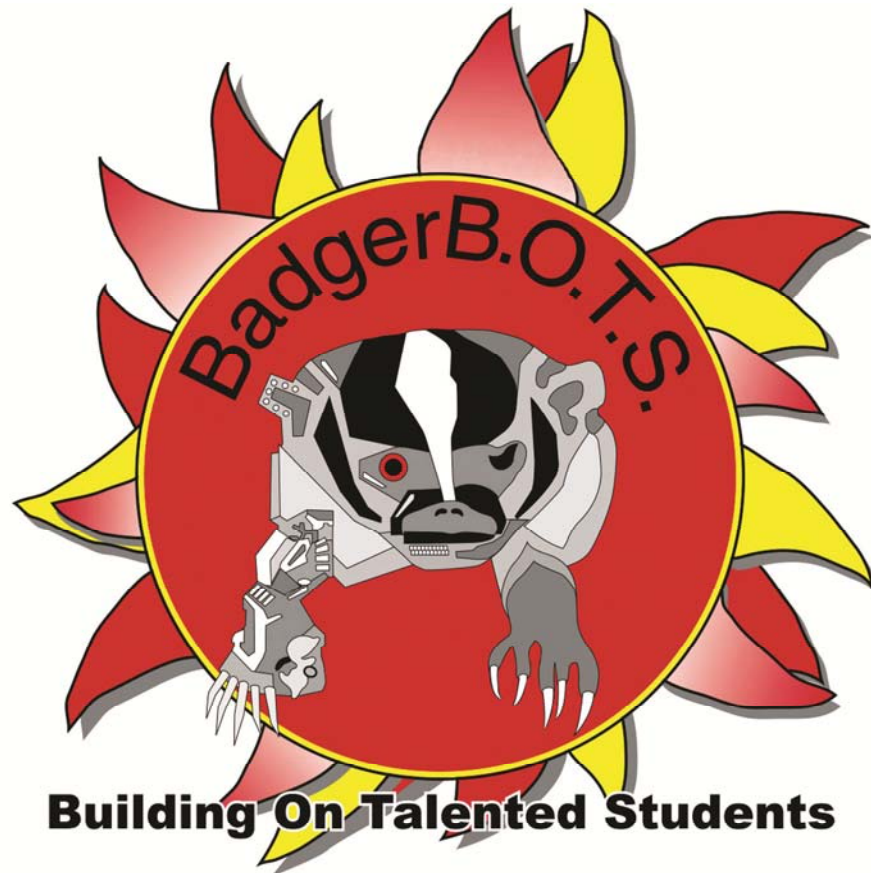


# **BadgerBOTS**

## **Summer Robotics Day Camp**



## **Counselor's Handbook**

**BadgerBOTS, Memorial High School, 201 S. Gammon Road, Madison, WI 53717**  
**Benjamin J. Senson, Camp Director**

## Hiring Practices:

- Counselor candidates must fill out an application and submit it to the camp director.
- Hiring is at the sole discretion of the camp director.
- The primary selection criteria for camp staff is the ability to fulfill the “Role of the Counselor” and live the “Counselor’s Code” (see below).
- Staffing levels will be decided at the sole discretion of the camp director.
- Counselors may be hired to work part or full time for the camp, however all counselors are expected to participate in all activities indicated in this handbook unless released from such by the camp director.

## Counselor’s 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 support the camper’s team effort,  
I am always positive, supportive, and respectful,  
I look for opportunities to serve.

## Role of the Counselor:

Maintain order  
Support the schedule  
Keep it safe and fun  
Mentor robotics building and programming skills.  
Build a positive relationship with the campers.  
Role model knowledge, skills, attitudes, and behaviors.



## Camp Hours:

See the website at [www.badgerbots.org](http://www.badgerbots.org) for the latest scheduling information for this year's camp sessions.



The typical schedule includes 4 sessions

Sessions are paired with a morning session followed by an afternoon session. This setup repeats for a second two week period for a total commitment of four weeks.

**Morning Session:** typically from 8:00 am to 12:00 pm

Parents will drop off children between 7:45 and 8:00 am

You need to be present and energetic by 7:30 daily (if working all day or mornings only)

**Afternoon Session:** typically from 1:00 pm to 5:00 pm

Parents will drop off their child between 12:45 and 1:00 pm

You need to be present and energetic by 12:30 daily (if working afternoons only)

**LUNCH!** Counselors working a *full-time schedule* will have lunch provided for them. We typically have a counselor with a car make the lunch run and get various carryout for us. Typical lunches include pizza, Chinese, Mexican, etc.

**Pickup Times:** Campers by 12:15 for the morning group and 5:15 pm for the afternoon.

Note that on fieldtrip days our camp schedule may be modified.

Fieldtrip One: Schedule pending, planetarium visit

Fieldtrip Two: GM Auto Plant, Janesville or local industry or not held depending...

