

2014 Summer Camp Training Outline

Wednesday, May 21 st - 4-9:30pm Leadership Training	Camp Coordinators & Site Supervisors ONLY	Cheney Mansion – 220 N. Euclid *Dinner provided
Thursday, May 22 nd – 4-6:30pm & 7-8:30pm	Coordinators Site Supervisors Counselors	4-6:30pm – Rehm Pool 515 Garfield (come wearing your swim suit and ready to get into the water) 4:00 – 5:00 pm In Water 5:00 – 6:30 pm Out of Water 7-8:30pm – St. Giles 1101 N Colombian Ave
Wednesday, June 4 th – 4-8:30pm	Coordinators Site Supervisors Counselors	St. Giles 1101 N Colombian Ave*Light Dinner provided
Thursday, June 5 th – 4-8:30pm	Coordinators Site Supervisors Counselors	St. Giles 1101 N Colombian Ave *Light Dinner provided

Leadership Training 5/21 – Cheney Mansion

4:00 – 4:30 pm Now You're a Supervisor .5 hour Amanda

4:30 – 5:00 pm P-Card Statements .5 hour Mitch

Dinner

5:00 – 6:30 pm Managing Poor Performers 1.5 hours Bobbi

6:30 – 8:30 pm Human Resources 2.0 hours Paula

8:30 – 9:30 pm Super Ninja Turtle Training 1.0 hours Shari

- Start the summer with a POW!
 - How to set a positive tone for campers, parents, staff, and the community.
- Communicate, Communicate, Communicate
 - How to ensure staff understands their responsibilities.
- The Good, The Bad, The Ugly
 - How to close up the camp day and prepare for a positive next day.
- Consistency is Key
 - How to ensure a successful camp day.
- OMG You're the Boss
 - Understanding you are the most responsible person in the room.
- Keep the POW going all summer long
 - How to keep a positive tone going through the heat, the rain, the storms, the winds, the sand, the sunscreen.....

-Ninja Race

Where to find resources for activities

Big Group

Day 1 – May 22

3:45-4:00	Meet and Greet at the Pool	.25 hours	
4:00 – 6:30	Pool Training		
7:00 – 7:30	Welcome & Emergency Procedures	.5 hour	Mike Loszach
	-Refer to camp staff manual.		
7:30 – 8:00	Code ADAM/Scenario	.5 hours	Mike Loszach
8:00 – 8:30	Transitions	.5	Amanda

Day 2 – June 4

3:45-4:00	Meet and Greet at the Door	.25 hours	
4:00 – 5:30	First Aid Forms/Kits	.5 hours	Gabe
5:30 – 6:30	HR Overview & Dinner	1.0 hour	Paula
6:30 – 7:45	WSSRA – Working with children with special needs	.75 hours	Annie
7:45 – 8:30	Interacting w/the Public	.75 hour	Mike Loszach
	- Getting to know your parents, Getting to know internal staff, - Develop a positive rapport with parents right away - Develop a positive relationship with PD all staff - Somebody's watching me - Appropriate conversations		
8:30 – 9:30	Behavior Management	1.0 hour	Mike Loszach
	-Behavior Management Scenarios		

Day 3 – June 5

4:00 – 4:30	Allergies (Township)	.5 hours	Specialist
4:30 – 4:45	Welcome	.25	Jan
4:45 – 5:15	Crisis Management & Customer Service	.5 hours	Diane
5:15 – 6:00	Mitch/Overview	.75 hour	Kyle
6:00 - 7:00	PICK – Positive Interactions Caring for Kids	1.0	Mike Loszach
7:00 – 7:30	Mandated Reporting	0.5 hours	Maureen
7:30 – 8:30	Procedures/Trips & Outings/Bus	1.0 hour	Amanda

Paula to cover the Facebook/Twitter/Online Scene

Medical Forms (Highlighted and discussion w/parent 1st day)

Need numbers for dinner and need to take it out of supplies for each account

ACA Documents (Sign In Sheets; What I need to know; Site specific)

1.0 hours

Shari

Staff evaluations/coaching cards

Lesson Planning; Themes (Scenarios) – Site Specific Training

Site Specific Training – Lesson Planning, ACA Documents, Drive Through Drop Off, Agendas need to be kept and signed in and out, check e-mails, work orders, payroll) e-mails will be checked between these hours and these hours; after hours please contact this number 9:00 pm rotate the phone from staff each week

