



2023 Summer Camp Employee Packet

We are so excited to have you as part of the 2023 Summer Camp Staff! Each year we have the opportunity to give the children who come to TNT's Summer Camp an amazing gymnastics experience, and YOU get to be a part of it! This packet has been designed as a one stop shop for anything and everything summer camp related. From the daily overview to station ideas to a staff roster, you can find almost everything you will need to have a successful summer!

Hours - Shifts will be assigned as follows:

Morning Extended Care : 8:00 AM - 9 AM (1 coach)

Camp Morning : 9 AM - 12 PM (8 - 11 coaches) (Mondays - 3 coaches 8:45am)

Camp Afternoon : 12 PM - 3:05 PM (8 - 11 coaches)

Afternoon Extended Care : 3 PM - 6 PM (1 coach)

On Call : 2 coaches will be assigned to an on call shift. 1 for the morning shift and 1 for the afternoon shift.

Morning Extended Day - Parents are allowed to start dropping their children off for camp at 8 AM. During the morning extended day, campers will be in the camp room and are allowed to play games, read a book, use their electronic devices, watch the show/ movie, etc. (Campers may NOT use the electrical outlets in the camp room)

Camper Check in - On Mondays, campers will check in at their designated area based on their age. 5-6 year olds will check in in the camp room, 7-8 year olds will check in by the bathrooms, 9 and up will check in by the bleachers. This will allow us the opportunity to easily check in the children and give them their cubbies for the week, let them know what group they are assigned to and which coach they will be starting with that morning.

Group Split, Warm Up and Stretch - All coaches must be on the floor at 9 AM so that their group can be assigned to them and they can get them warmed up and stretched at their first event. This means that each coach will warm up and stretch their group on their own. On Fridays we will do a group warm up with a dance (makarena, cha cha slide, cupid shuffle, etc.) and then stretch.



Snack and Games - Snack time is 20-30 minutes long and usually runs from 10 AM - 11 AM. At this time the kids will be split into 2 or 3 groups. One group will go to snack and the other will go to games. 2 camp coaches will be helping the kids in the camp room, 1 camp coach will be watching the kids on the bleachers, 2 will be on the floor playing games, 1 will be taking snack orders for lunch on the tablet and anyone else will be cleaning. On Wednesdays, campers will have a 30 minute snack and then play classroom games for 30 minutes.

Lunch - Campers will be split by age between the camp room and the bleachers for lunch time. Campers are to stay at their designated area for lunch. There will be at least 2 coaches in the camp room, 2 coaches at the bleachers and 1 coach at the bathroom area. Anyone else will be taking a break or cleaning.

During lunch coaches who are staying the full day will be assigned a 30 minute unpaid lunch break. You MUST clock out for your lunch break.

If you are just arriving at 12 PM, it will be your job to watch the campers while others are given their breaks. 1 person will be assigned to hand out snack orders in the camp room and 1 person will be assigned to hand out snacks to the students on the bleachers.

Please be mindful when congregating in common areas that you are working at a children's facility and the way you act and speak should be in a manner appropriate to those children around you. Children have little ears but big mouths.

3:00 PM Pick Up - Parents usually start picking up children around 2:45 PM. The front office will be the ones to call over the mic for students to be picked up. The last 5 minutes of the day will be for clean up at each rotation. At 3:00 PM the coach assigned to extended day will be out on the floor with students. Students are to sit on the floor and wait to be picked up until 3:10 PM at which time anyone who has not been picked up will go to the camp room.



Afternoon Extended Day - During the afternoon extended day, campers will be in the camp room and are allowed to play games, read a book, use their electronic devices, watch the show/ movie, etc. We do allow students to place an afternoon snack order but may not do so until 3:30 PM. Once you have finished placing orders, please notify the front office over walkie talkie to let them know orders have been placed. They will gather the items and bring them to the camp room. At no point should a staff member ever leave the children unattended. If an issue occurs, contact the front office staff over walkie talkie and they will come assist.

It is the responsibility of the afternoon extended day coach to check out children as they are picked up to go home and make sure the correct "time out" is written so they can be charged appropriately.

During extended care, staff may NOT be on their cell phones for any reason. You are on the clock, and must act as such. It will be this person's job to prep and make sure everything is ready for the following day's craft and get the camp room cleaned up for the next day. Remember you are being paid so you must be actively working while in the camp room.

