



KENWAL DAY CAMP
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June 2018

Dear Staff Member:

As our season approaches, there are several mandatory orientations, CPR courses, and meetings scheduled. Please check our website, www.kenwaldaycamp.com, click STAFF heading and Staff Information to see when you must attend. Please note that all staff will be required to attend more than one meeting. So please, check the whole list. Bus drivers will only need to attend the TRANSPORTATION Meeting.

Some items you **must submit before** any of your meetings are:

1. Medical form. **IF YOU HAVE NOT ALREADY SUBMITTED YOUR MEDICAL FORM** please do so ASAP. If you need the form, please download it from the website. (Click under: Staff, then Forms). If you are under **Under** 18, have your parent sign off on the medical form.
2. **IF YOU HAVE NOT DONE SO ALREADY, please download (click under STAFF-then FORMS) and complete the transportation form, check off your transportation needs and mail it or fax 631-694-3841 or scan or email it to: julie@kenwaldaycamp.com ASAP.**
3. **IF YOU ARE UNDER 18 YEARS OF AGE YOU MUST SUBMIT WORKING PAPERS AT THE TIME OF THE MEETING. CHECK WITH YOUR SCHOOL GUIDANCE COUNSELOR BY EARLY JUNE, IT IS A PROCESS. YOU WILL NOT BE PERMITTED TO WORK WITHOUT WORKING PAPERS.**

Those staff members chosen to be bus counselors will be notified at or before the general meeting informing you to attend the *transportation* meeting.

IF YOU HAVE ANY OF THE FOLLOWING CERTIFICATIONS: CPR, LIFEGUARDING, CPR FOR THE PROFESSIONAL RESCUER, AED, EPI PEN, WSI, EMT, RTE. PLEASE MAKE PHOTO COPIES OF THEM AND MAIL TO CAMP ASAP. IT IS IMPERATIVE THAT WE HAVE THESE CERTIFICATIONS ON FILE.