



ABC Academy . . . a great place for your child to grow, learn and succeed!

Dear Parents,

Enclosed is a brief outline of our new Junior Counselor Program we will be offering this summer for young teens, 13 to 15 years of age. This program is offered at all three of the ABC Academy Child Care Centers.

If you are interested in applying for this program, please read the material thoroughly and return both the parent and student contracts to the office.

Teens and parents at other centers this program has been offered, have been very excited about this program and feel that it meets the needs of both the parent (for their child to be safe and supervised) and the teen (to have some autonomy and important work to do). An orientation meeting for the counselors will be arranged prior to the start of the summer. You will be notified of this meeting after your contracts are received. Please call us if you have any questions.

Sincerely,

ABC Academy

ABC ACADEMY

JUNIOR COUNSELOR PROGRAM

PURPOSE

To provide a supervised and structured environment for young teens, 13 through 15 years of age, which allows them the opportunity to work under the guidance of Early Childhood professionals in a toddler or preschool age setting.

GOALS

To provide young teens an opportunity to experience a "real work" situation and a chance to explore a career in early childhood education.

Give the counselors good role models and training sessions from which they can learn how to interact appropriately with young children.

JUNIOR COUNSELOR GUIDELINES

1. Arrive on time and ready for work.
2. Call the center if unable to work for any scheduled day or time. Teachers and children depend upon your presence.
3. Follow the direction and supervision of teachers in the classroom. Ask questions if you do not understand or disagree with a teacher. Remember there is a lot to know and learn about working with young children and the teachers in your room know their children and program the best.
4. Read and follow the "Guidelines for Living with Children".

WHO MAY APPLY

Any person 13 through 15 years of age may apply to become a Junior Counselor. Students for this program are interviewed and selected on the basis of space available and the individual's ability to follow the Junior Counselor guidelines. Only two Junior Counselors are allowed to work in a classroom at any given time during the day. More than two counselors may work in the same classroom, but on different days or different hours from other pairs of counselors.

COMPENSATION

Teens will receive \$1.25 per hour payment for each hour worked as per the contract completed by the parents and agreed upon by the center. **Compensation is paid by the parent and reimbursed to the student on a bi-weekly basis.**

DURATION

This program begins on the first day of the centers summer program in June and continues for the number of weeks indicated on the contract.

JUNIOR CAMP COUNSELOR GUIDELINES

This is a general listing of the job expectations for Junior Counselors.

WORKING WITH CHILDREN

1. Junior Counselors are expected to remain in the presence of a full-time staff member at all times (i.e. during field trips, group times, and on the playground).
2. Junior Counselors are never allowed to open or close the center.
3. Junior Counselors are never allowed to release children to parents or guardians.
4. Junior Counselors must always be accompanied by a regular staff member when leaving the building, grounds, etc . . . with a group of children.
5. In case of an emergency, Junior Counselors should notify the room teachers and/or director.
6. Junior Counselors may not discipline children. This is the responsibility of the regular room teacher.
7. Junior Counselors should be aware of daily activities and are encouraged to share their ideas with the room teachers.
8. Junior Counselors cannot pick up and/or carry children.
9. Junior Counselors cannot diaper children.
10. Junior Counselors must be actively involved with the children at all times (i.e. get down on the floor, read stories, listen to the children, offer your lap, etc.)
11. Remember that the children are looking up to you as an adult role model. They are watching your behavior and listening to your words all the time.
12. Junior Counselors may not use cell phones while working in the classrooms or photograph the children enrolled in the center.
13. Junior Counselors may be assigned to assist in either toddler or preschool age classrooms.

WORKING WITH STAFF

1. Familiarize self with room, materials, supplies, and toy location.
2. Consult with room teachers about emergency procedures.
3. If you have ANY questions, please ASK before you act.
4. Be an active observer of other teachers and follow their lead.
5. Junior Counselors are expected to be prompt in arrival.
6. Be respectful of co-workers; treat them like you would like to be treated.
7. Keep in mind that you are a “teacher in training”, be open to suggestions, this could be a valuable learning experience for you.

WORKING WITH PARENTS

1. When meeting parents, introduce yourself immediately (smile, be friendly, and approachable), yet be respectful.
2. Wear your name tag to identify yourself to parents as a Junior Counselor.
3. Junior Counselors may not relay information to parents about their child. This is the responsibility of the room teachers.
4. Be aware that parents are welcome to visit their children at any time (we encourage it).

GUIDELINES FOR LIVING WITH CHILDREN

1. Ask a child “Do you want . . .” only when you really intend to give them a choice. Be prepared to accept his right to decide: “No, I don’t want to . . .”.
2. Put suggestions or directions for behavior in positive rather than negative form. Avoid “don’t”. Children are doers, not “don’t-ers”.
3. Build a positive self-image in the child by your interaction with them. Belittling, shaming, or labeling as “bad”, “naughty”, etc. do not encourage self-esteem.
4. Avoid comparing one child with another. Avoid competitive situations where children compare themselves with others. Encourage the child to become the best that they can be.
5. Use simple language and a clear, firm voice when setting limits. Save shouting for an emergency only.
6. Avoid making models in art media for children to copy. Show the possibilities of new materials without models.
7. Give the children the help that they need, but do not do for them what they can do for themselves, just because you can do it better or faster. Exception – when a child is having a bad day or isn’t feeling well.
8. Help each child to experience success as often as possible. Commend their efforts and successes if they are trying their best.
9. Avoid using the word “nice” at all. It infers a judgment about a child or their work which is not ours to make. Instead use words like “polite, thoughtful, considerate” for behavior and phrases like “I see you spent a lot of time on that” or “Your work has a lot of red in it”, etc. for projects.
10. Reinforce your words, directions, and suggestions with appropriate accompanying action. Follow through and be clear.
11. Encourage the children to care for and clean-up their own areas. Remember, it is their job to care for their own materials. You are the helpful teacher who assists them.

