

CAMP YAKETY YAK 2020

Staff Calendar

Web: CampYaketyYak.org

Camp Cell Phone: 971-303-3901

Summer Camp Location: Mountain Park Church, 40 McNary Parkway, Lake Oswego, OR 97035

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(last edit 1/30/2020)



Welcome to Camp YY 2020! Please read the calendar carefully and mark required dates on your personal calendars. If you have questions please ask your supervisor. Please notify your supervisor and the Staff Coordinator, Emily Stout, of any conflicts that you have immediately, it's easier to work things out early than waiting until the last minute.

Please note: We have moved Week 1 up into June, have off the next week, and then Weeks 2-5 are in July, and Camp wraps up on August 31.

JUNE 2020						
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JULY 2020						
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AUGUST 2020						
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June 1- 21, 2020 Pre-Camp Work Dates

JUNE 2020

S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- **June 1** - First day of work for Tech Coordinator, Media Coordinator, Activities Coordinator, Registrar (*start contracting)
- **June 3, 10, 17 (5:00-6:00pm)** *CYY Admin Meetings (Google Hangouts)*
- ****Heather out of town June 3-7****
- **June 5-** *Camper Exclusion Day*; All required paperwork due or camper may lose their spot to a child on the waiting list
- **June 6 (AGENDA: Move-in & roles- 2 u-hauls, continuing admin prep, paper and online camper files, background checks), 13 (AGENDA: Move-in, final details, orientation final details), 20 (AGENDA: June Prep Week)**
- **June 13 (9:00am- 5:00pm)** - *Move Into Church & Organize Camp by Category along gym wall block with blue rolling dividers with camp logo taped to it for Administrative Staff, Directors and ALL Interns; Interns attend from 9:30am-3:30pm Location: Mountain Park Church; Pizza and beverages provided. ***Need to decide which Admin is here****
- **June 12**-Final Payment for camp tuition due
- **June 13-** Camp Administration to take photos of every room's furniture placement, inside closets and cabinets, before anything has been moved, save to drive (*Operations), start labeling all CYY items with CYY Sticker
- **June 15-20: (9:00am-4:00pm)** Camp Prep for All Admin Staff (Most likely no Heather & Elise on June 15/their last school day in BSD and WSD) offsite or at Mountain Park Church
- **June 17-** Operations begins camp inventory, continue labeling all CYY items with CYY stickers
- **June 18 (11:30am-3:00pm TBD?)** *ALL Staff Welcome to Camp Lunch* (EVERYONE: including Interns, Clinical Practicum Students, College-Level Camp Counselors, Program Assistants & YakCare Managers); Camp Administrators and Professional Faculty treat you to Tex-Mex Burrito or Salad Bar lunch at the church
- **June 18 (3:00pm-6:00 TBD?)** *Professional Faculty Prep & Planning please bring laptop today and every day you are onsite at the church*

	<p>→ June 19- (9:00-3:00?-TBD) <i>YakCare Coordinator onsite planning</i></p> <p>→ June 19- (9:00-6:00?-TBD) <i>Move-in & Set-up; Continued Prep & Planning for Professional Staff please bring laptop today and every day you are onsite at the church</i></p> <p>→ June 20 (10:30-12:00) - <i>Yak Apprentice Group Orientation; Arrival and Introductions;</i></p> <ul style="list-style-type: none"> ◆ 10:30-11:15 - Camp Director meets with parents and YAs (in room 209) ◆ 11:15-12:00 - YA Instructors/Camp Coach team building activity/program review with Yak Apprentices (Room 209) <p>→ June 20- (12:30pm-6:00pm) <i>New Camper Orientation; Admin, Professional Faculty and ALL Interns & Clinical Practicum Students required (Heather prep activities and assign 3 white shirts to run them); Location: Mountain Park Church; refreshments provided</i></p> <p style="text-align: center;">REMINDER: Returning campers from previous years ARE NOT REQUIRED to attend, but can come if they would like.</p> <p>Orientation Schedule for NEW Campers with Special Needs</p> <ul style="list-style-type: none"> ◆ All New General Camp Campers Starting Camp on WEEK 1 or 2: 1:30-3:00pm ◆ All New Campers (including Buddies and JCC Programs) Starting Camp on WEEK 3, 4 or 5: 3:30-5:00pm ◆ All New JCC's Intake 3:30-4:30pm ◆ All New Buddies Campers 1:00-3:30 then 4:30-6:00pm - Camp Administration will call families to schedule appointments.
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WEEK 1: June 22-26, 2020

