

2024 Summer Camp Staff Guide to Silver Lake Forms

Thank you for agreeing to be part of Summer Staff for Silver Lake this summer! This guide will help you complete the required forms quickly and easily. **Please be advised that all paperwork needs to be completed by June 1.** If you are hired after June 1, you will need to complete the paperwork within 5 days of hire.

For questions about forms, please contact our office at slcrc@silverlakeect.org

Southern New England United Church of Christ Human Resources Onboarding<---for this section only, please contact Irma Reyes at reyesi@sneucc.org

Primepay

You will receive an email for Onboarding from Primepay. You will complete the following documents:

- W-2
- W-4
- 1-9 (Must upload valid identification cards)
- J-1 (Immigration documents, if applicable)
- Direct Deposit
- Login information to access paystubs for future taxes.
- Confirmation of receipt of SNE UCC Employee Handbook.

UltraCamp Online Forms

How to access forms in UltraCamp:

- www.silverlakeect.org/register
- Log in to "My Account".
- Choose "My Forms"
- Click the document to complete it.

Required Forms:

1. Summer Camp Staff Application
 - a. Complete annually
2. Staff Hire Paperwork
 - a. Review and update annually
 - i. Challenge Course consent
 - ii. Photo/Video Release
 - iii. Sexual Harassment Agreement
 - iv. Child Abuse Prevention
 - v. Staff Shirt Information
3. Voluntary Disclosure
 - a. Review and complete annually
4. Summer and Temporary Staff Personnel and Housing Agreement
 - a. Review and update seasonally (Summer, Fall, Spring)
5. Acknowledgement of Risk and Release of Liability-Staff
 - a. Complete annually
6. Health History
 - a. Review and update annually

- b. Please pay attention to these sections for your form to save successfully: Plan of Care, Immunization History, and Medication orders. Your online signature on this form gives permission for our nurse to care for you. Have insurance info ready.
- 7. Doctor Signature Page
 - a. Valid 2 years from date of exam
 - b. This form must be downloaded from UltraCamp, printed, completed and signed by your doctor.
 - c. It certifies that you have had a physical and can participate in camp.
- 8. Medication Authorization Form
 - a. Anyone under 18, and bringing medication to camp, must complete this form and have it signed by a doctor.
 - b. Valid 1 year from doctor signature
 - c. **You cannot have medication in your cabin.** All staff and volunteer's medicines will be kept in a locked cabinet in the Health Center and you will be able to access them as needed.
 - i. This applies to prescription, over-the-counter medicines, vitamins, supplements, etc.

Praesidium Safe Camp Modules

All volunteers must complete THREE modules through Praesidium Academy. You will receive an invitation link requiring you to set up an account. Once the initial setup instructions have been completed, you will have access to a dashboard of videos.

The only THREE that must be watched are:

1. Preventing Sexual Activity between Adolescents (Good for 2 years)
2. Keeping your Overnight Camp Safe (Good for 2 years)
3. Duty to Report: Mandated Reporter (Good for 2 years)

Praesidium Academy creates a transcript of your completed modules, so no further action is required once you've watched the three videos. Silver Lake staff will check transcripts before arrival.

Background Checks

- **Praesidium (Annual):** Staff 18 or older will receive an email from Praesidium, our background check screening company, inviting you to complete an online release for your background check. The email contains a link to a secure site where you can submit your personal information. **Please complete promptly, the link is only active for a short period of time.**
- **CT Office of Early Childhood Background Check Information System (BCIS)(Good for 5 years)**
 - You will receive an email from OECBCIS@ct.gov subject line: OEC Background Check Invitation.
 - You will need to click the link in the email and create a password and fill out personal information.
 - You will then get another email asking you to verify your account.
 - Aila Brennan, Program Director, will check the BCIS website daily for new names on our roster. Names only show up once you verify your account. We will then request the background check.
 - You will get another email from BCIS with the subject line: BCIS Background Check Requested by Silver Lake Camp and Retreat Center
 - You will officially authorize BCIS to run the background check.
 - **It could take weeks to get the results back, so please do this as soon as possible.**

State of Connecticut Mandated Reporter training for Community Providers (Good for 5 years)

All staff over 18 who have contact with children are considered mandated reporters by the State of Connecticut. **Everyone** (regardless of age) is required to complete the training for Community Providers through the Department of Children and Families. The link for this training is provided below. Once completed, volunteers must save and email the certificate of completion to slcrc@silverlakeect.org before arrival at camp.

DCF State of Connecticut training: https://www.proprofs.com/training/course/?title=connecticut-mandated-reporter-training-community-providers-june-2023_64760e42c52aa

- **Note:** Mandated reporter training received through another profession or institution will not be accepted. All volunteers are required to complete the state-provided training.

Silver Lake Specific Forms-Subject to Change

Under 18 authorizations

Vehicle information