



**Summer Counselor in Training  
Handbook  
2019**



Greetings!

I am so thrilled that you will be joining us this summer in our Counselor in Training (CIT) program. The CITs are valued members of our camp staff and an essential part of what makes our camps fun and functional for our campers.

This handbook will serve as a guide for you and your parents, so you have a strong understanding of our camp's administrative needs, roles and responsibilities and some important skills and tactics to help you be effective leaders during the program day.

Please be sure to read through this handbook with your parents and have them sign and date the final page. You need to bring this form with you on the first day of camp as an acknowledgement that you and your parents understand contents of this handbook and agree to our policies and procedures.

Again, many thanks for registering to be a Counselor in Training here at the BlackRock Center for the Arts. We look forward to having you with us as part of our Camp Staff and helping to foster your professional and artistic growth.

Sincerely,

A handwritten signature in blue ink that reads "Jason DeMarchi". The signature is written in a cursive, flowing style.

Jason DeMarchi  
Director of Education and Community Engagement  
BlackRock Center for the Arts

# The BlackRock Center for the Arts Mission Statement, Values and History

BlackRock serves as Upper Montgomery County's cultural cornerstone and is the leading performing and visual arts center in this region. Through programming, audience engagement and partnerships, we help create a stronger sense of community among residents in this diverse, rapidly growing area by providing a unique array of opportunities to explore, experience and celebrate the arts in a welcoming and intimate setting close to home.

BlackRock was founded by civic leaders who determined that a cultural institution in the heart of Germantown would be integral to the successful growth of the community. Now entering its fourteenth season, BlackRock reaches 17,000 patrons annually through a season of 40+ engagements, 24 gallery exhibitions and a robust arts education program offering more than 140 classes and workshops.

BlackRock believes that the arts belong to everyone. We offer high quality programming that resonates with the richly diverse communities that surround us, while also making it accessible and affordable through scholarships, free gallery admission, summer concerts and community events, such as artist talks, workshops, classes and open houses. Our beautiful, light-filled 32,000 square-foot facility houses an outdoor stage; two theaters, including an intimate 225-seat theater and a 140-seat black-box performing space; two art galleries; and classroom and studio space.

## Summer Camp Session Information: Dates, Times, Descriptions and Performances

### **Program Name:** Arts Journeys

**Grades:** Pre-K-3<sup>rd</sup> (must be entering Kindergarten to attend)

**Program Director:** Michelle Rossman

**Schedule:** 6 one-week sessions held from 9:00 am-3:30 pm

**Sharings:** held each Friday afternoon at 3:00 pm

Session 1 (June 17 - 21): Fun Fractured Fairy Tales

Session 2 (June 24 - 28): Vacation Time!

Session 3 (July 1 - 5): Monster Madness (No camp on July 4<sup>th</sup>)

Session 4 (July 8 - 12): Science Fiction Fun

Session 5 (July 15 - 19): Animal Tales

Session 6 (July 22 - 26): Travel Through the Decades

### **Program Name:** Performing Arts

**Grades:** 3<sup>rd</sup>-8<sup>th</sup>

**Program Directors:** Sonie Mathew (Drama), Al Hart (Music), Marta Lautz (Art), and Joy Thibeault (Dance)

**Schedule:** 3 two-week sessions held from 9:00 am-3:30 pm

**Performances:** Held Friday June 28, Friday July 12, and Friday July 26 at 1:00 pm

Session 1: We're Going on Vacation! June 17 - 28

Session 2: Sci-Fi Adventures July 1 - 12 (No Camp on July 4)

