

**ELIOT INSTITUTE
CHILDREN’S PROGRAM GUIDELINES**

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**CHILDREN AND PARENT/SPONSOR ORIENTATION
TALKING POINTS
(April 2017)**

Welcome and Introductions: parents/guardians/sponsors (parents) – name, name and ages of children and youth at camp; staff – name and brief youth/Eliot experience; youth – number of years coming to Eliot camps and any leadership experience they are bringing with them.

Explain to parents the morning program provided by Eliot. The program starts right after ingathering and children are encouraged to attend ingathering. For smaller camps this could be changed to suit the needs of the camp.

Explain to children and parents that program staff will accompany the children to the program space and bring the children to the agreed upon meeting spot when the program is over, or release kids on own (depending on age – varies between camps).

Remind everyone of the DUWOP policy. [See page 3]
Cover logistics about where each age group will have its program and remind that lunch is at 12:15.

It is crucial to inform director(s) and/or teachers if your child will not be joining group for the morning OR if adult will not be in small group. This is for contact in case of an issue or emergency.

Children need to dress for the weather including good walking shoes, and have sunscreen on if sunny. Wear clothes that can get messy.

Kids should leave toys (except those that you want to share) in room.

Address any questions or concerns about snacks.

Talk about that each age group will come up with their own covenant of behavior. Be clear that the covenant applies for the entire time at camp and not just in the morning program. Review the Respectful Behavior Policy with everyone and the resulting consequences.

Talk about the fact that children program staff is responsible for the children during morning program. After morning program, parents are responsible for the location of their children. Between noon and 10:00 pm, all Eliot participants are encouraged to stay in community. Trips to the store, into the woods, into town or off conference property need parental permission.

Assist parents in organizing their own cooperative babysitting, as required, after 12 noon. This may simply require putting parents in touch with one another, and explaining that Eliot does not provide babysitting beyond noon. It may also include helping them contact young campers who might be available to babysit for a fee. Beyond this initial assistance, the Children's Program Director need not be responsible for babysitters. Parents are responsible for all costs incurred after 12 noon.

Break into age specific groups so that parents and children can interact with the program staff for each age group. Ask program staff to spend a few minutes talking about the program and what will be covered over the course of the camp. Provide an opportunity for discussions.

HEALTH AND SAFETY GUIDELINES FOR CHILDREN
... Safe is Fun...
(May 2013)

Eliot Institute is concerned with your child's health and safety as well as your child's overall positive experience at Eliot. All of the staff working with children and youth have agreed to ethical standards in their work here at camp. We have also set up health and safety guidelines for your children's time here. Please become familiar with the following guidelines:

1. **Snack.** Food allergies and special dietary needs should be explained on your child's medical information form, as well as information about specific medications or medical conditions that staff should be aware of. The Children's Program Director will share information as needed with teachers and take dietary needs into account when planning the morning snack. We serve age appropriate snacks during the morning program and in particular, take care to avoid choking hazards for children under four. If you are the parent of an infant or toddler, please let the baby care givers know what type of snack your child may be ready for. Please label all containers brought into the baby room.

We also ask that toddlers not bring toys with small pieces or coins to the classroom.

2. **Playground.** Children of all ages enjoy the playground equipment and several classes may be using playground areas in the morning. Parents are responsible for supervising their young child on the playground any time after the morning program.
3. **Child protection and safety.** A first-aid kit is available at the Inn and in each classroom area. Any children playing near the swimming area need close supervision by a parent. The Lifeguard is not responsible for children playing in or near the sandy shore.

MAG OVERNIGHT ("SLEEPOVER")
(Revised March 2017)

TIME/DAY: It has been a tradition at some camps to hold a MAG overnight during the week, except the last night. Discuss with the Dean the best evening to do this.

CHAPERONES: The MAGs themselves should assist in recruiting responsible adults (25 years & over) for overnight supervision shifts. The Children's Program Director must be satisfied that adequate supervision (at least two adults at all times) is provided before they give final approval for the overnight.

GUIDELINES

- The chaperones will remain present and awake during their shift.
- You are not permitted to share bedding -- one body per sleeping bag.
- You are not permitted to leave the designated area during the night unless accompanied by a chaperone. The designated area is usually upper Colman.
- Let sleeping MAGs youth lie. (Those who are asleep should not be disturbed)
- Excessive use of caffeine or other stimulants, especially after midnight, is discouraged.
- Normal curfew and noise expectations apply.

BRIDGING CEREMONIES

(Revised December 2016)

“Bridging” of MAG: When a MAG is “bridged” from MAG to Youth they do not go into the youth group until the following summer.

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DUWOP POLICY

(Revised March 2017)

In an attempt to balance this need for privacy with the desire for continued fun and connection, Eliot has instituted a policy about image sharing. This is: DUWOP – Don’t Upload With-Out Permission. Before posting photos or videos of any camper to the Internet (or transmitting it via cellphone), you must first obtain permission from the subject; for those under 18 years of age, you must obtain permission from the parents.