

## **HOMEROOM AIDE – VOLUNTEER INFORMATION SHEET**

Thank you for volunteering to work as a Homeroom Aide at Korean Culture Camp this summer! We hope your experience at camp is enjoyable.

As a Homeroom Aide you will fulfill a very important role for our camp.

Following is the important information you need to begin camp:

### **Orientation:**

- Orientation meetings are a great way to learn the ropes – for both new and experienced Homeroom Aides.
- Our first Homeroom Aide orientation meeting is **Saturday, July 26 at 10:30 a.m.** at **Minnehaha Academy**. This meeting is especially helpful for new Homeroom Aides and anyone wanting to get familiar with the class schedule and class locations. If you want a tour, drop in around 10:00 a.m.
- We will also have two orientation sessions on Monday, July 28, in the library, at 10:10 a.m. and 1:40 p.m. Please have one aide per classroom come to the morning session and one to the afternoon session.

### **Substitutes:**

- Homeroom Aides are to attend camp all week, including the Saturday program, unless you've made other arrangements with the Home Room Aid Coordinators. In case of emergency or illness, please call Jackie Wells at (H) 763-529-5234 or (c) 763-213-6037.

### **Please bring to camp:**

- Tote bag to carry camp items
- Pen, notebook and a few extra pencils
- Home Room Aid Information Sheet (this information)

### **On Monday, the first day of Camp:**

- Please come to the Homeroom Aide Table to check in and pick up your class list and supplies. You will receive a Homeroom Bag containing the daily schedule, supplies, t-shirts, name buttons, class list, directory list, pickup list and any special needs of your campers.
- **Please plan to be in your homeroom by 9:00 a.m.** (note – parents aren't supposed to drop off campers until 9:15, but many show up early on Monday). Please check the mailboxes at the Homeroom Aide Table for any additional information.
- Special needs of individual campers are confidential. If classroom behavior of a child with special needs is an issue, then let the teachers know of the camper's situation.
- Give t-shirts and name buttons to the campers in your homeroom.

- Ask parents if they want to provide contact information for a classroom directory. If they are interested, please have parents fill in their phone, e-mail and/or address on the sheet provided in your supplies.
- Camper pickup can be hectic. Please have parents note who will pick up their child on the sheet provided in your supplies. This is especially important for grades Pre-K, K, 1, 2, and 3.
- On Monday, campers choose to learn either tae kwon do or dance for their week at camp. This choice is for all the days of camp; campers may not switch.
- Assembly begins at 9:45 a.m. in the gym. Please seat your campers in their assigned area promptly.
- Report all camper, teen or aide absences to the Homeroom Aide Table after assembly.
- Your Teen Volunteers will meet in your classroom. Their primary responsibility is being a “big sister” or “big brother” to the campers. Never leave teens alone in the class with the campers. A separate “Teen Tips” note will be e-mailed to you before camp.

#### **Daily Duties:**

- **At least one Homeroom Aide must be in the homeroom by 9:00 a.m. on Monday and by 9:15 on Tuesday – Friday.** One Homeroom Aide must remain in your homeroom until each camper is picked up at the end of the day. Camp begins and ends in homeroom.
- **Take attendance/do a headcount before and after each class, including lunch and playground.** Report any absences to the Homeroom Aide Table after assembly each morning.
- **Check your mailbox** at the Homeroom Aide Table each morning before camp begins and before afternoon homeroom. You’ll often pick up items to send home with the campers.
- Before **lunch**, have all campers wash their hands at the restroom nearest their last class, then bring campers to the lunchroom. You and your teens should sit with the campers and make sure they are respectful and clean up after themselves.
- Bring the class to the **playground** at their scheduled time. They should leave their backpacks in the area you designate for your class. Check to see if playground helpers need help, and if they do not, then take a break. Return to the playground to bring campers to their next class on time.
- At **afternoon homeroom**, collect all camper and teen name buttons. Pick up around the room, if needed. Close ALL windows and turn off ALL lights. One Homeroom Aide must stay in the room until all campers have been picked up or brought to the front desk.
- **Campers must be picked up** by the parent who dropped them off, unless you are informed with a note about other arrangements, such as carpools or older siblings. If a camper isn’t picked up by 3:00 p.m., bring him/her to the front desk.

#### **Respect and Discipline:**

- The main goals of our camp are for our campers to make new friends, learn about Korean culture and have fun. To do this, our campers need to be respectful to all other campers, teachers, and volunteers. Your role is to maintain class order so we

all meet these goals. If you have a discipline issue with a camper, first talk with the camper about your expectations and rules. If that does not stop the problem behavior, bring the camper to the Homeroom Aide Table. We will talk with the camper, and call the parents if needed. Please let us know of any problems **early** in the week so we can address them quickly.

**Pre-K and K Aides:**

- Campers in Pre-K and K may not be accustomed to an all-day, school-type setting. We've found it helps to plan a few activities to get them moving around between classes, such as dancing, Simon Says, and the like. Before assembly in the morning, read a story, play simple games or give the kids coloring sheets (we have them!) to keep them busy. That will get the day off to a good start!

We look forward to meeting and working with you at KCC this summer. If you have any questions or concerns, please contact one of the Homeroom Aide Coordinators.

Thanks again for sharing your time and energy with KCC campers this summer!

**Homeroom Aide Coordinators**

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