SUPERYAK UNDER THE SEA

SLP/Clinical Practicum & OT Fieldwork Groups:	SLP/Clinical Practicums - TBD
	OT: No OT Fieldwork this week

- **June:** Offsite Directors & Admin Staff Duties
- **June 19:** Camp Registrar sends camper team and team leader photo/bio information to WEEK 1 participants
- **June 19:** Due date to complete CYY's Online Training for Week 1 Camp Counselors
- **June 21 :** WEEK #1 Sunday Camp Set Up Day
 - 12:30pm-7:00pm** - Directors & Admin Staff
 - ◆ **1:00-7:00pm** - **Interns** - camp preparations
 - ◆ **1:30-6:00pm** - **ALL** Professional Faculty and Class Instructors **REQUIRED**; Receive and provide additional training, meet with students you are supervising and assistance in final camp preparations; **Camp Counselors & Interns required 1:30-6:00**
 - ◆ **2:00-5:30pm** - ALL College-Level Staff (including Interns, Clinical Practicum Students and College-Level Camp Counselors) receive additional training, meet with supervisors and assist in final camp preparations
 - ◆ **4:00-5:00pm** - Week 1 Only - Teen Camp Counselor Orientation for camp tour, Q & A, and pick up staff t-shirt lead by Staff Coordinator (there is not a Week 1 Job Shadow opportunity)
 - ◆ **NEW** - 5:00-6:00pm - YakCare Teen Support Training & Onsite Preparation
- **June 22 (9:45-10:15)** - Med Drop off with Nurse in lower parking lot.
- **June 22-26 (8:00am-4:00pm)** - CYY WEEK #1 with campers, ALL WEEK 1 Staff
 - ◆ Class Instructors & Program Assistants work from 8:00am-4:00pm and Professional Faculty work from 8:00am to 4:30pm
- **June 22 (10am-11:30am)** - Coffee, Tea & Empathy Parent Support Meeting after Camper Drop Off- visiting, CYY provided treats, guest speaker, connection with parents from Camp Board of Directors
- **June 24 (3:30-4:00pm)** *SLP Round Table Discussion* (for any staff interested in the speech pathology field to attend) in gym building in lower classroom
- **June 24** Registrar post list of Week 1 campers who are not returning over the "office" area/assign groups to Instructors
- **June 24:** All professionals and class instructors add one written content and photo example of a lesson to their role manual. Email link to heather@campyakettyak.org for her to sign off as completed.
- **June 25 (8:30am-4:30pm)**- Job Shadow for WEEK 2 Camp Counselors/Volunteers
- **June 25 (3:30-4:00pm)** - *Week 1 Staff Thank You Reception*; Gym
- **June 25-26 (3:00-3:30pm)**- *Participation Reports* for Week 1 Campers that are not returning must be completed by all Instructors and CST to be reviewed by Admin

This calendar is subject to change.

- **June 26 (2:15-3:00pm)** - End of Week Friday Family Party, all campers/Buddies/JCC campers and staff are welcome, Gym
- **June 26:** Office Administrator provides invoice template for all paid staff (8:00-noon)
- **June 26 (3:00-4:00pm)** - ALL Staff tidy church for Sunday services



WEEK 2: July 6-10, 2020

SUPERYAK AND A GALAXY FAR, FAR AWAY

SLP/Clinical Practicum & OT Fieldwork Groups:	SLP/Clinical Practicum - TBD
	OT: No OT Fieldwork this week

