



**\*Please complete and return by April 3<sup>rd</sup>.**

## Head Camper Application

\_\_\_\_\_  
NAME \_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
PHONE (HOME) PHONE (CELL) EMAIL ADDRESS

\_\_\_\_\_  
SCHOOL GRADE FOR 2021-2022 SCHOOL YEAR

### PARENT/GUARDIAN INFORMATION

\_\_\_\_\_  
NAME \_\_\_\_\_  
PHONE(HOME)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
PHONE (WORK) PHONE (CELL) EMAIL ADDRESS

### APPLICANT CONFIRMATION

HAVE YOU READ AND DO YOU UNDERSTAND THE ENCLOSED INFORMATION ABOUT THE HEAD CAMPER PROGRAM?

YES \_\_\_\_\_ NO \_\_\_\_\_

# APPLICANT INFORMATION

WHY ARE YOU INTERESTED IN BECOMING A HEAD CAMPER?

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HAVE YOU EVER WORKED WITH CHILDREN? IF SO, PLEASE EXPLAIN.

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WHAT QUALITIES DO YOU POSSESS THAT WOULD MAKE YOU A GOOD HEAD CAMPER?

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WHAT HOBBIES OR INTERESTS DO YOU HAVE?

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WHAT WOULD YOU MOST LIKE TO GAIN OUT OF BECOMING A HEAD CAMPER?

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WHAT ELSE WOULD YOU LIKE TO TELL THE WEST LAFAYETTE STAFF ABOUT YOURSELF?

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IN ADDITION TO THE APPLICATION, IT IS STRONGLY ENCOURAGED THAT EACH APPLICANT OBTAINS TWO LETTERS OF RECOMMENDATION TO BE TURNED IN WITH THEIR APPLICATION. THESE LETTERS SHOULD NOT BE FROM FAMILY MEMBERS, BUT FROM OTHER INDIVIDUALS WHO CAN ATTEST TO THE APPLICANT'S WORK ETHIC AND CHARACTER.

MY SIGNATURE BELOW CERTIFIES THAT I HAVE FILLED OUT ALL INFORMATION ACCURATELY AND TO THE BEST OF MY ABILITY. I UNDERSTAND THAT IF I AM SELECTED AS A HEAD CAMPER, I MUST ABIDE BY ALL PROGRAM GUIDELINES. MY SIGNATURE ALSO MEANS THAT, IF SELECTED, I WILL DO THE BEST JOB THAT I POSSIBLY CAN TO MAKE SURE THAT ALL CAMPERS HAVE THE BEST SUMMER CAMP EXPERIENCE POSSIBLE.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

**PARENT/GUARDIAN PERMISSION**

I HEREBY GIVE PERMISSION FOR \_\_\_\_\_ (APPLICANT'S NAME) TO PARTICIPATE IN THE WEST LAFAYETTE HEAD CAMPER PROGRAM AND ALL RELATED ACTIVITIES, FIELD TRIPS, AND PROGRAMS. I ALSO CERTIFY THAT, TO MY KNOWLEDGE, MY CHILD HAS FILLED OUT ALL INFORMATION HONESTLY AND TO THE BEST OF HIS/HER ABILITY. FINALLY, I UNDERSTAND THE RISKS INVOLVED WITH SUCH A PROGRAM AND WILL NOT HOLD THE CITY OF WEST LAFAYETTE, THE WEST LAFAYETTE PARKS AND RECREATION DEPARTMENT, OR THE WEST LAFAYETTE BOARD OF PARKS & RECREATION, ITS STAFF AND/OR CAMP PARTICIPANTS LIABLE FOR ANY ACCIDENT OR INJURY RESULTING FROM MY CHILD'S PARTICIPATION IN THE PROGRAM.

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME



# Head Camper Program Guidelines

## Objective & Benefits of the Head Camper Program

The Head Camper program has been developed to allow youth ages 13-15 the ability to gain valuable leadership skills through involvement in the West Lafayette Parks & Recreation Summer Camp program. This program will allow participants to obtain work experience in a day camp setting, while also learning valuable skills. The Head Camper program will provide participants with valuable work experience in a fun, relaxed setting. All Head Campers will be able to participate in camp activities, and will also be able to take part in additional activities unavailable to campers. This program will introduce participants to the process of applying for a job, as well as going through the interview process. If a participant is chosen to become a Head Camper, he/she will gain valuable experience, and will have a leg up on the competition when it comes to future job experiences.

