

2010 NECYSC

Parents-On-Duty Responsibility Check List For **MORNING (05:00 A.M. to 11:00A.M)** Shift

Sign in at the lobby front desk, carry out any follow-up action items from previous shift, and document all special events. Consult with camp staff for instructions.

Morning shift page 1

5:00 - 7:00 AM

- Patrol/check the 4 floors hallway and stairway (Angela Hall) every half hour.
- Unauthorized persons are not allowed to enter the front main entrance before 7:30 A.M.
- No campers are allowed to go out without permission before 7:30 A.M.

7:00 – 8:00 AM

- Patrol/check the 4 floors hallway and stairway (Angela Hall). Some campers are still sleeping, so make sure the noise level is kept to a minimum.

8:00 - 8:30 AM

- Make sure that classroom doors are open. Deliver bottled water.
- Check with education, help teacher move material to class room, gym, dance studio
[See "How to: Deliver Material to Classroom"](#)

09:30 - 10:00 AM

- Judge the daily clean room competition, please knock before opening closed doors.
[See "How to: Clean Room Competition"](#)
- Update Clean Room Contest Winner Award Form
- Deliver camp drinking water to the teachers and refill water cooler.
[See "How to: Deliver Water and Ice Coolers"](#)
- Check that all Angela Hall camper bedroom doors are **open** during this time (and throughout the entire day). Staff doors may remain closed.
Make sure that all fans are off.

10:00 - 11:00 AM

- Check classrooms and hallways during breaks to make sure the camp rules are enforced.
(Suggested check times: 10:20 -10:45 A.M.)
- Check that all Angela Hall camper bedroom doors are **open** during this time (and throughout the entire day). Staff doors may remain closed.

Pack day program snack (9 groups), no nuts!

OTHER

- Provide transportation for camp teachers as needed
- Assist camp teachers from Taiwan as required.
- Enforce campers and visitors wearing name tag. [See "How to: Name Tag Enforcement"](#)
- Help out with other camp chores as needed.

Emergency Contacts	Location	Telephone
Front Desk	Lobby	781-768-8128
Director (Janis Gee)	Room 101	781-768-8386
Director(De Yang Qu)	Room 101	608-332-2019
Assistant Director(T. Hsu)	Room 102	774-275-0725
Nurse (Eileen Hickey)	Room 200	781-768-7759
Campus Police		X 7111
Weston Emergency	(Cellular)	1-781-893-2323

*Thank you very much for your support and cooperation.
It's all for the safety and wellbeing of our children.*

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Parents-On-Duty Responsibility Check List For **Afternoon (10:00 AM to 5:00 P.M.)** Shift

Sign in at the lobby front desk, carry out any follow-up action items from previous shift, and document all special events. Consult with camp staff for instructions.

Afternoon shift page 1

10:00 AM – 1:00 PM

Check classrooms and hallways during breaks to make sure the camp rules are enforced. Make sure that all fans are off in dorm rooms.

- Lunch patrol: Check that all Angela Hall camper bedroom doors are **open** during this time (and throughout the entire day). Please knock before opening closed doors. Staff doors may remain closed.
- Refill water cooler when needed and deliver water to the teachers.
- Bring water and snack to the field when needed [See "How to: Deliver Water and Ice Coolers"](#)
- Assist campers in cafeteria during lunch when needed (one POD).

11:00 AM – 12:00 PM

- Day Camp snack packages delivered to Day Camp (groups 1-9) in the Multipurpose room.

2:30 - 2:45 PM

- Check classrooms and hallways during breaks to make sure the camp rules are enforced.
- Check that all Angela Hall camper bedroom doors are **open** during this time
 - (and throughout the entire day). Please knock before opening a closed door. Staff doors may remain closed.

2:45 PM

- Get ice from cafeteria for 3:30 P.M. snack time. [See "How to: Deliver Water and Ice Coolers"](#)

3:30 – 4:00 PM

- Deliver camp drinking water and re-fill water cooler.
- Setup and help serve snack [See "How to: Snack Setup and Assistance"](#)

OTHERS

- Assist camp teachers from Taiwan as required.
- Enforce campers and visitors wearing name tag. [See "How to: Name Tag Enforcement"](#)
- Help out with other camp chores as needed.
- Provide transportation for camp teachers as needed.