Camp Room Clean Up

The camp room MUST be thoroughly cleaned up at the end of every day. It is the responsibility of the extended care staff to clean and organize anything left out on the tables/ tops cubbies, wipe down and fold up the tables and chairs, sweep/ mop the floor, etc. Plan on starting to clean the camp room around 5 PM. You are welcome to move the kids to one side of the room so that you may start on the other. The room must be cleaned by 6PM as the system automatically clocks you out at this time.

If a child is left after 6 PM, notify the front desk and they will have them sit in the lobby to wait for their parents.



Camp Groups

Grouping (by ages) - The students will be grouped by ages, and sometimes by maturity and skill level. Each group will have a color and each child will receive a stamp that matches that color. This will help when determining who should be where each day.

Orange - 5 year olds
Purple - 5 and 6 year olds
Blue - 6 year olds
Lime Green - 6 and 7 year olds
Black - 7 year olds
Pink - 7 and 8 year olds
Green - 8 year olds
Red - 8 and 9 year olds
Black - 9 year olds
Teal - 10 year olds

Stations/ Events

Pit - Must go over rules with children EVERY time they go to the pit.

1. Feet or Bottom first only
2. No flipping
3. Look before jumping

Campers may jump off the vault table or swing in from the rope. The back area closest to the window may be used as a play area where kids who want to build using the blocks or just sit in the pit can be.

Due to team practices, camp may not have full use of the pit. Please block off the back half and let the campers know where they are allowed to play/ jump in.

Tumble Track - Students should have a minimum of 4 stations to do on their way back from their tumble track turn. Do not allow students who have not been taught proper flipping technique to flip off the end of the tumble track. This is dangerous if they land incorrectly.

Pbars / Floor Bars - Done between pbars and rock wall floor area.

Rec Bars - done on the 2 single rails and 1 bar set. 6 stations, 2 on each bar. Children waiting for their turn should be given a task of some sort. Could be balancing on one foot, jumping jacks, tuck jumps, pike sit, etc. The coach should change the job every time the groups rotate.



Rec Beams - 3 medium beams and 1 medium floor beam.

Low Beams - Blue Beams , 2 low beams, velcro beams, preschool beams (if not in use)

Vault - Rec Vault area and manila vault table. 6 stations

Relays - Split the campers into 2 or more teams for this.

Rings - Campers should only be on high rings with assistance and at least 2 - 8 inches underneath them. Campers may not be swung on the rings to where if they let go they would not land on the mats beneath them.

Rock Wall and Strength - Rock wall and Floor 1. Set up strength stations that the children can go through.

Floor Basics - Floor 3 : Go through basic skills on the floor. No stations for this. Spread the kids out or have them go in lines

Floor Skills - Floor 2 : Stationed skills should be level and age appropriate

Craft - Will be a 20 minute station each day that will take place in the camp room. Staff will be expected to hand out supplies, clean up as the kids complete their craft, and help the kids with their crafts as needed,

Games - We have a list of games that are allowed to be played at camp. Please follow this list. If you have a game you would like to play with the campers that are not on the list, please get prior approval from Trina to play.

Reporting

Boo Boo Reports - Are reports for minor injuries. You **MUST** fill out the boo boo report page any time a minor injury occurs. Please fill out when a child needs ice for a minor injury or sits out for any amount of time due to injury. At the end of the day, the child will be given a take home Boo Boo report for their parents. Ex : Stubs a toe

Incident Report - Are reports for major injuries. This **MUST** be filled out for occurrences like a rolled ankle, head injury, broken bone, etc.



Children should not be trying brand new skills on their own, especially on the tumble track. Do not allow campers to try flips they have not been taught.

Behavior Report - Campers are kids and kids are rambunctious but we still expect them to act in a respectful manner. If at any time a child is talking back, continuously breaking rules, not following directions, or vandalize TNT property, you are to write up a behavior report. Parents do expect their children to behave but if we do not communicate bad behavior they will not know there is an issue.

Find a fun and positive way to redirect campers who are misbehaving. We want all communication to be positive.

