

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.

Safety at Camp

It is the utmost priority of Fernwood Cove to provide your daughter with a physically and emotionally safe overnight Camp experience. If a Camper(s) exhibits behavior (proven or suspected) which puts them or others at physical or emotional risk, Fernwood Cove reserves the right to release the Camper back into the custody of their parents/guardian. Some examples of these behaviors are: Anorexia/bulimia, cutting and bullying. Tuition will not be reimbursed for Campers sent home for unsafe behaviors.

Online Parent Accounts

With your [Parent Account](#) you can:

- Complete forms online
- Check form status
- Check balances and make payments
- Send one-way emails
- Request a Kid Check
- Limitless possibilities for the future!

To log in, go to <https://www.fernwoodcove.com/> → Parent Login

Please contact us if you need assistance.

Form Due Dates

Travel Form (online)	April 1 st
Parental Input (online)	May 1 st
Health Form (online)	May 1 st
Health Form (Print- Doctor Sign)	June 1 st
Junior / Senior Travel (Print)	June 1 st
Parent Vacation Travel (online)	As Needed

Payment Schedule

Enrollment Deposit	\$1200	Due with the Enrollment Form
February Payment	\$2000	Due February 1 st
Final Payment Remaining Balance	Due May 15 th	

Credit Card Policy

We provide you with the option to pay your daughter(s) account with a MasterCard, Visa or AMEX. Please note the following procedures when using your credit card. All credit card charges are subject to a 3% surcharge, rounded up to the nearest \$1.00.

- When paying by credit card you authorize Fernwood Cove to debit your card for:
 1. \$1200 registration deposit plus applicable Horse Program charges and any outstanding balances from previous summer(s)
 2. February 1st - \$2000 payment
 3. May 15th - Remaining balance due
 4. Finally, no later than September 1st - any incidental charges while at Camp
- Credit Card payments can be made by simply logging into your Parent Account and selecting "Make a Payment". We will send out a reminder prior to charging your card.

AutoPay Option

Leave the bill paying to us! AutoPay will pay all relevant invoices when they are due. Here are the details:

1. You must complete one credit card transaction with AutoPay option selected from your [Parent Account](#).
2. AutoPay will then automatically charge your credit card when payment is due for all future payments.
3. You will be emailed a few days prior to your card being charged.
4. AutoPay will automatically re-enroll your eligible child(ren) qualifying you for the Visiting Day Re-Enrollment Discount (largest discount we offer).



Early Enrollment Discount

- Enroll your returning Camper or *new sibling* on Visiting Day Weekend and receive a \$400 discount on tuition.
- Enroll your returning Camper or new sibling within 14 days of Visiting Day and receive a \$300 discount on tuition.

Referral Incentive Program

You are our greatest supporters!! To say thank you, we would like to give something back. For every new camper that enrolls, based on your referral, we will credit your child's account 10% of the current year's tuition. The Referral Incentive will be reflected on your Final Invoice. This applies to a referred Campers first year of enrollment only. There is no limit to the number of Campers you can refer. This does not apply if the child referred is an immediate family member, i.e. a sister. If your child ages out of Camp, this incentive still applies! We will simply write you a check for 10% of the current summer's tuition.

As an essential part of our Fernwood Cove community, you know what kind of Campers we are looking for. These are the types of families, and girls, you want your daughters to spend summer after summer with at Fernwood Cove.

Fernwood Cove... NOT a Secret

While you often want to keep Fernwood Cove a secret, only for your daughter, this only ensures Camps eventual demise. Alternatively, you can refer girls outside of your daughter's school and age group. If you are concerned about school or home friend dynamics, this is the precise reason we have two distinct sessions. Allow us the opportunity to help you sort through these potential questions or problems, it's what we're here for! We want the same things for your daughter as you do; safe, fun and life-changing summers at Fernwood Cove. Fernwood Cove is more than an experience, and we want to share it with the world. Fernwood Cove is also a business that can (and has) suffer from secrets.

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 our only guide to placing your daughter successfully with girls that will be compatible with her. Please let us know friends/cousins or any other acquaintances she may have here at Camp.
- For Returning Camper Families: We encourage positive relationships which enrich not only your daughter's bunk group, but also the entire Fernwood Cove community. **Bunk assignments and bunk groups will be dynamic from summer to summer and bunk request are NOT guaranteed.** As with everything at Camp, bunking is something that you as parents, *must trust* that we are making appropriate decisions with your daughter's best interest and the best interest of the entire Camp. If your daughter becomes anxious about her pending bunk placement - please remind her that it's our job to send home happy children - it's what we do.

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 Sundays 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 or sad topics. Write positively about your daughter's Camp experiences. The tone of parents' mail can have an effect on her Camp experience.

Packages:

In keeping with our philosophy of simple living and after much thoughtful consideration, we have chosen to disallow "Camper care packages". We will allow Birthday Packages for your Camper's birthday or any necessary items that may be needed or forgotten from home. The package must be sent to the Fernwood Cove Office, care of your Camper. We will open the package in the office and deliver the needed item to your Camper during the day. Birthday Packages will be delivered on your Camper's Birthday, please mark the date on the package and as always, please do not send any food, candy or gum as we will be checking ALL packages as we have in the past. We sincerely appreciate your cooperation with this policy.