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Parents-On-Duty Responsibility Check List

For **Evening (5:00 PM to 11:45 PM)** Shift

Sign in at the lobby front desk, carry out any follow-up action items from previous shift, and document all special events. Consult with camp staff for instructions.

Evening shift page 1

5:00 – 7:30 PM

- Dinner patrol: Check that all Angela Hall bedroom doors are **open** during this time (and throughout the entire day). Please knock before opening a closed door. Staff doors may remain closed.
- Assist campers in cafeteria during dinner when needed (one POD).

6:45 PM

- Get ice from cafeteria at 6:45 P.M. for 9:00 P.M. snack time. (Cafeteria closes at 7:00 P.M.).
[See "How to: Deliver Water and Ice Coolers" for details.](#)

7:00 – 11:00 PM

- 2 groups of 2 parents conduct campus patrol every hour on the hour. [See "How to: Evening Campus Patrol"](#)
- Enforce campers and visitors wearing name tag. . [See "How to: Name Tag Enforcement"](#)

9:00 – 9:30 PM

- Set up and help serve snack. [See "How to: Snack Setup and Assistance"](#)

10:30 PM

- Clean up the snack area.
- Make sure all the guest/visitors have left the dormitory. [See "How to: Night Curfew & Monitor"](#)
- Lock the front main entrance door.
- Do not allow any unauthorized person to enter the dormitory.
- CITs and Counselors do the first sweep check that campers are in their rooms with lights out,
- POD take over from CIT/Counselor's first sweep at 10:45pm. POD should perform curfew duties until 11:45pm

11:00 P.M.

- Make sure no guests/visitors in the dormitory.
- Check two side doors to make sure they are closed. [See "How to: Night Building Outside Patrol"](#)
- POD should make second curfew sweep- no flashlights, one camper per bed, etc.
[See "How to: Night Curfew & Monitor"](#)

11:30 PM

- Two POD begin sweeping outside grounds every half hour – please use a flashlight for your safety and a walkie talkie to coordinate with the POD patrolling each floor.
- Inside POD should be in the middle of floors and should use walkie talkies to coordinate with the PODs outside.
- One POD should be at the front desk at all times

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Parents-On-Duty Responsibility Check List For **OVERNIGHT (11:00 P.M. to 05:00 A.M.)** Shift

Sign in at the lobby front desk, carry out any follow-up action items from previous shift, and document all special events. Consult with camp staff for instructions.

Overnight shift page 1

11:00 P.M.

- Make sure no guests/visitors in the dormitory.
- Check two side doors to make sure they are closed. See "[How to: Night Building Outside Patrol](#)"
- POD should make second curfew sweep- no flashlights, one camper per bed, etc.
See "[How to: Night Curfew & Monitor](#)"

11:30 PM

- Two POD begin sweeping outside grounds every half hour – please use a flashlight for your safety and a walkie talkie to coordinate with the POD patrolling each floor.
- Inside POD should be in the middle of floors 1, 2, 3 and 4 and should use walkie talkies to coordinate with the PODs outside.
- One POD should be at the front desk at all times

11:00 P.M. – 00:15 A.M.

- Check each room of your assigned floor. See "[How to: Night Curfew & Monitor](#)"
- Check the shower rooms and stairways.
- Make sure every camper is in his/her room.
- Make sure every dormitory room is unlocked.
- Make sure no window screen is taken down or opened.
- Report immediately to Camp director if any camper is missing.
- Sign and return the camper list to the front lobby after you have completed the room check.

00:00 AM

- Check in with Head Counselor(s) for art activity preparation (17 boxes, approx 20 pieces each)

12:30 PM CIT CURFEW

- POD should not be allowing CITs out of Angela between 12:30 AM and 7:30AM, and CITs should be in their rooms at 12:30AM

1AM Counselor Curfew

11:00 PM – 5:00 AM

- At least 2 parents should stay awake at all times See "[How to: Night Curfew & Monitor](#)"
- Patrol/check the 4 floors hallways and the stairways **at least** every hour on the hour.
- Do not allow entry from the front main entrance to any unauthorized person.
- Do not allow campers to go out without Director, Assistant Director, or Head Counselor(s) permission.
- Stay in the front lobby at all times except during patrolling.
- Help camp staff do the laundry (get the laundry card from assistant director for laundry machine). See "[How to: Laundry Assistance](#)"

Others

- Help out with other camp chores if needed.

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