- **June 24:** Due date to complete CYY's Online Training for Week 2 Camp Counselors
- **July 2:** Camp Registrar sends camper team and team leader photo/bio information to WEEK 2 participants
- **July 5:** Offsite Directors & Admin Staff Duties
- **July 5 :** WEEK #1 Sunday Camp Set Up Day
 - 12:30pm-7:00pm** - Directors & Admin Staff
 - ◆ **1:00-7:00pm - Interns** - camp preparations
 - ◆ **Yak Apprentice Meeting: (2:30-3:30)** with department supervisors, get t-shirt, review individual schedules, expectations so ready for first day; Admin staff, Camp Coaches required
- **July 6 (9:45-10:15)** - Med Drop off with Nurse in lower parking lot.
- **July 6 (10am-11:30am)** - Coffee, Tea & Empathy Parent Support Meeting after Camper Drop Off- visiting, CYY provided treats, guest speaker, connection with parents from Camp Board of Directors
- **July 6-10 (8:00am-4:00pm)** - CYY WEEK #2 with campers, ALL WEEK 2 Staff
 - ◆ Class Instructors & Program Assistants work from 8:00am-4:00pm and Professional Faculty work from 8:00am to 4:30pm
- **July 8** Registrar post list of Week 2 campers who are not returning over the "office" area/assign groups to Instructors
- **July 8 (3:30-4:00pm)** *SLP Round Table Discussion* (for any staff interested in the speech pathology field to attend) in gym building in lower classroom
- **July 8:** Due date to complete CYY's Online Training for Week 3 Camp Counselors
- **July 9 (8:30am-4:30pm)**- Job Shadow for WEEK 2 Camp Counselors/Volunteers
- **July 9 (3:30-4:00pm)** - *Week 2 Staff Thank You Reception*; Gym
- **July 9:** All professionals and class instructors add one written content and photo example of a lesson to their role manual. Email link to heather@campyaketyak.org for her to sign off as completed.
- **July 9-10 (3:00-3:30pm)**- *Participation Reports* for Week 2 Campers that are not returning must be completed by all Instructors and CST to be reviewed by Admin

This calendar is subject to change.

- **July 9-10:** Clinical Supervisors: conduct SLP MIDTERM REVIEWS 20-min by appointments
- **July 10:** Office Administrator provides invoice template for all paid staff (8:00-noon)
- **July 10 (2:15-3:00pm)** - End of Week Friday Family Party, all campers/Buddies/JCC campers and staff are welcome, Gym
- **July 10 (3:00-4:00pm)** - ALL Staff tidy church for Sunday services



WEEK 3: July 13-17, 2020

SUPERYAK AND THE TREASURE HUNTERS

SLP/Clinical Practicum &
OT Fieldwork Groups:

SLP/Clinical Practicum - TBD

OT: No OT Fieldwork this week

- **July 8:** Due date to complete CYY's Online Training for Week 3 Camp Counselors
- **July 10:** Camp Registrar sends camper team and team leader photo/bio information to WEEK 3 participants
- **July 10:** Week 2 Invoice Template due 8am-12pm, late invoices will not be processed until the next pay day.
- **July 11:** Offsite Directors & Admin Staff Duties
- **July 12 :** WEEK #1 Sunday Camp Set Up Day
12:30pm-7:00pm - Directors & Admin Staff
 - ◆ **1:00-7:00pm** - Interns - camp preparations
- **July 13 (9:45-10:15)** - Med Drop off with Nurse in lower parking lot.
- **July 13 (10am-11:30am)** - Coffee, Tea & Empathy Parent Support Meeting after Camper Drop Off- visiting, CYY provided treats, guest speaker, connection with parents from Camp Board of Directors
- **July 13-17 (8:00am-4:00pm)** - CYY WEEK #3 with campers, ALL WEEK 1 Staff
 - ◆ Class Instructors & Program Assistants work from 8:00am-4:00pm and Professional Faculty work from 8:00am to 4:30pm
- **July 15** Registrar post list of Week 3 campers who are not returning over the "office" area/assign groups to Instructors
- **July 15:** Due date to complete CYY's Online Training for Week 4 Camp Counselors
- **July 15 (3:30-4:00pm)** SLP Round Table Discussion (for any staff interested in the speech pathology field to attend) in gym building in lower classroom
- **July 15-17:** Intern Mid-Term Reviews with Camper Support Team, 20-min appointment during camp day, scheduled by Staff Coordinator
- **July 16 (8:30am-4:30pm)**- Job Shadow for WEEK 4 Camp Counselors/Volunteers
- **July 16 (3:30-4:00pm)** - Week 3 Staff Thank You Reception; Gym