Examples of commonly rejected and accepted items are:

REJECTED:

Food
Candy
Gum
Toys
Jewelry
All non-necessities

ACCEPTED:

Toiletries (tooth brush, shampoo, soap, etc.)
Articles of clothing
Stationary & postage
All forgotten necessities

Please note that the volume of mail passing through our local post office increases greatly during the Camp season, therefore outgoing/incoming mail may be slow. We assure you that all mail is delivered to Campers on the day in which it arrives at our Camp office. Outgoing mail is picked up daily (except Sundays) by the USPS. Any delay would be within the US Postal Service due to the increased volumes.

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

Caroline Glovsky/Assistant Director:

Caroline@fernwoodcove.com

Alicia Theriault/Program Director:

Alicia@fernwoodcove.com

Noel Lindgren/Office Manager:

Noel@fernwoodcove.com

Health Care Staff/Health Care Center:

Nurses@fernwoodcove.com

General Questions:

Cove@fernwoodcove.com

Camper One-way Email:

1. Go to fernwoodcove.com
2. Log into your parent account
3. Click "SEND ONE WAY EMAIL"
4. Type the desired message and click "SEND"

One-way emails are delivered daily. Emails submitted after 7AM will be delivered the following day.

Media:

This section applies to Off Camp Season Only! During the months of June - August we are committed to making sure we spend lots of time with the Campers and Staff and making sure that everyone has a terrific summer, and not bogged down by the computer, so you will NOT see updates during this time.

You can find out information and communicate with Fernwood Cove by:

Following Us on Twitter: [Twitter.com/Fernwoodcove](https://twitter.com/Fernwoodcove)

Reading Our Blog: fernwoodcove.com/blog

Checking Us Out on Facebook: [Facebook.com/FernwoodCove](https://facebook.com/FernwoodCove)

Twitter: [Twitter.com/Fernwoodcove](https://twitter.com/Fernwoodcove)

Become one of Fernwood Cove's followers on Twitter and get quick information about upcoming events, Camp announcements, mailings to look for, when forms are due, and generally to find out what is going on at Fernwood Cove!

Blog: fernwoodcove.com/blog

We have a goal to blog for Fernwood Cove about once a week during the Camp season. Check back often to read the latest story, see some pictures and find out what is going on at Camp. Our blog will be not only useful information and Camp announcements, but it will also include stories about the extraordinary things Fernwood Covers are doing! Do you want to share a story for our blog - send us a message and let us know! You can also find the latest Fernwood Cove Twitter updates on our blog!

Facebook: [Facebook.com/FernwoodCove](https://facebook.com/FernwoodCove)

Now that Facebook is open to organizations having pages, we had to have one for Fernwood Cove! This page is for all Fernwood Cove Campers, Parents, Staff and Alums! Here you will find photos - only in the off season - NOT during the summer, upcoming events, important dates, Camp announcements and interesting information about Camp! Check back often! We will also use this page to offer discussions about possible policy changes, questions from new parents, and many many more! If you have ideas of things we can do with this page, pictures you want posted, announcements that you think should be made, send us a message and let us know. Our Facebook page relates to Twitter - when changes are made here - you will see those updates on Twitter!

Baggage:

To minimize your cost and eliminate lost duffels shipped via common carrier, we have partnered with Camp Trucking which provides duffel delivery service from your door to your daughter's 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. Camp Trucking now services the entire United States. If you still wish to use a common carrier, 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.

➤ *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. Your daughter may bring one (1) carry-on/small bag with her on the bus. **Any additional luggage must be sent to Camp 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 you daughter's bags with you to Camp and drop them off at her bunk. She will unpack with her bunk mates later.

Clothing Taboo:

Spaghetti strap tops (<1 inch 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.**

Tevas/Crocks: (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.

"Gladiator Sandals" and similar sandals with non-supportive straps are only allowed during Services and Banquet.

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, E-Readers, Tablets, Video Games, are not allowed at Camp. 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*. You can buy 2nd Generation iPod for less than \$50 by clicking [HERE](#). Remember there is no access to power outlets to recharge so it is preferable to have battery operated devices. There are also battery devices that can be purchased to charge the iPod without a power source: [Reserve Power](#) [Solar Charger](#)

Money at Camp:

We must insist that Campers do not keep money in the bunk. Camp provides funds 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, No-Shows and early Withdrawals:

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.

No plans should be made which would require a Camper to leave Camp and then return - these sort of hiatuses are very disruptive to the entire Camp community.

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. We do not prorate/refund any tuition for late arrival, no-shows or early withdrawal.

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.

Phone Call Policy:

Through our years of experience, we have noticed that phone calls can cause more harm than good. A phone call will often cause anxiety and/or severe cases of home sickness, where there was otherwise none. This often hinders the Camper's ability to fully enjoy their experience at Fernwood Cove and leaves parents worried and anxious about their child. As Camp directors, it is our job to ensure your daughter's happiness and wellbeing - in doing so we have enacted a NO PHONE CALL policy.

Campers may call parents on their birthday or a parent's birthday.

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.