



# MI PUEBLO CAMP 2023 Camper, Parent, Volunteer, Teacher & Childcare Instructions

## **FOR EVERYONE --GENERAL INFORMATION:**

**EMERGENCIES:** Call Bill Gruber at **216-870-2429** (cell) or Peg LeRoy at **920-680-8837**. If they cannot be reached, contact the Forest Hill Church Office at **216-321-2660** and ask for Bill Gruber or Peg LeRoy in the Camp office. During off-hours call Bill at the cell # above, or (H) **216-371-3570**.

### **GOING TO BE LATE (CAMPERS, TEENS, VOLUNTEERS, TEACHERS)? GOING TO BE ABSENT?**

**CAMPER AND HOMEROOMS:** Contact Peg LeRoy - 920-680-8837

**TEENS** - Contact Andy Brooks - 330-962-6166

**TEACHERS** - Contact Ana Burpee - 734-730-5908

**ALL OTHER VOLUNTEERS** - Contact Liz Dessoiffy - 216-370-8347

or contact Bill Gruber - 216-870-2429

**Mi Pueblo Health Commitment.** We are committed to providing a safe and healthy camp experience, and we are asking families to also commit to safe behavior during camp week - both at Camp and away from Camp. We follow CDC protocol for day camps. WE recommend that individuals be up to date on their vaccinations. Masks are not required. Voluntary use of masks is permitted. Handwashing and typical cleanliness protocols are followed for homerooms. Thank you!

**Health Monitoring.** Families should monitor their members for health—colds, fevers, etc. Please stay home or at the hotel if ill. We ask everyone to do their own health check prior to arriving at Camp - please do not come to Camp if you are sick or experiencing any symptoms! Camp staff will also monitor the health of Campers and alert the Office if there are any children not feeling well. Please contact the Camp Nurse or Bill Gruber if a camper or volunteer tests positive for COVID.

**ADVISORY TO ALL CAMP FAMILIES:** We are a camp staffed by volunteers, many of whom are camp alumni. Our approach is relaxed and we try to accommodate all abilities. However, we are not trained as school personnel and we ask that you work with us so that your children have a wonderful, fun camp experience.

Our teachers are Latino and are committed to a curriculum that allows our campers to learn about their heritage. All teachers and camp volunteers are background checked.

Our kitchen staff are all volunteers, and they prepare a daily Latin American lunch. We try to accommodate most special food needs, such as lactose intolerance and nut allergies. Vegetarian options are available. However, we cannot accommodate all special dietary requests. Families and volunteers are welcome and encouraged to check recipes for potential allergies.

**IMPORTANT CELL PHONE POLICIES: CELL PHONES and ELECTRONIC DEVICES:** Cell phones have become a distraction to all of us at Camp, and they also have been used by children to send hurtful messages or inappropriate posts. To minimize disruption and potential harm from cell phone use, the following policies apply to **EVERYONE** at Camp:

- **PROHIBITED: Campers may NOT use phones** at any time or anywhere at Camp (except in case of emergency—and the Camper MUST ask the Homeroom Counselors for permission). Parents are encouraged not to send their kids to Camp with phones, but if they do, the phones MUST stay off and in pockets or backpacks during Camp. If a camper takes his/her

phone out for anything other than an emergency, then – the 1<sup>st</sup> time—the Camper will be required to put it away and will be warned; the 2<sup>nd</sup> time the parent will be contacted; the 3<sup>rd</sup> time the Camper will be sent to and have to remain in the office until the parent arrives.

- **VOLUNTEERS** may use their phones **ONLY** during break times and **ONLY** in their vehicle, or outdoors in the Courtyard or outside the main doors of Camp, or other designated area indoors. Volunteers who violate the policy will be warned once, and then will be asked to leave Camp for the day.
- **TEACHERS** may use cell phones in their classrooms when students are not present or in the designated areas.
- **CAMP ADMINISTRATORS** (i.e. Director, and Coordinators of Homerooms, Operations, Curriculum, Costumes, Publications, Kitchen and Fiesta) may use their phones for Camp management purposes, preferably in the Camp Office.

