



# ST. MARK'S SUMMER

## Parent/Guardian Information Employment of Minors at St. Mark's 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 document for staff minors in order 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 to acknowledge receipt.

#### Expectations of staff member:

- Sign and return the employment letter and all necessary forms and documents.
- Fulfill commitment to work every camp day specified within your offer letter.
- 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.
- Obtain a bank account associated with your own name that you have control over and access to for payroll deposits.

#### Expectations of staff member's parents/guardians:

- Co-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.

#### Important Note About Attendance

- Working at camp is a real job, and a first job for many young people. Setting expectations and holding our staff accountable is our way of helping them to grow and learn in preparation for a lifetime of work in various realms. Employment with SMS is a commitment to consistent and regular attendance.
- SMS is legally required to maintain a specific ratio of staff to campers; missing all or part of a day jeopardizes our compliance.
- Staff are requested to plan ahead and schedule appointments, events, errands, or other obligations for outside of camp hours. Should the need arise to take time away from camp on a particular day, staff must submit a request at least 48 hours in advance. Even with advance notice, this request cannot be guaranteed.
- Please support your child to plan ahead in regard to scheduling medical/dental or other appointments for outside of camp hours (prior to 9:00 am or after 3:30 pm is preferred).
- Please identify with advance notice any family vacations or commitments that would require your child to miss work.
- Unreliable attendance, reducing the dates of employment agreed to in this letter, or excessive time off requests may lead to termination of employment in the current or future summers.

**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/Acknowledgment of Receipt:**

Staff Member: \_\_\_\_\_

Date:

Parent/Guardian: \_\_\_\_\_

Date:

Director : \_\_\_\_\_ *Kristi Jacob* \_\_\_\_\_

Date: December 20, 2024