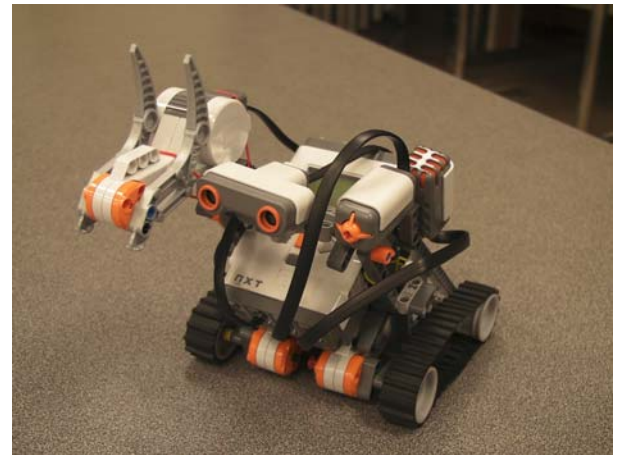
## **Absences:**

*You need to call 608-770-7367 before 7:30 am to report an absence.*

If you leave a message, clearly state your full name.

## **Pre-Camp Preparation Sessions:**

Counselors are required to attend work sessions preceding the start of the camp session. These will be during finals week of the regular school year and the week prior to the start of camp. Counselors will assist with the following activities.



### ***Activities will include:***

- Removal of camp materials from storage
- Sorting of LEGO Robotics Kits to carts and parts bins
- Construction of LEGO League fields
- Rearrange and clean furniture, includes covering tables, etc as needed
- Install and confirm operation of laptops and Programming Software
- Confirming operation of each NXT brick including downloading a program.
- Review camp mission challenges
- Discuss Counselor responsibilities and schedule daily tasks
- Create and/or execute the camp snacks schedule

# **Daily Sign In and Sign Out Procedures:**

## ***FIRST DAY SIGN IN PROCEDURES:***

Counselor One on the first day, neatly print out a nametag and assemble it for the camper.

Counselor Two and et al... Confirm all paperwork, have parents double check all info.

Counselor Three on the first day, look up t-shirt size, try on, upsize and record if necessary.

Counselor Four and et al... defrost juice, meet and greet students... no really... get in there!

## **Normal Procedure:**

Every session will have TWO counselors assigned to help with sign in procedures.

One counselor will be in charge of the clipboard for check in.

Each child must be checked in and out of the camp every day.

The only people that a child can be released to are those listed on the camper's information form.

At the end of each session, collect nametags at door, TWO counselors minimum should escort to outside, play until pickup, check off each camper as they are picked up!!

## **Late Pick-Up:      Note time of actual pickup...**

After 12:15 or 5:15 pm you will call the people authorized to pick-up the child.

After 12:20 or 5:20 pm there will be a \$5 minimum charge with an additional \$5 per 5 minutes elapsed since that time.

Repeated late pick-ups may result in termination from participation in the camp and a refund WILL NOT be given.

## **Walking, Biking, or Taking a Bus Home:**

Check the campers list to see who is authorized to bike or bus home,

Campers must still sign in and out each day.

## **Illness or Injury at Camp:**

If a child is ill or injured at camp, we will notify the camp director and the parents as soon as is possible so that they can pick-up their child. If they are not available, we will call the people authorized to pick up the child. In an emergency, we will call 911 and emergency personnel.

### **Medications:**

Medication will NOT be administered by camp staff. If a child requires medications during the camp session, a parent/guardian must be present to administer the medication.

## **Transfers, Refunds, and Cancellations:**

All questions should be forwarded to the camp director.

## **Bringing Stuff to Camp:**

T-shirt... We will provide two (hopefully) appropriate shirts for use during the camp. Wear them daily as our uniform. At the end of the camp I will collect them for laundering for reuse next year.

Do NOT bring... walkmans, cd players, video games, Pokemon or other trading card games, rollerblades, skates, etc. They are not allowed at the camp. We need to be focused on the campers.

## **Camp Rules (From the “Parent’s Handbook”):**

Speak for yourself, not for others...

Listen sincerely; you learn more and others will do the same for you...

Give positive feedback and encouragement, no putdowns...

Participate in everything, you will learn so much more...

Show respect – always – you earn respect by giving it to others...

Be responsible for your actions, you want to be treated as a mature person... this is what they do.

Make sure that everyone is having fun!

## **Snack Preparation, Distribution, and Cleanup:**

- Clean and disinfect the snack preparation area
- Prepare or get out the food and beverages required
- Count out and fill required cups and plates
- Announce snack time when appropriate (check with camp director if uncertain)
- Prompt campers to clean up after themselves as reasonable (trash in can, etc)
- Walk around and clean up any spills/crumbs

**IMMEDIATELY!**

- Securely store leftovers and return to refrigerator/storage
- Clean and disinfect the snack preparation area

## Post-Camp Sessions:

All counselors are required to attend a work session on the Friday afternoon and (if necessary) the Monday following the end of the camp. All supplies and camp materials will be cleaned to spotless condition for storage, sorted, packed, and returned to storage. It all has to be CLEAN and DRY...

### *Activities will include:*

- Sorting all LEGOs by type into bins as appropriate.
- Set aside complete TankBOTS or disassemble NXT kits as needed by fall.
- Search all rooms and hallways for camp materials.
- Rearrange and wipe down all furniture.
- Organize all camp materials and pack neatly.
- Haul all camp materials to storage.
- Put room back into original condition.

A brainstorming session will also be held to discuss how to improve the camp in future years... your input is valuable!!

Please write down any thoughts you have during the camp as soon as they occur to you so that we can capture these suggestions!

If you have any question or concerns, please contact me immediately. I want our entire staff to be involved in the BadgerBOTS Robotics Camps because of their passion for the subject and interest in making each child's experience as positive, significant, and inspiring as is possible.



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