**ANTI-BULLYING POLICY:** In recent years, life at Camp (as in the world) has become more complicated. We've seen some inappropriate behavior and unfortunate uses of social media. We all want our Campers to feel safe, valued, respected, and cared for, and we want to cultivate responsible and caring attitudes and behavior among Campers, Teens, and Adults. New policies have been adopted to ensure the environment we all want. Homeroom Coordinators and Counselors, and Teen Coordinator(s) are encouraged to stop behavior at the first level of interaction. **Safe Persons:** A couple of Camp Volunteers will be designated as "safe persons" who will stop by homerooms to make themselves available to Campers and Volunteers who wish to talk about bullying concerns. **Discipline:** Should bullying behavior continue, a disciplinary procedure will be implemented. Appropriate warnings will be issued with dismissal from Camp a possibility in extreme cases.

**WELCOME CENTER:** On **Monday, June 19**, the first day of Camp, all Campers and Volunteers will be checking in as you arrive at Forest Hill Church. **EVERYONE MUST BE CHECKED IN BY 9:15 A.M.** Check in begins at 9:00 a.m. T-shirts will be given out at registration to all Campers.

**ARRIVAL:** ALL CAMPERS AND VOLUNTEERS must enter Camp through the Main Camp entrance every day!! Every camper, volunteer and teacher must sign in every day in the Welcome Center. Campers wait in their designated area until Homeroom Coordinator indicates they can go to homeroom.

**END OF DAY:** ALL parent(s) must pick up their children from the same place as drop off, in the Fiesta Hall. All homeroom groups should return to their homerooms to retrieve papers, take-home gifts and *return to Fiesta Hall for family pick-up.*

#### **DRESS AT CAMP---**

- **T-SHIRTS FOR ALL:** ALL those attending Camp in ANY capacity must wear a Camp T-shirt--**EVERYONE** will receive one **FREE---**and it must be worn to Camp, and at Camp, **EVERY DAY**. Extra T-shirts will also be available for purchase. Many parents buy an extra T-shirt to facilitate washing during the week.
- **DRESS FOR CAMPERS AND VOLUNTEERS:** Camp T-shirts and appropriate-length shorts or pants. No underwear showing. Any Camper or Volunteer wearing a skirt should wear shorts underneath during games class. Dress children in light clothing if it is warm, since most of the Camp rooms **DO NOT** have air conditioning.
- **GETTING WET:** An extra T-shirt and towel (clearly labeled) is recommended in case it rains, and for some activities. Please send in extra clothes and towel on Monday with your child. If Camper does not want to get wet please advise Homeroom Counselors.
- **FOOTWEAR:** Campers will be playing games outside, so appropriate footwear *must* be worn. ALL Campers and 9th graders should wear **sneakers or tennis shoes (or closed-toed and heel Keens or similar) every day** OR must bring them on Monday in a plastic bag, with shoes and bag labeled, and leave them in the Homeroom during the week for Games class. **NO FLIP FLOPS!**
- **WRITING ON T-SHIRTS:** It is a tradition at Camp, all week and especially the last day. Unfortunately, we have had a few instances of inappropriate writing on some shirts. If anyone is found to have written inappropriately on a t-shirt, they will be required to purchase a new

T-shirt for that person and the T-shirt will be confiscated. Staff will monitor writing. Please let us know if you find any writing that concerns you.

**VISITOR POLICY:** Anyone arriving at Camp who is not a registered Camper, Volunteer or Teacher **must** go immediately to the Camp front office upon arrival---including Camper parents. Visitors must stay in the Office or outside unless escorted by Camp Administrative Staff and are not allowed to roam the halls or visit classrooms or Homerooms (this includes Camp activities outside). Visitors must sign out when leaving. Volunteers and Teachers are **NOT** permitted to invite visitors to come to their rooms or classes, or to tag along with a class, including Childcare. Anyone wishing to come to Camp to volunteer **MUST** register and be assigned by the Volunteer Coordinator, Liz Dessoify.

**LUNCH:** Campers, all volunteers, Childcare children, and teachers will be provided lunch, beverages and a snack. If you have reported any special requirements or restrictions on your information form, we will try and accommodate your needs. If you have any questions or concerns, contact Peg LeRoy at [peg.leroy@yahoo.com](mailto:peg.leroy@yahoo.com) or Donna Strok [donnams50@frontier.com](mailto:donnams50@frontier.com). Please do **NOT** send a lunch for your Camper unless there are special needs. Vegetarian options are provided each day.

