

CAMP-of-the-WOODS

Employment Paperwork
Under the Age of 18 as of Date of Hire

106 Downey Avenue
PO Box 250
Speculator, NY 12164
Telephone: 518-548-4311

COTW Summer Staff

Welcome to the summer staff at CAMP-of-the-WOODS! We count it a joy to work with wonderful individuals who are committed to ministry and desire to serve our Lord Jesus Christ.

"Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ."

Colossians 3:23-24

2021

Working Papers



Mandatory Documents:

- New York State Physical Fitness Certification
- New York State Health Examination Form
- Application for Employment Certificate (New York State Working Papers)
- Immunization Record
- COTW Parental Authorization Form to Work
- COTW Parental Authorization Form to Pick-Up

IMPORTANT:

All forms must be signed by a parent or guardian!

Completed paperwork must be uploaded to your CampBrain account. Login to your account, select "View/Upload Paperwork" and upload your completed forms.

Login In: <https://campofthewoods.campbrainstaff.com>

INSTRUCTIONS

NYS SCHOOL HEALTH EXAMINATION FORM and NEW YORK STATE PHYSICAL FITNESS CERTIFICATION FORM

All minors are required to have a physical prior to arriving at Camp (within the past 12 months). Please use the **NYS School Health Examination Form and the New York State Physical Fitness Certification forms**. (**IMPORTANT: The State of New York will only accept these forms in order to obtain the minor's New York State Working Papers Card**). **All staff are required to upload these forms to their CampBrain account.**

COVID-19 - The NYS Board for Medicine has indicated that a virtual exam would be acceptable, as long as the provider documents a full history, attempts to get vitals, and tries to use a video chat method that allows them to see the person.

IMMUNIZATION RECORD

All minors must provide and upload their current immunization record (**within the past 12 months**).

COTW PARENTAL AUTHORIZATION FORM TO WORK

All minors must have permission of a parent or guardian to be employed at CAMP-of-the-WOODS

COTW PARENTAL AUTHORIZATION FORM – PICK-UP

The individuals designated on the form shall be authorized to pick up your child. At the time of pick-up and to ensure the safety of your child, the adult will be asked to produce government-issued photo identification. The minor must sign-in/sign-out at the Personnel Office.

2021 APPLICATION FOR EMPLOYMENT CERTIFICATE (FOR NEW YORK STATE WORKING PAPERS)

A New York State Working Papers Card for Minors serves as the official employment certificate. Working Papers cards from states are not accepted. **This is a New York State issued document and will need to be printed/completed.**

▪ **Current and Valid New York State Working Papers Card**

If the minor worked last year and the New York Working Papers Card is still valid please upload the Working Papers Card in CampBrain.

▪ **New York State Residents**

New York State residents are responsible for obtaining the Working Papers Card. Please contact your home school district to begin the process to acquire your Working Papers Card. Once you receive the official New York State Working Papers Card please upload the Working Papers Card in CampBrain.

▪ **Out-of-State Residents: Parents/Guardians Yellow Sections Only:**

- Due to the ongoing COVID-19 situation, this is an important update in regard to the Application for Employment Certificate (to obtain New York State Working Papers). This policy should make it easier to complete the process and **for COTW to obtain the working papers card on behalf of your child.**
- Upon submission of the documents, CAMP-of-the-WOODS will work with a local school district to begin the process of securing the New York State Working Papers Card.
 - **Part I:** Parents/Guardians should only complete PART I of the application and SIGN the form. All other sections are filled out by officials in the process (unless no longer in the education system in as of June 8, 2021 - see Part V). Please upload the completed form to the staff's personal CampBrain account under FOR MINORS: New York State Application for Employment Certificate (for NY State Working Papers). And ...
 - **PART II:** Please upload the required document to the staff's personal CampBrain account under FOR MINORS: Evidence of Age Document (**birth certificate or passport**); **do not write in this section; for official use only.**
 - **PART III:** The Certificate of Physical Fitness Form must be completed by your child's physician, physician's assistant, or nurse practitioner. New York State requires a specific Certificate of Physical Fitness Form. Your children's physician must complete the attached form. **New York State will not accept other Certificate of Physical Fitness forms!** Please upload the required form to the staff's personal CampBrain account under FOR MINORS: 2021 New York State Physical Fitness Certification
 - **PART IV and VI:** These sections will be completed by the Officials in the Process.
 - **PART V and VI:** That section only needs to be filled out if the child is leaving school and is at least 16 years of age and is no longer going to be in an education system as of June 3, 2021. Homeschool children have ties with the public education system so a child would have to contact their local district. However, if the child is obtaining working papers but still being educated in 2021 and beyond, then Part V does not need to be completed.