

## **La Semana Facilitator Overview 2017**

Thank you to all La Semana volunteers who have signed up to be a classroom facilitator. My name is Heather Felt and I am the Classroom Support volunteer. Jenna Breunig is the Asst. Classroom Support Coordinator. Our primary responsibility is to make sure all facilitators are adequately prepared to do their job and that all their needs are met throughout the week.

Many of you are returning facilitators and already know the role well. Others are new to the role and will need some guidance from fellow facilitators to learn the ropes. All facilitators, new or experienced, are asked to please read carefully through this document as **it replaces any classroom training** that has been offered in the past at La Semana. This document is updated each year and contains some important information about changes at La Semana that all facilitators need to know. I will not be conducting any form of face-to-face training again this year. This document should tell you all you need to know to perform your volunteer role.

### **New for Camp in 2017**

Facilitators **name buttons** will be **in their classroom** on Day 1. (Note: if you are a Floater, your name button will be with me in the Classroom Support corner at the landing area near the end of the hall of classrooms on the first floor). All facilitators and floaters will be required to wear the name buttons all day every day.

Names on camper t-shirts will be on both the **front and back** this year.

**“Life” classes** will be in a new location this year. **Room 114** is at the end of the hall on the lower level classroom wing. At the bottom of the main staircase, turn left and go to the end of the hall. 114 is on your right.

**New location for Fiesta!** Lakeville South HS is under construction and we were not able to have it there this year. The new location will be at **Richfield High School**. The auditorium is spacious and air conditioned!

Also new with Fiesta is the fact that we will be issuing **admission tickets this year (2 per family)**.

There will be **no paper newsletter distributed** at the end of each day as in years past. The daily newsletter will be emailed to all families with a very small number of paper copies available for pick up at the front desk for those unable to access electronically.

Please use the wipes we will have available to you to **wipe down desks DAILY after craft time**. They get messy and we need to really respect the church property.

Consider **taking a photo on your phone of your classroom** before any furniture gets rearranged to ensure that everything is put back exactly as you first find it.

## A few important things for all Facilitators to know

**Camp Set-Up: Saturday July 22nd from 9:30-11:00.** Lead facilitators are asked to make every effort possible to attend camp set-up. Supplies and facilitator Aprons will be available in the Classroom Supply area (on the top floor, end of the classroom hallway, turn left) for you to use for decorating and prepping your classroom. Please also stop by our area to pick up your classroom documents such as the sign-in sheets, classroom camper lists, health issues, floor plan, etc. ) If you cannot set up on Saturday, we will put those docs in your room. Monday morning is chaotic with campers arriving and camp getting underway at a fast pace and it helps immensely to be organized and ready in advance. We will have posters, streamers and other decorations to make your class look inviting and festive. We will deliver camper t-shirts to your classrooms on Saturday. If there are issues with any of your camper's shirts, please try to resolve on your own if possible but if the size/name is wrong, please let Jenna Breunig or me know on MONDAY so we can try to help resolve.

If the lead facilitator from a given class cannot make it due to conflicts or distance, they should ask one of the other facilitators from their class to do set-up. If no one is available, please let me know this in advance. In that case, we will do what we can to get your room organized in advance of camp but cannot promise much more than the bare minimum. Jaime Jaeger and Jenna Breunig will both be present during set-up and available for questions (I will unfortunately not be there this year to help with set-up.) Again, Look for them in the Classroom Supplies area at the end of the classroom wing – 2<sup>nd</sup> floor – top of staircase.

### Start Time

Please do everything you can to be in your classrooms by 8:30 to receive campers on Day 1 and at 8:45 on other

### Classroom Support

Jenna and I will both be available all week to help with questions, supply needs, troubleshooting etc. Our contact information is found at the end of this document. **It would be a good idea NOW to add us to your Contacts so you can reach us easily during camp week.** (It can be very hard to find someone in the huge church building when you need them!)

### Classroom Assignments

Please take a quick moment TODAY to cross check YOUR classroom assignment with your child's (See attached spreadsheet with facilitator assignments). Camper assignments have been posted to the [www.lasemana.org](http://www.lasemana.org) website (under Camp 2017, select "Camp Info and Schedules K-7<sup>th</sup> grade). While some classroom facilitators ask specifically not to be paired with their child, most request that they be placed together with their own child and every once in a while we make a mistake. These mistakes are more easily addressed pre-camp vs. on the first day so please make sure you and your child are both assigned to the same class if that was your initial wish.

