

# Important Information for MA Parents

## **HIRING STANDARDS**

Dear Parents,

With the best interest and safety of your child in mind, and in keeping with Massachusetts 105 CMR: Department of Public Health requires DayJams reviews background information and conducts background checks on all prospective staff members prior to hiring or allowing a volunteer to work with your child.

Every DayJams staff person and volunteer MUST have a background free of conduct that may bear adversely upon his or her ability to provide for the safety and well-being of a camper.

DayJams requires the following information prior to hiring any staff or volunteer:

- 1) Prior work history, including name, address, and phone number of a contact person at each place of employment for the previous five years.
- 2) Three positive reference checks from individuals not related the staff person including, but not limited to, previous employers or school administrators.
- 3) DayJams inquires into each person's prior criminal history, which includes self-reporting of any felony conviction and a criminal history as follows:
  - (a) DayJams obtains a sex offender registry information check from the Massachusetts Sex Offenders Registry Board (SORI) for all prospective staff.
  - (b) DayJams also obtains a CORI/Juvenile Report from the Massachusetts Criminal History Systems Board (CORI).
- 4) All DayJams staff must reside permanently in the Commonwealth of Massachusetts.
- 5) If an employee leaves DayJams employ for one year a new CORI and SORI inquiry will be completed upon their return.

DayJams maintains all written documentation verifying the background and character of each employee for three years.

No person will be employed or allowed to volunteer at DayJams until all background information and inquiries are complete and on record. DayJams will only hire individuals with prior infractions or convictions if their case has been closed, and in this instance, DayJams will further investigate the severity and nature of the infraction or crime before deciding if the candidate is appropriate for employment.

## **PARENTAL RIGHTS**

Parents have the right to request copies of background checks, health care and discipline policies, as well as procedures for filing grievances.

## **MASSACHUSETTS LICENSED CAMP**

DayJams complies with Regulations of the MA Department of Public Health and is licensed by the local Board of Health.

## **MEDICAL FORMS AND IMMUNIZATIONS RECORDS**

A complete immunization record and a recent physical on a Doctor's standard camp form, or the DayJams "Physician Health Form and Immunization Record" MUST be filled out completely and returned to DayJams prior to the start of camp. According to MA law, no child may attend camp without submitting these completed forms.

## **IMMUNIZATIONS & PHYSICAL FORMS**

For a complete list of required immunizations please refer to the DayJams "Physician Health Form and Immunization Record" form or call the Main Office. To view forms go to: [www.dayjams.com](http://www.dayjams.com)

## **RELEASE FOR TREATMENT**

All campers must have a DayJams "Parent Authorization for Treatment" form signed and on record authorizing the Camp Director to hospitalize, secure proper treatment for, order injections, or administer for surgery.

## **CAMPER PICK UP**

DayJams campers are allowed to leave campus ONLY with a parent. Campers will NOT be released unless DayJams has written authorization prior to pick-up signed by the parent designating who will pick-up the child and on what days.

FOR MORE INFORMATION or if you have any questions please contact the DayJams Main Office at: 800-295-5956. Hours: Mon.-Fri. 9-5 (Eastern).