



## LIT Handbook

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The DFC Leader-In-Training (LIT) is a 3-week fun recreational adventure for 13 – 15 year olds. Our goal is to provide campers with the opportunity to develop skills and knowledge to be more confident in a variety of leadership settings. Campers will be taught a core set of skills including conflict resolution, collaboration with their peers, effective communication, and project management. This packet contains all the pertinent information you need to register your camper, the weekly themes with descriptions, and day-to-day happenings at DFC LIT Camp.

## CourtReserve Pre-Registration

- Parents/Guardians may begin the camp pre-registration process at any time, regardless of membership status. *Note – you will NOT be able to register for camp weeks until your registration date.*
  - o **IMPORTANT: When editing your CourtReserve profile, DO NOT check the “unsubscribe from my Club/Organization’s Emails/Alerts/Newsletters” box. We use CourtReserve for camp announcements and by checking this box you will not receive important camp information.**
- Required, pertinent information like emergency contacts, approved pick-ups, and insurance information will be attached to the PARENT, not the camper on CourtReserve. Because of this, parents will need to edit their (parent) CourtReserve profile to include the information.
- A camper’s individual information (allergies, restrictions, and immunization history) is also required. This information needs to be added to the camper’s CourtReserve profile found in the primary parent’s Member Portal. More information on this can be found in the Camper Safety section of the Handbook.
- Non-Member families need to create a CourtReserve account. Requests can be made [here](#). In order to ensure a smooth registration process, requests should be made PRIOR to non-member campers’ registration on February 26. Processing time for a non-member account request will take 2-business days.

## Registration

- LIT Camp is for 13-15 year olds who are rising 8<sup>th</sup> – 10<sup>th</sup> graders.
- Registration for DFC members begins on **Wednesday, January 29.**
- Registration for non-DFC members begins on **Wednesday, February 26.**
- Registration will be through [CourtReserve](#). An online registration form must be completed as well as a non-refundable 50% deposit. **The full camp cost must be paid by June 1.**

## Cancellations, Transfers, and Refunds

All LIT Camp cancellations must be made through email with the DFC Camp Director, Joanna Bertram ([joanna.bertram@duke.edu](mailto:joanna.bertram@duke.edu)). Cancellations made prior to June 1 will receive 50% of their camp tuition back. **No refunds or credits will be given for cancellations on or after June 1.**

Transfer requests must be made in writing to the Camp Director and are subject to availability. All transfers are subject to a \$25 transfer fee in addition to the price difference if transferring between a 4-day week and a 5-day week.

## Camp Costs

Camp Fees	Early Bird: January 17- February 20	Registration on or after February 21	Optional Add-Ons for all Campers
<b>DFC Members</b>			
Weekly Session	\$275	\$300	PM Extended Camp (4:00- 5:30pm) - \$75/week
<b>Non Members</b>			
Weekly Session	-----	\$325	Weekly Bagged Lunch - \$40/week or \$10/day

## Camp Information

DFC LIT Camp runs from 8:00am-4:00pm. Morning check-in runs from 8:00-9:00am. Afternoon check-out runs from 3:00-4:00pm. Check-in and check-out are at the picnic shelter.

### Morning Check-in

Campers should be checked in at the picnic shelter or by the camp staff located in the lower loop of the parking lot. This alternative provides a curbside drop-off so you do not have to park. Checking in campers after the 8:00-9:00am window should be done at the DFC main office. LITs will begin their camp day with a morning meeting at 9:00am.

### Afternoon Check-out

A parent/guardian or authorized individual whose name is written on the Camper Registration Form are the only people who will be able to sign out a camper. A photo ID is required to pick up a camper. Afternoon check-out is at the picnic shelter (or inside the lower level of the activities building in inclement weather) between 3:00-4:00pm. There is no curbside pickup offered for check-out. Signing your child out at any other time must be communicated in advance with the Camp Director.

DFC Member LITs may check themselves out at 3:00pm with parental permission. This is due to the DFC policy that allows 13 year olds to be at the Club without a parent. Please note: LITs who have younger siblings in camp will NOT be allowed to check out their younger sibling(s).

### Extended Camp Hours

Parents/Guardians who wish to pick up their campers as late as 5:30pm can enroll in extended camp. Due to the varying frequency of children being picked up, these hours are not as programed as the normal camp day. Campers will be able to participate in the supervised individual or group activities. We do not offer Extended Camp by the day; you must enroll for the entire week.

### Camp Staff

The DFC LIT Camp is administered by professional staff members of the Duke Faculty Club. The counselors and other staff members are highly motivated individuals who have previous experience

working with children. The camp staff are trained in CPR/AED and First Aid and attend a pre-camp training which includes information on effective communication tools, age-appropriate activities, disciplinary expectations, conflict resolution, motivational techniques, children with special needs, and on-site emergency procedures. Ongoing staff training occurs throughout the summer to reinforce the skills taught at training. To ensure quality programming and increase child safety, we maintain a low child to staff ratio.

## Camp Newsletter

A week specific newsletter will be emailed to parents/guardians on the Wednesday before that camp session. The week specific newsletter will contain information about the camp's theme, special events, and other important information. The activity schedule will vary by day, time, and group.

## Camp T-shirt

All campers will receive one camp T-shirt which will be distributed on the Tuesday of their first session at camp.

