



Kidventure Summer Glossary

Summer Coordinator(s): This role oversees all aspects of the camp from the curriculum, site logistics, staffing/ hiring, training, etc.

Summer Camp Manager(s): This role oversees multiple sites to ensure all policies and procedures are met, sites have supplies they need, daily camp activities run smoothly, Directors and Counselors feel supported, etc. They relay any communication to Coordinators to Directors.

Site Director: This person oversees their camp location, staff, and campers. They relay any communication to and from Managers and Coordinators to Counselors.

Counselor: This person directly works with campers facilitating and leading activities throughout the camp day while making sure campers are having fun and being safe.

Customer Service Representative: This person works primarily in your city's Kidventure Office and handles support for parents, coordinators, and directors.

Discoverers: Campers starting at age 3 and potty trained through age 5. 1:6 camper-to-counselor ratio. Required to wear blue camp shirts. Discoverers are also referred to as Blue Shirts.

Explorers: Campers entering 1st grade to entering 5th grade in the fall school year. 1:10 camper-to-counselor ratio. Required to wear red camp shirts. Explorers are also referred to as Red Shirts.

LEADS: Campers entering 6th grade to 9th grade in the fall school year. 1:10 camper-to-counselor ratio. Required to wear navy-colored camp shirts.

Policies and Procedures

Staff Handbook: Includes all expectations of staff and provides the basic structure for how the camp is run by Kidventure, specifically regarding policies and procedures.

Absence Request Form: Fill out your city's form to request time off- 2 or more weeks in advance. Requests will be approved or denied at the discretion of the coordinators via email.

Sub line/ Coordinator line: This is the phone number line to call when you have to call in for an emergency or to request time off during the summer. Calling this number does not automatically mean your request will be approved- your Coordinator(s) will speak with you and let you know if your request is approved. You can find your city's Sub line/ Coordinator line in your city-specific training page on The Summer Way staff page.

Active Monitoring: This refers to staff supervising campers while on their feet, prepared to assist a camper at any notice. Counselors should be able to see or hear all campers in their care. Sitting should be limited and you should never have your back facing any camper.

Line of Sight: This refers to having a visual of all your campers at all times.

Sandwiching: When in line, counselors are the "bread" positioned on either end with campers in between as the "blt" of the "sandwich".

Zoning: This refers to counselors spreading out during all rotations, setting themselves up in a way to monitor all campers, and covering any entry and exit points while ensuring that safety is maintained.

Counting: Counting happens before, during, and after any activity and before and after every transition. It is the expectation that each counselor knows and has the correct count of campers signed in to their care at all times. Directors are responsible for knowing the correct count for their program or campsite at all times.

HR/ Paycom

Paycom: This platform is used for staff to sign in, check timecards, and view W-2 forms & other important documentation.

Employee Agreement (EA): An important document assigned through Paycom as a Checklist that all staff are required to sign. Staff can find their employment dates, pay rate, assigned location, assigned program, required training, etc. on their EA. When signing their EA, staff are agreeing to the terms stated in the EA.

Checklist: A list of tasks assigned through Paycom that all staff are required to complete. Depending on if you are new to the team or a returning staff member, some of the tasks are required to complete may include: filling out a W4 form, signing up for Direct Deposit, completing I-9 documentation, reading the Staff Handbook/ taking the Handbook Quiz, etc.

Badge number: This number is used to clock in and out of your shift whenever completing hours with Kidventure. This number is the full 10 digits of your primary phone number listed in Paycom.

Camp Week/ Day

Carline: This is the time frame in the morning starting at 7:45 am and in the afternoon starting at 3 pm when parents drop off/ pick up their children from camp.

Post Camp: This time of day usually starts when the official camp day is over (at 3 pm). Campers can stay until 6 pm. Parents can pick up anytime between 3 & 6 p.m. Counselors lead recess-like activities rotations during this time.

Splash Day: A weekly designated day when activities for the day consist of more water-based activities like slip-n-slide, sponge races, water/shaving cream battles, etc. All programs participate in this day.

Team Building: A weekly activity led by a member of the Hasmat team or specially trained staff to use low-rope-type camp activities/ supplies to help campers build teamwork skills.

