



International Ivy Summer Program

Team Manual

2014



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Important Contact Information

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1. Mission and Goals

MISSION STATEMENT

Our mission as a team is to create for every student, an environment which fosters learning and accomplishment which in turn develops positive self-esteem. We encourage students to explore diverse activities and possibly find their passion. We care for the students under our charge by being positive role models and taking action to ensure their safety, well-being and growth.

GOALS: FOR STUDENTS TO...

- LEARN NEW SKILLS - To help students develop and enhance their skills in activities selected.
- FEEL ACCOMPLISHED - To help students develop positive self-esteem through accomplishment in a risk-free environment.
- FEEL CAMARADERIE - To help students develop values of camaraderie and practice good sportsmanship.
- MAKE FRIENDS - To help students develop friendships based on similar interests.
- FIND ROLE MODELS - To provide the student with the most skilled, dedicated, and effective teachers and counselors who serve as role models.



2. Daily Schedule

8:00	Site Director and Counselors arrive
8:00 - 8:30	Team Meeting and Preparation
8:30	Instructors arrive to set up
8:30 – 9:00	Student Drop-Off
9:00 – 10:30	AM Class – Part 1
10:30 – 11:00	AM Break
11:00 – 12:30	AM Class – Part 2
12:30-1:00	Half-day AM students Pick-up Period
1:00- 1:30	Half-day PM students Drop-off Period
12:30 – 1:30	Lunch for Full-day students
1:30 – 3:00	PM Class – Part 1
3:00 – 3:30	PM Break
3:30 – 5:00	PM Class – Part 2
5:00 – 5:30	Student Pick-up, Instructors Depart
5:30 – 6:00	Counselors wrap-up activities debrief and depart



3. Weekly Schedule

Weekly Assignments and Checklist

- GREETER _____
- RUNNER _____
- GATHERER _____
- ATTENDANCE MASTER _____
- BREAK ORGANIZER _____
- LUNCH LEADER _____
- WALKIE TALKIES _____
- COMPUTERS _____
- NAMETAGS _____
- PAYROLL _____
- HEALTHCARE FORMS _____
- MEDIA MANAGER _____
- IVY CARDS/TREASURE CHEST _____
- HALLWAY DUTY _____

Friday/Weekend:

- Prepare Pick-up/Drop-off (PUDO) lists
- Prepare Attendance Sheets for @ class
- Identify classroom for each class
- Identify materials needed for each class

Monday:

- Place classes, classroom assignment and number of students on office board**
- Put out attendance book**
- Review any special medical conditions**
- Team Meeting
- Have all AM instructors arrived?
- Distribute walkie-talkies
- Distribute computers
- Distribute PUDO lists to counselors**
- Distribute ivy cards to instructors**
- Prepare nametags**
- Setup music

- Distribute nametags**
- Orientation Welcome Speech**
- Healthcare forms – missing, distribute, scan**
- Distribute lunch forms at pick-up**
- Prepare AM break
- Order / Manage Lunch
- Wipe down nut-free table for lunch
- Has all PM instructors arrived?
- Prepare PM break
- Administer Medicines?
- Summarize Payroll**
- Prepare Parent Reminders**
- Collect/charge walkie talkies
- Collect computers
- Refrigerator log
- Debrief

Tuesday:

- Team Meeting
- Have all AM instructors arrived?
- Distribute walkie-talkies
- Distribute computers
- Setup music
- Distribute H/C forms and Parent Reminders at Drop-off**
- Prepare AM break
- Prepare t-shirts**
- Order / Manage Lunch
- Wipe down nut-free table for lunch
- Has all PM instructors arrived?
- Administer Medicines?
- Prepare PM break
- Collect/Charge walkie talkies
- Collect computers
- Refrigerator log
- Debrief

Wednesday:

- Team Meeting
- Have all AM instructors arrived?
- Distribute walkie-talkies
- Distribute computers
- Setup music
- Distribute t-shirts at AM/PM breaks**
- Prepare AM break – make water balloons
- Order / Manage Lunch
- Wipe down nut-free table for lunch
- Has all PM instructors arrived?
- Administer Medicines?
- Prepare PM break
- Collect/Charge walkie talkies
- Collect computers
- Refrigerator log
- Debrief

Thursday:

- Team Meeting
- Have all AM instructors arrived?
- Distribute walkie-talkies
- Distribute computers
- Take pictures and videos (all-day)**
- Setup music
- Prepare AM break
- Order / Manage Lunch
- Wipe down nut-free table for lunch
- Open Treasure Chest at breaks/lunch**
- Distribute feedback forms at pickup**
- Has all PM instructors arrived?