**GROUP PHOTOGRAPH:** During the first two days of Camp each of the Homerooms, Teens and Childcare will have a group photograph taken. This photo will be given to the children as a Take Home Gift at the end of the week. Orders for additional copies, or other photos taken during the Camp, can be made during the Camp.

**PUBLICITY:** There may be publicity by the media before, during and/or after the Camp. If you have any objection or concern about possible media coverage, please let us know in advance.

**PHOTO POSTING ON SOCIAL MEDIA:** We ask that no one post photos of any children at Camp---other than your own---on social media, unless you have explicit permission from the parent. Teens and Camp children should also be warned against such postings.

**AUCTION:** You will have the opportunity to bid on silent auction items at the Fiesta. This is the Camp's major fundraiser. Look for previews all week at Camp of the items that will be auctioned. **DONATIONS OF AUCTION ITEMS, SUCH AS THEMED BASKETS, ARE NEEDED.**

**JOIN OUR FACEBOOK COMMUNITY!** At [groups/mipuebloculturecamp/](https://www.facebook.com/groups/mipuebloculturecamp/). Be the first to know Camp updates and changes, and see camp mailings, photos, etc. This is a closed group so send requests to [peg.leroy@yahoo.com](mailto:peg.leroy@yahoo.com) or a member request to the site. During Camp our daily *La Prensa* newsletter will be posted each day, along with photos from Camp.

**VOLUNTEER & INSTRUCTOR BACKGROUND CHECKS:** We are in our 8<sup>th</sup> year of requiring background checks for teachers and volunteers 19 years of age and older. The Human Resource Coordinator, Peg LeRoy, will let volunteers and teachers know if they need a check this year. To protect privacy, only the Human Resources Coordinator, Volunteer Coordinator, and Camp Director, will ever have access to background check reports. No social security numbers or credit card information will be provided to anyone. If you have any questions contact Peg LeRoy, Human Resource Coordinator or Bill Gruber, Camp Director. **VOLUNTEERS MUST PAY FOR THE BACKGROUND CHECK UP FRONT. IF THE VOLUNTEER ATTENDS CAMP THROUGHOUT THE WEEK, OR AS AGREED, THEN THE CAMP WILL PROVIDE A CREDIT TOWARD THE 2024 CAMP (VOLUNTEERS MAY REQUEST A REFUND.)**

## **FOR FAMILIES WITH CAMPERS** **[HOMEROOM COUNSELORS SHOULD READ THIS TOO]**

**ALL CAMPERS ---BRING ON MONDAY OF CAMP AND LEAVE IN HOMEROOM:**

- \* Kindergarten – Parents please send in a beach towel to sit on during rest times.
- \* Teens – Bring plain white t-shirt by Wednesday for decorating at the picnic on Wednesday.
- \* Tennis shoes/sneakers/closed-toed/heel Keens or similar. Please, **NO CROCS OR FLIP FLOPS!!**

- \* Extra t-shirt, in case your Camper gets wet (e.g. rain, games).
- \* Extra towel, in case your Camper gets wet.
- \* If any family has a large box of Legos to borrow or donate to Camp, please send it to Camp to the office.

**COSTUMES – see the separate list of costume items to send in with your Camper. Please send in the costume items by no later than Wednesday, June 21.**

## **VOLUNTEER AND TEACHER** **INFORMATION, INSTRUCTIONS AND RULES** **(INCLUDING CHILD CARE INSTRUCTIONS):**

**VOLUNTEER AGREEMENT: ALL volunteers will be required to sign a Volunteer Agreement.** We all know that without Mi Pueblo volunteers there would be no Camp! Volunteering at Camp is hard work, and sometimes even a bit hectic, confusing, frustrating, tiring, and hot (well, maybe more than “a bit” hot in the kitchen)! We all come together, seemingly all of a sudden, for one week each year with little preparation or time to get to know each other as volunteers in order to be able to establish good working relationships that we know take time in our everyday lives (like at work, home, school, sports teams, church, and in other volunteering).

