

## **West Shore Recreation Commission 2017 PlayZone “L.I.T.E.” Participant Letter of Agreement**

As a participant in the PlayZone L.I.T.E. program there are expectations that must be met and guidelines that must be followed. All LITs will be considered as part of the STAFF for the PlayZone Day Camp in an assistant capacity. As a STAFF member, each LIT will need to be able to separate themselves from the role of being a “camper”. As a STAFF member, you certainly will have fun with the activities and trips, but now it will be in a different role. Playing with the children is a good method of teaching. Experience will serve as a guide to these methods. As an LIT you are:

- A teacher helping to develop new skills, teaching new games and activities
- A coach developing teamwork, competitive play, and good sportsmanship at a camp.
- A mother/father by nurturing and showing compassion to the campers.
- A friend by listening and giving advice when needed.
- A nurse with band aids to help heal the wounds.
- An administrator by abiding by the rules and disciplining when necessary.
- A team player working with the rest of the staff to ensure we have a great summer.

### **LIT Expectations & Guidelines**

#### **1. REQUIRED DRESS**

- a. Staff must wear the provided staff t-shirts every day. Shorts or pants should be clean and fit properly. No baggy or low rise shorts or pants that expose undergarments.
- b. Staff will also be required to wear athletic shoes (sneakers). This will enable the staff to participate in all active games when deemed appropriate. Athletic shoes shall be of the non-marking type, so the floors of the school facilities will not be scuffed or marred. Flip flops or sandals are only permitted walking to and at the pool.
- c. Staff is required to be dressed to swim when the children are taken to the pool. Swimming suits are the responsibility of the individual. Suits shall be modest and appropriate for wearing around the children and parents (no string bikinis, speedos or revealing swimwear)
- d. Appropriate dress is at the Recreation Manager’s discretion.

#### **2. PERSONAL BEHAVIOR**

- a. While on duty, staff is not allowed to use abusive or foul language, entertain friends, or take part in horseplay.
- b. A positive attitude must be maintained. LITs should be enthusiastic and pleasant about their work, show patience & firmness with the campers and be cooperative with the other staff.
- c. Dishonesty or insubordination is not permitted.

#### **3. CELL PHONES**

- a. The use of cell phones whether being used for phone calls, texting or internet use, should be limited to camp business.

4. USE OF PHYSICAL FORCE
  - a. Using physical force as a punishment will not be tolerated at work. Any staff member who in any way abuses a patron or other staff member will be subject to immediate dismissal.
  - b. It is the policy of West Shore Recreation that staff members work as a team to develop an appropriate plan to discipline and to help patrons who are exhibiting anti-social behavior.
5. SITE RULES
  - a. All posted site rules must be followed without question. It is imperative to set a proper example for the campers to follow.
6. ADULT STAFF
  - a. LITs will be assisting the adult PlayZone staff with a variety of camp duties throughout the summer. LITs will not be asked to perform duties that would not normally be done by all staff members.
  - b. Most duties will be assigned “on the fly” as needs arise. LITs will follow the direction of the adult staff.
7. ATTENDANCE
  - a. If you will not be attending the LITE program on a given day, please notify the adult staff in advance, so they can plan accordingly.

I have read and agree to the expectations and guidelines listed above. I understand that I will be assisting under the supervision of the Adult PlayZone Staff, and the WSRec Recreation Manager. I further understand that the Recreation office may release me if I violate any of the above terms of this agreement. This agreement must be signed and returned to the Training Meeting on **May 31, 2017**.

ACCEPTED according to the above mentioned terms and conditions.

LIT Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

LIT Parent/Guardian  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Please fill out the information below:

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_