UNPLUGGED program. Please leave iPads, tablets, computers, gaming systems, toys, and cell phones at home.
- CIT will not be allowed to use any personal electronic devices at camp. If a CIT brings their phone to the program it must remain in their bag at all times. Failure to follow this policy may require phones to be confiscated and held on the office
- The Hamilton Wenham Recreation Department is not responsible for any personal items that are damaged, lost, or stolen at the program.

Food at Camp

- The Patton Park Program is a NUT FREE program.
- CITs are responsible for packing their own lunch with plenty of snacks and water. There is no refrigeration on site so please pack accordingly.

Allergies and Policies

Your counselors will have a list of campers with food allergies. Please be aware of the signs of an allergic reaction. You will not be responsible for a camper with an allergic reaction. If you see a camper with the following symptoms, stay calm and do not make a scene or panic. Let the counselor know **immediately**.

Symptoms of Food Allergies:

- Inflammatory reactions – itching, hives, and/or rash
- Respiratory system – coughing, difficulty breathing, wheezing
- Gastrointestinal system – vomiting, diarrhea, abdominal pain
- Cardiovascular system – decreased blood pressure, heartbeat irregularities, shock

When these symptoms are widespread and systematic, the reaction is called anaphylaxis, a life-threatening medical condition that occurs in allergic individuals after exposure to their specific allergen.

Symptoms of Anaphylaxis:

- Itching, hives, itchy/scratchy lips, tongue, mouth, or throat
- Diarrhea, stomach cramps, vomiting
- Swelling of any body part
- Red, watery eyes, runny nose
- Change in voice
- Coughing, difficulty swallowing, wheezing, difficulty breathing
- Throat tightness or closing
- Sense of doom
- Fainting or loss of consciousness
- Dizziness, change in mental state
- Flush or pale skin, bluish lips or mouth area

Again, these are just symptoms to watch for to help out the counselors. Do not approach the child if they are experiencing these symptoms. Go directly to the counselor immediately.

SUCCESSFUL CIT TIPS

General

- Enthusiasm and participation are important. Campers will pick up on your energy and actions.
- Work hard to involve each camper in the program. Campers who feel a sense of belonging will be more relaxed and cooperative
- Realize the importance of EVERYONE.
 - Talk time to talk with everyone in your group
 - Be sure to give your full attention to a camper when they are speaking to you. Be a good listener, use their name, and make eye contact.
- Be mindful of what/how you say things around the campers. Your words and tone of voice can affect a way a camper feels and acts.

“First Days”

- Try to learn campers’ names quickly and be aware of how many kids are in your group each day.
- If you are assigned to younger groups, there may be campers who are new to our program or a camp setting in general. Try to engage these campers in a game or talk with them to lighten the mood.
- The first day of the last session should be as enthusiastic as the first day of the first session. Always keep smiling!

During transition time

- Stay with group, don’t socialize with other groups, counselors, and or CITs
- Assist counselors with roaming children. If you see a camper wandering away from the group or lingering at an activity, help the counselors by helping the camper gather their belongings.
- If a camper is falling behind the group, walk with them and tell them it’s ok to take their time. Smaller children often struggle, especially towards the end of the day, carrying all their belongings. If they look tired, do not make them run to catch up to the group. It is not a race.

PATTON PARK SUMMER PARK PROGRAM

CIT MANUAL AND AFFADAVIT

CIT PROGRAM ACKNOWLEDGEMENT FORM

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Recreation Department and the Patton Park Summer Program CIT Manual. Please bring with you on your first day of camp.

This can also be signed and submitted electronically by clicking [HERE](#)

- I have read and understand the expectations, responsibilities, & privileges that our outlined in the 2025 CIT Manual.
- I agree to abide by all rules and policies of the Patton Park Summer Park Program.
- I agree to be respectful of my peers, campers, staff, and the camp environment.
- I understand that if I fail to show this respect, or put my own safety or the safety of others at risk in any way, the consequences may include suspension or dismissal from the program.
- I realize as a CIT, I am held to a higher standard of behavior and attitude then regular campers
- I agree to do everything in my power to make my experience and the experiences of my peers and campers positive, safe, and fun.

Name of CIT

Date

CIT PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

- I have read and understand the expectations, responsibilities, & privileges that our outlined in the 2025 CIT Manual.
- I understand that CITs are held to a higher standard of behavior and attitude compared to a traditional camper. Infraction of the rules, misbehavior, or poor attitude may result in dismissal form the program.

Name of Parent/Guardian

Date

Signature