- Administer Medicines?
- Prepare PM break
- Collect/Charge walkie talkies
- Collect computers
- Refrigerator log
- Debrief

Friday:

- Team Meeting
- Have all AM instructors arrived?
- Distribute walkie-talkies
- Distribute computers
- Open Treasure Chest at breaks/lunch**
- Collect feedback forms**
- Take pictures and videos (all-day)**
- Upload pictures and videos**
- Welcome Parents**
- Setup music
- Prepare AM break
- Order / Manage Lunch
- Wipe down nut-free table for lunch
- Has all PM instructors arrived?
- Administer Medicines?
- Prepare PM break
- Return medicines to families**
- Collect/Charge walkie talkies
- Collect computers
- Summarize ad-hoc receipts**
- Refrigerator log
- Debrief

**** All counselors must take part in managing the students during PUDO and break time. This is priority #1 ****

Bold items are for actions for specific days.

BREAK and GAME SCHEDULE

MONDAY - Name Games, Ice Breaker, Duct Tape Games

TUESDAY - Kick Ball or Capture the Flag

WEDNESDAY - Wet Day – water balloon toss, dunk tank, water shooters

THURSDAY - Minute to Win It Day

FRIDAY - Field Day

THURSDAYS ARE SPECIAL

Week 1 – Hat Day

Week 4 – Favorite Team

Week 7 – Mix Mash Day

Week 2 – Halloween in July

Week 5 – Wacky Hair

Week 3 – Wear your PJs

Week 6 – Backwards Day

ORIENTATION SPEECH

WELCOME TO INTERNATIONAL IVY!!! I am _____ and I'm the _____. On behalf of everyone here, we are so glad that you have joined us and want this to be a great experience for you (with excitement). We have some exciting classes this week like _____ and _____. I need your attention for a brief review of expectations and announcements.

- This is the gathering room. You come here after you are dropped off, when we start and end break and before you go home.
- We want you to learn, make friends and have a great time. If you have any problems, you can turn to your instructor, counselor or Site Director.
- **INTRODUCTIONS** – All counselors, All teachers
- We expect you to be nice to those around you. There are a wide range of ages here so please watch your language and be a positive role model. If you misbehave, you will be sent to the office to speak with the Site Director and we may have to call your parents.
- We have some exciting activities this week including
 - Wet Day on Wednesday. We will have water balloon toss, water shooters and even a dunk tank. You should come in your swim gear and bring a towel and change of clothes.
 - _____ Day on Thursdays.
 - Field Day on Fridays and Remember to WEAR YOUR CAMP T-shirt which you'll get on Wed.
 - Fire Drills and anything special
- **Lunch** – if you brought lunch, please ensure they are given to us to refrigerate. If your parents purchased lunch, make sure you get a lunch order form so you can pick
- **Breaks** – we have one break in the morning and one break in the afternoon – ask your parents to send in a snack for breaks. NO NUTS PLEASE!
- Lastly, I want to tell you about **Ivy Cards and the TREASURE CHEST**.
 - We want to encourage hard work, positive behavior and participation in special activities. You get 1 IVY CARD when you finish your video game, participate in a special activity Hat Day for instance, win a break game, etc. We open the treasure chest on Thursdays and Friday and you can claim one prize for every 5 CARDS.

4. Counselor Responsibilities

Counselors report to the Program Office at 8:00AM. Counselors sign in using the attendance book and cannot sign in for others.

