

FERNWOOD PERSONNEL POLICIES

Dear Fernwood Staff Member,

We welcome you to our staff, and anticipate a happy and worthwhile experience working together. The Fernwood staff has evolved into a warm and loyal summer family, based on trust, a caring atmosphere, and cooperation.

We are the summer guardians of other people's children. In order to assure a fully professional, smooth-running organization, we are setting forth some important camp policies now, and ask for your full cooperation and understanding.

All staff members are expected to support camp rules and policies, as well as State and Federal laws. Breaking the law is grounds for immediate dismissal; violation of camp rules and policies may lead to dismissal.

1) GRATUITIES. As an accredited member of the American Camping Association, Fernwood subscribes to the policy of asking parents not to offer gratuities, and for counselors not to accept them.

2) DRUGS. Use of drugs or controlled substances is against Federal Law and is not permitted at any time.

3) DUTIES. Any staff member who is unable to carry out camp responsibilities, for reasons other than physical illness, may be subject to dismissal.

4) SMOKING. Smoking is permitted only in designated areas, during time off, and never in the presence of campers.

5) ALCOHOL. The use of alcohol is not permitted during the camp day. In accordance with Maine State Law, use of alcohol is not permitted by anyone under the age of 21. Abuse of alcohol (drunkenness) is not acceptable at any time.

6) UNIFORM. Fernwood is a uniform camps for both campers and counselors. Counselors are required to wear navy blue shorts or slacks and plain white shirts while on duty. One navy blue outer garment (sweatshirt, jacket, parka, or sweater) is also necessary. Staff members are responsible for bringing enough uniform garments to camp to satisfy this requirement.

7) NEATNESS. All staff are expected to keep their rooms/bunk space neat and make their beds each morning as an example for the campers.

8) ATTENDANCE. Counselors are expected to attend all meals. Staff must be prompt to all activities and meetings.

9) TIME OFF. Counselors will have some free time each day and additional time off as follows:

3 Full Sundays each season

2 Full Weekdays (1 each half of the summer)

1 'Early Evening' weekly, starting at 5:30 pm

Late Evenings after "Taps" at 9:15 pm (4 nights out of 5)

10) SALARY. Camp salaries are paid biweekly; you may choose to pick up all of you checks at the end of camp. A staff member who leaves before the end of camp will be paid pro-rata, but will forfeit any travel reimbursement.

11) HEALTH. Staff are expected to be in good health and able to perform their camp duties. A physical exam within the last 12 months is required; a medical form will be sent in the spring.

12) INSURANCE. Camp Fernwood carries Workers Compensation Insurance for all its employees; this covers illness or accidents which are a result of their occupation while on duty. NOTE: You should be sure to have private additional Health Insurance (college, Blue Cross, etc.) to cover any care beyond that provided by our infirmary.

13) PETS. Pets are not allowed at camp, except by special permission, in advance.