Session 3: Back In Time July 15 - 26

### **Program Name:** Maryland Soccerplex Sports Meets the Arts Camp

**Grades:** 5-11

**Program Director:** TBD

**Schedule:** 6 one-week sessions from June 17-August 23. Arts section of camp is from held from 1:00 pm – 4:00 pm.

**Program Name:** Multi-Arts Discovery Camp

**Grades:** K-6

**Program Directors:** TBA

**Schedule:** 3 one-week sessions held from 9:00 am-3:30 pm

**Sharings:** held each Friday afternoon at 3:00pm

Session 1: July 29 - August 2

Session 2: August 5 - August 9

Session 3: August 12 – 16

**Program Name:** Teen Arts Experience

**Grades:** 7-12

**Program Directors:** Sonie Mathew, Steve Wannall, Marta Lautz

**Schedule:** 3 one-week sessions held from 9:00 am-3:30 pm

**Sharings:** held each Friday afternoon

Week 1: Musical Theater Workshop July 29 – August 2

Week 2: Acting and Improvisation August 5 – 9

Week 3: Visual Art Grab-Bag August 12 – 16

**Program Name:** Before Care

**Grades:** PreK - 8

**Schedule:** Every weekday from 7:45 am – 9:00 am

**Program Name:** After Care

**Grades:** PreK-8

**Program Director:** Dottie Hoover

**Schedule:** Every weekday from 3:30 pm – 6:30 pm

## Job Descriptions

### Director of Education and Community Engagement:

**Jason DeMarchi** is the Director of Education and Community Engagement for BlackRock Center for the Arts. This is a year-long position that heads of all education programming throughout the year at BlackRock including classes, camps, community engagement activities, and workshops. Jason supervises all camp staff and facilitates programming.

### Program Directors:

- Supervise the operations of their specific program/discipline: planning, implementation and the final product: Performance or Sharing.
- Ensure proper planning has been done in advance and that information on lesson plans, activities, and all necessary information has been disseminated to the rest of camp staff.

- Ensure a safe and secure environment for all camp staff and campers in their classrooms and performance spaces.
- Maintain fun, artistic, engaging, inclusive, supportive, appropriate, productive learning environments for all students and staff.
- Supervise, mentor and support the staffing team on all levels: counselors, junior counselors and CITs.
- Maintain clear communication with fellow staff members as well as the Director of Education and Community Engagement at BlackRock.
- Help to reinforce all guidelines and rules of our programming and spaces.
- Take time to get to know all participants in programming, staff and student alike. Inquire and become aware of any special needs specific students may have.
- Model behavior expected of students and staff.
- Work to engage and include but not befriend program participants.
- Report to the Director of Education and be consistent in communication about progress, issues and concerns.
- BE ON TIME

#### **Counselors:**

- Maintain fun, artistic, engaging, inclusive, supportive, appropriate, productive learning environments for all students and staff.
- Aid Program Directors in the execution of lesson plans and activities as needed and requested.
- Supervise, mentor and support members of the staffing team including junior counselors and CITs.
- Help to prepare the space, materials and activities as needed and requested.
- Ensure a safe and secure environment for all camp staff and campers in their classrooms and performance spaces.
- Serve as initial/primary contact with parents except in emergency situations. Communicate all significant interactions with parents to Education Director.
- Help to reinforce all guidelines and rules of our programming and spaces.
- Take time to get to know all participants in programming, staff and student alike. Inquire and become aware of any special needs specific students may have.
- Model behavior expected of students and staff.
- Work to engage and include but not befriend program participants.
- Report to the Camp Directors and the Director of Education and Community Engagement as needed and be consistent in communication about progress, issues and concerns.
- BE ON TIME

#### **Junior Counselors:**

- Aid, assist in the execution of classes/activities as needed.
- Maintain heightened awareness of participants and environment.
- Participate enthusiastically in all activities, modeling and helping to engage participants.
- Help to prepare the space, materials, and activities as needed and requested.
- Help to reinforce all guidelines and rules of our programming and spaces.
- Take time to get to know all participants in programming, staff and student alike.
- Model behavior expected of students and staff.
- Work to engage and include but not befriend program participants.
- Report to the Program Directors or Counselors as needed and be consistent in communication about progress, issues and concerns.
- BE ON TIME

### **Counselors in Training:**

- Aid and assist in the execution of classes/activities as needed.
- Maintain heightened awareness of participants and environment.
- Supervise students at the beginning and end of the program day.
- Participate enthusiastically in all activities, modeling and helping to engage participants.
- Promote a positive attitude, teamwork and safety among participants.
- Work to engage and include, but not befriend, program participants.
- Maintain appropriate physical contact with campers.
- Communicate with Directors or Counselors to answer programmatic questions and communicate with the Director of Education to answer personal questions.
- BE ON TIME

## **Administrative Procedures**

The BlackRock Center for the Arts is open each day in the Summer time from **8:15am-6:30pm** for official Camp Hours. If you arrive prior to 8:15am there is no guarantee you will be able to enter the building.

