

La Semana Facilitator Training-August 2011

Here a few pointers from past facilitators to help make your week smoother!

Your classroom should have the following **supplies** available and ready for Day #1:

- T-shirts for each camper (they **MUST** be worn every day and therefore should be taken off and left at camp each day until Friday when the campers take them home)
- One apron and name button for each facilitator
- Sign- in/parent location sheet (parents are encouraged to sign their camper in every day so you know where to find them and how to reach them in case of an emergency).
- A copy of the Code of Conduct.
- Camp schedule for the week (please post somewhere in your classroom as you will be referring to this often!)
- Optional – but recommended especially in the younger grades...
 - Coloring sheets
 - Pens/Markers/Crayons
 - Posters
 - Books
 - Glue

These supplies can be found at the bottom of the stairs in bins along the walls. Help yourselves to the supplies that you need throughout the week.

You may also wish to bring your own music and CD player (please label!)

The following tips are recommended to help you **manage your classroom** and to meet the needs of all campers assigned to you class.

- Ayudantes will be in the classrooms early each morning to assist as parents drop off their campers. This change was made based on feedback from last year since campers often beat facilitators to the classroom during this busy time of day.
- On Day 1, divide up the campers among the facilitators assigned to your classroom to better be able to manage and keep track of your campers (there is a lot of moving around/transitions and the more structured you are during these times, the less stress you will feel!)
- On the first day of camp, there is a bit of time to play a get to know you game. You may also want to use this time to create a classroom set of manners or reminders (e.g. We need to walk in the halls, we need to stay together, we need to

ask to leave the room, we need to be respectful to each other – fellow campers, facilitators, guests, etc).

- After looking at your daily schedule, you may want to identify some consistent times to use the bathroom (before lunch, after outside, etc).
- Think (and plan!) ahead about some alternative activities to offer during “down” time. Down time is limited and a lot of the campers use this time to socialize, however having a few books to read aloud, games to play, deck of cards, etc. may be a good plan.
- You may want to identify a “Quiet Area” (again, more for the younger grades) for those campers who need a little space.
- Food is NOT allowed in the classrooms. During snack time you can go outside. PLEASE CHECK FOR CAMPER’S ALLERGIES!
- Past Facilitators have found it VERY helpful to create a space for campers to keep their lunches, T-shirts, art projects, things from home, etc. Some classrooms have cubbies – you can use tape to label names, etc. You may want campers to place their T-shirts/Buttons in a specific place at the end of the day to try to stay organized.
- Have a designated meeting place/Buddy system in the event a camper gets lost or misses the cue to come in from recess or wanders away from the group.
- On Market Day (Wednesday) – create some sort of plan with your fellow facilitators for crowd control and managing the visit(s) to Market Day! You may also want to communicate with parents prior to Market Day to ask about their wishes for the day (e.g. will a parent be accompanying their child to Market Day? Will the child be allowed to spend their own money? Will the parent take their child to shop at the end of the day on Market Day? Etc.)
- On Friday, you will need to PACK UP your room (put away posters, pens, extra drawing sheets, etc). Heather Felt (Classroom Support) will be available to help. It is essential that each team of classroom facilitators be organized this day and use any down time to begin breaking down their classroom, returning supplies etc. Don’t wait until the chaos of the last hour to take care of this please!
- If you plan to attend one of the parent education sessions, please be sure to discuss your plans in advance with your co-facilitators to ensure adequate coverage of your classroom. Floaters are available to cover for you as needed. Also, if you are a parent of a 7th graders and plan to attend the graduation ceremony or a parent of a 4th grader and plan to participate in the Life Book project, please let us know in advance so we can arrange a floater for you.

- There will be a camp newsletter to distribute at the end of each day. This should be handed out to parents as they come to pick up their child each day.
- If there is the need for an incident report – please fill one out in the Camp Office.

This can be a very exciting and exhausting job! PLEASE, PLEASE let us know if you have any concerns or questions prior or during camp week. Heather Felt will be checking in frequently with you in your classrooms and wandering the hallways all week and is here to help make your week go smoothly. You can also reach me on my cell phone if you have trouble locating us during camp week with questions or concerns.

We would also love any other tips you may have to make facilitating more enjoyable in the future!

Muchas Gracias por Todo!

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