Popsicle Party

Each group will be assigned a popsicle and their job throughout the week is to get their groups popsicle to 100! They can do this by earning points for good deeds, learning new skills, participating in games, being on their best behavior, ect. If the group gets their popsicle to 100, they will earn a popsicle on Friday. Popsicles start back at 0 on Monday.

Students will only be able to earn points, points may not be taken away, so give them out but do so sparingly at the beginning of the week. We want them to still be on their best behavior to earn those last few points on Friday.

Scheduling

Camp shifts will be scheduled based on your availability and projected need. If a week does not have as many enrollments as staff needed, the schedule will be updated to reflect this.

Staff will clock in from the tablet next to the staff room door. When clocking in, you will be required to accept the assigned shifts for that day. If a change occurs and you are unable to finish out your shift, you are to put in an adjustment request so this can be updated before you leave.



BE ON TIME!! - If you are running late just send me a quick text letting me know, along with the time you think you will arrive. This will help us plan in your absence.

Employee Absence

Time off requests should not be needed since everyone is being scheduled based on their availability.

Finding Coverage - To find coverage, you will need to post the shift you are looking to get covered on tradeboard. Then you will need to reach out to other coaches to see if anyone is willing to either switch shifts with you or pick up your shift. If asked to cover a shift, please respond even if you are not able to cover. If you are a lead coach and need coverage, you may only ask other leads to cover your shift

Staff Notes

- We are liable for the campers and what happens to them in our facility.
- Must be in TNT attire, bottoms- mid thigh length or longer, hair pulled back, no dangling jewelry, bracelets, etc. BIG smiles!
- Be awake, lively and ready to go!
- No Food / Drinks on the floor. Water/ Gatorade is allowed.
- Absolutely no cell phones on the floor. 904 998 8681 is the front desk number should there be an emergency.
- No gymnastics while on the clock.
- Noone is allowed behind the front desk for any reason. The green tile is your stopping spot.
- Emergency Call Out - Must call the front desk first to notify them, then text Grace and Trina.

Camp Staff Party : Mark Your Calendars!
Jacksonville Jumbo Shrimp , July 29th @ 5:30 PM
Regrets only by July 13, 2023



2023 Summer Camp Themes

| | |
|-----------------------|------------------|
| Week 1 (5/31 - 6/3): | Aloha |
| Week 2 (6/6 - 6/10): | Outta this World |
| Week 3 (6/13 - 6/17): | Ninja |
| Week 4 (6/20 - 6/24): | Down on the Farm |
| Week 5 (6/27 - 7/1): | Party in the USA |
| Week 6 (7/5 - 7/8): | Gone Campin' |
| Week 7 (7/11 - 7/15): | Around the World |
| Week 8 (7/18 - 7/22): | Sportastic |
| Week 9 (7/25 - 7/29): | Toys Mania |
| Week 10 (8/1 - 8/5): | Dinosaurs |



| | | | | |
|--------------|---------------------|--|----------|--------------|
| Trina | 904-236-3428 | | Kayla M | 334-791-1877 |
| Grace | 904-404-6525 | | Kayla R | 904-792-0387 |
| Abigail | 215-932-9688 | | Kayla Y | 215-692-0634 |
| Ben | 850-999-3022 | | Kaylin | 904-885-0316 |
| Christina | 904-864-5442 | | Khennadi | 931-266-6835 |
| Constance | 904-517-0526 | | Leilah | 951-567-0929 |
| Dagan | 407-252-5928 | | Logan | 904-907-0547 |
| David | 228-341-4626 | | Mallory | 904-523-9221 |
| De'Nycia | 407-633-8440 | | Mary | 850-556-9948 |
| Dejanae | 904-535-4206 | | Mattie | 904-401-2535 |
| Drew | 904-236-3424 | | Mia | 904-412-3754 |
| Ellie | 904-327-2035 | | Mikala | 757-652-7328 |
| Emily | 509-293-0362 | | Olivia | 904-234-5133 |
| Emma | 904-483-0036 | | Sandra | 904-236-1221 |
| Erika | 803-840-8714 | | Sasha | 904-504-4703 |
| Jassiem | 854-444-6911 | | Selena | 904-504-5889 |
| Kassandra | 305-338-6960 | | Sydney | 904-806-3543 |
| Katie | 904-386-2204 | | | |