

CRESTWOOD CHECKLIST OF ESTABLISHED GUIDELINES - 2008

This form must be signed and returned with your contract.

We require **ALL** staff, both new and returning, to acknowledge the following Crestwood guidelines that help us create the environment and culture that we are nationally recognized for.

Please place a check mark in the box next to each statement.

- I authorize Crestwood Country Day School, Inc. ("Crestwood") to conduct a thorough criminal and employment background check on me. I authorize Crestwood to obtain my Motor Vehicle Records report for employment purposes. I have not been charged or convicted of a misdemeanor or felony. I am aware that Crestwood also reviews major internet sites on a regular basis and that my employment may be terminated if material about me is found that is objectionable to Crestwood (for example, inappropriate photos, language, references to drugs and alcohol, etc.)

- I agree to abide by Crestwood's ban of smoking on school grounds. I understand that smoking, use or possession of alcohol or drugs will lead to my immediate dismissal. I agree to participate in Crestwood's drug and alcohol testing policy.

- I am committed to being at Crestwood for the entire 39 day season and required orientations. I understand that Crestwood's offer of employment is based upon my commitment to work the full 39 days (and attend orientations). I have discussed any conflicts or potential conflicts (i.e. – if you are applying for an internship, college, job, etc. that may prevent you from working the full season) with Directors Mark or Jeff prior to signing my contract. I agree to inform Mark or Jeff of any conflicts or potential conflicts that may arise between now and the start of the summer season as soon as I am aware of them and that it may cause loss of employment.

- I agree that at Crestwood the children come first. I agree to put their needs ahead of mine for the 39 day camp season while at Crestwood and/or during hours of employment. I agree that having a cell phone while at Crestwood is a distraction from my responsibilities and will not use one during the Crestwood hours. If I must use a phone, I will get permission from my Division Head or Head Supervisor and will do so in the office or an agreed upon private location.

- I acknowledge that unless otherwise noted on my contract, I must be ready to work each day at 8:30 AM. All group staff are needed for supervision of arriving children and all specialists will be used to supervise other areas of our facility at this time. *For Group Staff & Specialists:* Once a week you may be designated by your immediate supervisor to arrive at 8:00 a.m. to meet with the Athletic Director. *For Group Staff only:* Additionally, one day per week throughout the eight weeks, if you are not a bus counselor or private driver, you may be designated by your immediate supervisor to arrive at 8:00 a.m. for the purpose of sorting and cleaning on behalf of your children lost and found items in your group's bunk.

- I agree that all information pertaining to the identity, address, phone number, e-mail address or any similar information about any past, present, or potential future Crestwood child or staff member or any proprietary information related to Crestwood is considered “confidential information” and is the property of Crestwood. I agree to only use such information with the permission of the Directors, for purposes directly related to my job responsibilities, and only during the terms of my employment.

- I agree to wear my Staff Badge around my neck in a visible fashion each day. I agree to abide by the Crestwood dress policy which includes wearing sneakers at all times (except at the pool), being properly dressed for each swim period, wearing earrings/body piercings that are in the form of a stud only – tight fitting huggy earrings will be allowed. Hoop and/or dangling earrings that can get caught and cause injury are not allowed. Tongue rings are not allowed.

- I agree to respect the rights and privacy of the children and staff. I agree to get approval from a Head Supervisor or Director before starting any projects that involve the internet, photos, videos or information that is related to Crestwood. I also agree not to put any information, photos or videos of a Crestwood nature on any websites that I manage nor out for any other public consumption. I agree that during the summer season I may only contact (phone, e-mail, mail) a Crestwood child, child’s family, or staff member with the permission of the Crestwood Directors. After the summer, I agree that I shall not contact any child, child’s family or staff member of Crestwood for any reason without prior consent of the child, family, staff member or a Crestwood Director.

- I acknowledge that Crestwood has advised me against bringing valuables to work and has instructed me to only park in designated areas on the Crestwood grounds. Parking in residential areas is not allowed (even with home owner permission). Crestwood is not responsible for my equipment, belongings, other valuables, and any damage to my car when I park at Crestwood.

I have read, understand and agree to abide by the guidelines listed on both pages of this document. This form must be signed and returned with your contract in order for your contract to be valid.

Print Name

Social Security Number

Signature

Date

Remember to:

- 1. Place a check mark in each box on both pages of this form***
- 2. Write your name, social security number, and sign above***
- 3. Return this form to Crestwood with your contract***

Crestwood Country Day School 313 Round Swamp Road Melville, NY 11747