### Key Facilitator Documents

Rather than send a bunch of attachments with this email, we have posted the documents you will need for camp to the La Semana website. Please visit [www.lasemana.org](http://www.lasemana.org) (Camp 2017 and Classroom Info K-7<sup>th</sup> grade) to find the following documents:

- **Camper Assignments** (please note: we will not be making any last minute changes to these assignments-- they literally take months to put together. Thanks for understanding)

- **Ayudante Assignments**
- **Floorplan of camp showing where your classroom is located** (a few changes have been made vs. last year's floorplan)

### **Meet Your Team Before Camp**

We are providing classroom facilitators with facilitator and Ayudante assignments pre-camp (See [www.lasemana.org](http://www.lasemana.org) for both). Lead Facilitators, please make an effort to reach out to each other in advance of camp to introduce yourselves, discuss camp set-up at All Saints on Saturday July 22nd from 9:30 -11:00 and other logistics. Some joint pre-planning on supplies you bring from home would be good to avoid duplication of efforts and to make sure you have everything you need. Please share contact information with each other. It helps me immensely if facilitators and ayudantes communicate directly as much as possible vs. going through me for scheduling issues, classroom concerns etc.

### **Day 1 Class Photos**

Class photos will be taken on the first day of camp at the time noted on your daily schedule. Weather permitting, photos are always taken outside in the back of the church with the younger grades generally on or near the playground and the older grades on the staircase just outside the Commons (Cafeteria) area. Photos will appear in the camp yearbook that is distributed on the last day of camp.

### **Safety Procedures**

All Saints Church revamped their building wide safety procedures last year and as guests of their facility, we must be familiar with and adhere to these rules as they apply. Classroom facilitators should also note that magnetic strips have been installed on all classroom doors in the case of a lockdown type event. Safety procedures will be distributed to each classroom, and the incident form, which should be completed for any incident/injury and turned in.

**Nametags** : Facilitator name buttons will already be waiting for you in your classrooms on Day 1. Nametags will be required for everyone this year including visitors to camp. No exceptions to this rule will be made. Ayudantes will wear their t-shirts as in the past but all adults will need to wear their name buttons at all times.

### **Classroom locations**

Please see the camp Floorplan on the [www.lasemana.org](http://www.lasemana.org) website to locate your classroom before you arrive on Day 1.

**Playground Supervisors** will be on the playground during the lunch times to help with extra support. Facilitators should still accompany their campers outside and keep track of everyone but having extra eyes and hands there to help should be beneficial to the campers and adults alike.

### **Mandatory Reporting of Child Abuse**

On the La Semana website, there is information under "Important Messages" about Mandatory Reporting of Child Abuse that all camp volunteers are asked to read prior to camp.

### **Classroom Supplies and Support**

The **K-7 Classroom Support area** (where Jenna and I hang out most of the week) will be in the same place as last year. Go to the end of the classroom hall on the main (upper) floor and turn left. You will

find us in the landing area at the top of the stairs. This location is much less visible than in years past. Please do your best to occasionally stop by (or send another facilitator or Ayudante from your classroom) to check the **dry erase board daily** for announcements. All classroom supplies, request forms and other important information will be readily available for your use/pick up within this area.

### **First aid kits**

Be sure to grab a first aid kit when you pick up classroom supplies (red pouches). The safety procedures will be distributed to their rooms again. Please review them to ensure you know where to go in case of a fire/weather emergency. Also, larger first aid kits will be at the camp office and are available on an as needed basis.

### **Camp Kitchen**

Arrangements have been made for classroom facilitators wishing to purchase frozen treats for their classroom to store the treats in the walk-in freezer. Only adults are allowed in the kitchen. Please enter the kitchen through the main hallway (not the cafeteria). The walk-in refrigerator is the first door on the right. Once inside the walk-in refrigerator, turn left and you will see another walk-in door that leads to the freezer. Please place the frozen treats in a bag clearly marked in large letter with the class identifier. Please provide the person retrieving the snacks a description of the bag and location of the treats.

### **Lead Facilitators**

One **lead facilitator** has been placed in all classrooms. The lead facilitator is someone who has performed the role of facilitator before and knows the camp ropes. We ask that the lead facilitator take **ownership** of the classroom, including **working to resolve any issues** with classroom coverage, ayudante participation, adherence to the camp's behavior code etc. Lead facilitators were given early registration privileges in exchange for taking on the role of trouble-shooter and classroom leader. If you do not know who is the lead facilitator your classroom, please ask your fellow facilitators or check in with me.

### **Classroom Orientation**

I recommend doing a short and sweet classroom orientation on Monday morning first thing before leaving your class to attend the flag ceremony. Lead Classroom facilitators who know the lay of the land are best equipped to take charge of this. Suggested topics include introductions, rules, reminders about no snacks in the room, respect of the church facilities etc.

### **Absentee procedure**

If you have a camper who does not show up one morning for camp, please complete an **absentee form** and bring to the main camp office for follow-up. This is especially important on the first day of camp as there may be campers who are unable to come to camp but who have not let anyone know. Office volunteers will follow-up individually with families of missing campers. Absentee forms will also be available in the classroom support area where I hang out all week.