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- **July 16:** All professionals and class instructors add one written content and photo example of a lesson to their role manual. Email link to heather@campyaketyyak.org for her to sign off as completed.
- **July 16 or 17** Yak Apprentice Mid-Term Review with supervisors
- **July 16-17:** Clinical Supervisors: conduct SLP FINAL REVIEWS, 20-min by appointments
- **July 16-17 (3:00-3:30pm)-** *Participation Reports* for Week 3 Campers that are not returning must be completed by all Instructors and CST to be reviewed by Admin
- **July 17 (2:15-3:00pm)** - *End of Week Friday Family Party*, all campers/Buddies/JCC campers and staff are welcome, Gym
- **July 17:** *Director of Operations provides invoice template* for all paid staff (8:00-noon)
- **July 17 (3:00-4:00pm)** - *ALL Staff tidy church* for Sunday services



WEEK 4: July 20 - 24

SUPERYAK AND THE SOCIAL SLEUTHS

SLP/Clinical Practicum & OT Fieldwork Groups:	SLP/Clinical Practicum - TBD
	Pacific OT Fieldwork "A Group" Students this week

- **July 15:** Due date to complete CY's Online Training for Week 4 Camp Counselors
- **July 17:** Camp Registrar sends camper team and team leader photo/bio information to WEEK 4 participants
- **July 18:** Offsite Directors & Admin Staff Duties
- **July 19 :** WEEK #1 Sunday Camp Set Up Day
 - 12:30pm-7:00pm** - Directors & Admin Staff
 - ◆ **1:00-7:00pm - Interns** - camp preparations
 - ◆ **Pacific OT "Group A" Orientation - 1-3:00pm onsite**, review roles/expectations, receive assigned station at camp, help prepare common OT spaces
- **July 20 (9:45-10:15)** - Med Drop off with Nurse in lower parking lot.
- **July 20 (10am-11:30am)** - Coffee, Tea & Empathy Parent Support Meeting after Camper Drop Off- visiting, CY provided treats, guest speaker, connection with parents from Camp Board of Directors
- **July 20-24 (8:00am-4:00pm)** - CY WEEK #4 with campers, ALL WEEK 4 Staff
 - ◆ Class Instructors & Program Assistants work from 8:00am-4:00pm and Professional Faculty work from 8:00am to 4:30pm
- **July 22 (3:30-4:00pm)** *SLP Round Table Discussion* (for any staff interested in the speech pathology field to attend) in gym building in lower classroom
- **June 22** Registrar post list of Week 4 campers who are not returning over the "office" area/assign groups to Instructors

This calendar is subject to change.

- **July 22:** Due date to complete CYC's Online Training for Week 5 Camp Counselors
- **July 23 (8:30am-4:30pm)**- Job Shadow for WEEK 2 Camp Counselors/Volunteers
- **July 23 (3:30-4:00pm)** - *Week 4 Staff Thank You Reception*; Gym
- **July 23-24 (3:00-3:30pm)**- *Participation Reports* for Week 4 Campers that are not returning must be completed by all Instructors and CST to be reviewed by Admin
- **June 23:** All professionals and class instructors add one written content and photo example of a lesson to their role manual. Email link to heather@campyaketyak.org for her to sign off as completed.
- **July 23-24:** Clinical Supervisors: conduct SLP MIDTERM REVIEWS, 20-min by appointments
- **July 24:** *Final Review for Fieldwork 1 "B Group"* with your OT supervisor by appointment between 8:00am - 4:00pm
- **July 24 (2:15-3:00pm)** - *End of Week Friday Family Party*, all campers/Buddies/JCC campers and staff are welcome, Gym
- **July 24:** *Director of Operations provides invoice template* for all paid staff (8:00-12:noon)
- **July 24 (3:00-4:00pm)** - *ALL Staff tidy church* for Sunday services



WEEK 5: JULY 27-31

SUPERYAK ON THE ECO TRACK

SLP/Clinical Practicum &
OT Fieldwork Groups:

