

Hello Fernwood Cove Staff!!!

**INSURANCE:** Camp Fernwood Cove carries Worker's Compensation insurance for all its employees; this covers illness or accidents which are a result of their occupation while on duty. Worker's Compensation insurance does not cover any illnesses or similar health issues that you may get while at camp. For additional protection and care beyond that offered by our camp Health Care Center, (optical, dental, pre-existing conditions, etc.) or any injury not related to your job, all staff are required to carry their own medical insurance (college health plan, Blue Cross, etc.). Staff are financially responsible for all medical coverage, above and beyond what is available in the camp Health Care Center. You should have additional coverage by other private plans. Please bring the necessary health insurance information for our records.

**PRESCRIPTIONS:** Make every attempt to bring enough of any medication you are currently taking for the entire time you are at camp. Our experience is that it is very difficult to fill out-of-state prescriptions locally. We have also experienced difficulty having out-of-state insurance honored for prescriptions. Avoid the hassle by bringing your medications with you to camp.

**LAUNDRY SERVICE:** Laundry is done for you, free of charge, once a week. You will need an 8-day supply of clothing. All clothing should have name tapes securely sewn on, or your full name clearly written to identify your clothing (many people have the same initials!). Camp cannot be responsible for the care and washing of valuable non-uniform clothing, or belongings not clearly marked. **PRE-CAMP ORIENTATION WEEK:** Laundry will be done once during pre-camp orientation before the campers arrive.

**LINEN SERVICE:** We provide limited linen service for all staff including: blankets and weekly bed linens. Please bring your own pillow, towel(s), washcloth and beach towel(s).  
International Staff: We will provide pillows, linen, blankets, and washcloths and towels for you.

**CLOTHING AND GEAR:** Camp uniform is required while you are in camp except for certain times i.e. evening campfire, and inter-camp socials. Uniform consists of plain navy blue shorts/pants and white shirts. At least one warm navy outer garment will be provided to ALL STAFF by the camp. Jeans, spaghetti strap tank tops and shirts exposing your midriff are not considered uniform. Single emblems under 2" by 2" on shirts are acceptable. Uniforms are to be neat and clean. Outer garments are navy blue with no logos larger than 2 in. by 2 in. and no letters on the backs or sleeves. Uniforms must be worn every day from Reveille to Taps; this includes all camp sponsored events. Staff shirts are worn on Opening and Visiting day. Sundays, everyone must wear all white to Services, At least one pair of white shorts or long pants are needed for these days. On days off, any staff remaining in camp must be in uniform. **PRE-CAMP ORIENTATION WEEK:** Camp uniform is NOT required during this week!

**FOOTWEAR:** We recommend at least one pair of waterproof shoes or boots, in addition to sturdy sneakers for everyday wear. Teva's and other supportive sports sandals (with back heel straps) are acceptable footwear at camp. Closed-toe shoes are required when teaching or playing active games (Land sports, Tennis, etc.), at the Campfire, and in the craft shops (including Arts and Crafts, Fabric Arts, Photo Lab and Ceramics). Flip-flops and slides (any shoe without a back heel strap) are ONLY permitted for showering. Stacked or high-heeled shoes are not permitted at any camp sponsored event including socials.

**Notes to International Staff:**

Our weather is varied; the temperature ranges from 85° F to an occasional 45° F on August nights (25° Celsius and above during the day to an occasional 10° Celsius on August nights.) You will need warm navy blue pants, for cooler evenings and nights.

**MAIL:** Fernwood Cove

Telephone: 1-207-583-2381 or 1-978-369-0572 or Toll Free 1-877-243-3706

Mail and Parcel Post: Your Name

Fernwood Cove,  
350 Island Pond Rd,  
Harrison, ME, 04040

**PHONES/CALLS**

**Incoming Phone Calls:** Please encourage your friends and family to call you after lights out (9:15 PM, Eastern Standard Time). Our phone lines are very busy during the summer. For this reason, incoming calls during office hours are limited to five minutes on the camp business phone. If you receive a call during the camp day, a message will be taken for you.

**Outgoing Phone Calls:** We have one phone dedicated to our staff for outgoing calls, located in our staff lounge. We offer free outgoing to calls to our staff to anywhere in the United States and Canada. For calls to anywhere else in the world, phone cards must be purchased and used.

**Cell Phones:** Staff are allowed to bring cell phones to camp, however many plans have limited or no service at all. Most of the national services will work but the local services won't get any service at all. Cell phones may never be used in front of the campers.

**WIRELESS NETWORK/LAPTOP POLICY:** We have a high speed wireless network at camp. We invite staff to bring their laptops to camp for their own personal use but staff must follow our computer policy when accessing internet through our network, which is regularly monitored. We also have two computers, located in our staff lounge, dedicated for staff use only. We recommend that you set up a yahoo or hotmail or any other web based email account prior to arriving at camp as you may not be able to access your regular email accounts. Since the camp will be responsible for hosting the network, staff must be sure that the content viewed and accessed is limited to camp appropriate material. The Camp is not responsible for lost or damaged personal computers. Fernwood Cove logs all MAC addresses and websites visited.

**DRUGS/ALCOHOL/TOBACCO:** Possession of, use of and distribution of controlled substances is against Federal Law in the United States. Fernwood Cove upholds this law. Any staff member who is found in possession of, or using, or distributing controlled substances, whether on camp property or at a location away from camp is subject to immediate dismissal. The legal drinking age in the United States is 21 years old. Fernwood Cove upholds this law. For those older than 21, the Cove has restrictions regarding the time and place of alcohol consumption. Fernwood Cove Alcohol Policies will be discussed further during pre-camp orientation. Abuse of Fernwood Cove Alcohol Policies by any staff member is forbidden and is cause for immediate dismissal. Smoking/Chewing is ONLY permitted during time off, and NEVER in the presence of campers. There is NO smoking/chewing permitted at any out of camp event where campers are present. Staff may ONLY smoke in the Smoking Tent or at the Counselor Campfire Circle. Cigarettes must be disposed of safely and in appropriate containers.

**PRE-CAMP ORIENTATION WEEK:** This is a dry week and there will be no alcohol consumption at all.

**PERSONAL SUPPLIES:** Please read the suggested packing list and use it as a reference for packing. It is imperative to bring rain gear (does not need to be navy blue), a wristwatch, and a flashlight, as the bunks do not have electricity. **PRE-CAMP ORIENTATION WEEK:** We have allocated time and transportation to the local shopping facilities in the middle of the pre-camp orientation week. Other than this time, there will be no other opportunity for shopping once orientation has begun on June 15<sup>th</sup>. (Except for Emergencies.) The camp is not responsible for lost, stolen or damaged personal property.

**INSTRUCTION MATERIALS:** You play an important part in developing our campers' skills and enhancing their self-esteem. Please bring any ideas and reference materials that contribute to the creativity and enjoyment of your activities (songbooks, reference manuals, etc).