

2010 Park School Camps and Summer Programs **Staff Expectations and Personnel Policies**

As we begin to look forward to the 2010 camp season and begin our 41st year, I am delighted you will be joining us this summer. The position of staff member on the Summer Camp staff falls under The Learner-Teacher program of The Park School. This program is designed for young people to learn leadership and teaching techniques through experience.

Although we are hiring you in expectation to work in a specific camp program, the Director of Camps may transfer you to a different camp program at any time during your employment with the Park School Camps.

After reviewing this contractual agreement, please sign and return the original to my attention within seven (5) days to indicate your formal acceptance. Please make a copy of this contract for your records. A copy will also be maintained as part of your camp file.

I. Dates & Times:

Please carefully read over the following requirements regarding employment and mark your calendars for the following important functions, dates, and times. All staff are required and expected to attend the following, unless otherwise noted or excused by the Director of Camps:

- Wednesday, May 26, 2010 – 6 PM to 8 PM: Planning Meeting for New Staff in The Meyerhoff Theater
- Wednesday, May 26, 2010 – 7 PM to 8 PM: Planning Meeting for Returning Staff in The Meyerhoff Theater
- Saturday June 5, 2010 – 9 AM to 5 PM: Pre-camp setup
- Saturday, June 12, 2010 – 9 AM to 5 PM: Pre-camp setup
- Sunday, June 13, 2010 – 10 AM to 4 PM: Pre-camp setup
- Friday, June 18, 2010 – 8 AM to 4 PM: Pre-camp setup
- Saturday, June 19, 2010 – 8 AM to 4 PM: Pre-camp setup and Camper and Parent Orientation from 10 AM to 12 PM
- June 21, 2010 through July 30, 2010: The staff day begins at 8:15 AM and ends at 4:15 PM, Monday through Friday.
- June 22, 2010 and every Tuesday thereafter through July 27, 2010, 4:15 PM to 5:30 PM: Staff meetings in the Blaustein Lecture Hall. **ALL STAFF WILL ATTEND. NO EXCEPTIONS.**
- July 29, 2010, 4:15 PM to 5:30 PM: All staff meeting to prepare for camp cleanup.

- July 30, 2010, 4 PM to 10 PM: Post-camp cleanup will begin at the end of the camp day. If cleanup is not completed for all divisions on Friday night, there will be an additional cleanup session on Saturday, July 31, 2010 from 10 AM to 2 PM.
- All staff are expected to participate in off campus field trips, as needed. Field trips may include but are not limited to museum visits, cycling trips, hiking trips, inner tubing, and athletic events or theme parks.
- All staff will participate in two overnight scheduled camp outs.

First Overnight:	Thursday, July 1, 2010
Second Overnight:	Thursday, July 22, 2010

These events run from the start of camp on each day through the end of cleanup on the following day. This extended cleanup may last until 5:30 PM.

Park Camp Staff may also be required to participate in additional overnights or extended trips, approved by a Camp Director.

- Due to unforeseen condition/reasons (weather days, school closings, etc...), the Camps may need to adjust the Setup Week schedule, having some camp divisions work alternate times. By signing below, I agree to work during these alternate times. If I cannot work these alternate times, I will be paid only for the time that I have worked, pro-rated from my total salary.

II. Compensation

You will be paid twice during the camp season: the first pay will be on Thursday, July 15, 2010 and the second pay after the cleanup session on Friday, July 30, 2010 or Saturday, July 31, 2010. Each check will be for one-half of the total salary as printed on the cover sheet of this contract.

Faculty may elect to enroll up to three of their own children into Park Camps at a discounted tuition of \$500.00. Payment is due to Park Camps no later than May 15, 2010. A camp enrollment form must be completed for each camper.

Any absences of days or hours as outlined in this contract will result in a deduction in pay

III. Termination

The Camps reserve the right to terminate this contract of employment under, but not limited to, the following conditions:

1. If the Director of Camps determines that any program is under enrolled, we reserve the right to terminate this contract on or before June 11, 2010.
2. Employment may be terminated at will, entirely at the discretion of the Director of Summer Programs or the Head of School.
3. Employment will be terminated if the employee does not meet the minimal legal hiring requirements of the Criminal History Record Checks performed on the Camps behalf by the Maryland State Police and the Federal Bureau of Investigation.