## Candidate Qualifications

- A. All eligible participants will be at least 13 years of age on the first day of camp, and not older than 15.
- B. Candidates must be willing to undergo an interview process, similar to one that all Summer Camp staff goes through.
- C. Candidates must possess a high degree of maturity, responsibility, enthusiasm, and reliability.
- D. Candidates must be willing to lead by example and act as a role model for the younger campers.

## **Selection Process**

All eligible candidates must turn in the Head Camper application, recommendation letters, and all other necessary paperwork **no later than April 3<sup>rd</sup>**. Late applications will not be considered. Once the applications are reviewed, interviews with potential participants will be conducted.

If selected for an interview, applicants should treat this as they would any job interview. Since this will be the first interview for most applicants, some things to keep in mind are to show up to the interview on time, be enthusiastic, have a positive attitude, dress appropriately, and answer all questions to the best of your ability.

After interviews are completed, all applicants will be notified by phone whether or not they will be accepted in the program.

## **Job Description & Responsibilities**

- o The purpose of being a Head Camper is to assist the West Lafayette Parks & Recreation Summer Camp staff in the implementation and daily programming of the West Lafayette Parks & Recreation Summer Camp.
- o As a Head Camper, you will work hand in hand with the Camp Counselors, and will be under the supervision of the Head Counselor.
- o Duties:
  - a. Attend biweekly development sessions to further skills.
  - b. Mentor struggling campers and assist Counselors in camper supervision. Head Campers are not allowed to supervise campers alone, discipline campers, or administer medications of any type.
  - c. Plan and lead at least 1 activity per week. Plans must be preapproved by the Head Counselor. Head Campers will be expected to actively participate in camp activities, and not to become a distraction to the Camp Counselors.
  - d. Assist Counselors with the setup of games and activities, distribution of arts and crafts items, etc.
  - e. Reports on program and camper issues to the Counselors and/or Head Counselor.

## **Training Requirements**

All Head Campers will be required to complete the entire application and interview process. At the conclusion of interviews, participants accepted into the program will be required to attend a Parent/Head Camper orientation meeting. This meeting will lay out program guidelines and expectations. Head Campers will also attend biweekly development sessions which will allow them to learn and practice valuable skills related to working with children.

## **Financial Obligations and Requirements**

As a Head Camper, you will be allowed to attend the West Lafayette Summer Camp at a reduced rate. The cost will be \$60/week for Wellness Center members and \$75/week for nonmembers. This fee covers all field trips, snacks, and transportation. Head Campers will also be responsible for providing their own lunch daily. In addition to all of the normal camp field trips and activities, Head Campers will have other opportunities throughout the summer to take part in activities that will only be made available to Head Campers.

## **Hours of Work**

Head Campers will be expected to work Monday-Friday from 9:00 AM – 4:00 PM. Camp will begin on June 1<sup>st</sup>, and will be going through August 6<sup>th</sup>. If a Head Camper wishes to take days off, they are certainly allowed to do so, however the Head Counselor needs to be notified as far in advance as possible. If a Head Camper is sick, please email the Head Counselor so that accommodations can be made if needed.

## **Dress Code**

Head Campers will be expected to adhere to the same dress code as all other West Lafayette Summer Camp staff. Staff appearance is very important in how we are perceived by our patrons. Although our atmosphere is informal, it is vital that the West Lafayette Summer Camp staff be dressed appropriately. No cut-off shorts are to be worn on duty. Shorts should be of an appropriate length, and Head Campers must wear closed toed shoes each day. Sandals and flip flops are only worn at the pool. A good rule of thumb is that if you have to question whether or not you should wear something, don't wear it. Head Campers will not be allowed to carry

personal cell phones. Cell phones, along with all other personal items, need to be left at home and not brought to camp where they can become a distraction.

