



KENWAL DAY CAMP
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Hello Staff and welcome to another fantastic fun-filled summer here at Camp Kenwal!

We have a few MANDATORY orientation and meeting dates coming up soon, if you haven't done so already, please visit our website NOW at [Staff Information - Kenwal Day Camp](#) to see these dates and times.

While on the Website go to [Forms for Staff - Kenwal Day Camp](#) and CLICK ALL FOUR ORANGE BOXES. Please read the Staff Letter and:

1. Print the three documents for Staff Medical,
2. W-4 form (only if you never worked at Kenwal before OR your w4 info has changed)
3. Transportation form.
4. All staff members must submit a medical form filled dated 8/20/20 or later.

All of these documents must be filled out and handed in prior to orientation by all staff, whether you are returning staff member or new.

In addition, we encourage all of our staff members to be COVID-19 vaccinated prior to the summer camp season. If not Vaccinated, you will be required to wear a mask whenever you are within 6' of anyone while at work.

Please email us at Kenwaloffice@kenwalDaycamp.com proof of vaccination asap. If we do not receive proof of vaccination we will assume you are not vaccinated.

Last but not least, all NEW EMPLOYEES will be sent an additional link to set up payroll for the summer. This payroll information must be filled out by Friday 6/4 in order for you to get paid for your work here this summer. Please be on the lookout for this email to come your way in the next few days.

Any questions, please don't hesitate to call or email us. We look forward to sharing another fantastic summer with our amazing one-of-a-kind staff!

Best,
Lauren
Camp Kenwal