SLP/Clinical Practicum -TBD

Pacific OT Fieldwork "B Group" Students this week

- **July 22:** Due date to complete CYC's Online Training for Week 5 Camp Counselors
- **July 24:** Camp Registrar sends camper team and team leader photo/bio information to WEEK 4 participants
- **June 24:** Registrar make lists of Week 5 campers to disperse to Instructors and CST for final Weekly Participation Reports/assign groups to Instructors
- **June 24:** All Red Shirts begin working on Participation Reports
- **July 25:** Offsite Directors & Admin Staff Duties
- **July 26 :** WEEK #5 Sunday Camp Set Up Day
12:30pm-7:00pm - Directors & Admin Staff
 - ◆ **1:00-7:00pm - Interns** - camp preparations
 - ◆ **Pacific OT "Group B" Orientation - 1-3:00pm onsite**, review roles/expectations, receive assigned station at camp, help prepare common OT spaces
- **July 27 (9:45-10:15)** - Med Drop off with Nurse in lower parking lot.
- **July 27 (10am-11:30am)** - Coffee, Tea & Empathy Parent Support Meeting after Camper Drop Off- visiting, CYC provided treats, guest speaker, connection with parents from Camp Board of Directors
- **July 27-31 (8:00am-4:00pm)** - CYC WEEK #4 with campers, ALL WEEK 4 Staff

This calendar is subject to change.

- ◆ Class Instructors & Program Assistants work from 8:00am-4:00pm and Professional Faculty work from 8:00am to 4:30pm
- **July 29 (3:30-4:00pm)** *SLP Round Table Discussion* (for any staff interested in the speech pathology field to attend) in gym building in lower classroom
- **July 30 (3:30-4:00pm)** - *Week 5 Staff Thank You Reception*; Gym
- **July 30:** All professionals and class instructors add one written content and photo example of a lesson to their role manual. Email link to heather@campyaketyyak.org for her to sign off as completed.
- **July 30-31 (3:00-3:30pm)-** *Participation Reports* for Week 5 Campers must be completed by all Instructors and CST to be reviewed by Admin
- **July 30 or 31:** *Yak Apprentice Final Review* with supervisors
- **July 30-31:** Clinical Supervisors: conduct SLP FINAL REVIEWS, 20-min by appointments
- **July 31:** *Director of Operations provides invoice template* for all paid staff (8:00-noon)
- **July 31:** *Final Review for Fieldwork 1 "B Group"* with your OT supervisor by appointment between 8:00am -4:00pm
- **July 31: 2:15-3:00pm** - *End of Week Family Party*, all campers/Buddies/JCC campers and staff are welcome, Gym;
- **July 31:** Collect family and staff surveys
- **July 31: 4:00-8:00pm-** *Camp Sort & Pack Night* organize, sort and pack camp materials after camp - All Directors, Admin, Class Instructors only, and Interns - Pizza and salad provided. Clinical Supervisors, OT and Camper Support Team (except Class Instructors, Nurse) leaves at 3:00pm since they come at 8am the next day. Print a copy for each student in preparation for final review appointment for the next day.

FINAL CAMP CLOSE UP DUTIES- AUGUST

- **August 1: 8:00am-12:00pm-** *Final Camp Clean-Up & Storage Day* - All Directors, Admin, Professional Faculty and Interns and Clinical Practicum Students (no Class Instructors, No OTs, No Nurse)
 - ◆ Intern & Clinical Practicum Final Review by appointment
 - ◆ Stipend of \$599 provided to interns who have met or exceeded expectations.
 - ◆ Directors & Admin staff work until 4:00 this day to ensure all church site is returned to precamp condition, storage of supplies secure and off season camp office organized
- **On or Before August 9:** Contractor payments for Week 5 will not be made on August 9th, as with the other weeks of camp. Due to many final duties needing to be completed in a short period of time, CYY will run the direct deposit payment to contractors on Friday, August 16th.
- **On or Before August 15:** Camper Participation Reports emailed to families (Comments/Observations from all Blue Shirts who worked with the child complete before July 31, RED Shirt review and add additional recommendations complete before August 8th)