On Mondays, counselors are given their responsibilities for the week. These responsibilities include:

- Student Pick up and Drop Off Duty
 - GREETER
 - RUNNER
 - GATHERER
 - Give Orientation Welcome Speech on Monday
 - T-shirt Distribution on Wednesday
 - Overseeing the treasure chest on Thursday/ Friday
- Assisting with specific classes.
- Hallway Duty (ensuring the students are going to the restroom and back)
- Organizing the Break Games
- Taking pictures and videos, updating the blog and uploading to YouTube
- Lunch duty
- Overseeing the equipment (charging of walkie/talkie, return of cameras)
- Overseeing the ordering of lunch
- Overseeing the healthcare forms

PROCEDURE FOR TEAM/STUDENT INTERACTION

- Never, under any circumstances, be alone with a single student unless you are in the hallways.
- Always respect the privacy of a student.
 - There must always be 3 people in rooms that are closed off or distant (e.g. bathrooms, locker rooms, fields, cafeteria, classrooms, etc.)
 - Boys and girls use separate bathrooms and changing rooms.
 - Never take pictures on personal devices or post comments in personal social media accounts.
- Be alert to the physical and emotional state of the student.
- Be sure you are 100% appropriate when showing affection to students. Example: A high-5 and shoulder/side-by-side hugs are acceptable.
- If a student begins to speak of physical abuse:
 - Don't promise you won't tell anyone.
 - Explain there is confidentiality unless someone is hurting them.
 - Be calm - show concern.
 - Gather information, but don't make judgments.
 - Notify the Site Director. If the Site Director believes there has been abuse, she/he will report to the local child services.
 - Leave the investigation to authorities.

5. Teacher Responsibilities

- Instructors are asked to arrive 30 minutes prior to the beginning of class.
- Please go to the Program Office to sign-in. In case of emergencies, please call your local Site Director and Lily at 908-899-1338.

Name	Phone Number	Email
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Kalyna Macko, Chatham	855-678-6335 x104	kalyna@ivyprograms.com
Jaimee Katz, Far Hills	855-678-6335 x105	jaimee@ivyprograms.com
Anita Hall-Kane, Somerset	855-678-6335 x106	anita@ivyprograms.com
Diana Lee, Caldwell	855-678-6335 x107	diana@ivyprograms.com
Jeff Lee, Edison	855-678-6335 x108	jeff@ivyprograms.com

- At the Program Office, pick-up your class attendance sheet and ivy cards. On Mondays, find out your assigned classroom. Please ensure you know where the gathering place is.
- At 5 minutes before the beginning of class, go to the GATHERING PLACE and pick up students and take them to your classroom.
- TAKING ATTENDANCE. At the beginning of your class, after the break and at the end of class, please take attendance. Any student not on the attendance sheet should be brought to the Program Office. If a child is missing from class, please notify the counselor in the hallway (who has a walkie talkie) or call the Program Office , please call your Site Director.
- Please distribute Ivy Cards when a student has been exceptionally helpful, displayed excellence or made a video or blog showcasing what they have learned.
 - **You will be given 5 cards per student for the week.**
- For larger classes, counselor may be assigned to assist you. Counselor may come in to take pictures or videos. Please tell the Program Office when you think a special activity which should be photographed or videoed.
- Any difficult students should be spoken to at once by the instructor. If the problem persists, please notify the Site Director.
- Please keep rooms, fields, or areas neat and clean. Report any room problems or repairs to the Site Director

- No team member (instructor or counselor) should be alone with any one student.
- For three-hour classes, there is a 30-minute break after the first 90 minutes. Please bring students to the GATHERING PLACE. PLEASE HELP OUT AT BREAK WHEN REQUESTED. Then, retrieve them after 30 minutes. After returning to the classroom, remember to take attendance.
- After class, bring students to the gathering place.
- Only use the assigned adult rest rooms and never use rest rooms assigned to students.

6. Special Bonuses and Disciplinary Procedures

International Ivy truly wants to honor exemplary performance by members of the team. The following special bonuses are offered by the program across all sites:

- **Best Instructors** - \$200 for Six Instructors – based on feedback from parents and students.
- **Perfect Attendance** - \$200 for Counselors – no absences or tardiness for the entire summer – 8AM to dismissal time.
- **Best Team Spirit** – \$200 each for Three Counselors – positive, helpful and hard-working
- **Most Creative/Innovative** – \$200 for Two Counselors – takes action to improve the program

Should a team member violate the mission and goals of the program, the Site Director or the Head Counselor will discuss the infraction with the team member and together complete the Disciplinary Warning form. Examples of infractions include

- a complaint by a parent, student or fellow team member,
- not safeguarding the safety and well-being of our students and fellow team members,
- behaving in a manner inconsistent of a role model like using curse words or comments detrimental to others' self-esteem,
- not following instructions by management,
- theft or tardiness.

