



Korean Culture Camp

Homeroom Aide Volunteers

June 2011

Thank you for volunteering to work as a Homeroom Aide at Korean Culture Camp this year from August 1-6! We hope your experience is enjoyable. This letter has the important information you need to begin camp. If you have any questions, do not hesitate to call us.

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 30**, 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 orientation sessions on Monday in the library, one at 10:10 a.m. and the other at 1:40 p.m. Please have one aide per classroom come to the morning session and one to the afternoon session.

Substitutes: HR Aides are to attend camp all week, including the Saturday program, unless you've made other arrangements with the coordinators. In case of emergency or illness, call Jackie Wells at 763-529-5234 (h) or 763-213-6037 (c).

- You Will Need:**
- Waist pack or backpack for your personal items
 - Tote bag to carry camp items
 - Pen, notebook and a few extra pencils
 - Homeroom Aide Letter (this letter!)

Monday:

- Come to the Homeroom Aide Table to check in with us 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.
- **Be in your homeroom by 9:00 a.m. please** (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 are to remain confidential. If classroom behavior of the child is involved, 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 info for a classroom directory. Please have parents fill in their phone, email and/or address beginning on Monday, on the sheet provided in your supplies.
- Camper pickup can be hectic. Please have parents note who will pickup their child on the sheet provided in your supplies. This is especially important for grades PK, K, 1, 2, and 3.



... fun, food and friendship

- Campers choose either tae kwon do or dance on Monday. This choice is for all 5 days; campers may not switch.
- Assembly begins at 9:45 a.m. in the gym. Seat your campers in their assigned area promptly.
- Report all camper, teen or aide absences to the Homeroom Aide Table after assembly.
- Your class will meet your Teen Volunteers at assembly. Their primary responsibility is being a big sister or big brother to the campers. Please do not leave teens alone in class with the campers. A separate “teen tips” note will be emailed to you before camp.

Daily Duties:

- **At least one HR Aide must be in homeroom by 9:00 a.m. on Monday and by 9:15 on Tuesday – Friday.** One HR 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 **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 nametags. Pick up around the room, if needed. Close ALL windows and turn off ALL lights. One HR 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 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: We are a camp with goals 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. In cases of camper issues, 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. Again, thank you so much for volunteering, and here’s to a great KCC 2011!

Sincerely,
Korean Culture Camp Homeroom Aide Coordinators

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