



# HEADS UP

## SUMMER PROGRAM

PROGRAM GUIDELINES

2024

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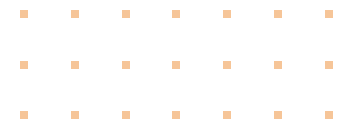
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# Program Background



## Objectives



This program offers youth aged 12 – 17 the opportunity to learn life-skills and gain business experience within the community. During the first 2 weeks, they will benefit from enriching lessons and activities that will be beneficial to the future working careers of the participants.

During the final week of the program, their new skills will be exercised through the operation of a real business. The success of the business will depend on the participants' application of life and business skills.

The program also provides enjoyable activities and day trips for youth to enjoy and become familiarized with their peers. They will also have the opportunity to visit local businesses and organizations to get an idea of possible careers in and around the community. Friday, July 14th (1st session) and Thursday, August 3rd (2nd session) are half days, and will be a wrap up and pizza party for the participants.

# Program Schedule



**2024**



## Session 1: June 25 - July 12

### Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 23	June 24	June 25 <b>Camp Starts</b>	June 26	June 27	June 28	June 29
June 30	July 1 <b>No Camp (Holiday)</b>	July 2	July 3	July 4	July 5	July 6
July 7	July 8	July 9	July 10	July 11	July 12 <b>Camp Ends (Half-Day)</b>	July 13

## Session 2: July 23 - August 8

### Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 21	July 22	July 23 <b>Camp Starts</b>	July 24	July 25	July 26	July 27
July 28	July 29	July 30	July 31	August 1	August 2	August 3
August 4	August 5	August 6	August 7	August 8 <b>Last Day (Half-day)</b>	August 9	August 10

# Application & Requirements



## 1 Age Range

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This program is offered to youth aged 12 – 17

## 2 Group Size

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There will be a maximum of 16 participants per session. The participants of the program will be chosen by a first come first served basis on receiving the registration form and payment for either session.

## 3 Registration

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Complete the online registration form found at [tewa.ca/heads-up-program](http://tewa.ca/heads-up-program)

## 4 Payment

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There is a \$30.00 registration fee which will cover the cost of all outings and transportation during the day. This can be paid by cash or cheque.

It is recommended to apply for a Social Insurance Number which can be done in person at 245 Saint-Jean-Baptiste Boulevard, Suite 101  
Further information can be found at  
<https://www.canada.ca/en/employment-socialdevelopment/services/sin/apply.html> including required documentation

# Program Guidelines



## Code of Conduct

- **Behavioral Expectations:** Fighting, swearing, bullying, and disrespect are not tolerated.
- **Disciplinary Action:** Participants receive one warning for behavioral infractions. A second infraction may result in dismissal.
- **Cell Phone Policy:** Cell phone usage is prohibited during session hours. Phones must be turned off throughout each day's session.
- **Appearance and Uniforms:** Uniforms will be provided and worn on business days. Clean and presentable attire is expected.
- **Operating Equipment:** Safety lessons and demonstrations will be provided before participants operate equipment.

## Employee for a Day

- **Program Participation:** Participants will engage in a three-day "employee for a day" program at local businesses. They must arrive on time, dress professionally, and make their own travel arrangements.

# Program Guidelines



## Attendance and Participation



- **Attendance:** Participants are required to attend all days and outings. Missing more than 2 days may result in dismissal.
- **Lateness:** Repeated lateness may lead to dismissal. Sessions run from 9:00 am to 12:00 pm and 1:00 pm to 3:00 pm.
- **Summer School Conflict:** Participation in the Heads Up Program is not recommended if an applicant is required to attend summer school.

## Financial and Business




- **Tips Distribution:** Tips made during the program will be divided and distributed at the end of the 3-day business venture.
- **Financial Support:** Tewatohnhi'saktha will provide a non-repayable financial contribution for each group's businesses.
- **Payment:** Participants will receive a cheque based on their participation after the final day of the camp.

# Contact Information



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