### **Staff Call Times**

**Education Director:** 8:15-8:30 am

**Program Directors:** 8:30 am

**Counselors:** 8:30 am

**Junior Counselors:** 8:30 am

**CITs:** 8:30 am

**After Care Director:** 3:00 pm

### **Check In:** 8:45am-9:00am

- CITs will be positioned in one of two places during the Check-In period of the program day: At the Lobby or in either the Mainstage or Studio Theater.
- CITs at the doors will greet families and students and help them find where they need to go to check-in and start the program day.
- CITs in rooms or the theater will be in charge of watching over the group of students to whom they're assigned. Chatting with them, doing an activity or art project are among the possibilities at this time of the morning.

### **Lunch Procedures**

- CITs will be responsible for collecting student lunches upon their arrival at Camp. CIT's will ask the parents if there are nuts in their camper's lunch. If so, they will notify a counselor or director. If a student has arrived without a lunch, they should let Jason or a counselor know so they can follow up with the child's family.
- Once all lunches have been collected for their group in the morning, CITs will take the lunches to the BlackRock pantry for storage in our refrigerators.
- During the Lunch Hour, CITs will eat their own lunch amongst their assigned students, and help students with any needs they have during lunch.
- CITs may sit with fellow CITs during lunch, but are still responsible for watching over students and attending to their needs.
- DISPERSE!

## End of Day/Check-Out Procedures

- CITs will be positioned in one of two places at the end of the program day. Either in the lobby aiding parents/guardians with the check-out process or with students in either the Mainstage or Studio Theater.
- CITs may be asked to transport students who are enrolled in After Care to the program location.
- Once the CITs assigned group has all checked out or gone to the After Care, they are officially done for the program day unless already notified there is a meeting.
- **All CITs must have permission to check themselves out at the end of the program day. There is no After Care for CITS to attend.**

## Rules and Expectations

As is outlined in the Parent Handbook we give to all families attending Summer Camp, we have certain rules that must be followed for all our programming. In addition to following the rules themselves, we expect CITs to help uphold the rules we have in place as members of our camp staff.

### CELL PHONE POLICY

If a CIT chooses to bring a cell phone to camp, we have very strict rules concerning its usage. Please read over the policy very carefully.

- Cell phones brought into Camp must be kept on 'Silent' at all times.
- A student should not keep their cell phone on their person during the program day (8:30 am-3:30 pm). The cell phone must be stored in a bag or backpack they bring to camp. No cell phones in pockets.
- At some point during the program day, CITs will be given a short break period. At this time it is ok for them to check their cell phones. Once the break is over, the cell phone needs to be put away again.
- If a CIT is seen with a cell phone during the program day when they are not on their break, the cell phone will be confiscated and brought to the Director of Education. Cell phones can be confiscated by the Director of Education, Camp Directors, and Camp Counselors.
- **In order for a student to get their cell phone back, their PARENT must pick it up from the Director of Education personally, or call the Director of Education personally asking for the phone's return to the student. If a student gets caught with their cell phone more than once, they may face removal from the camp program.**
- Please keep in mind that it isn't entirely necessary for CITs to have their phones at Camp. We have plenty of land line phones at BlackRock that they are welcome to use if they need to contact someone. Plus parents are always welcome to call BlackRock at 301-528-2260 at any time if they wish to pass a message on to their students or if there is an emergency.