### **Head Camper Standards for Professionalism**

As a Head Camper, you will be expected to uphold a higher standard. Campers will look to the Head Campers as role models, and as such, rule violations within the program will be taken very seriously. Based upon the severity of the infraction, rule violations can result in an oral reprimand, written reprimand, parent conference, suspension, or dismissal from the Head Camper program.

Head Campers will be expected to follow all camp rules and policies. The following is a list of professionalism standards for Head Campers that will be discussed at our first orientation meeting:

- P**- Present your best self
- R**- Respect Others
- O**- Own your actions
- F**- Find the right words
- E**- Establish proper communication
- S**- Social media (no phones at camp, be responsible with your social media outside of camp)
- S**- Social graces (Use your manners! 😊)
- I**- Interact well with others
- O**- Own your "stuff"
- N**- Never miss an opportunity to listen
- A**- Always be receptive to feedback
- L**- Leave em' wanting more

As a Head Camper, if you follow these guidelines, you will have a rewarding and enjoyable summer experience!



## 2021 Emergency Medical Release

Camper's Name \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Policy Holder's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of a medical emergency, I understand that every reasonable attempt will be made to contact parents/guardians or emergency contacts as listed on the registration form. However, if these individuals cannot be reached, I give permission for West Lafayette Parks & Recreation staff to secure emergency medical treatment for my child. I agree to pay for any charges for emergency medical treatment that are not covered by my personal health insurance. This acknowledgement applies to the 2021 West Lafayette Parks & Recreation Summer Camp program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### ACKNOWLEDGMENT OF RISK AND RELEASE OF LIABILITY:

I acknowledge that there are risks inherent in any children's program, including but not limited to injury or death arising from: participation in sports and recreational activities, child's failure to follow instructions of counselors, communicable illness, and independent acts of third parties not under the control of West Lafayette Parks & Recreation staff. In consideration of allowing my child (the "Camper" whose name is listed above) to participate in the West Lafayette Parks & Recreation camp programs, I, for myself and my child, heirs, representatives and assigns, hereby release, discharge and hold harmless the West Lafayette City Department of Parks and Recreation, its Board, officers, agents, employees, and representatives, and any person acting on their behalf, from any and all responsibility or liability for injury or damage resulting from or arising out of participation by my child in any West Lafayette Parks & Recreation summer camp program activity or use of equipment or facilities in connection with such activity. In order to minimize risks to my child or other participants, I will take responsibility to see that my child is prepared for all activities and is in good health each day of camp.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date





## 2021 Summer Camp Release Form

### FIELD TRIP PERMISSION

I hereby give permission for \_\_\_\_\_ to attend all field trips and participate in all activities associated with the 2021 West Lafayette Parks & Recreation Summer Camp.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

### MEDICATION RELEASE

I, \_\_\_\_\_ (parent/guardian) give permission for West Lafayette Parks & Recreation staff to administer medication to \_\_\_\_\_ (child).

I understand that all medications must be in the original prescription bottle with the name of the medication, child's name, doctor's name, appropriate dosage information, and the times the medication is to be administered. All medication changes must be presented to staff in a new prescription bottle with the appropriate changes stated on the bottle.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

### SUNSCREEN AUTHORIZATION

Proper sunscreen application is very important to camp staff. Our counselors will carry sunscreen on a regular basis; however, we still encourage parents to send sunscreen with their children on a daily basis. The following authorization allows West Lafayette Parks & Recreation staff to apply sunscreen as needed to your child if they either forget theirs, or we deem it necessary that a new layer needs to be applied. Please talk to your child about the importance of sunscreen application as well as proper application techniques. It is of great benefit to the staff if children come in with an understanding of the importance of sunscreen.

I hereby authorize West Lafayette Parks & Recreation staff permission to apply sunscreen as needed to \_\_\_\_\_.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date



## 2021 Pick Up Authorization

Camper's Name \_\_\_\_\_

Do both parents have permission to pick up the child?

YES

NO

If NO, please specify: \_\_\_\_\_

\_\_\_\_\_

Please list the names of anyone else authorized to pick up your child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list two individuals who may be contacted in case of an emergency in the event the parents cannot be reached:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_