

Minor Staff Agreement

Dear Parents and Guardians,

Covenant Harbor is so looking forward to having your child on the summer staff team this year!

For many staff under the age of 18, this is a first-time job experience. Your child has been hired because of their unique potential and maturity in their faith and capabilities. Covenant Harbor is eager to partner with you and with them as they continue to grow and learn in this position.

Wisconsin Child Labor Laws place some restrictions on the work conditions for anyone under the age of 18 which require that Covenant Harbor act in-loco-parentis for those staff members. This means that Covenant Harbor acts as the parent, since their legal parents or guardians are not onsite. Covenant Harbor takes that responsibility seriously, and you can expect that the following will be enforced:

- A curfew of 11pm or earlier. Minor staff must be on camp property by 10:30pm and in their cabins by 11pm to ensure adequate rest.
- Accountability in leaving the camp grounds. Minor staff are permitted to leave grounds when time off allows, but will need to inform their supervisor where they are going, who they are going with, and when they will return.
- If spending the night away from camp, leaving the Lake Geneva area, going to an event such as a festival, or doing something outside of errands like going to somebody's house, minors are required to have parent permission to do so. Prior to the event, parents must email emueller@covenantharbor.org stating that they are aware of the minor leaving camp for whatever reason and that they have parent permission.
- Adequate time off each day and each week.
- Restricted allowance of cars onsite for first-year minor staff except in extenuating circumstances. If an exemption is made for minor staff to have a car onsite, we will collect and store the minors car keys when not in use.

While Covenant Harbor wants to care well for your child as they serve here, they have also been hired as staff members and will be treated as such. Therefore, all minor staff members are expected to:

- Communicate any future time off, concerns, etc. with Covenant Harbor staff directly. Summer staff are expected to have responsibility and a level of independence while they serve here. Direct communication with the Covenant Harbor team allows that to happen more fully.
- Agree to adhere to the expectations listed above regarding curfew, time off, and restricted allowance of cars onsite.
- Follow all other staff guidelines as listed in the Summer Staff Handbook and the Summer Staff Manual.

Please sign the form below to indicate your understanding and support of these expectations. The Covenant Harbor staff looks forward to serving alongside your child this summer!

- Covenant Harbor Program Team

Summer Staff Member Signature _____ Date_____

Parent/Guardian Signature _____ Date_____

Covenant Harbor - 1724 W Main Street - Lake Geneva, WI 53147 - Phone: 262-248-3600

E-mail: summerstaff@covenantharbor.org Web: covenantharbor.org