### Behavior Policy

BlackRock campers should abide by the following rules:

- Show respect to other participants, and treat them as well as I would like to be treated.
- Show respect to staff, and cooperate fully with their instructions.
- Know and follow the rules of the camp.
- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly. I understand that horseplay, unwelcome teasing or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other participants or staff. I understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Use program equipment, supplies, and facilities properly.

- Respect the property of others.
- Be fully responsible for my actions and understand that irresponsible behavior will result in suspension or dismissal from Camp.

### **Food at Camp**

- Camps at BlackRock are NUT FREE. Please do not pack nut products in your child's lunch. If a lunch is found to contain nuts, parents will be contacted and asked to bring an alternative lunch for their child. BlackRock does not have food or snacks available for campers.
- Since an increasing number of campers have severe food allergies. It is critical that you instruct your child not to share food with other campers.
- If your child attends After Care, please pack a non-perishable snack in his/her backpack.
- Lunches should be marked with your child's full name. No microwavable meals please. Meals will be refrigerated unless noted.
- Water Bottles- It is important for campers to bring water bottles every day to camp to stay well hydrated during the warm weather. Bottles should be labeled with child's full name.

### **Bullying**

- Bullying involves a person expressing his or her power through the humiliation of another person. BlackRock Center for the Arts supports the rights of everyone to participate and enjoy all activities, free from any form of bullying. BlackRock Center for the Arts will make every effort to promote awareness of the problem of bullying among all of its participants, and to respond quickly and effectively to complaints or disclosures of bullying.
- The act of bullying a student repeatedly is considered inappropriate behavior and is grounds for Suspension or Removal from a program at the discretion of the Director of Education.

### **WHAT NOT TO BRING TO CAMP:**

- Campers and extended day campers should **NOT** bring toys or personal items to camp (i.e., cell phones, cameras, iPods, jewelry, stuffed animals, electronic games, etc...). Personal items brought to camp will be taken away for the day.

### **Expectations or, CITs WILL...**

- Maintain a friendly, positive helpful attitude towards staff members, campers and parents.
- Actively participate while campers are in their classes and activities. I.e. Dancing along when choreography is being taught, helping out with an art project, being a partner to a student who doesn't have one, sing along to songs being taught, etc. If an older person like you is enjoying an activity, the kids will too! Sitting on the floor in the corner of the room is not "Actively Participating."
- Ask the question "How can I help?" of counselors and teachers whenever they don't have a specific assignment in a class. Even if their answer is "I don't need anything right now" the fact that you asked will always be appreciated.
- Actively scan the classroom when not engaged in a specific activity. Keep an eye out for a child who needs help, a counselor who looks frazzled, or an exchange between two students that may turn into a scuffle.



- Serve as various forms of “Stage Crew” if assigned to the Performing Arts Camps. And no matter the program, help students get excited about their performances and sharings!
- Ask for help when they need it.

## Health, Safety and Security

In the event of an emergency during camp at BlackRock, please refer to the following procedures.

### In-Building Emergency

- BlackRock is equipped with working individual fire alarms. If the alarm is sounded at any time, we are officially in an emergency situation and must evacuate the building.
- If an emergency situation is discovered in the building without the fire alarm going off, please report the situation to the Director of Education, Director of Operations, or member of the Front Desk Staff immediately so they can decide whether or not to take action.
- If evacuation from the building is necessary please follow the following steps:
  - Have students gather into their official group for the week along with their assigned Counselors and CITs and form a line. Make sure every student is accounted for. **DO NOT MAKE AN ATTEMPT TO GATHER YOUR BELONGINGS UNLESS IT IS PERSCRIBED MEDICATION SUCH AS AN EIPEN ETC..**
  - Calmly lead each group out of the building though the front doors and onto the front lawn.
  - If your student group is upstairs at the time of the emergency, **DO NOT USE THE ELEVATOR.** Please use the main staircase to take students into the lobby and out the front doors. If the front staircase is a hazard in any way, a member of the BlackRock staff will lead groups down alternate emergency exits.
  - Students in Arts journeys, Multi Arts Institute and Teen Arts Institute should head to the left side lawn. Students in Performing Arts Camp should head to the right side of the lawn.
  - In the event the front doors toward the lawn are where the emergency is located, proceed to the rear parking lot, assembling on the grass partition located to the right of the recycling units, in between BlackRock parking and the Library parking.
  - Please keep students in groups, standing in the grassy areas at all times. Please make sure students do not move towards the sidewalks or streets.
  - Once you have reached the lawn, please have Counselors take attendance of their group to make sure everyone is present. Report to a Program Director is anyone is missing, and Directors please report any missing persons to the Education Staff.
  - Once an “All Clear” if given by the Education Staff, please return to the building and to the room where your most recent class was taking place.

