



"KEY" Affidavit 2010



PIERCE CAMP BIRCHMONT

WINTER: 37 Mineola Avenue, Roslyn NY 11576 PH: 516 621 5035 Fax: 516 621 0489

SUMMER: 693 Gov. John Wentworth Hwy, Wolfeboro NH 03894 PH: 603-569-1337 Fax: 603-569-5813

SUMMER NOTE: DO NOT CALL BEFORE 8:00AM OR AFTER 11:00PM. PHONE RINGS IN DIRECTORS' CABIN!

www.campbirchmont.com

mail@campbirchmont.com

Camp 2010

Dear Staff Member,

Welcome to **Camp Birchmont!** We're all looking forward to **SUMMER 2010** and we're glad you'll be joining our fine staff. What follows is a condensed outline of some of the responsibilities and expectations that we see as "**key**" to being successful at camp.

Please read, sign, date and return the page marked "**Sign & Return**" as it will become part of your permanent personnel file. If possible, email the page rather than snail mail it.

- You are required to complete and sign a Contract. Additionally, during Orientation you will complete forms "I-9" (all new staff) and "W-4". Be sure to make it your **PRIORITY** to complete these documents *so that you may receive your paychecks*.
- All international counselors must have a J-1 working visa, which you obtain through your sponsoring agency (CCUSA, BUNAC, Camp America, Camp Leaders, etc.).
- In order to process paychecks, all staff, including internationals, **need** to have a social security number. If your sponsoring agency offers a chance to sign up for a Social Security card upon arrival in the USA, do it then! Don't wait! *Internationals, check with your sponsoring agency for the best procedure.*
- **If you know or even suspect you will not be able to work until August 15th we must be told immediately. YOUR SALARY and critical cabin coverage issues are involved. No surprises, please. Early departure will result in the loss of the 20% completion of contract bonus, plus a per diem loss of pay—unless arranged prior to the summer!**

TRANSPORTATION/TRAVEL

Unless otherwise stated on your contract, you are required to arrive in camp on **Sunday, June 20th** by 9:00 PM (except Waterfront staff and Group Leaders due **Friday, June 18th** and those support staff arriving **Monday, June 14th** by bus in Dover). Any other arrivals must be approved by the Directors in advance.

Car

- You may drive to camp. **Driving directions are included**. For any additional directions, please call us.





BUS:

- If you are coming from the New York City area, from the New York Port Authority (www.panynj.com; 800 343-9999), take the **Peter Pan Trailways bus** (www.peterpanbus.com) which departs for Boston's LOGAN AIRPORT STOP at approximately **8:30AM**. From Boston, take the **4:30PM C&J Trailways bus** (www.cjtrailways.com; 800 258-7111 or 800 237-8747) to DOVER, NEW HAMPSHIRE (this *destination* is a *change* from the previous year). Check bus schedules; time may change slightly. Due to privatized phone companies purchasing phone booths, a collect call that should cost you a dollar may cost fifteen dollars - so, **purchase and use a phone card to call camp (603 569-5861) to let us know you have arrived in Dover**. Our camp bus will pick you up at approximately 7:00 PM.
- IF YOU ARE ABLE TO FLY DIRECTLY INTO BOSTON (International staff), please do so as long as your costs are not far greater than coming via New York City.
NOTE: if you will not be able to arrive prior to 9:00PM, you should come the next day.
- The fare from New York to Boston is **approximately \$60.00** and from Boston to Dover, **approximately \$30.00** (all U.S. dollars). Please keep your receipts from these trips.
- Our **"Staff Transportation" form is included** on which you are to indicate how you will arrive at camp. **This form is to be returned to us immediately**. If possible, please email it directly to Greg Howes: GHowes@campbirchmont.com
- For those domestic staff who qualify, any travel allowance (which is based on "zones") will be noted on your contract. Regardless of your travel allowance, save and hand in all receipts.
- Junior Counselors and other local staff needing transportation are provided travel to camp on Pierce Coach Line buses, which will depart the Pierce Country Day Camp in Roslyn New York at about 10:00AM on Sunday, June 20th. Be there by 9:00AM with a box lunch. For those taking the Pierce bus, there will be no transportation reimbursement made. *There may be an additional Junior Counselor bus on or around June 23rd for those JCs taking NYS Regents Exams.*



FLIGHTS HOME

- Flights home at the end of camp on Sunday, August 15th are to be no earlier THAN 4:00PM, if from Boston, **or no earlier than 8:00PM if from New York**, as cabins and areas must be checked out and inspected before leaving. **In the event you cannot get a flight that late or on that day, you must clear your details with Greg Pierce or Greg Howes PRIOR to booking. All staff are expected to depart camp Sunday, August 15th - the last day of camp - unless cleared with Greg Pierce in advance.**