Mikel

5/22 - Leadership Training

Print Name

Erik Omevad
 Erin Gleason
 Ivonne Machuca
 Leah Jenkins
 Sam Frigo
 Alexandra Vaches
 Ticia Vogel
 AMANDA GLEASON
 Rebecca Primak
 Emmett Adair
 Corinne McKenna
 Jessica Collins
 Sean McQuown
 Kelly Barron
 Peter Hannonan
 Katrina Vogel
 Becky Barron
 Kevin Bakker
 Sue Hanline
 Brad Piwko
 Liam Spreysen
 Eric Robinson
 Nitya Vachek

Camp
 Ridgeland
 Ridgeland
 Reim
 Ridgeland
 S.C. Hill
 SCW
 Leagues SCW
 Camp Spark
 Teen Camp
~~Flow Throw~~ Flow Throw
 Extended
 Spark
 Stay & Play
 SCW
 Sports
 SPARK
 Sports
 1/2 day / 1st
 Camp camp
 Rookies sports
 Greens
 Sit Supervisor
 Camp Spark

Abby Strommer - 5:00

CLOCK OUT
 9:15

5/22 - Camp Training

<u>Name</u>	<u>Camp</u>
✓ Christian Brito	Teen
✓ Sarah Brewer	skate / swim
✓ Samantha Azuma	Adventure week + Ridge
Benjamin Constance	Jr. Spark
Kathleen Barca ✓	^{Star} Riggan [as Play]
Gilleece Thorson ✓	Ridgeland Skate
Chloe Boensch	Sub-counselor
Myssie Lewellyn	Stevenson
Maggie Cusick	Spark
✓ Becky Barron	Spark
Eric Robinson	Circus
✓ Tracy Davis	Swim and Skate
✓ Alex Welch	Adventure camp
✓ Rebecca Purnich	Spark
Kelly Kunkel	Ice Arena
Kayla Nelson	Fox Park
Jessica Keila	sub-counselor
Mia Murphy ✓	SWIM + SKATE
Brian Foster	Swim and Skate
Madelyne Auriemma	
Lacie Harrison	Spark (1-3)
Will Ensign - church	Spark (1-3)
Sean Ryan	Jr Spark Renn
Cameron Pitcher	Jr Spark
✓ Erin Gleason	Ice Camp
Matt Mooly	Sports Camp MVE
Steve Campbell	Sports Camp
Dan Moon	Sports Camp MVE

8

✓	Sean McQuown	Spark 1-3
	Chelsea Thomas	sub
	Iwonne Machocan	SR Spark
	Erik Oxaevad	skate swim
	Bras Oxnerez	rookies sport
	Scotty Gruszka	rookies Sport
	Sue Hanline	CIT 1 Teen
	Bruno Salvatore	hockey.
	Colleen McAdams ✓	Spark DB 4-6
	Sarajina Andrichi ✓	Teen Camp
	Elizabeth Kiefer ✓	spark 1-3
	Bridget Larry	Coordinator ^{Spark}
	Katrine Weismann ✓	You Throw Girl
4:15	Clare Bukowski (4:15)	Coordinator ^{sport} camps
	Sam Reinhardt - 4:15	rookies.
✓	AMANDA GLEASON - 4:15	ROOKIES SPORTS ^{camp}
	Brida Loftus - 4:15	rookies
4:30	Jake Skubish ✓	Minor League
	Emily McWilliam	ROOKIES
	Alex Gustafson	Rookies
	Katrina Vogel	ROOKIES SPORTS
	Kevan Bakker	MVP
	Corinne McKenna	You Throw Sport.
	JEREMY ORLIN	ROOKIES
	Ashley Hamilton	Minor League Camp.
	Haitlyn Vanech	Sports Camp
	Natelle Conti	sports camp
✓	TRACIA VOGEL	

5/22

6:30

Declan Riordan ✓

SCAW

~~Don Ruyff~~ ✓

Ivonne Machuca ✓

Adriana Gonne

Sub

Davin Young

SPARK 4-6

Abby Strahmeier

Spark 1-3

Emmeritt Adair

teen Camp.

