

## **PROCEDURES and SERVICES**

**Communications:** For incoming calls the camp phone number is 207-998-4346. Your summer address is Name, 48 Camp Fernwood Lane, Poland, Maine, 04274. You are able to receive letters and packages at this address. Incoming phone calls on our business line are allowed at camp; however as our phone lines are extremely busy we will ask you to limit these conversations to five minutes. We have a "staff only" phone that may be used for outgoing collect calls, or calls with a credit card. For the past two summers, we have had a phone plan, where you will be able to make phone calls from our phones. We ask that one line always be open for emergencies. The camp e-mail is: [staff@campfernwood.com](mailto:staff@campfernwood.com) for camp business correspondence only. You will have access to an e-mail computer to check personal incoming e-mail and use the internet. To receive and send e-mail, you will need to set up a "hotmail" or "yahoo" account, which can be checked from any computer.

**Baggage:** If you wish to ship your luggage prior to camp, the baggage must be PREPAID ONLY VIA UPS: to Camp Fernwood, 48 Camp Fernwood Lane, Poland, ME 04274.

**Linen Service:** We provide linen service for all staff, which includes: blankets, weekly bed linen, pillows, towels and washcloths.

**Laundry:** Laundry is done at camp, free of charge, once a week. You will need an 8-day supply of clothing. If you wish to hand-wash your own clothing, you can make do with fewer items; an iron is available for staff members. All personal items must be clearly labeled with your name. We suggest all clothing have name tapes securely sewn on, or your full name clearly written with a laundry marker. Please do this ahead of pre-camp. **Personal initials are not sufficient** for laundry identification of 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.

**Uniform for Counselors:** Camp uniform is required while on duty. Non-uniform is appropriate for certain camp events, i.e. Sunday Campfire and intercamp socials, and bathing suits. Uniform consists of plain navy blue shorts/pants and white shirts. The outer garment may be navy blue. Single emblems under 2" by 2" on shirts are acceptable. Our weather is varied; the temperature ranges from 85° F to occasional 45° F on August nights. You will need warm navy blue pants, corduroys, or sweat pants. At least one pair of white shorts or long pants are needed for Sunday. **We will provide all staff with one warm navy outer garment and one t-shirt printed with our logo.**

Please bring necessary rain gear (does not need to be navy blue), a wrist watch, and at least one bathing suit. If you already own a red t-shirt, bring it for "special traditional staff occasions." (We can lend extras). Be sure to bring a flashlight, as the bunks do not have electricity. Toiletries, extra batteries, laundry bag, and bug repellent will probably be less expensive if purchased at home (for US residents). Foreign staff will have opportunity to purchase these items during their first week at camp, and they are probably less expensive in the USA (and less likely to explode in your backpack!).

**Footwear:** We recommend at least one pair of waterproof shoes or boots, in addition to sturdy sneakers for everyday wear. Teva's, flip flops, and other supportive sports sandals (such as Birkenstocks) are acceptable footwear at camp, except for playing active games (Landsports, running), at the Campfire, and in the craft shops (including Arts and Crafts, Jewelry, Woodworking and Ceramics). Shoes with platform soles higher than 2 inches are not permitted for wear around camp or at any camp sponsored event.

**Tattoos/Body Piercing:** We do not have a strict policy regarding tattoos and body piercing, however we ask you to consider our parents feelings as to what may or may not constitute an appropriate role model for their child. Please be sensitive, and avoid discussing or drawing unnecessary attention to this issue with the campers.