4. An employee may be subject to immediate termination if that employee is charged with, arrested for, or convicted of any offence or the violation of any law or statute that may occur on or off the premises.
5. An employee may not possess and/or use, any illicit or licit drug, not prescribed by your doctor, or any other mind altering substance(s) while employed by The Park School of Baltimore; upon violation of this expectation, the employee will be terminated immediately. **ANY and ALL PRESCRIBED MEDICINE taken during the course of the camp day - MUST BE REPORTED TO THE CAMP NURSE.**
6. The possession and/or the use of alcohol on the property of The Park School, or on an off-campus trip, activity, or event sponsored by the Camps; or any illegal use of alcohol, purchasing or obtaining alcohol for illegal purposes, during camp hours or during your off hours will subject you to termination.
7. Other cause for termination includes, but not limited to, misconduct; excessive absence; unable to appropriately perform required tasks; physical, sexual, or verbal abuse against a camper or another staff member.
8. Misconduct includes, but is not limited to, insubordination; refusal to perform required tasks; behavior that the Camps believe may be detrimental to a camper, or any behavior that may damage the reputation of The Park School or The Park School Camps.
9. **All camp employees are not allowed to discuss salary with other camp employees. Salary discussion would be considered grounds for dismissal.**

IV. Miscellany

1. The Camps must comply with various State and Federal regulations, and are required to either submit to these agencies, or have on file for inspection by agents of these agencies the following forms:
 - A. W-4 Form: Information needed for Federal tax purposes.
 - B. MD-507 Form: Information needed for State Tax purposes.
 - C. Medical Information Form: Pertinent information needed on file in case of emergency.
 - C. I-9 Form: Proof of legal citizenship or being a legal alien. Two kinds of identification are required. You must bring the proper I.D. along with the completed form to Barbara Koutrakos, Camp Administrative Assistant (410-339-4120) or to Bob Peck, the Director of Camps. **(NEW EMPLOYEES ONLY)**
 - D. Criminal Background Record Check (CBRC). **(NEW EMPLOYEES ONLY)**
**** Not required if you have been fingerprinted for employment reasons within the last 180 days.
- Fingerprinting and background check are required by law, of anyone working with children. After being fingerprinted, please return your fingerprint cards to the Director of Camps for processing. **Park Camps will reimburse you for the fingerprinting fee, but you must turn in your receipt at the time you turn in your fingerprint cards.**

We are enclosing copies of the various forms you will need to complete. If you have questions or need assistance, please call the Camp Office. Please do not put these requirements off; you will not be paid until all of the required forms are completed and returned.

Finger Print cards will be mailed to all New STAFF Members. Please make sure your correct address is listed on your contract.

All required forms must be returned to the Director of Camps, by May 15, 2010. Anyone hired after May 15, 2010 must return all forms and contract within 5 days of receiving the contract.

If interested in additional employment in the Extended Day program in either the morning (7:30-8:45 AM) or the afternoon (2:45 to 4:00 PM (explorer staff) or 4:15 to 6:00 PM) sessions, please email parkcamps@parkschool.net and let us know. Emailing does not guarantee a position in the extended day program.

Furthermore, I understand that I may be photographed (or filmed) while employed by The Park School of Baltimore and I hereby give my consent to utilize such photos (or Film) in publications and promotions for The Park Camps and The Park School.

Upon signing below, I acknowledge that I have reviewed the above staff expectations which briefly describe the nature and extent of a staff member's role, and I intend to exercise my leadership role in a responsible manner.

Staff Member
(If under 18 years of age, this form and contract requires a parent/guardian signature)

Date:

PARENT/GUARDIAN SIGNATURE (if under 18):

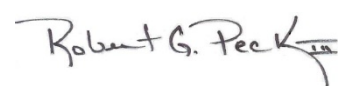
Date:

Printed Name of Parent/Guardian

Contact Number

I am looking forward to sharing an educational and memorable summer with you.

Sincerely,


Robert G. Peck III
Director of Summer Programs