

CRESTWOOD LIST OF ESTABLISHED GUIDELINES - 2010

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.

1. 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.).
2. I agree to abide by Crestwood's ban of smoking on camp/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.
3. 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. applying for an internship, college, job, etc. that may prevent me from working the full season) with Directors Mark or Jeff prior to signing my contract. Any conflicts that may arise between now and the start of the summer season may cause loss of employment.
4. 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.
5. I acknowledge that unless otherwise noted on my contract, I must be **ready** to work each day at 8:30 A.M. 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's lost and found items in your group's bunk.
6. All information pertaining to the identity, address, phone number, email address, or any similar information about any past, present or potential future camper or staff member or any proprietary information related to the operations, procedures, practices, systems or any other methodologies employed or contemplated for use by Crestwood Country Day School, is considered "confidential information" and is the property of Crestwood Country Day School. Any lists, files, discs, or other compilations of this information, whether in written or electronic form, shall not be removed from Crestwood Country Day School's premises without the permission of the Directors for purposes directly related to job responsibilities, and only during the terms of my employment.

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7. 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. Hoops and/or dangling earrings are not allowed. Tongue rings are not allowed unless they are clear or flesh colored.

8. 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.

9. Employees of Crestwood Country Day School shall not contact any camper, camper’s family, or staff member of Crestwood Country Day School for any reason, including but not limited to solicitation in any manner for or on behalf of any other camp, travel program, school, clinic or any other entity that provides services for children for a period of twenty-four months and within a fifty mile radius, after their last day of employment with Crestwood Country Day School.

10. 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.

11. In addition to arbitration or any other remedies provided in your contract or by law, Crestwood Country Day School shall be entitled to injunctive relief against any former or current employee who breaches any of the above restrictions or those in our staff manual and orientation affidavit.

I have read, understand and agree to abide by the 11 guidelines listed on both sides 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. Write your name, social security number, and sign above***
 - 2. Return this form to Crestwood with your contract***
- Crestwood Country Day School 313 Round Swamp Road Melville, NY 11747***