

Parent Contract

Junior Counselor Program

Counselor's Name _____ Date of Birth _____

School _____

Parents' Names _____

Counselor's Address _____

Telephone(home) _____ (Parent work) _____

Street City Zip Code

Following are the requested attendance days and fees due. **Jr. Counselors work 9:00 am – 1:00 pm unless other arrangements are made with the Center Director.** I understand that I must pay the administrative fee for all days contracted, regardless of my child's absence for any reason. *The administrative fee is \$30 per week, and the recommended hourly fee (paid back to the student by the center) is \$2 per hour worked. The center cannot pay the student until the fees are received from the parent.*

2019 Dates	Circle requested days All times are 9:00 am–1:00 pm	Administrative Fee	Hourly Fee
June 17-21	M T W Th F		
June 24-28	M T W Th F		
July 1-5	M T W Th(closed) F(closed)		
July 8-12	M T W Th F		
July 15-19	M T W Th F		
July 22-26	M T W Th F		
July 29-August 2	M T W Th F		
August 5-9	M T W Th F		
August 12-16	M T W Th F		
August 19-23	M T W Th F		
		Total Administrative Fee	Total Hourly Fee

Parent Signature _____

Total Fees Due \$ _____

Gretchen's House Child Care Centers
 4531 Concourse Drive
 Ann Arbor, MI 48108
 www.gretchenshouse.com
 734.761.2576

Student Application Junior Counselor Program

Name _____ Date of Birth _____

School _____

Address _____
Street
City
Zip

Telephone _____

I wish to work at Gretchen's House (check one):

<input type="checkbox"/> 700 Mt. Vernon	<input type="checkbox"/> 721 Mt. Pleasant	<input type="checkbox"/> 1745 W. Stadium
<input type="checkbox"/> 2625 Traver	<input type="checkbox"/> 2340 Oak Valley	<input type="checkbox"/> 1580 Dhu Varren
<input type="checkbox"/> 1735 S. Wagner/WISD	<input type="checkbox"/> Chelsea	<input type="checkbox"/> Little Huskies - Houghton

I understand that I am committing to be at the center for all days indicated below. **The schedule will be 9:00 a.m. to 1:00 p.m. unless other arrangements are made with the Center Director.** If I must make a change in this schedule I will call my center and notify them as early as possible. I will return the required forms before my first scheduled day. I have read the outline of the Junior Counselor Program and the "Guidelines for Living with Children" and will comply with them.

Week	Attendance Days	Administrative Fee	Hourly Fee
2018 Dates	Circle requested days All times are 9:00 am–1:00 pm		
June 17-21	M T W Th F		
June 24-28	M T W Th F		
July 1-5	M T W Th(closed) F(closed)		
July 8-12	M T W Th F		
July 15-19	M T W Th F		
July 22-26	M T W Th F		
July 29-August 2	M T W Th F		
August 5-9	M T W Th F		
August 12-16	M T W Th F		
August 19-23	M T W Th F		

Jr. Counselor Signature _____ Date _____

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Guidelines for Living With Children

Ask a child “Do you want ...” only when you really intend to give him a choice. Be prepared to accept his right to decide: “No, I don’t want to ...”

Put suggestions or directions for behavior in positive rather than negative form. Avoid “don’t.” Children are doers not “don’t-ers.”

Build a positive self-image in the child by your interaction with him. Belittling, shaming, or labeling as “bad,” “naughty,” etc. do not encourage self-esteem.

Avoid comparing one child with another. Avoid competitive situations where children compare themselves with others. Encourage the child to become the best that he/ she can be.

Use simple language and a clear, firm voice when setting limits. Save shouting for an emergency only.

Avoid making models in art media for children to copy. Show the possibilities of new materials without models.

Give children the help that they need, but do not do for them what they can do for themselves (just because you can do it better or faster). Exception: when a child is having a bad day or isn’t feeling well.

Help each child to experience success as often as possible. Commend his small efforts and successes if he is trying his best.

Avoid using the word “nice” at all. It infers a judgement about a child or his work which is not ours to make. Instead use words like “polite, thoughtful, considerate” for behavior and phrases like “I see you spent a lot of time on that” or “Your work has a lot of red in it”, etc. for projects.

Reinforce your words, directions, and suggestions with appropriate accompanying action. Follow through and be clear.

Encourage the children to care for and clean-up their own areas. Remember, it is their job to care for their own materials. You are the helpful teacher who assists them.