It is a policy of the Program for the Site Director or Head Counselor to discuss for each infraction: the situation, possible alternative solutions, and remedial actions. If team member continue to violate the mission and goals, the Program will reduce or dismiss the team member. Please see disciplinary form on the next page.

International Ivy
Disciplinary Warning

Name _____

Campus _____

Date _____

- First Warning
- Second Warning
- Third Warning – subject to reduced hours or dismissal

Type of Issue

- Parent Complaint
- Student Complaint
- Team Member Complaint
- Not safeguarding student or fellow team member
- Behaving in a manner not consistent with being a role model
- Not following instructions by management
- Theft
- Tardiness / Disregard for the schedule

Description of Issue:

Plan of Action:

Acknowledgement by Signatures:

7. Dress Code

The International Ivy “look” is an integral part of our image; a look associated with a wholesome and positive in appearance and attitude. The following are guidelines we have established for dress and personal grooming:

- a) Name Tags – The Program is a first-name organization. All team members will receive a name tag, which is to be worn in an upright, readable position at all times.
- b) Watches - We encourage counselors to wear watches. Our schedules are very structured and arriving on time to the activities is very important.
- c) Jewelry - We suggest that jewelry be kept to a minimum, and please keep it simple. It is an important safety issue for you and the students. Tongue, nose studs and other type of visible body rings and piercings ARE NOT permitted.
- d) Sneakers - Sneakers or sports type footwear must be worn at all times. No heeleys, open-back or open-toed sandals or shoes are allowed at Program.
- e) Clothing - All counselors must wear their Program t-shirts daily. Other team members may wear T-shirts but T-shirts should not have inappropriate sayings (reference to alcohol, drugs, sex, etc.). Please do not wear clothing which may be too revealing.
- f) Tattoos – To the extent possible, please cover tattoos.

8. Organization Chart

- 1) Lily Wong, Program Director and Owner
 - a) Elaine Eng, Site Director of Short Hills
 - i) Chloe Blanchard, Head Counselor, Short Hills
 - ii) Teachers and Counselors
 - iii) Assistant Counselors and CITs
 - b) Kalyna Macko, Site Director of Chatham
 - i) Lillian Thomann, Head Counselor, Chatham
 - ii) Teachers and Counselors
 - iii) Assistant Counselors and CITs
 - c) Jaimee Katz, Site Director of Far Hills
 - i) Open, Head Counselor, Far Hills
 - ii) Teachers and Counselors
 - iii) Assistant Counselors and CITs
 - d) Diana Lee, Site Director of Caldwell
 - i) James Hornby, Head Counselor, Caldwell
 - ii) Teachers and Counselors
 - iii) Assistant Counselors and CITs
 - e) Anita Hall-Kane, Site Director of Somerset
 - i) Briana Johnson, Head Counselor, Somerset
 - ii) Teachers and Counselors
 - iii) Assistant Counselors and CITs
 - f) Lily Wong, Site Director of Edison
 - i) Open, Head Counselor, Edison
 - ii) Teachers and Counselors
 - iii) Assistant Counselors and CITs

9. Communications Policy

PARENT NOTIFICATION POLICY

All phone calls to parents must be made by a Site Director unless specific permission is given to a counselor from a Site Director. Phone calls to parents from a counselor **MUST** have approval each time from a Site Director.

10. Emergency Procedures

Each Site Director and Head Counselor should have the following non-emergency # programmed into their phone

Short Hills – Police 973-564-7001

Short Hills – Fire 973-564-7035

Chatham – Police and Fire 973-377-0100

Caldwell – Police 973-226-2600

Caldwell – Fire 973-226-1890

Far Hills – Police – 908-234-1192

Far Hills – Fire – 908-766-1122

Edison – Police 732-248-7400

Edison – Fire 732-248-7500

Somerset (Franklin Township) – Police 732-873-5533

Somerset (Franklin Township) – Fire, no non-emergency number, call 911

MISSING STUDENT PROCEDURE

Below is an outline of our safety protocol and procedures should a student be missing.