\*Please note that in all emergency situations, it is the job of Directors, Counselors, Junior Counselors and CITs to stay with their assigned programs/groups at all times. It is the job of the Education Staff and other staff at BlackRock to contact and coordinate with emergency personnel, parents and families and the needs of the building. Junior Counselor and CIT’s most important responsibility is the safety and well-being of our students until we can return them safely to the building.

## Exterior Emergency

An exterior emergency means an emergency is taking place outside of the BlackRock building, due to inclement weather or another emergency requiring students to stay safely indoors, but in a designated area of the building.

- If an exterior emergency is in effect, groups will be notified by the Director of Education and Community Engagement or BlackRock Staff to follow these steps:
  - Have students gather into their official group for the week along with their assigned Counselors and CITs and form a line. Make sure every student is accounted for.
  - Calmly lead each group into the Mainstage and have them in the audience in their group. Take attendance to ensure everyone is present. Report to a Program Director if anyone is missing, and Directors please report any missing persons to the Director of Education and Community Engagement.
  - If your student group is upstairs at the time of the emergency, **DO NOT USE THE ELEVATOR**. Please use the main staircase to take students into the lobby and into the Mainstage past the Education Office.
  - Once an “All Clear” is given by the Education Staff, please return to the building and to the room where your most recent class was taking place.

## Medical Emergency

- In the event of a medical emergency, several staff members, counselors and directors are certified in CPR and First Aid. If you witness a medical emergency of some kind, contact someone immediately so the situation can be dealt with.
- In a situation where bodily fluids are involved: blood, vomit, urine, etc. CITs, Junior Counselors and other staff may be asked to help evacuate students to another classroom while the mess is effectively cleaned up. There are body fluid kits located at the Front Desk.
- For non-emergency situations, there will be at least one small first aid kit located in each classroom with band-aids and an ice pack. We cannot administer any medications to any students during the program day including antibiotic ointment, cortisone, etc.

## Missing Student Procedure

- If it has been discovered that a student is missing from a classroom or other location where they are scheduled to be, the first procedure is to check restrooms to make sure a student isn't there. Second, the room in which their personal items are located should be checked.
- If the student cannot be found, the camp will go into a state of “Lock Down” BlackRock defines “Lock Down” as follows:
  - All other students must remain in their current classroom and may not leave the space under any circumstances. If there is an emergency, a student may be escorted somewhere by at least 2 CITs or a Junior Counselor.
  - While Junior Counselors and CITs remain with students, ALL counselors and directors are required to help search the premises for the student. Full time staff at BlackRock will become part of the process as well.
  - Any information about that student and their physical and mental state that day must be reported to the Director of Education. During the search time, the Director of Education will call and notify the parents that the child is missing.

- If a search of the building and a call to the family yields no results in finding the child, the Director of Education will call emergency personnel.
- Once the missing student is found, the daily schedule may resume as normal.

## Communication with Staff and Parents

- CITs are often the eyes and ears of a camp program. They overhear or witness situations and conversations that Counselors and Directors can miss because they are teaching, assisting or leading activities. If you witness something of significance, please don't hesitate to communicate that information with a Counselor, Director or Director of Education.
- It is the responsibility of the Director of Education and Community Engagement to have daily/weekly schedules and assignments for all CITs. If you are ever unclear about what your job is or where you are supposed to be, check in with him.
- If a CIT is having trouble with a student or another CIT in the program, they are to report their concerns to a Counselor or Director.
- If a CIT is having trouble with a Counselor or Director, they should report their concerns to Jason.