### **Snacks**

The camp kitchen no longer provides a morning snack for K-7 campers. Families have been asked to send a peanut free mid-morning snack for their children only if desired. These snacks should be eaten outside on the playground at recess time. Please emphasize that campers need to be responsible for throwing away their own wrappers/garbage in the proper place outside.

## **Expenses**

Facilitators are not authorized to make purchases that require reimbursement from La Semana. Any purchases you make for camp supplies, popsicles etc. are at your own discretion and must be paid out of your own personal funds.

## **Locations**

**Life:** Life sessions will take place in Room 114, a double sized room on the 1st floor in the classroom wing. It is a large, private room that should work really well this year.

**Spanish:** Spanish teachers will come to your classrooms.

**Crafts:** Crafts volunteers will come to your classroom each day to lead the craft.

**Dance:** See map for dance room locations and signs should be posted on the door to know which specific room to take your campers to.

## **Volunteer Responsibilities**

Your job function includes fulfilling the roles and responsibilities of being a positive, proactive role model for our campers. These responsibilities include:

**-Be engaged.** When you are assigned to work with campers or are attending their programming, you are expected to be an active participant. Our facilitators and programming leaders can use your help to keep the campers actively engaged and appropriately directed.

**-Take it outside.** La Semana is a wonderful opportunity to connect with other adults with shared experiences. Show respect for the campers and camp programming leaders by engaging in your adult conversations outside the rooms where camp activities are taking place.

**-Disconnect.** Cell phone are not needed to connect with the campers at camp activities. Please put your electronics away when you are working with the campers and attending their programming.

**-Responsibility.** Camp is counting on you to fulfill your job duties. If you need to take a break or cannot be present for any part of your job, it is your responsibility to provide advance notice to the volunteer coordinators so that your duties can be covered.

**-Speak up.** If you see adults forgetting their roles and responsibilities, talk to them. Severe, repeated violations can be brought to camp management, but we owe it to our campers to hold each other accountable.

## **Other tips for a smooth week at camp**

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

- Please make sure you are in your classroom on day 1 by 8:30.
- 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 in bins in the Classroom Support area (again: new location this year is on the first (upper) floor at the end of the classroom hallway, turn left and you will find everything there). 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!) A large storage tub (such as Rubbermaid) brought from home is handy for each classroom, too, for hauling lunch bags to and from the Commons area. Please discuss with your fellow classroom facilitators as to who will bring what.

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

When specialists come to your classroom (Life, Spanish etc.) please adhere to the following rules to make these sessions positive and productive for campers and volunteers alike:

- Participate **actively** and be a good role model
- If classroom volunteers need to discuss something, they should **leave the room** so as not to disturb or distract the kids or give the message that Spanish/ Life time is not important.
- Classrooms need a consistent team of at least 2 adults when specialists arrive and should remain there. Please plan to take breaks only as needed and after discussing with your team. Two facilitators should not be on break at the same time.

In a separate communication, all Ayudantes are being asked to **put their cell phones away** completely when in their assigned classrooms. No texting, no calls, no web surfing etc. Lead facilitators will be asked to help enforce this rule and to remind Ayudantes, as needed, to put their phones away. As adult volunteers in the classroom, **you are asked to follow the same rule**. Please leave the room, provided another adult volunteer is present, if you do need to take or make a call.

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 rules 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.). Please see attachment with some fun ice breaker ideas.

After looking at your daily schedule, you may want to identify some **consistent times to use the bathroom each day** (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 on the health concerns summary that will be distributed before camp to each classroom!

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. Bringing a storage tote/Rubbermaid container from home is another idea that works well for storing lunch boxes/bags etc.

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 and Jenna Breunig (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! Classrooms need to be put back into the same condition they were in before camp. Stacking tables/chairs, counters wiped down, etc. If any tables/chairs were moved around from one room to another, they have to be returned. (Facilitators not leaving their classrooms in great condition will have a hard time getting a good camp job again next year ; ) We are required to be out by 3:30 this year at All Saints. Room takedown should be completed by 2:00, with supplies returned etc. so we can be sure to be out by 3:30.

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. **Floater**s are

**available to cover for you as needed.** Also, if you are a parent of a 7<sup>th</sup> graders and plan to attend the graduation ceremony or a parent of a 4<sup>th</sup> grader and plan to participate in the Life Book project, please let us know in advance so we can arrange a floater for you.

I will send email communications each night of camp as needed to update you on anything related to the K-7 classroom facilitator job that you may need to know. Please email or text me, too, with anything you need my help with.

If there is any need for an **incident report** – please fill one out and turn in to the Camp Office. There will be one attached to your safety procedures and more available at the camp office.

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

I would also love any other tips you may have to make facilitating more enjoyable in the future! Above all else, please come with a positive and flexible attitude to camp, remembering that we are an all-volunteer run organization and that there are bound to be some blips along the way.

Muchas Gracias por Todo!

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