Archery Tag: A fun, outdoor special activity played bi-weekly led by a member of the Hasmat Team for all programs. This game is a combination of paintball and tag, except with a bow and arrow (*arrows are not sharp and have a soft end for safety*). The objective of the game is for

campers on opposite teams to tag opposing campers (*with the safety arrow*) and have their team be the one with the most campers left at the end.

Rock Wall: A fun, outdoor special activity brought bi-weekly to the site for all programs: Discoverers, Explorers, and LEADS. Through harnesses, and the additional support from our vendors, campers and staff are welcome to climb the rock wall.

Field Trips: Field trips are a weekly off-campus activity to a fun, secure location in your city, specifically for Explorers and LEADS programs only. Campers and staff get on Coach-style buses with seat belts and travel to their field trip destination, spend 4-5 hours at the destination, and then travel back to the site. Field trip destinations vary in every city.

KV Live/Guest Speaker: KV Lives are on-site field trips for the Discoverer program. A guest speaker or activity is scheduled each week at your specific location. Each activity is 45 minutes to an hour and can include things such as science experiments, inflatables, dance classes, and more. Counselors help facilitate and participate in these activities.

KV Culture/Camp Magic

The 3 R's: The 3 R's are the rules that everything at camp flows through. These rules need to be instilled and upheld by all daily.

- Respect Yourself
- Respect Others
- Respect Your Surroundings

Camp Magic: This is what each individual brings to the campsite to make summer camp fun! Silly songs, fun transitions, competitions, an art wall, special activities, themed dress-up days, trivia, etc. Camp Magic is what you bring to Camp, so be yourself and have fun! Get creative and make it your own!

KV Way: Doing the right thing whenever possible without seeking a reward and/or when no one is watching. Going above and beyond your expected job duties to help others. Giving it your best effort always.

Red tickets: This positive reinforcement tool is utilized when a camper follows the 3 R's. These tickets are turned in and can be pulled for a chance to go to the prize box. This tool can be used as a positive incentive for challenging behaviors among campers.

All Camps: A huge, city-wide spirit competition between the Explorer programs that all sites participate in. This is a friendly competition that calls on sites to put together a song/ dance performance and decorate a team banner that corresponds to the theme of the competition and abides by the competition rules. All Camps is considered a field trip for a week in the summer, so campers and staff do travel to a destination where all sites are able to meet up and have the best time ever!

Curriculum/ Leading Activities

Curriculum: Activities prepared weekly for staff to complete with campers. Your Directors will be choosing from your program's Curriculum to create site daily schedules.

Four Cornerstones: These are the basis for which all of our curriculum is connected.

- Physical Activity
- Creativity
- Exploration
- Reflection

Attention Getter: A form of 'call and response' used by counselors and leaders to get the attention of a group of 2 or more campers. Ex. "If you can hear my voice, clap once"

Gear it Down (Younger Ages/Less Ability): This is a way to tweak the activity to make it easier for your campers to do it successfully. You can use the ones provided in the curriculum or come up with some ways on your own!

Gear it Up (Older Ages/Advanced Ability): This is a way to upgrade your activity by making it more challenging for your campers. You can use the ones provided in the curriculum or come up with some ways on your own!

Group List: This list has the names, ages, and allergies of all the campers signed up for the week. Campers are usually grouped by age and/or abilities. Depending on your location, some group lists may include campers' lunch options and post-camp options. Use this daily to track attendance. *Group lists are subject to change as campers sign up.*

Slack

Slack: This is a communication platform used for all work communication. It is an app that can be downloaded or utilized on the web. Slack includes a variety of 'channels' (*group chats*) that have different purposes to help communicate effectively.

#kvannouncements: This 'general' channel in Slack is used for professional development such as meetings, trainings, important work-related updates, counselor of the week, staff newsletters, and general updates.

#insertpopculture: This 'random' channel in Slack is used for random things. Site highlights, counselor shout-outs, or personal updates may be posted here. Anyone can post on this channel at any time.

#resources: This channel in Slack is used for resources such as curriculum, games for every occasion, and tips for success while on site.

#(sitechannel): All staff are added to their respective site channels. Be sure to turn your notifications on and check your site's channel regularly for announcements/ updates.

Emoji reaction: When updates/ announcements/ any type of message are sent through Slack, leaving an emoji reaction directly on the message shows us that you've read and comprehended the message that was sent.