

Ho Mita Koda!

I hope that this email finds you all safe, healthy, enjoying the warm, yet rainy, weather and getting psyched for the summer season (*and a long email*). As we are all living through it, the last 24 months have been a series of ups and downs with the ever-changing world of COVID, but I am proud to say that CHMK is full steam ahead for 2022 and our 93rd season of changing lives.

We are now roughly only 47 short days out from the start of field staff training, 50 days from medical training, and the countdown has begun to when our first camper arrives (T-Minus 58 days!). Before we all meet in-person as an all-star team, here are a few clear, semi-articulated thoughts below to help the transition to CHMK be as smooth as possible.

FIELD STAFF TRAINING

Begins on **Wednesday, June 1** at Camp Ho Mita Koda and concludes on **Friday, June 10**. There will be scheduled days off during this timeframe. All food, lodging, and amenities are provided for the full duration of training.

MEDICAL STAFF TRAINING

Session 1 begins on **Saturday, June 4** at Camp Ho Mita Koda, with Session 2 occurring on **Saturday, June 11**. Both of these sessions are mandatory for medical staff. More detailed information will come out shortly from Kate Stegall, CHMK Healthcare Manager.

*ALL medical staff are **highly encouraged** to attend as much of the field staff training as possible during the week, as you will be actively engaged with groups this season and it would be to your benefit to have a full understanding of all aspects of camp, programs, policies, procedures, etc., and not just the medical side of things. If you are planning on joining the field staff training, please let EB know asap.

Our initial training day begins at 9:00 am sharp for all staff! For new staff, please plan on arriving between 8:30-8:50 am to ensure that we are good to go and can kick off our day on time. Returning staff, please plan on meeting at **8:00 am** to go over training roles for the day. Internalize the notion that being late is super lame and we have terminated people in the past for not respecting the position or their coworkers. Please review the [Staff Portal](#) for training materials, wear comfortable clothing, bring a water bottle and snacks, and fully stretch out so you don't cramp up when the leadership team smokes you all at 9-Square on day one.

PRIOR TO ARRIVAL

As stated in the interview process, it is our goal at camp for every single adult, staff member, and volunteer to be fully vaccinated for COVID-19. This means that upon arrival for training, you should be at least two weeks out from your second shot (Pfizer/Moderna) or first shot (J&J). So, for those trying to figure it out, your second dose should be completed no later than May 18. Once you are fully vaccinated, please upload a copy of your card into your staff account in the

appropriate spot. While not a disqualifier if you are not vaccinated, you will be removed from a child-facing position and given responsibilities at camp with limited interaction with others.

For those who want to take a gander at our COVID protocols, you can find resources and information for staff on our [COVID Landing Page](#).

ARRIVAL AT CAMP

Once you arrive at camp, please proceed past the main office, follow the directions of staff pointing the way, and park in the back lot (behind the pavilion). Upon parking, you will then head into the pavilion to the official check-in table and receive further instruction. You will jump right into the action, so exit your vehicle with everything that you need for the day as you will not have much time to head back and dig through junk in your back seat.

TRAINING PREP

I highly encourage you to spend 30 minutes **before** training begins orienting yourself to the [Staff Portal](#) (password: chmk2019) & with the training materials and resources provided; you can find resources split out by category. A training itinerary, contact list, and resources are all posted on the portal (with updates and additions added weekly). You'll even find a list of what to pack and bring to training so you are comfortable! ***It is your responsibility to print off ALL portions of staff training and come to camp with your personal training binder intact to be able to follow along.***

It is in your best interest to complete a review and acclimate yourself with all the documents and handouts prior to arrival. The more of a foundation you can build before training, the smoother our sessions will go and we can maximize the time together. You can also access all large group emails that have gone out over the last few months. It would be worth revisiting these emails to make sure you are not missing something important. Within the Staff Portal, you will also be able to access teaching resources, videos, HR info, staff benefits/perks, pay schedule, and more. Please note that the Staff Portal is NOT the same as your Staff Account on CampSite.

CERTIFICATIONS

All staff must have and upload a copy of a current (meaning not expired) Adult CPR/AED certification. A First Aid certification is not required, though encouraged.

HOMEWORK

In an effort to expedite staff training and ensure that everyone is up-to-date on many of the recent changes, every staff member and volunteer must complete the [Staff Handbook Proficiency Quiz](#). The quiz needs to be completed prior to June 1st or June 4th respectively, please try and knock this out soon. Additionally, an electronic copy of the Staff Handbook can be found on the [Staff Portal](#).