Warning Signs:	<ol style="list-style-type: none"> 1. Student is not with group. 2. Student does not show up for his or her assigned activity.
Safety Precautions Taken:	<ol style="list-style-type: none"> 1. Attendance is taken at the beginning of each activity: <ul style="list-style-type: none"> • At beginning of AM class • After AM break in class • At the end of AM class • At beginning of PM class • After PM break in class • At the end of the PM class 2. All Program visitors must check in at the Program Office upon arrival, and are stopped if they have not checked in at the Program Office. 3. Program Owner, Directors, and other team members walk the Program halls and grounds constantly.
Emergency Action Required:	<ol style="list-style-type: none"> 1. When a student is present earlier in the day but is not present for a class/activity, Director and support team will go through the entire building and outside fields including locker rooms, bathrooms, and classrooms until the student is located. 2. If a child has not been located, team will call a parent to verify that the Student is not at Program. 3. If the child is not found, the Director/Owner will call 911. 4. An assigned team member will wait at designated waiting place for the Police to lead them to the Program Office. 5. Director/Owner alerts parents by phone. 6. If this situation is regarding a student who has run away, the procedure is the same, and two team members will be assigned to drive the perimeter of the Program and adjacent areas to look for the student.

EMERGENCY PROCEDURES RELATED TO ACTIVITIES

Activity:	Arts & Crafts
Warning Signs:	<ol style="list-style-type: none"> 1. Glaze or paint in eyes. 2. Injury due to tools or machinery or supplies used properly or improperly during normal execution activity.
Safety Precautions Taken:	<ol style="list-style-type: none"> 1. Each child is individually taught how to use tools and supplies. 2. Always directly supervise students when using tools and supplies.
Emergency Action Required:	<ol style="list-style-type: none"> 1. If injury does not require the child to remain still, a counselor will escort the child to the Site Director. 2. If injury is severe and needs immobilization, counselor will get the Owner/Director while Teacher or another counselor stays with child. 3. If injury needs extended care after assessment by Owner/Director, dial 911. 4. Owner/Director alerts parents. 5. Owner/Director goes to the hospital and stays with child until parents arrive.

Activity:	Science Classes
Warning Signs:	1. Chemical spills, chemicals are orally ingested, equipment and/or supplies used properly and improperly during normal execution of activity.
Safety Precautions Taken:	1. The teacher teaches students all of the safety rules and guidelines. 2. Always directly supervise.
Emergency Action Required:	1. If injury does not require the child to remain still, a counselor will escort the child to the Site Director. 2. If injury is severe and needs immobilization, counselor will get the Owner/Director while Teacher or another counselor stays with child. 3. If injury needs extended care after assessment by Owner/Director, dial 911. 4. Owner/Director alerts parents. 5. Owner/Director goes to the hospital and stays with child until parents arrive.

Activity:	Sports
Warning Signs:	<ol style="list-style-type: none"> 1. Hard fall on head or any other body parts. 2. Injury due to tools or machinery or supplies used properly or improperly during normal execution activity.
Safety Precautions Taken:	<ol style="list-style-type: none"> 1. Instruct students in proper use of equipment, and be sure that equipment is worn and used properly. 2. Instruct students in execution and procedures of the game they are playing. 3. Staff assigned to different sections of play area for observation and control of the activity. 4. Be sure that no equipment is left in an area that can cause injury to a participant. Example: All warm up balls should be bagged and placed away from the field play during a game.
Emergency Action Required:	<ol style="list-style-type: none"> 1. If injury does not require the child to remain still, a counselor will escort the child to the Site Director. 2. If injury is severe and needs immobilization, counselor will get the Owner/Director while Teacher or another counselor stays with child. 3. If injury needs extended care after assessment by Owner/Director, dial 911. 4. Owner/Director alerts parents. 5. Owner/Director goes to the hospital and stays with child until parents arrive.

EMERGENCY PROCEDURES RELATED TO DISASTERS

Type:	Fire
Warning Signs:	Sparks, flames, smoke inside or outside
Safety Precautions Taken:	<ol style="list-style-type: none"> 1. Keep flammable items locked up away from children. 2. Have fire extinguishers readily available.
Emergency Action Required:	<ol style="list-style-type: none"> 1. Remove all students from the area or building-take immediate attendance. 2. Report to Director/Owner who will notify Facility Management. 3. The Fire Department will be called.

