



ST. MARK'S SUMMER

Parent/Guardian Agreement Employment of Minors at St. Marks Summer

*To be reviewed and signed by parents/guardians of
St. Mark's Summer staff younger than 18 years of age.*

Welcome to St. Mark's Summer!

We have created this agreement for staff minors to communicate and clarify the roles and responsibilities of the camp, our employees under the age of 18, and their parents/guardians. Please carefully review the following with your parents/guardians and sign at the bottom as required.

Expectations of staff member:

- Sign and return employment letter and all necessary forms and documents.
- Fulfill commitment to work every camp day specified within your contract.
- Fulfill commitment to participate in the entire preseason staff training.
- Take responsibility for direct communication with St. Mark's Summer regarding employment questions, concerns, or conflicts.
- Obtain your own personal email account and utilize it for electronic communication with St. Mark's Summer.
- Obtain the necessary Employment Permit for 14 - 17 year olds as required by Massachusetts law.

Expectations of staff member's parents/guardians:

- Sign your child's employment offer letter.
- Assist your child in completing their W-4 Form to make an educated choice about their withholdings.
- Complete and sign your child's Health History and Emergency Treatment Authorization forms
- Encourage your child to ask questions if they are unsure about any aspect of their job at St. Mark's Summer.
- Support your child in fulfilling their commitment to be in attendance the entire camp season and all required staff training sessions.

St. Mark's Summer will:

- Communicate directly with staff minors regarding all employment issues and concerns.
- Conduct the following background checks on your child as required by Massachusetts law and American Camp Association standards:
 - Massachusetts Criminal Background check
 - Massachusetts Sex Offender Registry check
 - National Sex Offender Public Website check
 - Fingerprint-based National Criminal Background check
- Inform parents/guardians of staff minors if their employment is terminated.

Signatures:

Staff Member: _____

Date: _____

Parent/Guardian: _____

Date: _____

Director: Kristi Jacob

Date: January 3, 2023