### Parents

- A CIT should not be the primary contact person for parents unless it is to ask a question the CIT can easily answer.
- If a parent has important information to pass along about their child, information about an early pick-up or drop-off, etc. please ask them to report that information to someone at the Front Desk.
- If a CIT witnesses an incident or accident that needs to be reported to a parent, and a Counselor or Director wasn't present, they are not to speak with the parent about the incident directly. CITs should fill out an Incident/Accident Report and meet with Jason.
- If a parent asks any question you cannot answer, please ask them to visit the Front Desk where someone will be able to help them. Try not to guess what the answer to their question might be, it is always better for them to get correct information even if it means waiting at the Front Desk.
- If you are in any situation with a parent where you feel uncomfortable, please ask them to stay where they are and that you will go get someone who can help them. Then go find a Counselor, Director or Staff Member to help you.

## Classroom Management Techniques and References

Effective Classroom Management is in place when the learning environment is organized and student behavior is directed to result in the maximum amount of engagement in artistic and education experiences. Remember, there are many things you as a CIT can do to help us achieve this learning environment but classroom management is the job of every staff member at BlackRock. It will be great to have you help us out!

### Why do students act out or exhibit "difficult" behavior?

- The material is too easy or too difficult for them.
- The teaching methods do not fit the child's working style.
- There is stress in the student's home.
- Expectations and rules are unclear or not expressed.
- The work is not engaging.
- The student lacks confidence or self-esteem.
- Fatigue, hunger or fear.

### What are some things I can do as a CIT to help students engage in class and activities?

- Learn student's names.
- Take a personal interest in their interests and likes.
- Make eye contact when speaking with a student.
- Get down on their level: if a child is shorter than you, kneel down to speak with them or sit together.
- Talk to students like they are people.
- Work at the student's developmental level.
- Continually scan the room.

## BlackRock Employee Dress Code

### Do Wear...

- Clothes that are comfortable where you don't mind rolling around on the floor with your students.
- Closed-toed shoes. Sandals and flip flops can result in crushed toes and no one wants that.
- Layers: different rooms in the building have different temperatures, so have both cooler and warmer options available.
- Your BlackRock Employee T-Shirt especially on the First and Last days of camp so you can be easily identifiable to parents.

### Don't wear...

- Any clothing with questionable or inappropriate phrasing.
- Tank tops that show bra straps.
- Anything steel-toed or sharp.
- Shoes that expose your toes or crocs.
- **COMMON SENSE:** If you look in the mirror in the morning and ask "Should I wear this to camp?" then you should probably change into something else.

## Student Service Learning Hours

- CITs can claim SSL (Student Service Learning) hours after working in any of BlackRock's Summer Camps.
- The average CIT, if they do not have any absences, will work from 8:30am-3:30pm, accumulating 7 work hours per day, or 35 hours per full week of camp.
- All CITs SSL Forms are to be approved and signed only by Jason DeMarchi, Director of Education and Community Engagement.
- CITs are to provide their own forms, completely filled out themselves to be checked and signed. The Director of Education may check and confirm the CIT's Hours before signing.
- **The last day that SSL Forms can be signed for any program is August 16, 2019.** Though students may submit the forms to be signed any time after their work at BlackRock is complete.

# CIT Handbook Acknowledgement

## Please Sign and Return on the First Day of Programming

Thank you so much for reading through this important document with your student. **Please especially examine our Cell Phone Policy as well as our information on SSL Hours and documentation.** We look forward to having your students join us as Counselors in Training for our Summer Programs. If you ever have any questions or concerns, do not hesitate to contact BlackRock at 301-528-2260.

Sincerely,  
Jason DeMarchi  
Director of Education and Community Engagement

I acknowledge, understand, and accept the policies and procedures in the handbook and will follow the protocol that is outlined.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_