

CAMP PROCEDURES AND POLICIES

Fernwood Cove Mission

...encouraging participation, exploration and personal growth through simple group living in the outdoors. Our half season traditional program provides girls with a forum to experience new challenges, enhance self confidence, develop skills, and establish enduring friendships in safe, beautiful surroundings. Each camper at Fernwood Cove brings something special to the atmosphere and cooperative spirit. Our unique gathering of girls and caring, understanding, staff creates a diverse and supportive community.

Our policies and procedures are established within the parameters of our mission for two reasons ONLY: Your daughter's safety & community living.

Bunking:

At least 28 hours of pre-camp is spent on bunking. Bunking is one of our most challenging tasks due to the complexities and intricacies of each camper and her established or not established relationships with other campers...

For new camper families: It is important to fill out the Parental Input form as completely as possible. This is the only guide we have to placing your daughter successfully with girls that will be compatible with her.

For returning campers: While we do ask for bunk request - we do not guarantee that any of the girls requested will be in your daughters bunk. We encourage positive relationships that are not only good for your daughter but also the entire Fernwood Cove community. If a bunk group or friendship becomes a clique, exclusive, intimidating or just plain mean, we will not allow this bunking dynamic to continue in subsequent years. As long as your daughter's friendships at camp are positive, kind and inclusive we will do our best to place her appropriately. As with everything at camp bunking is something that you as parents have to trust that we are making appropriate decisions with your daughter's best interest and the best interest of the entire Fernwood Cove Community.

Mail:

Please supply your daughter with all her stationary needs at the beginning of camp. Your daughter will write home twice a week on Wednesdays and Saturdays during rest hour. We encourage our parents to write letters as it is very important that campers receive frequent letters from home throughout the summer. **This is especially vital in helping new campers adjust to camp.** Please avoid writing letters that dwell on home ties. Write positively about your daughter's camp experiences. The tone of parents' mail can have an effect on her camp experience.

Packages:

Due to a daily deluge of packages and to help minimize competition among campers and constant pressure on parents to send packages, we have established a three package per camper rule. Anything larger than a regular 4 1/8" x 9 1/2" envelope is considered a package. We have included three Fernwood Cove labels per camper that must be placed on any package that is mailed or shipped to camp this summer. Please be aware if a package arrives without the supplied label it will be returned to sender. Your daughter receives and opens her packages at the main office. ***Food, candy, and chewing gum, may not be sent to camp*** and will be discarded. Please advise your daughter's grandparents and other loving relatives of these policies. Should your child require something from home that she cannot obtain at camp, please call/email the office to make special arrangements. A separate birthday package may also be sent. Please clearly indicate that it is a birthday package and the date it should be delivered to your daughter. Thank you in advance for supporting us in this policy.

Email:

Campers do not have access to personal email accounts while they are at camp; however you can contact the directors:

Jim Gill/Director:	Jim@fernwoodcove.com
Beigette Gill/Director:	Beigette@fernwoodcove.com
Marran Linsky/Assistant Director:	Marran@fernwoodcove.com
Alicia Theriault/Program Director:	Alicia@fernwoodcove.com
Jenn Stowe/Administration Assistant:	Jen@fernwoodcove.com
All Others/General Questions:	Cove@fernwoodcove.com

Camper Oneway Email:

1. Go to www.fernwoodcove.com and ENTER the sight.
2. On the navigation bar at the top of the page hover your mouse over the "Current Parent" and then click "Send One-way Email" or if you are online now click [HERE](#).
3. The password is: **cove2008** (as a single word).
4. Fill in the required information and press the "Submit Button"

Baggage:

In an effort to minimize your cost and eliminate lost duffels shipped via common carrier, this year we are partnering with Camp Trucking which provides duffel delivery service from your door to your daughters bunk and from bunk, back to your door. This service will add convenience as well as save you time and money. Please find the Camp Trucking literature in the front pocket of this book. If Camp Trucking does not service your area then Fernwood Cove will be prepared to accept shipped camper baggage one week prior to your daughter's arrival. Both UPS and FedEx make daily deliveries to camp. Please **DO NOT SEND TRUNKS**, as we have no place to store them, therefore; we ask that you pack in soft duffel bags or other collapsible luggage. If you plan to lock your daughter's duffel with a combination or key lock, please send the combination or a spare set of keys (labeled with your daughter's name) to the camp office - just in case.

At the end of the season, all campers who fly home or ride the van to the Boston Suburbs will have their baggage shipped home. **All luggage will be sent home via Camp Trucking or UPS. If we use UPS the shipping charge will be applied to your daughters account and billed to you shortly after camp.**

➤ *CHILDREN TAKING THE BUS FROM NEW YORK OR BOSTON SUBURBS*

We encourage you to send your daughters duffel via the Camp Trucking service described above. This will expedite your daughter's arrival to camp and her bag will be waiting for her on her bed in her bunk. Your daughter may bring one (1) duffel and one (1) carry-on/small bag with her on the bus. **Any additional luggage must be sent to camp (via common carrier) prior to her arrival**, as baggage space on our chartered busses is limited.

➤ *CHILDREN TAKING CAMP TRANSPORTATION FROM LOGAN OR PORTLAND AIRPORTS*

Your daughter's baggage **must** be shipped directly to camp. She may bring one (1) small carry on with her on the plane. Our transportation to camp considers the number of seats needed for campers only - we do not have space for large duffels or other checked luggage.