## What Campers Should Bring to Camp

Campers should come to camp dressed for a full day of fun, games, and pool time. To ensure your child's items return home with them, please label items with your camper's name. Every day campers should bring:

- Play clothes and closed-toed or athletic shoes
- Sunscreen, bathing suit, and towel
- Bagged lunch (unless enrolled in the lunch option)
- TWO snacks (one morning and one afternoon snack)
- Full water bottle

## What Campers Should NOT Bring to Camp

Campers' backpacks, lunches, and personal belongings are stored in cubbies at the activities building. The DFC is not responsible for any items lost, stolen, or damaged at camp. We ask that you not allow your child to bring anything of value to camp including:

- Cell phones, tablets, handheld video games, or Kindles
- Trading card collections
- Water guns and other toys from home
- Books
- Sporting equipment

## Snacks

DFC Camp will **NOT** provide AM or PM snacks for campers. We made this decision to accommodate food allergies and parental preferences.

## Optional Add-Ons

### Weekly/Daily Lunch Options

Parents will have the option to pre-order lunches for Monday through Friday as add-ons to camp registration. All bagged lunches will have the following options:

- Choice of sandwich (ham/turkey and cheese or sunbutter and jelly)
- Choice of snacks and fruit (chips, banana, fruit cup, crackers, etc.)
- Choice of drink (bottle water, juice, chocolate milk, or Gatorade)

There are two ways to register:

- Register the week before camp via the Week Specific Newsletter email (\$35/week)
- Register at daily check-in for the daily option (\$8/day)

## Camper Safety

### Required Medical Information & Waivers

Duke University requires all campers to submit health information prior to attending camp. Parents/Guardians should fill out this information on the Camper's CourtReserve profile. In addition, Parents/Guardians need to sign the Camp Waiver and Consent to Care form when registering for camp.

- Note – Parents/Guardians will be prompted to sign the waiver when registering for camp. CourtReserve will prompt a waiver signature on the person registering the child (Parent/Guardian), as well as, all children who are AGE ELIGIBLE for the program, **whether or not they are all attending camp.**

### Required Parent Information

Parents/Guardians are required to include AT LEAST one local emergency contact other than themselves. The DFC will contact this person in the event of an emergency should both parents be unreachable. In addition to Emergency Contacts, parents/guardians should add any person authorized to pick up their child(ren) from DFC Camp. All Emergency Contacts and Authorized Pick Ups should be made on the parent's CourtReserve profile.

## Emergencies

In the case of an emergency or accident involving your child, you, or if necessary, your emergency contact will be notified immediately by a DFC staff member. All members of the camp staff are certified in CPR/AED and First Aid.

## Medications

You must submit authorization from a licensed health care provider (ie, a prescription) for all medications campers will bring to camp. All medications must be brought to camp in their original packaging, and must be checked in with camp staff on arrival day to be securely stored. Campers may (and are encouraged to) keep with them urgent-need medications such as inhalers, epinephrine,

insulin, and glucagon devices. Please inform camp staff at check in if your camper will be carrying their own medication.

## Illness

Campers must be fever free for 24 hours and show no signs of communicable disease to attend DFC Camp. If your child develops symptoms while at camp, you will be immediately called to pick them up. Campers will remain in a designated cool, quiet area with a DFC staff member until they are picked up.

**Refunds, partial refunds, credits, and/or proration will not be made for campers who miss camp due to illness.**

## Sun Protection

To help beat the heat, DFC Camps have built in sunscreen times, frequent water breaks, indoor and shaded activities, and daily pool time. In addition, we recommend taking the following preventative measures at home:

- Applying sunscreen before coming to camp. We will reapply before pool time.
- Have your camper drink water in the evening to rehydrate and in the morning before coming to camp.
- Send a hat and/or rash guard with your camper to help keep the sun off their face and body.

## Inclement Weather

On days of inclement weather, all activities will be moved indoors.

## Typical Camp Day

The DFC LIT Camp offers your camper a variety of activities ranging from games and sports to arts and crafts. Every day, campers will have a collection of week specific themed activities, general camp games, and pool time. Additionally, there will be two snack periods (morning and afternoon), a lunch period (LIT Camp will eat after their pool time), and free time for camper choice activities.

## Pool Time

LITs will have approximately 1 hour of pool time every day.

## Weekly Themes

### **Youth Development | July 7-11 | ARC Babysitting Certification**

If you're interested in working with kids, then this is the week for you! LIT campers in Youth Development week will learn all about leading, communicating, and working with kids. All campers who attend will go through the American Red Cross Babysitter's Training Course led by DFC professional staff. At the end of the session, LIT campers will have the opportunity to shadow counselors and lead summer camp activities for a variety of ages.

### **Fun & Games | July 14-18 | Special Event: Master Chef**

This session will be all things fun and games! Teens will become experts in camp games and activities, from the creation stage all the way through to facilitating them. Their public speaking skills will be refined and challenged this week when they have opportunities to lead DFC campers in camp games.

**Team Building | July 21-25 | Special Event: Amazing Race**

Teens in the Team Building session will learn how to work together as a team to achieve a common goal. Focus this week will be on building communication skills, fostering positive relationships, and strengthening bonds – all skills that will help prepare teens for future careers, sports, and school activities.