ORIENTATION PROGRAM ABC ACADEMY

NAME _____

PERSONNEL FILES

DATE INTRODUCED

Employment Questionnaire	_____
Child Information Card	_____
Field Trip Permission Slip	_____
Parent Contract	_____
Junior Counselor Contract	_____
Junior Counselor Guidelines Reviewed	_____
Guidelines for Living with Children Reviewed	_____
Time Clock – Procedure Explained	_____

TOUR OF THE CENTER

Tour of the Classrooms	_____
Introduction of Staff	_____
Teachers Lounge/Restroom	_____
Supply Room	_____

CLASSROOM

Routine Schedule of Center	_____
Greeting Children/Parents	_____
Eating Meals with Children	_____
Food Drinks in Classroom	_____
Naptime	_____
Phone Calls/Messages	_____
First Aid Kits	_____
Dress Code	_____

PARENT CONTRACT JUNIOR COUNSELOR PROGRAM

I wish to enroll my child for ABC Academy's Summer Junior Counselor Program.

Counselors Name _____ Date of Birth _____

Address _____ School _____

City/State/Zip _____ Phone _____

Following are the requested attendance days and fees due. I understand that the parent must pay for all days contracted along with administrative fees, regardless of my child's absence for any reason. **Students who fail to abide by the centers policies for this program will be asked to leave the center, payments will be forfeited. Payment for the total summer fee must accompany this contract. NO REFUNDS WILL BE MADE IF CONTRACT IS NOT COMPLETED FOR ANY REASON.**

<u>WEEK</u>	<u>DAYS IN ATTENDANCE</u>	<u>HOURS</u>	<u>FEE</u> <small>(\$1.25/Hr. for student & \$20.00/WK Administration Fee Paid by Parent)</small>
_____	M T W TH F	_____	
_____	M T W TH F	_____	
_____	M T W TH F	_____	
_____	M T W TH F	_____	
_____	M T W TH F	_____	
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_____	M T W TH F	_____	
_____	M T W TH F	_____	
_____	M T W TH F	_____	
_____	M T W TH F	_____	

TOTAL SUMMER FEE DUE FROM PARENT _____
(Due in full at the time this contract is submitted to the center)

PARENT SIGNATURE _____ DATE _____

STUDENT CONTRACT

JUNIOR COUNSELOR PROGRAM

Date _____

I wish to apply for ABC Academy's Summer Junior Counselor Program.

I wish to work at ABC Academy (circle location):

3210 Lansing Avenue

800 Laurence Street

2111 Emmons Road

I would like to work with (circle one):

Toddler

Preschool

Kindergarten

Counselors Name _____ Date of Birth _____

Address _____ School _____

City/State/Zip _____ Phone _____

I understand that I am committing to be at the center for all days and hours indicated below. If I must make a change in this schedule I will call my center and notify them as early as possible. I will return the required employment forms BEFORE I begin work. I have read the outline of the Junior Counselor Program and the "Guidelines for Living with children" and agree to abide by them.

<u>WEEK</u>	<u>DAYS IN ATTENDANCE</u>					<u>HOURS</u>
	M	T	W	TH	F	
_____	M	T	W	TH	F	_____
_____	M	T	W	TH	F	_____
_____	M	T	W	TH	F	_____
_____	M	T	W	TH	F	_____
_____	M	T	W	TH	F	_____
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_____	M	T	W	TH	F	_____
_____	M	T	W	TH	F	_____
_____	M	T	W	TH	F	_____

STUDENT SIGNATURE _____

JUNIOR COUNSELOR FIELD TRIP PERMISSION SLIP

An important part of our teaching process involves hands on experiences for the children. This includes leaving the school premises from time to time for field trips. In consideration of ABC Academy permitting my child to participate in the field trips as a Junior Counselor, I hereby for myself, my heirs, administrators and assigns waive and release any and all rights and claims of any nature I may have against ABC Academy and any organizations connected with this field trip or event, their representatives, successors, and assignees for any and all injuries or damages of any nature which my child may suffer while taking part in any activities connected with the event.

We will consider this approval permanent until further instructions from you.

_____ may assist on school sponsored trips.
(Junior Counselors Name)

(Parent's Signature)

(Parent's Signature)

(Date)

JUNIOR COUNSELOR EMPLOYMENT QUESTIONNAIRE

PERSONAL INFORMATION

DATE: _____

NAME (LAST NAME FIRST)

SOCIAL SECURITY NUMBER

ADDRESS

CITY

STATE

ZIP CODE

EDUCATION

NAME AND LOCATION OF SCHOOL

YEARS
ATTENDED

SUBJECTS
STUDIED

JR. HIGH SCHOOL

HIGH SCHOOL

MEMBERSHIP IN ORGANIZATIONS OR SPECIAL TRAINING/SKILLS

Why did you become interested in working with young children?

What three qualities do you possess that you bring to us?

- 1.
- 2.
- 3.

What would you do if a child bit another child?

What would you do if a child kicked you?

What is your biggest pet peeve when it comes to children?

Tell us why you are interested in this job.

What is your favorite subject in school? Why?

What is your worst subject in school? Why?

What do you like the most about your favorite teacher?

What do you feel is most important when dealing with children?