Type:	Severe Storms
Warning Signs:	Strong winds, heavy rain, dark clouds, thunder/lightening
Safety Precautions Taken:	<ol style="list-style-type: none"> 1. Program calls Morristown Airport for weather information 3 times daily. 2. All outdoor activities will be held indoors. 3. If an unusual storm is predicted during Program day: <ul style="list-style-type: none"> • shut windows. • Keep children inside and safe.
Emergency Action Required:	<p>If a severe storm is imminent, the Director/Owner</p> <ul style="list-style-type: none"> • shut windows. • Keep children inside and safe.

11. General Information

❖ Health Forms

- All team members are required to submit our health form prior to Program opening. This form does not need to be completed and signed by a doctor. Any team member 18 years old or older can complete the form on his/her own. Any team member 17 years old or younger must have a parent or guardian complete the form.

❖ Working Hours and Calendar

- The Program is 6 or 7 weeks in length depending on location. Classes take place Monday through Friday. There will be no classes on July 4th. The dates of Program can be found on our website, www.iisummer.com. Our students can attend for one or more weeks.
- Attendance at Program orientation sessions is mandatory for all team members. You will be expected to be in your assigned location during your assigned schedule. Please sign in and sign out each day you are scheduled to work. Regular attendance provides consistency and continuity, which are two key factors for a successful summer. Your absence from Program creates a hardship for your fellow counselors. They must "pick-up the slack" during your absence and work harder to cover your responsibilities. If an emergency situation arises that requires you to be absent, please call the Program office at (855) 678-6335 by 7:30 a.m., or the night before.
- No team is to leave Program grounds without notifying the Program or Site Director.

❖ Lunch and Snack

- All team are required to supervise lunch and snack with their group. Team member begins eating ONLY after ALL students in their group are eating. There will be no drinking or eating of food permitted in classrooms. Water bottles are permissible in the office.

❖ Pay

- Each adult and junior team member is paid by check or direct deposit every two weeks. If a contract is terminated, the salary is pro-rated for the time worked.

❖ Privacy

- Employees agree not to post any comments in social media (e.g. Facebook) about the Program or any of its participants, students and staff.

❖ First Aid and Health Manager

- The Site Director and Head Counselor are certified in first aid, CPR and AED. Any health-related issues should be directed to the Site Director and / or Head Counselor and must be recorded in the Health Journal after the issue has been addressed.

- ❖ Equipment Care
 - The team is responsible for the care and use of any program equipment used in their activity. Please return all equipment to its proper place. If equipment is damaged or needs to be refilled, replaced or repaired, please let the Site Director know and we will do our best to replace.

- ❖ Program Telephone and Cell Phones
 - Cell phones can be used during Program hours for emergency use, Program business only. Team may not have cell phones on during their time with students.

- ❖ Tipping
 - It is not mandatory for parents to tip team members. If parents call for suggestions, the office will offer guidelines.

- ❖ Fraternalization
 - We understand that Program is a social environment, but appropriate behavior is expected at all times. Expressions of a close inter-personal relationship between team members during the Program day are prohibited and will not be tolerated. Students emulate counselors and our job is to place students in the most relaxed emotional and psychological environment possible. Also, be aware that a few team members are under 18 and still considered minors under the law.

- ❖ Smoking
 - International Ivy is a "smoke-free" environment. Smoking is not permitted anywhere on-site.

- ❖ Inappropriate Language
 - We must be aware of our actions and words, as students are impressionable. Inappropriate stories, jokes and language will not be tolerated. Please, always, set a good example.

- ❖ Drugs and Alcohol
 - There is absolutely no drinking of any alcoholic beverages or use of illegal drugs anywhere on the International Ivy Program. Breach of this rule is grounds for immediate dismissal. Any team member requiring medication must report it to the Program or Site Director.

- ❖ Termination
 - Employment agreement may be terminated:
 - by mutual consent
 - when the Site Director and team member discuss a problem regularly and there is no improvement, or the work/behavior is unsatisfactory.
 - in case of misconduct or insubordination
 - when an administrator believes it is in the best interest of the Program

- ❖ Visitors
 - Visitors (including family members) of team members will not be permitted during Program. If you notice a visitor who is unescorted by a team member, please accompany them to the Program office. All visitors must sign in at the office of the Program.

- ❖ Team Parking
 - All team members must provide their own transportation to and from Program. Parking is provided in the parking lot of each location.

