

Phantom Lake YMCA Camp

Staff Development Program

Your Keys To Success - TO BE FILLED OUT BY SDP & PARENTS

Expectations.

The Staff Development Program is special. It requires greater responsibilities, a uniform goal, and attainable but challenging expectations. Each member of the program and their parent/guardian must agree to follow these guidelines and expectations. They should act as a constant reminder for success in the program.

DYB

The Staff Development Program uses the acronym: DYB to describe, "Do your best." 'Best' by no means is defined as 'perfect.' The expectation is not perfection. The most important expectation is that each member of our program will always try their hardest. If you forget to do this, or do something that is not OK, one of the first questions we will probably ask you is, 'Is this your best work?'

Be Proud

The SDP Staff considers it a special honor for people to be included in this program. It's for individuals that strive to be better leaders and to make positive differences in their lives and the lives of others. Feel honored, and show honor to the program by always asking yourself, 'Is what I'm doing helping the program or hurting it?'

Be Curious. Ask Questions. Wonder.

If on the first day of the program, you see someone (a counselor or staff member) who you believe is really good at meeting people and getting to know them, ask yourself, 'Why do I believe this? What are they doing or saying that makes me believe that they are so good at this?' This helps us figure out how to do these good things ourselves.

Be ready for us to ask, "What do leaders do?"

We'll be asking this all of the time, every day. When a problem arises, when we have decision to make, when we have a challenge to meet-we'll be thinking about good things that leaders do-and say.

Learn and remember the meaning of PTUTWWA

This is another special word that we use in our program, from teaching materials from educator Michael Brandwein. The word is pronounced, 'Pah-Two-Twah.' These letters stand for, People Treat Us The Way We Act.'

This means that if we want to stop being treated like kids-if we want to be treated like young adults-then we have to act in ways that show people that this is who we are. During the program, if behavior is not appropriate, we may ask group members, "How do you want to be treated right now?" This will be our way of reminding everyone that how we act affects how we are treated. PTUTWWA also means that we are in charge of our choices.

Respect everyone by eliminating put-downs

There are no put-downs in our program. They are not allowed. We can disagree with each other, but we cannot call people names, use negative labels, or do or say anything that is disrespectful to others. In fact, although we have fun and joke about lots of things, one thing that we do not joke about is put-downs. We do not call anyone a negative name just because we're 'kidding.' We don't do this even if we think people know we're not serious. Put-downs don't fall within the acceptable language that we maintain in our program.

We know that this may be hard to get used to at first, because we all hear lots of put-downs every day. But in our program, if we hear a put-down, everything stops. We will remind each other that we keep everybody safe. By doing this, all members of our group will know that they can express their feelings and be comfortable just being themselves.



We build strong kids, strong families and strong communities.

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Conduct.

Our program promotes respect for the law and respect for our health. We hope that everyone behaves in such a way that reflects positively on themselves, their family, their community, and on Phantom Lake YMCA Camp.

The following are expectations of SDP conduct:

- **Substance**
 - Phantom Lake YMCA Camp has a strict policy when it comes to drugs, alcohol, smoking and other illegal substance use. We want each and every one of our campers, SDP, and staff to live a healthy lifestyle and with that we prohibit any use of substances and actions that do not meet the regulations of the law. If a violation should occur the proper authorities and parents will be notified.
- **Appearance**
 - Members of our program are role models for children. Your appearance is important especially during your interaction with parents and staff. Revealing bikinis, halters, short-shorts (shorts should reach the bottom of middle finger when standing up), cut off t-shirt tops, bare feet, and tank tops are not suitable for camp. Clothing that reveals underwear, bras and midriffs are also not suitable for camp. Inappropriate clothing includes anything suggestive, alcohol and tobacco advertisements, anything that shows prejudice or discrimination, or politics. Footwear is required and shirts, pants or shorts and shoes are required in the Dining Hall. Footwear, aqua socks, is required at the waterfront/lake due to zebra mussels. SDP are expected to maintain a conservative, professional appearance. This includes no unsightly tattoos or extraordinary body piercing. Feel free to consult the SDP Staff with any further inquiries.
- **Correspondence**
 - In order to maintain a proper connection with your tent, we do not allow SDP to use or bring cell phones, laptops, or e-mail unless authorized by the SDP Staff (SDP are required to turn in any communication devices to the SDP Staff during opening day)
 - If you receive an e-mail or fax through the business office, your mercantile account will be charged \$0.50 accordingly. E-mails are printed and therefore should be limited to acceptable conversation and language from family only. The business office will screen all content prior to delivery.
- **Guests**
 - SDP guests or visitors are discouraged. We cannot permit time away from the campers during the session. Exceptions may be made, so all permission for these guests must be granted by the SDP Directors and the Associate Executive Director and the SDP's parent.
- **Abuse**
 - Children are Phantom's number one concern. The health and safety of our campers should be in the forefront of our minds. Any form of child abuse, physical, mental, emotional, or sexual must be reported to the SDP staff. If you are aware that any camper has been abused, either here or at home, it is the responsibility of the program to report it to the proper authorities. Any form of child abuse by any SDP is immediate grounds for dismissal.
- **Search and Inspection**
 - Phantom Lake YMCA Camp reserves the right to conduct searches and inspections. Searches and inspections can be conducted without notice. Any illegal or unauthorized articles discovered may be confiscated and may be turned over to law enforcement agencies.
- **Personal Belongings**
 - You may bring personal items to camp with the understanding that camp cannot assume any responsibility for their safekeeping.

YOUR KEYS TO SUCCESS
CODE OF CONDUCT

SDP Name

SDP Level / Year (ie. CIT/year)

We have read, understand and agree to follow the program's "KEYS TO SUCCESS" and Code of Conduct.

SDP Signature

Date

Parent Signature

Date

Please make a duplicate of this form for your records and send in the signed copy to PLYC with your application.

Phantom Lake YMCA Camp: Address - S110 W30240 YMCA Camp Rd. - Mukwonago WI, 53149 / Fax - (262) 363-4351



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