Madelyne Auriemma

Spark 1-3

Kelly Kunkel

ice arena

Jess Kula

sub-conselor

~~Mystie Hevelly~~

Mystie Hevelly

~~SPARK~~ Spark 1-3

Maggie Usick

Spark 1-3

Chloe Boensch

Sub

Lucie Harrison

Jr spark

Chelsea Thomas

Sub

5/22

Sean Ryan
Cameron Pitcher
Hayla Nelson
Patty Muser
Tyler Riordan
Peter Hanneman
Eric Gilardon
Sam Frigo

~~Charlotte~~ Gabe Daniels
Jessica Collins
Jordan Patush

Kelly Ann
Lillie Henderson
Kade Seyfried
Kayla King

Jr Spark
Jr Spark
Camp Spark 1-3
SCAW
SCAW
Sc 4w
Circus Camp
SCAW

Spark
Extended
Ramp Camp
2's

Junior
Junior Spark
Shari/Amanda
(Daycamp)

7:00pm
7:00
7:00
7:00

Adventure week

[illegible][illegible]

6/4

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[illegible]

CIRCUS

TIME:

614

[illegible]

ECO-Rängen

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6/4

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Ice/Hockey/Skating/
Swim

TIME:

4:30

JR. SPARK

TIME:

6/4

[illegible]

RAMP

[illegible]

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6/4

[View all posts by](#) [Boris Kuvshinov](#)

[illegible]

SCAW

TIME:

6/4

[illegible]

EMPLOYEE TRAINING/ STAFF SIGN-IN SHEET

SPARK / TEEN

TOPIC: First aid kits/forms, teambuilding, CIT's, interacting with the public, wssra, behavior management

PRESENTER: Gabe, Jan, Amanda, Mike L., Annie (wssra), Sue H.

DATE: 6/4

TIME: 4 PM - 8 PM

EMPLOYEE NAME (print)	EMPLOYEE SIGNATURE	DEPT.	E-MAIL ADDRESS (PERSONAL OR WORK)
Lillie Henderson	Lillie Henderson		henderson1793@yahoo.com
Rebecca Primak	Rebecca Primak		basketballchic73@yahoo.com
Jessica Collins	Jessica Collins		jessica.collins0316@gmail.com
Mystie Hewellyn	Mystie Hewellyn		mlewey76@sbcglobal.net
Christian Brito	Christian Brito		chbrit11@smum.edu
Emmeritt Adair	Emmeritt Adair		Emmeritt.Adair@webmail.muc.edu
Kayla Nelson	Kayla Nelson		Kaylabenet2@gmail.com
Sue Hartline	Sue Hartline		Sue.Santini@gmail.com
Will Ensiga-church	Will Ensiga	(at church)	willensigachurch@yahoo.com
Becky Barron	Becky Barron		becky.barron33@gmail.com
Maggie Cusick	Maggie Cusick		maggie.cusick95@gmail.com
Elizabeth Hofer	Elizabeth Hofer		enkiefer@gmail.com
Sarafina Andreoli	Sarafina Andreoli	out at 6:15	sarafinaandree@aatt.net
Madelyne Auriemma	Madelyne Auriemma		madelyne.auriemma@gmail.com
Gabe Daniels	Gabe Daniels		gabedaniels26@gmail.com
Bridget Kelly	Bridget Kelly		Larry815@hotmail.com
Abigail Strohmeyer	Abigail Strohmeyer		abbystrohmie@gmail.com
DAVIN Vann	DAVIN Vann		youngdavin@yahoo.com

6:45
6:45

W

EMPLOYEE TRAINING/ STAFF SIGN-IN SHEET

SPORTS

TOPIC:

PRESENTER:

DATE:

6/4

TIME:

EMPLOYEE NAME (print)	EMPLOYEE SIGNATURE	DEPT.	E-MAIL ADDRESS (PERSONAL OR WORK)
CLARE Bukowski	C Bukowski		bukowski.c@net.elmhurst.edu
Brian Loftus	Brian Loftus		bloft1@comcast.net
Francesca Cottone	Francesca Cottone		
Corinne McKenna	Corinne McKenna		Cocorinnie42@gmail.com
Scotty Gruszka	Scotty Gruszka		gruszkas@xavier.edu
Sam Reinhardt	Sam Reinhardt		reinhardt.sam@gmail.com
Emily McLaughlin	Emily McLaughlin		egmclaughlin436@gmail.com
Alex Gustafson	Alex Gustafson		alexgustafson12@gmail.com
Katrina Vogel	Katrina Vogel		KMVOGEL2@ILLINOIS.edu
Kevin Barker	Kevin Barker		Kbarker@comcast.net
Jake Skubish	Jake Skubish		jakeskubish@comcast.net
Kaitlyn Vanech	Kaitlyn Vanech		kvanek01@uic.edu
Ashley Hamilton	Ashley Hamilton		Ashleyh994@gmail.com
ANANDA GLEASON	Ananda Gleason		agleason323@yahoo.com
Katrine Weismantle	Katrine Weismantle		Kweismantle3@gmail.com
Brad Piwko	Brad Piwko		bradPiwko@att.net
Natalie Conti	Natalie Conti		natsjc711@aim.com
Grant MacMillan	Grant MacMillan		gmac1993@gmail.com
Steve Compere	Steve Compere		steven.compere@gmail.com
4:15 Liam Sorensen	Liam Sorensen		lee_sor@yahoo.com

STAY & PLAY
ET

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[illegible]

614

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EMPLOYEE TRAINING/ STAFF SIGN-IN SHEET WSSRFA

TIME:

6/4

[illegible]

EMPLOYEE TRAINING/ STAFF SIGN-IN SHEET

Adventure week

TOPIC:

PRESENTER:

DATE:

615

TIME:

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CIRCUS

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6/5

Risk factors

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Eco - Ranger

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6/5

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Ice/Hockey / Skate / Swim

TOPIC:

PRESENTER:

DATE: 6/5

TIME:

[illegible]

JR. SPARK

[http://www.mindgarden.com](#)

(The following information has been redacted from this document.)

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RAMP

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EMPLOYEE TRAINING/ STAFF SIGN-IN SHEET

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TOPIC:

PRESENTER:

DATE:

615

TIME:

[illegible]

EMPLOYEE TRAINING/ STAFF SIGN-IN SHEET

SPARK/Teen

MAKING
POSITIVE impact on kids

TOPIC:

Allergies, customer service, DCFS, Field Trips, ~~Positive impact~~

PRESENTER:

Nurse, Amanda, Mitch, Diane, Mike, Maureen, Bridget

DATE:

6/5

TIME:

4-7 PM

EMPLOYEE NAME (print)	EMPLOYEE SIGNATURE	DEPT.	E-MAIL ADDRESS (PERSONAL OR WORK)
Emmeritt Adair	Emmeritt Adair		Emmeritt.Adair@webmail.muc.edu
Christian Brito	Christian Brito		chbrit11@smumn.edu
Sarafina Andreoli	Sarafina Andreoli		sarafina.mari@att.net
Hebecca Primak	Hebecca Primak		basketballchic73@yahoo.com
Elizabeth Niefer	Elizabeth Niefer		enkiefer@gmail.com
Becky Barron	Becky Barron		becky.barron33@gmail.com
Chloe Boensch	Chloe Boensch		Chloe.boensch@gmail.com
Kristin Klassen	Kristin Klassen		KKlassen95@gmail.com
Joe Lilley	Joe Lilley		jlilley13095@gmail.com
Madelyne Auriemma	Madelyne Auriemma		madelyne.auriemma@gmail.com
Kayla Nelson	Kayla Nelson		kaylabenet2@gmail.com
Mystie Leavelle	Mystie Leavelle		mlawey96@sbcglobal.net
Maggie Cusick	Maggie Cusick		maggie.cusick95@gmail.com
Lillie Henderson	Lillie Henderson		lhenderson1793@yahoo.com
Sean McQuown	Sean McQuown		smcquown0519@gmail.com
Gabe Daniels	Gabe Daniels		gabedaniels26@gmail.com
Davin Young			

6:30

6:30

N

EMPLOYEE TRAINING/ STAFF SIGN-IN SHEET

TOPIC:

Sports

PRESENTER:

DATE:

6/8

TIME:

[illegible]

Stay & Play

TIME:

[illegible]

WSSRA

TIME: _____

[illegible]