- ❖ Animals and weapons are not allowed on premises.

CODE CLASS NAME

ABOOK	Creating and Publishing Your Own Book
ABRTR	Brain Training
ALEAD	Leadership – I’ve Got This!
ADABA	Debate
AREAD	Super Reading and Study Skills
AUTHR	Chyten’s Imagination Authors©
AWRIT	Creative Writing Workshop
CANIM	Animation Movie-Making
CCOMC	Comics Creation
CPHOS	Graphic Design and More with Photoshop
CPLUS	Computer Programming - Introduction to C++
CSCRT	Computer Programming - Adventures in Scratch
CWEBD	Introduction to Website Design
MINEA	Minecraft Advanced
MINEB	Minecraft Survival for Beginners
MINEE	Minecraft - Finding the Engineer in You
MINEM	Minecraft Math
MINEM	Minecraft Math
MLEMN	Lemonade Stand Entrepreneur
MPETE	Competition Training for the Math Athlete
MSCAV	Scavenger Hunt Math
MSHAR	Chyten’s Shark Tank, Jr.©
MTTAN	Chyten’s Team Titans ©
MVEST	Investment Literacy and Stock Market Game
PCOME	Improvisational Comedy
PFILM	Acting for Film and Television
PMODL	Runway Modeling and Fashion Cosmetics
PMUVD	Music Video Creation
PSING	Singing and Song-Writing
PSTGE	Acting for the Stage
PUBSP	Public Speaking
RBASK	Professional Basketball Clinic
RCHSA	Chess for Beginner and Intermediate Players
RCHSB	Chess for Advanced Players
RGOLF	Golf Clinic with TGA
RMAG2	Magic - Focus on Sleight of Hand with Mr. Bill Wisch
RMAGC	Magic 101

ROBT2	LEGO© NXT Robotics "Advanced Challenges" Level 2
ROBT3	LEGO© NXT Robotics "Intro to First Lego League" Level 3
ROBTA	LEGO© NXT Robotics "Challenges" Level 1
ROBTB	LEGO© NXT Robotics "Life Forms" Level 1
REV3A	Lego EV3 Robotics Level 1
REV3B	Lego EV3 Robotics Level 2
ROTC1	Robotics Programming using ROBOTC - Level 1
ROTC2	Robotics Programming using ROBOTC - Level 2
SBIOD	Biology and Anatomy by Digital and Actual Dissection
SCHEM	Chemistry and Biology Adventures
SDETC	Detective/Spy Lab
SELEC	Introduction to Electronics with Snap Circuits®
SGROS	Grossology and the Human Body
SINVN	Future Engineers and Inventor’s Workshop
SSTIC	Shockingly Sticky Science
V3DAR	3D Art and Crafty Wonders
VCAKE	Piece of Cake - Cake Design
VFASH	Fashion Design - Illustration and Portfolio Development
VHANA	Handwork and Machine Sewing Workshop for Younger Students
VHANB	Handwork and Machine Sewing Workshop for Older Students
VIDG1	Video Game Creation Level 1
VIDG2	Video Game Creation Level 2
VIDG3	Video Game Creation Level 3
VJOUR	Journalism - Investigative Reporting of a Mystery
VMAP1	Mobile App Game Design - Game Salad® Level 1
VMAP2	Mobile App Game Design - Game Salad® Level 2
VPANT	Watercolor Painting
VPHOT	Tell Stories by Photography
VPOPS	All about Cake Pops
VRPG1	Role Playing Game Design - RPG Maker® Level 1
YCOOK	Cutie Cooks
YNGAM	Youngster AM Mix
YNGPM	Youngster PM Mix
YWEDO	LEGO© WeDo Robotics

International Ivy Summer Program

Contracting with Team

I AGREE THAT I WILL....