We all want Mi Pueblo to run smoothly, and safely, while everyone -- Campers, volunteers and teachers alike -- have fun and learn. It is not easy! By entering into a Volunteer Agreement, we all (from Director to office staff, cooks, classroom coordinators, and class assistants, etc.) will make our commitment to a better Camp!

**The Agreement is enclosed with this mailing.** Please send it to Bill Gruber, 2714 Leighton Road, Shaker Heights, Ohio 44120, or turn it in at Camp (at set-up on Saturday or Sunday, or at the Welcome Center on Monday morning). **No one may begin volunteering without signing the Agreement. Thanks for your cooperation!**

### ***TEENS in the Teen Program:***

#### **TEENS TO-DO LIST:**

- Your help is needed:
  - **Friday, June 16 – 6 pm** - at Palus Home to load truck with Camp supplies.
  - **Saturday, June 18, from 9 a.m. to 12 noon, and/or Sunday, June 19 from 12 noon to 2 pm.**
  - Attend the volunteer orientation meeting even if you have volunteered previously, on **Sunday, June 18, 6 p.m.**, at Embassy Suites Hotel in Beachwood, Ohio.
  - **Monday, June 19—Volunteers for the Opening Ceremony needed!!**
- The teen evening get together is TO BE DECIDED. Stay tuned.
- Please contact Teen Coordinator **Andy Brooks** at Camp for more information and if you have any questions.

#### **TEENS NOT TO-DO LIST:**

- **No cell phone or other electronic device use, including calls, texting, or other use, will be permitted during the Camp day, except during scheduled breaks. All cell phones and other electronic devices must be turned OFF at all times other than breaks.**

### **FOR ALL VOLUNTEERS AND TEACHERS:**

**ASSIGNMENTS:** If your assignment is not in this Instructions, or if you have any question about it, please contact **Liz Dessoify at 216-370-8347 or [dessoifyelizabeth@gmail.com](mailto:dessoifyelizabeth@gmail.com)**. We try to assign volunteers with their preferences but we must meet the needs of Camp. Generally, no parent or sibling is assigned to a classroom with his or her child or sibling.

**BAKING:** We need volunteers to bake during Camp week to assist the kitchen. We will provide the recipes and you can decide how many batches you can make. Contact **Bill Gruber** at 870-2429, or [GruberWL@aol.com](mailto:GruberWL@aol.com).

**CAMP SET UP:** Volunteers are needed to help load the truck that brings all the supplies to Camp, and to set up and decorate the Camp site:

- **Friday, June 16 – 6 pm** at the Palus home, 11525 Kader Drive, Parma – it should only take less than one hour.
- **Saturday, June 17**, between 9:00 a.m. and 12 Noon
- **Sunday, June 18**, from 12 noon to 2 p.m. (**all Homerooms must designate someone to set up the Homeroom**).

**HOMEROOMS: Preschool thru 9<sup>th</sup> Grade (Senior Campers)**

- Homerooms are decorated on Saturday and Sunday. Preschool and Kindergarten rooms are set up on Sunday. Please check with Ana Burpee or Peg LeRoy on the themes for each Homeroom.
- **MUST** have at least one person assigned to the Homeroom at the Camp **by 9:00 a.m. on Monday, June 19**, and by **no later than 9:15 a.m.** every day Tuesday thru Friday.
- **BREAKS:** You must take turns taking breaks during the Camp day so that most of the Homeroom Counselors are available to help out -- particularly during GAMES and SPECIAL PROGRAMS. Please ask the Teachers if they need assistance during the class -- don't wait for the Teacher to ask. Counselors are responsible for discipline during all classes. Teens and adults should work together in classrooms to share responsibilities, schedule breaks, etc.

**HOMEROOM COUNSELORS ARE RESPONSIBLE FOR:**

1. Greeting children in the drop off area –Fiesta Hall each morning.
2. Getting children involved and excited in activities.
3. Discipline of children in Homeroom, during classes and especially during special presentations (please ask teachers if they need help).
4. Ensuring Homeroom clean-up each day and clean-up of Homeroom on Friday at 3:00 p.m.; please shut windows and turn off lights.
5. Taking turns at breaks, ensuring sufficient numbers of Counselors are present at all times.
6. Ensuring the safety of the children during Camp and especially for compliance with COVID protocols.

