

"KEY" Affidavit 2008



PIERCE CAMP BIRCHMONT


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Sign & Mail Separate Page Only

Camp 2008

Dear Staff Member,

Welcome to **Camp Birchmont!** We're all looking forward to **SUMMER 2008** 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.

- 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 20th** 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 **Monday, June 23rd** by 9:00 PM (except Waterfront staff and Group Leaders due **Friday, June 20th** and those arriving Thursday, June 19th by bus in Portsmouth). Any other arrivals must be approved by the Directors in advance.

Car



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

Bus



○ 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 PORTSMOUTH, NEW HAMPSHIRE (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 Portsmouth.** Our camp bus will pick you up at approximately 7:00 PM.

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 Portsmouth, **approximately \$30.00** (all U.S. dollars). Please keep your receipts from these trips.
- Our **"Staff Transportation" form is enclosed** on which you are to indicate how you will arrive at camp. **This form is to be returned to us immediately.**
- 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 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 Monday, June 23rd. Be there by 9:00AM with a box lunch. For those taking the Pierce bus, there will be no transportation reimbursement made.



FLIGHTS HOME

○ Flights home at the end of camp on Wednesday, August 20th are to be no earlier **THAN 4:00PM**, if from Boston, or 8PM 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 Wednesday, August 20th - 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 list and equipment list is enclosed***, 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

- All staff members who are not 18 years of age by June 23rd 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



○ **REQUIRED:** Please complete and have your physician sign the *enclosed Medical Form (international staff may use the form provided by their sponsoring agency)* which is 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 (especially Meningitis, Tine Test, Measles, Chickenpox).**

- **INTERNATIONAL STAFF, please check with your sponsoring agency regarding required vaccinations.**
- 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

- Along with 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, Office), *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 2008 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 SIGN AND MAIL SEPARATE PAGE
MARKED "SIGN AND RETURN"**

Enclosed:

- **Key Affidavit**
- **Sign & Return Sheet**
- **Driving Directions**
- **Staff Transportation Form**
- **Suggested Clothing & Equipment List**
- **Medical Form**
- **Job Description (new staff/new job)**
- **Voluntary Disclosure Form (REQUIRED annually; it is MANDATORY, despite its name!)**
- **Staff Checklist of Forms to Return or Keep**