To Kenwal Families, Staff, and Colleagues,

To give you a better understanding of what it takes to be employed at Kenwal, please read the policies and procedures below.

- 1. All applicants must fill out an employment application which contains name, address, phone number, social security number, and two references (other than friends or family) in addition to other personal information.
- 2. If the application is approved, we will call the applicant in for a personal face to face interview. During this interview we look at personal hygiene, eye contact, ability to converse with others, extracurricular activities, community involvement as well as many other aspects of the individual.
- 3. If after the interview, we still find the applicant to be qualified, we will personally contact both of their references by phone. We will inquire as to their relationship with the applicant, the candidates punctuality, work ethic, ability to work with others. We will ask if they can think of any reason why we should not hire the applicant.
- 4. At this time, if we still see the candidate as a good fit for Kenwal, we will offer them a position for the summer.
- 5. Assuming the candidate accepts the position, they must attend several orientations where we cover camp policies and procedures such as; NO bullying, our no cell phone policy, the buddy system, no contact with campers on social media or after camp hours, including babysitting. Staff must attend a seminar on sexual abuse awareness. At this seminar, in addition to all that is covered, they learn that all of the campers safety is their responsibility. If they are the slightest bit uncomfortable with anything, it is their obligation to say something to a superior.
- 6. After our orientations are complete, all staff, including those who have worked for us in the past, are submitted to New York State Department of Criminal Justice Sex Offender Registry and must have a clean record in order to work.
- 7. Once the summer begins, we have daily meetings with our Directors and Group leaders to address any concerns and acknowledge the positives of the previous day, week, month etc...

The training we use, which is conducted by leading experts, has been shown to be effective in preventing abuse at camps and other settings across the country.

As the world around us changes and technology advances, we review these policies each and every year and strengthen them as much as we can.

We consult with prevention experts and our peers in the industry to see if there are any additional policies and training we can provide as a camp and as an industry.

We'd like to believe that everyone who cares for children; Teachers, Coaches, birthday party places, sports leagues etc... follow the above policies and procedures.

It is our estimate that Kenwal has employed close to 15,000 people since it opened in 1957. It has been, and will always be our mission to do all we can to provide a safe and fun environment for everyone involved in the child care industry.

One of the many reasons Kenwal has been successful for the past 6 decades is that we are always here to listen. Should you ever have any questions or concerns, please do not hesitate to contact us.