**VISITORS AND FRIENDS:** Teen, young adult & parent volunteers, & teachers -- NO friends or other visitors are permitted to be with you while volunteering. If a friend wants to volunteer they must report to Liz Dessoffy, Volunteer Coordinator in the Office. Also, absolutely no cell phone use is permitted for calls, texting or anything else, and no i-PODS or similar devices are permitted to be used, during the Camp day except during scheduled breaks. No gum chewing is allowed by Campers at any time, or by classroom assistants while with the Campers, in classes, or at special events.

**ALL VOLUNTEERS** must be at Camp by no later than 9:25 a.m. every day (unless they are required to arrive earlier).

**PART-TIME VOLUNTEERS** (not at Camp all week): Must check in at the office of the Camp (at the entrance to the Camp), with **Liz Dessoffy** when you arrive.

**DISCIPLINE:** No adult should attempt to discipline any child (Camper, or volunteer) who is not under their direct supervision. If discipline may be necessary, please report your concerns to the child's homeroom coordinator, or to Peg LeRoy, Human Resource Coordinator or Camp Director. Volunteer issues and conflict should be reported to Volunteer Coordinator or Camp Director.

# PRESCHOOL INSTRUCTIONS:

**PRESCHOOL COORDINATOR:** Carmela Rause

**TIMES:** Preschool is only for children 2 years and 3 years of age.

**ARRIVAL PROCEDURE:** Upon arrival, the parent must drop off each child in the Camp drop off area (Fiesta Hall). Three nametags for each child will be prominently displayed. Please pin one on your child, pin one on the child's bag and keep one to pick up your child.

**PICK-UP PROCEDURE:** A child will be released only to his/her parent and only at designated pick-up spot. If child is to be picked up by someone other than parent, the Preschool staff must be notified in writing. You must have a nametag to pick up your child. Please be prompt in picking up your child at the end of each day.

**LUNCH AND BEVERAGE:** This will be provided at Camp. However, please bring a lunch for your child if he or she has special needs or particular tastes.

**NAPS:** If you want your child to nap, please advise the Preschool staff.

## **WHAT TO BRING – PLEASE LABEL EVERYTHING!!!!:**

- A list of food and environmental allergies, food dislikes and any other special considerations; for example, include medical information and/or other external sensitivities such as loud noises, etc.
- One **snack item for your child only. No sharing.** Please try to limit the sugar content of the snack.
- One box of **wipes.**
- One complete **change of clothing** (pants, shirt, underwear, socks). Please be sure each item is *labeled with your child's name.*
- **Comfort items/napping equipment** such as pillow, favorite blanket or stuffed animal. These items will stay at the Camp for the week. Please be sure *each item is labeled* with your child's name.
- **Medication.** If your child needs to be medicated, you will need to make arrangements to administer the medicine yourself. The Preschool staff will not administer medicine.
- **Water Bottle** so each child has his or her own. Please label with child's name.
- **Sunscreen.** We'll be playing outside--we want everyone protected, *please label.*
- **Swimsuits and towels.** *Make sure they are labeled.*
- **Do not bring gum! No gum chewing by children or by volunteers while with children at any time.**

**WHAT TO EXPECT:** Our schedule changes on a daily basis, based upon the activities of the Camp, ages and number of children in the Preschool and the weather. The children get plenty of time for play, including music, dance and games. If the children seem willing, we hope to teach them a simple song/dance to perform at the *Fiesta*. We also attempt to do daily crafts. Our craft projects are fun but quite messy so please dress your child in clothes that are appropriate for painting, gluing, and playing outdoors. *Mi Pueblo T-shirts will be provided for all Preschool children.*

**Please let us know in advance if this is your child's first experience with a Preschool environment!**

The Preschool volunteers hope to introduce our youngest campers to their Hispanic heritage (or that of their siblings) through simple songs, dances, and games. We hope that your child will enjoy their week and want to attend camp when they are old enough. Please feel free to call with any questions, comments or concerns you may have concerning the Preschool group or your child.