

Important Dates to Mark on Your Calendar
CRESTWOOD STAFF - Summer 2024
Note: Tentative Dates and Times

TASKS TO BE COMPLETED BY YOU:

- **Read All Meeting Dates & RSVP and RSVP using the Google Form [click here](#) that you can attend all meetings required. Any conflicts contact us.**
- **Log into your camp-in-touch account and complete all required forms: Medical History, Photo ID's (License, Passport, Social Security Card). [Click here](#) for the Camp-in-touch Link**
- **For Tax Purposes a W4 and a IT-2104 form are due. In addition a Federal I9 form (complete section 1 only) is due. They can be downloaded on our website [Click here](#). Return them to the Crestwood Office by mail or email.**

DRESS CODE (What to Bring): sneakers, comfortable clothes, be prepared to participate in Activities. **NO GLASS** allowed; Peanut Free facility; Please do not bring food or drinks.

MEETING DATES:

New Staff (See Below for additional meetings by position)

- **Thursday, June 13th from 4pm-9pm:** For all staff who have not previously worked as a Group Leader, Counselor, Specialist, Lifeguard, or Dining Staff/Maintenance at Crestwood. Dinner will be provided.

Group Leaders/Assistant Group Leaders (Bus Counselors/Drivers see next page)

- **All TEEN & TEEN ADVENTURE STAFF-Parent & Teen Orientation-Date & Time To be Determined**
- **Thursday, June 6th EPI-Pen Certification 6pm (Only required for 5th grade, 6th grade, and Teen Group Leaders).**
- **Thursday, June 6th CPR Certification 7pm (Only required for 5th grade, 6th grade, and Teen Group Leaders)**
- **Thursday, June 13th New Staff Orientation 4pm-9pm (New Staff Only). Dinner Provided**
- **Saturday, June 15th- Full Staff Orientation 9am-4pm. Lunch Provided.**
- **Tuesday, June 18th Group Leader Meeting 6pm-9pm (Asst. Group Leaders should attend) (Teen Travel Group Leaders should NOT attend)**
- **Thursday, June 20th Full Staff Orientation 4pm-9pm. Dinner Provided.**
- **Saturday, June 22nd Clothing and Family Fun Day 9am-4pm (Mandatory for ALL Group Leaders and Assistant Group Leaders- Excludes Teen Group Leaders)**
- **Tuesday, June 25th Full Staff Orientation 4pm-9pm. Dinner Provided.**
- **Online Training Modules- Due by Wednesday, June 12th for New Staff and Returning Staff.** Must be completed prior to your first staff meeting.

Counselors (Bus Counselors/ Drivers see next page)

- **Thursday, June 13th New Staff Orientation 4pm-9pm (New Staff Only). Dinner Provided.**
- **Saturday, June 15th Full Staff Orientation 9am-4pm. Lunch Provided.**
- **Thursday, June 20th Full Staff Orientation 4pm-9pm. Dinner Provided.**
- **Saturday, June 22nd Clothing and Family Fun Day 9am-4 pm (Mandatory for ALL RETURNING Counselors)**
- **Tuesday, June 25th Full Staff Orientation 4pm-9pm. Dinner Provided.**
- **Online Training Modules- Due by Wednesday, June 12th for New Staff and for Returning Staff.** Must be completed prior to your first staff meeting.

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Lifeguards

- **Thursday, June 6th** CPR Certification 7pm **If needed (Recertification required every year).**
- **Wednesday, June 12th** All Swim Staff 4pm-8:30pm. Dinner Provided
- **Thursday, June 13th** New Staff Orientation 4pm-9pm. Dinner Provided. (New Lifeguards ONLY)
- **Saturday, June 15th** Full Staff Orientation 9am-4pm. Lunch Provided.
- **Tuesday, June 18th** All Swim Staff 4pm-8:30pm. Dinner Provided.
- **Wednesday, June 19th** - Lifeguard Recert 4pm-7pm
- **Thursday, June 20th** Full Staff Orientation 4pm-9pm. Dinner Provided.
- **Saturday, June 22nd** Clothing and Family Fun Day 9am-4pm This is a paid work day
- **Tuesday, June 25th** Full Staff Orientation 4pm-9pm. Dinner Provided
- **Online Training Modules- Due by Wednesday, June 12th for New Staff and for Returning Staff.**
Must be completed prior to your first staff meeting.
- **Lifeguard Certification Course May 29th-June 6th** Specific dates and times to be announced

Specialists

- **Thursday, June 13th** New Staff Orientation (New Specialist ONLY) 4pm-9pm. Dinner Provided.
- **Saturday, June 15th** Full Staff Orientation 9am-4pm. Lunch Provided.
- **Thursday, June 20th** Full Staff Orientation 4pm-9pm. Dinner Provided.
- **Saturday, June 22nd** Clothing and Family Fun Day 9am-4pm
- **Tuesday, June 25th** Full Staff Orientation 4pm-9pm. Dinner Provided.
- **Online Training Modules- Due by Wednesday, June 12th for New Staff and for Returning Staff.**
Must be completed prior to your first staff meeting.

Bus Counselors/Bus Drivers/Private Drivers

- **Tuesday, June 11th** **Returning** Bus Counselor and Bus Driver Meeting 6pm-8pm
- **Tuesday, June 11th** Drug Test for Bus Drivers/Private Drivers 6pm
- **Wednesday, June 12th** **NEW** Bus Counselor and Bus Driver Meeting 6pm-9pm (**New Bus Counselors ONLY**)
- **Wednesday, June 19th** EPI-Pen Certification for Bus Counselors and Bus Drivers 9:30AM-10:30AM
- **Wednesday, June 19th** Bus Counselor/Bus Driver Trial Bus Runs 10:30AM (3-4 hours)

Dining Hall/Maintenance

- **Friday, June 7th** Dining Hall/Maintenance Meeting 3pm-4pm (Orientation)
- **Thursday, June 13th** Dining Hall/Maintenance Staff 4pm-9pm. Dinner Provided. (work).
- **Saturday, June 15th** Full Staff Orientation 9am-4pm. Lunch Provided. (work).
- **Thursday, June 20nd** Clothing and Family Fun Day 9am-4pm (work)
- **Tuesday, June 25th** Full Staff Orientation 4pm-9pm. Dinner Provided (work).
- **Online Training Modules- Due by Wednesday, June 12th for New Staff and for Returning Staff.**
More information will be sent during the first week of June. Must be completed prior to your first staff meeting.

ALL OTHER IMPORTANT DATES WILL BE ANNOUNCED AS NEEDED
ONLINE STAFF TRAINING INFO WILL BE SENT OUT AT THE END OF
MAY

You can always contact us by email:

Office- info@crestwoodcountryday.com

Mark H. - markh@crestwoodcamps.com

Mark T. - markt@crestwoodcamps.com

Jeff- jeff@crestwoodcamps.com

as of 4/2/24