➤ *CHILDREN DRIVING TO CAMP WITH THEIR PARENTS*

You are most welcome to bring your daughter's bags with you to camp and drop them off at her bunk. She will unpack with her bunk mates at a later time.

Clothing Taboo:

Spaghetti strap tops (<1inch in width) or clothes exposing the midriff are not permitted at camp or outside of camp during your daughter's camp stay. Please do not bring or send this item to camp.

Footwear For Camp: The following policy should guide packing for camp.

Sandals/Tevas: (with a heel strap) may be worn throughout the day.

Sneakers: are to be worn during all sporting activities, including team sports and active evening programs.

Closed toed shoes: must be worn in the following areas: horse barn, sewing/fabric arts and at campfire.

Stacked or high-heeled shoes: are not permitted at camp.

Flip-Flops and Slides may be worn to the shower house **ONLY**.

Jewelry:

Please do not send your daughter to camp with expensive jewelry. Simple studs for pierced ears are fine. Dangling jewelry will not be permitted in most activities as it can be dangerous.

Electronic Devices:

Electronic devices such as cell phones, Gameboys and any visual display device are not allowed at camp (*this includes ipods with video playing capabilities*). These items detract from our mission while at camp. If such items are sent to camp they will be returned home. Music players with headphones or small speakers are okay for *bunk use and van rides only*. Remember there is no access to power outlets to recharge so it is preferable to have battery operated devices.

Money at Camp:

We must insist that campers do not keep money in the bunk. Camp provides funds that your daughter might need for trip days and special events. Please instruct your daughter to turn in any travel money with her plane tickets to the camp office for safekeeping.

Personal Belongings:

Please remember that it is your daughter's responsibility to take care of her belongings. Do not send irreplaceable possessions such as jewelry or other expensive items. Fernwood Cove is not responsible for lost, stolen or damaged personal property.

Absentees and No Shows:

All parents are requested to notify the camp administration of any "late arrival" plans. Camp should be notified as soon as possible if a camper will be arriving late.

In the case that a camper does not arrive at camp as planned, camp administration will contact the parents/guardians by phone and/or email and confirm why the camper has not arrived at camp.

Drug and Alcohol Policy:

Smoking, use of alcohol or use of drugs or inhalants in a manner other than that for which they are prescribed is illegal for children of camp age, and is strictly forbidden at Fernwood Cove.

Weapons Policy:

For the safety of all, Fernwood Cove does not allow campers to have weapons at any time.

We have no tolerance for the breaking of the Drug and Alcohol or the Weapons policy. If a camper chooses to violate these policies while under the care and authority of Fernwood Cove, the camper's parents will be notified, and she will be immediately removed from the camp community and taken to the next available transport home.

Fernwood Cove is not responsible for returning any tuition or fees paid for a camper who is sent home due to violation of these Policies.

SUMMER 2008 TELEPHONE POLICY



Phone calls are for parents. At no time has a camper ever said that a phone call home has helped with homesickness or made their camp experience better. With many campers, phone calls cause anxiety in days and sometimes weeks leading up to the call and can often bring about severe cases of homesickness. As directors, one of our jobs is to ensure your daughter's happiness and wellbeing and in doing so we have limited phone calls to ONE call per session.

- Children will be allowed to call home at these appointed times (all Eastern Standard Time) Calls may be made at no charge using camps VOIP (Voice over Internet Protocol) phones to the United States, Puerto Rico and Canada. All other calls can be made using our office lines.

Before Dinner	5:30 PM- 6:20 PM
After Dinner	7:00 PM- 7:30 PM
Sunday Morning	8:30 AM- 9:30 AM (Sunday only)
- Campers may only make ONE phone call during their stay at camp! Too many phone calls may engender homesickness. If parents live in different locations, your daughter may make a phone call to each parent. She will also be allowed to make an additional call if she, or an immediate family member has a birthday.
- Parents MUST schedule phone appointments by emailing us at cove@fernwoodcove.com; please write "*Phone Appointment*" in the subject line and provide our staff with a range of times you are available; your daughter's name and any alternative phone numbers she may need to call. We will reply confirming the time of your daughter's appointment.
- Phone calls are limited to 5 minutes to ensure access to all campers! A staff member will be monitoring this.
- Should you require a specific time to speak with your daughter, or you live in a distant time zone, please note this in your initial Phone Appointment email..

The Earliest Phone Calls May be Scheduled:

First date for outgoing calls to parents from campers is:

Session 1: Tuesday, July 8th 2008

Session 2: Tuesday, August 5th 2008

Times Your Child is Unavailable to Make Calls:

- When campers are still in their activities.
- Special Programs (all-camp activities, sports events, extra trips, overnights. . . Camp is full of surprises.)

A Special Note About Phone Calls:

On the day of your daughter's scheduled phone call, she will receive a written reminder (a phone slip) at rest hour informing her of her appointment. Our office staff often receives calls from frustrated parents that their daughter did not call at her appointed time. It is up to your daughter to be on time for her phone appointment. Please note that our receptionists do not have control over your daughter's whereabouts; and furthermore, while this can be very frustrating for you, this is a key indicator that your daughter is having the time of her life and that time simply got away from her. If this becomes a point of concern for you please call and ask for a director to call you back.

"The child that wants to call home everyday is of particular concern to us - the child that forgets to call home simply needs a gentle reminder that for five minutes, camp is not all play."
Your understanding and co-operation is greatly appreciated!!