1. Take the responsibility that I have accepted of caring for children seriously;
2. Be mindful of each child's need for respect and acceptance;
3. Be mindful of every child's need for clear limits and self-control;
4. Be mindful of every child's need for clear boundaries and privacy;
5. Ask for help if I feel at risk or believe a students' well-being may be at risk;
6. Allow myself to talk about Program matters in a serious way;
7. Listen - truly listen - when others are speaking personally;
8. Support my fellow counselors and students by applauding listening, encouraging, pitching in, confronting or doing what seems helpful at the time in order to maintain a safe environment at Program for students and team;
9. Have fun in ways that are safe for students and other team members;
10. Except for assigned time off , spend my time at Program with students;
11. At classes, breaks, lunch, early drop off, extended day, evening activities and weekend activities, have students at my side, not team, and engage students in conversation;
12. Walk to and from activities with students, not team members;
13. Be here for students...be here to help students...be here to encourage students;
14. Do what I need to do in order to maintain a PHYSICAL AND EMOTIONAL SAFE AND FUN ENVIRONMENT FOR STUDENTS.
15. I agree that my rights to privacy are second to the best interests of the Program or students.
16. Present myself to students in a way deemed appropriate by Owner/Director.
17. I agree not to wear jewelry in pierced areas other than ears.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

WITNESS: _____

International Ivy Summer Program

Attendance of Orientation and Training

I have attended International Ivy Summer Program's Orientation and Training Sessions. I have carefully read the Team Manual and understand what is expected of me. I understand that my purpose in becoming a member of this team is to assist in providing a safe and age appropriate summer enrichment experience for all of the students entrusted to my care. In so doing, I will:

- Respect the rights and privacy of students and team.
- Never abuse a child either physically, sexually or verbally.
- Report immediately, any allegations of, or observed abuse of any child.
- Use my best judgment in decision making, always mindful of the safety of students.
- Never share information of a sexual nature with students or encourage them to share personal or private information with other students or team members.
- Never allow myself to be alone with a student.
- Act fairly with all students and never select favorites for special favors.
- Present myself as an appropriate role model who understands my role as a caretaker of children and youth.
- Bring to the attention of my supervisor any problems I may have in carrying out the responsibilities of my job description.
- Never contact a parent or family member of a student either by telephone, e-mail or letter without the expressed consent of the Program Owner/Director.
- Be mindful of what are inappropriate intimate behaviors with students as well as team.

I acknowledge that my participation in any non-Program organized activity is done at my own risk.

I understand, unless otherwise granted permission from administration, I may not post, elaborate, add, edit, or delete ANY information or photographs with relation to the Program organization in reference to its logos, trademarks, slogans, or overall name, as a whole on the internet.

I FURTHER UNDERSTAND THAT VIOLATION OF ANY OF THE ABOVE STATEMENTS MAY RESULT IN IMMEDIATE TERMINATION.

SIGNATURE OF TEAM MEMBER: _____

PRINT NAME OF TEAM MEMBER: _____

DATE: _____

TEAM AND STUDENT PROTECTION POLICY

- 1) I am aware that the Program has a zero tolerance for physical, emotional, and/or sexual harassment or abuse of students or team member.
- 2) I agree that my rights to privacy are second to the best interest of Program. I agree that the Program has every right to search my private property, my bag, etc. if there is any question of safety or health determined by the Administration.
- 3) E-Mail Interest Policy: I am aware of the prohibition of offensive or abusive communication. The Program prohibits harassing or disparaging communication between team members or team to students.
- 4) It is against Program policy to have any communication with students, other than during Program hours, without the explicit approval of the parents of the student involved at each and every occurrence.
- 5) I am also aware that if any problem should arise where I feel I have not been treated in a reasonable manner, I can go to the Director and/or Owner for an immediate review of the situation to remedy, if a remedy is deemed in order by the Owner/Director.
- 6) I am aware that smoking is not permitted on Program grounds.
- 7) I am aware there is a zero tolerance for drug use.
- 8) I am aware that my dress and/or appearance must be appropriate to what the Program administration believes is in the best interest of the Program.
- 9) I have never been accused or convicted of a crime involving a child.

SEX DISCRIMINATION AND FAIR LABOR POLICY

It is imperative that all team members at International Ivy be treated in a responsible manner, free of physical, mental or emotional abuse and free from discrimination or harassment based on age, sex, or race. It is our goal to provide a safe place for people to participate to their fullest capacity. If a team member feels offended by a remark, look, gesture or other action, he/she may speak to the offender if so choosing, or to the Site Director who will investigate and if appropriate speak with those involved to reinforce the policy. In no way will the offending behavior be acceptable, encouraged, or tolerated by Program.

Team Member Signature: _____

Print Team Member Name: _____

Witness Signature: _____

Print Witness Name: _____