CLOTHING

- Camp will provide you with two (2) camp shirts.
- There is no required uniform. We do ask, however, that tennis staff bring "whites" for tournaments.
- Bring rain gear & proper footwear- very important!
- The official footwear at Birchmont is **sneakers**; Teva style sandals are permitted—**NO FLIP FLOPS please**.
- **Suggested clothing and equipment list is included**, to use as a **guide**. Laundry is done twice weekly. (*International Staff: Camp will provide your pillows, blankets, linens and towels.*)



LUGGAGE



If you are not bringing your own luggage to camp by car, or if you prefer to send your bags separately:

- You may choose to use the services of United Parcel Service (UPS) which will deliver luggage to camp (check with UPS for specific instructions), - OR -
- You may choose to use the services of a company called "Camp Trucking" which will deliver trunks or duffels to camp. You may reach Camp Trucking at **888 599 4036 (toll free number)**. Be sure to ask Camp Trucking for the date they will deliver luggage to camp; you may have to bring some clothes **with you** to "cover" a couple of days of orientation.
- All luggage arrangements and fees are your sole responsibility.

JUNIOR STAFF

NOTE: Junior staff will ride to camp on our Pierce buses with luggage and return home on Pierce buses with luggage. There will be no transportation on our camper buses.



- All staff members who are not 18 years of age by June 20th must have proof of age with you, as well as a copy of your most recent report card.
- Staff under 21 must have a parent or guardian sign their contract where indicated.
- **All staff under the age of 18 must have their parents sign the surgical release portion on the front of the Birchmont medical form.**



HEALTH ISSUES

NOTE: Bring your prescription and health insurance cards with you to camp.

- **REQUIRED:** Complete and sign the **STAFF HEALTH HISTORY** (*international staff may use the form provided by their sponsoring agency although we prefer using our form*) due by June 1st, or no later than your first day at camp. **NOTE: YOU WILL BE REQUIRED TO PROVIDE PROOF YOU ARE UP-TO-DATE IN VACCINATIONS (See Health History Form page 2).**
- **INTERNATIONAL STAFF**, please check with your sponsoring agency regarding required vaccinations and **be sure if you use their form, it documents your immunizations.**
- **THERE IS NO MEDICAL COVERAGE FOR ILLNESS.** You will either have to provide your own insurance, or pay out-of-pocket for health care that results in medical bills. Our camp doctor charges **\$70.00** per visit and has hours at camp two mornings a week.
- Full Workmen's Compensation insurance is provided for any on-duty, job-related injury.

JOB QUALIFICATION/PERFORMANCE

- In addition to your signed contract, you are **REQUIRED** to send us copies of certifications and/or letters of experience related to your job (does not apply to Kitchen, Laundry, Maintenance), *such as:*
 - WSI
 - BRONZE MEDALLION
 - ARCHERY CERTIFICATION
 - RIFLERY CERTIFICATION
 - GOLF CERTIFICATION
 - ROPES ELEMENTS TRAINING
 - EMT/AMT



- COACHING CERTIFICATIONS
 - USPTA/USPTR
 - FIRST AID/SAFETY/CPR
- Staff **PERFORMANCE EVALUATIONS** will be conducted throughout the summer. In addition to evaluating overall and specialty performance, for staff living in cabins with children, emphasis will be placed on group and cabin responsibilities. These evaluations are intended to be a constructive tool in an ongoing learning process. Our central goal is to provide the children at Birchmont with the highest quality summer experience available in resident camping.
 - All **head specialists** are to prepare and bring to camp lesson plans for approval. These lesson plans will be reviewed during Orientation. PLEASE direct any questions about these lesson plans to Greg Howes prior to June.



YOU ARE A ROLE MODEL!

- **SAFETY** is our #1 priority at all times. Never should any camper be left alone or be unsupervised. You must be able to account for every child assigned to you at every moment of the day/night.
- Proper language is expected at all times by campers and staff. Your cooperation in this regard is necessary.
- The possession and/or use of alcoholic beverages or illegal drugs on grounds is strictly forbidden and reason for *immediate dismissal*.

I have read and understand the points covered in the "Key" Affidavit and agree to abide by same if employed by Pierce Camp Birchmont for the 2010 season. I understand and authorize Pierce Camp Birchmont to conduct criminal background checks as part of the hiring process as allowable by law.

**NOTE: PLEASE COMPLETE, SIGN AND MAIL (or Email)
"SIGN & RETURN" and "STAFF TRANSPORTATION"**

STAFF *SUGGESTED* CLOTHING & EQUIPMENT

At Birchmont we do our laundry twice weekly. For example, if you have laundry on Tuesdays & Thursdays, it will be picked up in the morning and returned in the afternoon of the following day. We hope this information helps you judge how much of each item to pack. Also please keep in mind that our laundry is a commercial facility so please do not plan on putting your delicate items or items that cannot withstand high heat through our washers and dryers.

