

Pre - Camp Preparation For Staff

Medical Requirements

1. All staff members who are under 17 years of age must have a medical examination within 12 months of opening day. The date of the examination, the results and the doctor's signature must be recorded on the enclosed Medical/Health form. Additionally, counselors must fill out the health history on the first side of the form.
2. All staff members who are 18 years old and older, must complete a signed health history, including a record of immunizations. A physical examination is required. Please use the white Medical\Health form. (enclosed)
3. **Measles, Mumps and Rubella.** All staff members born after 1958 must show evidence of 2 immunizations for MMR. It is strongly recommended that you have one of these shots since 1987 when the measles vaccine was introduced. Record the date of the shots on the Medical/Health form. Proof of laboratory evidence of immunity to MMR is also acceptable.
4. **Tetanus Booster.** All staff must-show evidence of a tetanus booster administered within the last ten years. Please record the date on the Medical/ Health form.

Payroll Requirements:

In order for the staff to be put on the camp payroll and receive their pay checks, we must have the following documents in the camp office.

1. An I-9 Employment verification form, for proof of citizenship. Please bring with you to the orientation, proof of identification (a U.S. passport, or a drivers license and a birth certificate; or a drivers license and an original social security) to the staff orientation. Returning staff members already have an I-9 on file.
2. An undated W-4, withholding allowance certificate. A copy of this form is enclosed. Please bring this to the staff orientation.
3. **Please fill in the enclosed CORI (Criminal records) and SORI (Sexual Offenders) check forms and return them to my office as soon as possible.** I am required by law to have these records on before the start of camp.

All Medical/Health forms must be in the office by May 15th so that they are available for inspection by the town nurse. The Town of Weston Board of Health will not consider you eligible to work until your completed Medical/Health form has been turned into the office has been approved.

If you have any concerns or question please call my office at (978) 562 5603.