Learning Fun 101, LLC.

Instructor and Counselor Handbook

www.learningfun101.com
Counselor/Instructor Code:
My mandate is to keep the campers safe
I seek to engage campers in every activity.
I motivate campers to challenge themselves
I am a role model of behavior and attitude
I am always positive, supportive and respectful of those around me.
I look for opportunities to serve.

Hiring Practices
Instructors and counselor must fill out an application and submit it to the Shelley Franklin, Education Director.

Hiring is at the sole discretion of the owners of Learning Fun 101, LLC.

The primary criteria for camp staff is the ability to fulfill your assigned roles.

Instructor’s Role
◆ Pick up supplies needed for the week from camp director
◆ Maintain paperwork needed for camp (sign in/out sheet, etc)
◆ Keep the campers focused on the task at hand
◆ Challenge the campers
◆ Maintain order in the camp
◆ Responsible for all discipline needed to maintain the camp structure
◆ Returning all Lego kits in the order they were checked out
◆ Turn in invoices to Viola Degal for payment
**Student Instructor’s Role**
- Assist the Instructor with his/her duties
- Assist the campers with any problems/questions during building
- Take the campers to the restroom/outside.
- Support the schedule
- Keep activities safe and fun
- Mentor the teams with programming and building
- Build a positive relationship with the campers
- Be a positive role model
- Assist the Instructor when needed
- Turn in invoices to Viola Degal for payment

**Sr. Counselor’s Role**
- Be a role model for campers and counselors
- Support the schedule
- Keep activities safe and fun
- Mentor the teams with programming and building
- Build a positive relationship with the campers
- Be a positive role model
- Assist the Instructor when needed
- Turn in invoices to Viola Degal for payment

**Counselor’s Role**
- Support the schedule
- Keep activities safe and fun
- Mentor the teams with programming and building
- Build a positive relationship with the campers
- Be a positive role model
- Assist the Instructor when needed
- Turn in invoices to Viola Degal for payment

**Jr. Counselor’s Role**
- Assist campers with their projects
- Assist the Counselor and Instructor when needed (i.e. hand out supplies/organize Lego kits etc)
Camp Hours:
Camp hours vary by location and week. Please see our website at www.learningfun101.com for more information. Please plan to arrive at least 30 minutes before for set up and stay 30 minutes after camp for clean up.

Lunch:
Most camps are half day (3 hours), however we have a few weeks of full day camps. You are responsible for any food you need at these camps. Due to allergies and location concerns, Learning Fun 101 will not be providing food for the campers or contractors. We will email all parents before camp so they are aware of our procedures.

Pre Camp Training and Work Days:
Instructors and counselors are required to attend a training session and all are encouraged to help at one of our work days. Work days will be used to sort legos, construct fields and projects, review mission challenges and complete Lego kits.

Post Camp Party:
We will have an end of summer party and all contractors are encouraged to attend. We will check the kits, get final checks and fill out surveys.

General Information:
This information is good for ALL locations.

Sign in/out sheets are required and will need to be handed in at the end of camp.

If a camper shows up that is not on your role, please see the supervisor of that facility to make sure the camper is registered. If Learning Fun 101 is the party taking registrations, please call JoAnn Nolte or Shelley Franklin.

When campers are picked up, please ask the person for their I.D. and check the forms to make sure this is an authorized person. If the person attempting to pick up the camper is not on the form, please direct that person the facility supervisor or call JoAnn Nolte or Shelley Franklin.
Under no circumstances are campers to be released without proper paperwork. We strive to have the highest security possible for the campers.

Medications will not be administered by camp staff unless there are life threatening health concerns (ex. diabetes/epi pens).

Campers should never be alone with staff.

Campers should never be touched on any area of their bodies that would be covered by swimming suits.

Instructors and counselors may not use physical punishment, verbally abusive comments or denial of necessities (such as food or use of the bathroom). The only person involved in any discipline will be the Instructor. Counselors need to make the instructor aware of any problems so that he/she may take care of it in an appropriate manner.

If any injury occurs, please fill out the appropriate paperwork. This paperwork varies by location and will be included in your instructor packet.

Only Counselors and Instructors can lead campers to the bathroom or to another location. Please make sure you keep a 12 to 1 ratio at all times and that there is ALWAYS an instructor with the main group of children.

We will no longer be taking photographs with any campers in them. Photos may be taken of the robots and other items built.

You must be in a Learning Fun 101 t-shirt each day. If you do not have one, please wear a plain t-shirt with no logos or graphics.

In some instances the campers do not want to participate. Please be encouraging and helpful to these campers and find ways for them to participate at camp. Do not let any campers free build the entire time.

Do NOT bring the following: iPods, video games, any type of trading cards, roller blades, skate shoes, etc. If they are brought to camp, they will be taken up by the Instructor and given back at the end of the day.
You may bring your phones, but they should be on vibrate. No texting or personal calls when you are with campers. If you are working a full day camp, you will be given a break and you can make calls at that time.

Camp Rules:
I use the following rules in all my classes:
  - Be polite
  - Be prepared
  - Be productive
You can use your own rules for the week. Make sure they know the golden Lego rule....do NOT put them in your mouth, ears, or nose.

Finally, if you suspect any sign of possible child abuse or neglect you must immediately contact the facility manager. The next call should be to JoAnn Nolte at 512-740-3024 or Shelley Franklin at 512-876-6355.
I have read and will be abide by the Instructor/Counselor Handbook. I have been given the opportunity to ask questions and have the owners phone numbers in case any others arise.

_________________________________  ______________
Signature  Date

_________________________________
Printed Name