



2018 Basic Summer Requirements and Expectations for Preschool (Young Preps) Staff

What can you expect? The information below is by no means complete but does reflect basic expectations and requirements. Additional policies and procedures are stated in the staff manual. The following points are listed to **help you assess** whether you can meet basic job requirements and schedule. Staff **MUST** be present on orientation dates.

MANDATORY DATES AND SESSIONS:

ORIENTATION AND PLANNING

June 16, June 20-23, 2018 for planning and orientation (see details on page two)

SESSION DATES:

Session 1: July Camp Session (5 wks.) June 25, 2018 - July 27, 2018

Session 2: August Specialty Camp (1wk.) July 30, 2018 - August 10, 2018

STAFF HOURS: Young Preps teachers and assistant teachers hours are scheduled to work a 40 hour week. The Young Preps coordinator has the discretion to adjust daily hours according to staff assignments and duties. Typical hours are from: **Mon.** 8:30 am-4:30 pm; **Tues.** 9:00 a.m.-6:00 pm; **Wed.** 9:00 am-5:00 pm; **Thurs.** 9:00 am-4:30 pm; **Fri.** 9:00 am- 4:30 pm.

WORKDAY: Absences will not be tolerated. Doctor's note is required. No work, no pay unless approved by the Executive Director. A.C.T. is closed on Wednesday, July 4th, 2018 in observance of Independence day. In order to be paid for this day you must be present the workday prior to and after the holiday.

DRESS CODE: Excessive Body piercing, tattooing or excessive body ornaments do not conform with dress code standards and uniform requirements. Staff are required to wear bathing suits during water activities and trips. T-shirts must be worn on designated days. Costumes must be worn on theme days. Sneakers are required at all times. Cell phones cannot be in the "on" position during work hours.

COMPENSATION:

A) **Weekly Base Pay:** Young Preps teachers and assistant teacher will be compensated bi-weekly based on 40 hours of work each week which includes two late afternoons until 5:30 pm as needed.

*Camp can not pay for absences.

*8 hour equivalent will be deducted from your base pay rate each day staff is not present.

*Up to 2 hours will be deducted from base pay each week for missed meetings and/or unscheduled late arrivals.

B) **Additional Compensation for work beyond contracted hours:**

*Each Pre (Sunrise) Camp duty (7:45-9:15 am) is compensated at \$18.00 per morning session.

*Each Post (Sunset) Camp duty (4:30-6:15 pm) is compensated at \$18.00 per afternoon session.

*Staff assigned to groups attending overnight camping trip are compensated at \$50.00 per evening.

D) **End of season stipend:** Staff manual exam is mandatory and a condition of employment. Specialist who participate in required planning and orientation sessions, score more than 74% (80% for returning staff) on the staff manual exam and complete contractual obligations are eligible to receive \$300 (5weeks) - \$370 (8weeks) bonus in their last paycheck depending on the length of employment.

PLANNING & ORIENTATION: Participation in the summer orientation program is a prerequisite to employment unless excused by the director. Meeting hours are subject to change.

ORIENTATION SCHEDULE	Saturday June 16, 2018	Wednesday June 20, 2018	Thursday June 21, 2018	Friday June 22, 2018	Saturday June 23, 2018	Saturday July 28, 2018
ALL Staff	10am-4:30pm	10am-4:30pm	1pm-7:00pm	1pm-7:00pm	10am-6:00pm	11am - 3:00pm
Head/Asst. Teachers	10am-4:30pm	10am-4:30pm	1pm-7:00pm	1pm-7:00pm	10am-6:00pm	11am-3:00pm

STAFF MEETINGS: Meeting times are calculated as part of your 40hrs/week work requirement and are held as follows:

MEETING SCHEDULE	Monday	Monday	Tuesday	Wednesday
CIT's	9:00-9:15am		4:30-6pm	
Mini-ACT staff	9:00-9:15am		4:30-6pm	

PARTICIPATION IN CAMP EVENTS: While staff are hired to fulfill specific work requirements, they are expected to contribute to all facets of our summer camp program. Active participation is expected in opening/closing meetings, assemblies, camp-wide events, trips, and **Pre (Sunrise) / Post (Sunset) Camp session**. All staff must wear sneakers everyday, I.D. badges, staff shirts on trips and special days, and appropriate attire. **Current medical form must be on file prior to employment. All adults directly in contact with preschool children must register with state finger printing authority and meet DOE and DOH certification requirements.**

TRAINING AND EVALUATION: A.C.T. is committed to hiring diverse staff with relevant work and life skills. We train staff to provide enriching and valuable experiences to our campers. Staff training workshops are held throughout the season. Orientation sessions, staff meetings, supervisory conferences and observation sessions are held to assist each staff person meet work requirements and personal goals. A team effort is the basis for achievement of program goals. Some staff may be required to acquire Red Cross First aid, CPR and/or RTE certification as a condition of employment.

Revised: January 2018

I have read and understand the information and responsibilities I must follow to fulfill my position at ACT summer camp program.

Print Name clearly _____ Sign _____ Date: _____