PAPERWORK

IMPORTANT: If 100% of your paperwork is not complete on the first day of training, you will

find yourself in a dark corner, with an old sticky laptop, working to complete the forms, and pouting because all of the responsible folks are having a good time without you. #FOMO #FinleyCrossfit

If you want to be put on the summer schedule and hang out with some of the coolest people you have ever met, **100% of your paperwork needs to be submitted prior to the start of training**. Why is paperwork important? Here are a few great reasons:

1. In order to get paid, we need your information for taxes, direct deposit, etc. No forms = No \$\$\$\$. Wah, Wah, Wah.
2. We are a State licensed childcare facility, an American Camp Association and Diabetes Education and Camping Association accredited program. To work at CHMK, including volunteers, we need all required paperwork, background checks, abuse training, and certifications on file so we do not receive any violations and risk our license being suspended or revoked. Not our rules folks, there are lots of weirdos out there. We gotta pay to play in the childcare world.
3. Close enough only counts in horseshoes and hand grenades. 100% completion of paperwork doesn't mean 75% is sufficient. We need your abuse quiz, background check, payroll forms, covid cert, etc.
4. You're an adult and being responsible is part of your life now. No more excuses.

*Can you tell that paperwork is a pain in the butt for us! Without 100% of paperwork and certifications on file by the time training begins, we will need to seek other staff who are willing to complete the paperwork and you will be removed from the schedule. **Please reach out to EB or Kate if you are unsure as to whether or not you are missing any paperwork.***

If you have already completed your paperwork, give yourself a well-deserved pat on the back. However, I would love for you to take just 2 minutes of your life and pop back into your account one more time to double-check that you are good to go.

MENTAL HEALTH CHECK

With another season upon us, we are taking stock of the importance in providing an inclusive and supportive environment at camp, allowing for our staff to bring their best selves to the position at all times. With that, we will be implementing weekly touchpoints to gauge where your head and heart are out. Prior to staff training, we ask that you complete this quick 10 question evaluation to help us set a foundation of support to build off of for the summer season.

<https://www.surveymonkey.com/r/BVBCBKQ>

STYLE & THREADS

Please take a moment to review our Dress Code Expectations on the [Staff Portal](#). Remember we

are professional role models & educators, and parents are entrusting us with the care of their children. Everyone should dress & groom accordingly, as our image as professionals begins on day one of staff training and we train like it is real. For those who are already thinking about it, this means closed-toed shoes while camp is in session. Bye-bye Chaco tans and pockets hanging out of the bottom of your shorts (though rocking some Jorts is totally encouraged).

TSHIRTS

If you have not yet already provided a t-shirt size, **please do so asap**. Orders is already completed, but we still need to get an accurate count. Everyone gets one brand spanking new shirt for the season. Please include your preferred shirt size on the t-shirt poll found on the [CHMK Staff FB page](#). Shirts are unisex in size and cut. If we have not received your size prior to the start of training, congrats, you get the default size of large. If you are not on FB, please email me your size so I can mark it down.

FOOD, FOOD, FOOD

As we prep for the summer and training regarding food, we need to know if there are any dietary needs/restrictions to take into consideration. If you have any requests (GF, Vegetarian, Lactose, Only Eat Organically Grown Grass and bird eggs, etc), please let me know asap so I can add this to our notes. If we don't know about it, it doesn't exist and you will be forced to eat greasy slabs of delicious bacon with the rest of us.

SUMMER SCHEDULE (someone out there is wondering)

Staff Training: June 1-10 (Field Staff)

Staff Training: June 4 & 11 (Medical Staff)

Session 1: June 12-18

Session 2: June 19-25

Session 3: June 27- July 1

Session 4: July 3-9

Session 5: July 10-16

For those interested in working with our partner programs running July 17 – August 18, and including Camp Hope America, Camp Ramah, Camp Lilac, and Matthew Salem Camp, please let EB know of your desire sooner than later so we can staff appropriately.

COVID-19 IMPACT

We are thrilled to be operating this season, but only able to do so under some modified guidelines due to COVID-19. While camp will be a super fun time, as usual, it will definitely look and feel slightly different. We have discussed many of the changes already, but more can be found in our "[Mitigation & Operations Plan](#)". We will be touching upon these again at the upcoming staff zoom and at staff training. PLEASE REVIEW as much as you can to ensure that you are willing and able to help us be successful in meeting the requirements for operation, even with the guidelines that will personally affect you while at camp.

STAFF ZOOM

We will be two informational staff zoom sessions, April 14th and May 5th at 6:00pm. We *highly encourage you to join the call* to learn more about the changes that you can expect at camp this season, meet fellow staff, and join in on some Jackbox Games. Links to the zoom sessions are emailed out and also found on the staff FB page.

MISCELLANEOUS

I know that there are still lots of questions floating around, so if something is weighing on your mind, please do not hesitate to ask and get your needs met. Please take all of this to heart and remember that you are responsible for your own success at training. With training in just a few weeks, we want you to feel as informed and comfortable as possible with all aspects of CHMK. From this point forward, if there is anything that you are unclear of, it is your responsibility to ask for help and seek out the answers.

THANK YOU!

Thanks for your patience, understanding, and making it through a super lengthy email. There is still a lot of work to be done as we are constantly working with enrollment fluxes, last-minute tweaks to the training info, insane logistics, parents, and so much more. Please feel free to call or email with any questions! **Staff training is the most important period of the year**, and many of us have been working long and hard to ensure it is a peak experience for each of our superstar staff. We can hardly wait!

I am truly looking forward to meeting you all soon, creating memories that will last a lifetime, making history for the second year in a row, having some rad adventures at camp, and collectively changing the life of a child for the better.