- T shirts
- Shorts
- Long Pants/J Jeans
- Bathing Suits
- Hooded Rain Poncho
- Medium Weight Jacket
- Sweatshirts
- Sweatpants
- Sleepwear
- Undergarments
- Socks

- Sneakers
- Rainy Day Shoe wear
- Heavy Duty Sandals (Teva type/NO FLIP FLOPS)

INTERNATIONAL STAFF:

Camp will provide your pillows, blankets, linens and towels.

- Laundry Bag
- Blankets/Comforters
- Pillow
- Pillow Cases
- Cot sheets (top and bottom)
- Bath or Beach Towels
- Face Cloths
- Flashlight with extra batteries
- Toilet Kit

OPTIONAL

- Zippered Sock Bag

- Water Bottle

- Softball glove

- Soccer cleats

- Tennis racquet

- Roller blades

- Hiking boots

- (Baseball) hats

NOTE:

BORROWING THE ABOVE EQUIPMENT FROM CAMPERS IS NOT ALLOWED.

DRIVING DIRECTIONS

Pierce Camp Birchmont
693 Gov. John Wentworth Hwy.
Wolfeboro NH 03894

Revised 2/9/10

IMPORTANT NOTE: If you are using a GPS navigator be sure to put our address in as 693 Governor John Wentworth Highway, Wolfeboro NH 03894. Any use of abbreviations may cause you to get directed to the wrong location.

From the New York Area - (Drive time approximately 5 ½ hours)

1. I-95 to New Haven.
2. Bear left onto I-91 North towards Hartford (Exit 48).
3. Take I-84 to the Massachusetts Turnpike, I-90 (Eastbound).
4. Take I-90 to I-290 towards Worcester.
5. I-495 North to I-95 North.
6. Take I-95 to New Hampshire (Exit 4); approximately 5 miles past the toll booth, bear left onto the Spaulding Turnpike.
7. After approximately 30-40 minutes, you will make a left turn onto Route 109 at second traffic light (Mobil "On the Run" gas & convenience store on right).
8. Continue on Route 109 for approximately 6 miles. **Camp will be on your left.**

For the town of Wolfeboro, go past camp to Route 28.
Make left and follow into center of town.

From the Boston Area - (Drive time approximately 1-3/4 hours)

Take I-95 North and follow same instructions as from New York beginning at #5.

From Portland, Maine - (Drive time approximately 1-1/4 hours)

1. Take Maine Turnpike south to Sanford, Maine, Route 109.
2. Take Route 109 west into New Hampshire.
3. Continue on Route 109. Cross over Route 16 at light (Mobil Station on your left) and continue 6 miles to camp.



BIRCHMONT STAFF TRANSPORTATION

2010



Return to office immediately

OR by email to: ghowes@campbirchmont.com

Domestic return flights home are to be scheduled **NO** earlier than **4:00 PM** from **Boston, MA** - or **8:00 PM** from **New York airports** on the last day of camp!

NAME: _____

PLEASE PRINT CLEARLY

ARRIVAL TO CAMP

(Check one below)

DATE:

- JUNE 18TH (WATERFRONT & GROUP LEADERS ONLY)
- JUNE 20TH (Arrive by 9:00 PM)
- OTHER DATE: _____
(must first be cleared with Greg Howes or Greg Pierce)

TRANSPORTATION:

- CAR (Year, Model & License #) _____
- CAMP BUS PICK UP IN DOVER NH (flying & international staff)
- CAMP BUS DEPARTURE FROM NEW YORK (junior and local staff)

ANTICIPATED

DEPARTURE FROM CAMP

(Check one below)

DATE:

- AUG. 15TH (normal for all counselors)
- AUG. 21ST (some "late" support staff)
- OTHER DATE: _____
(must first be cleared with Greg Howes or Greg Pierce)

TRANSPORTATION:

- CAR
- CAMP BUS TO BOSTON'S LOGAN AIRPORT
- CAMP BUS TO NEW YORK/AIRPORT

Give It Your ALL!
Give It Your ALL!

2010 **SIGN & RETURN**



YOU ARE A ROLE MODEL!

- **SAFETY IS OUR #1 PRIORITY AT ALL TIMES!** Never should any camper be left alone or be unsupervised. You must be able to account for every child assigned to you at every moment of the day/night.
- Proper language is expected at all times by campers and staff. Your cooperation in this regard is necessary.
- The possession and/or use of alcoholic beverages or illegal drugs on grounds is **STRICTLY FORBIDDEN** and reason for **IMMEDIATE DISMISSAL**.
- Any form of physical or psychological abuse toward campers or other staff is reason for **IMMEDIATE DISMISSAL**.
- I have read and understand the points covered in the "KEY" AFFIDAVIT and agree to abide by same if employed by Pierce Camp Birchmont for the 2010 season.
- I understand and authorize Pierce Camp Birchmont to conduct criminal background checks as part of the hiring process as allowable by law.

SIGNATURE

Print Name

DATE