



# 2021 FAMILY HANDBOOK







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## Dear Camp Families,

This handbook is meant to serve as a helpful guide for preparing you for the upcoming summer. By following the handbook's instructions, tips and guidelines, we hope that you will find getting ready for camp quite simple.



**Although all the information in our Family Handbook is important for you to read and understand, we have highlighted some very specific points of information in the handbook with a star.**

Again, we want to thank you for choosing Camp North Star! Our family and staff are looking forward to another great year up in Maine. If there is anything you need, please do not hesitate to reach out to us.

Warmest regards,

Brooke & Steven Bernstein

## Contact Information

### Camp Office:

(207) 998-4777

*The Camp Office is open 7 days a week from  
8:30am – 6:00pm*

[office@cnsmaine.com](mailto:office@cnsmaine.com)

### Mailing Address

Camp North Star  
200 Verrill Road  
Poland Spring, ME 04274

### Contact Steven & Brooke

Steven - [steven@cnsmaine.com](mailto:steven@cnsmaine.com)  
Brooke - [brookeb@cnsmaine.com](mailto:brookeb@cnsmaine.com)

### Emergency Phone Number

In the event of an emergency after hours, contact Steven or Brooke at 215.892.5528 (Steven) or 215.910.0102 (Brooke).



## GETTING READY FOR CAMP....EMOTIONALLY

Sending your child to camp for the summer is a huge milestone and a great investment in your child's development and future. Although camp is certainly about having fun and making friends, it is also about exploring one's independence and becoming part of a community that is supportive and positive.

Here are some helpful hints for getting both new and returning campers emotionally prepared for camp.

- ★ If your child shows signs of apprehension or concern about going to camp, encourage them to talk with you about their specific concerns. Assure them that these feelings are completely normal and that most campers feel this way the first time they go off to camp. Encourage them about their decision to go to camp and share with them how proud you are of this decision. Invite your child to contact the camp office (via phone or Zoom) and talk with us about their concerns. There is a lot we can do to help!
- ★ Please DO NOT use a "just try it" or a "you can always come home early" attitude or approach with your child. If your child is missing home we will support you and them every step of the way. We will work together to help both you and your child through this. We will make decisions together! Although it may seem to help to offer the "just try it" approach at home, you are setting your child up for a harder road at camp. Please help us to help you by not making these kinds of promises.
- ★ Reassuring your camper that home will be just as they left it when they return from camp can be a very helpful tool. Campers are usually worried about the simple things, like their room and favorite possessions, the family pet and Mom and Dad. Make sure they know that home will always be there. If for any reason such a promise cannot be kept, please notify us at camp. We can be helpful with such areas.
- ★ Please TALK TO US at camp. The more we know about your child and/or anything that has happened this year at home is invaluable information. Things that could fall into this category are changes in your family (illness or death of a loved one, divorce, moving, poor grades, or social problems). The more we know the more helpful we can be. We understand and respect that such information is personal so we treat it in a confidential manner.
- ★ When you leave your child on check-in day please make your good-bye brief and positive. A strong hug, big kiss and a quick "I love you and I am proud of you" is our best suggestion. Lingering as you depart or emotional good-byes will be emotionally upsetting to your child.
- ★ Please discuss with Steven and Brooke or any of Camp North Star's director team if your child has been under any psychological/psychiatric care at any time prior to camp. Our knowledge of the facts will give your child the best chance of a successful experience.
- ★ Please share with us anything and everything we need to know or should know about your child. We require a camper profile form to be completed by both you and your child that we share with our camp staff. In helping us to better prepare and know your child, we can better support your goals for the summer.

# ARRIVAL & DEPARTURE

Details about arrival and departure procedures and schedule will be updated after we receive final COVID-19 guidelines from the Maine Department of Health. The timing for the arrival by car will likely be revised so we are able to spread out the arrival window and eliminate any lengthy delays at check-in.



## BY CAR

**ARRIVALS:** Check-in is from 1:00-2:00pm. Please do not arrive to camp earlier than 1:00 pm as we are very busy getting ready for that day and will not allow you to check-in or head to the cabins before 1:00pm.

**DEPARTURES:** Check-out is from 9:00-10:00am. Please do not arrive to camp earlier than 9:00am.



## BY CAMP BUS

Fees for Coach Bus Service do apply. Fees are listed on the Transportation Form after you click on Bus Service Icon.

**IMPORTANT:** All transportation to and from camp by bus service must be to the camp office by **June 1**. We require a minimum number of campers be registered for the Bus Service to operate and a minimum number of campers at bus locations for the Bus Service to operate to or from that stop.

In the event that a minimum number of registered campers for Bus Service or for a Bus Stop Location are not reached, Families will be asked to make alternate travel arrangements or to move to an alternate location.

For the above reasons, **we require that all Transportation Forms are submitted by June 1** so that if alternate plans need to be made, we can communicate that in a reasonable and timely manner.

**Luggage for Bus Service TO Camp - CAMPERS ARE PERMITTED ONE LARGE DUFFEL OR SOFT TRUNK TO BE TRANSPORTED ON THE BUS.** A backpack or bag that can fit under the seat on the bus is also permitted. Any additional luggage should be shipped to camp prior to your child's arrival via USPS, FedEx, UPS, etc.

## Camp Bus to Camp Locations & Times:

<p><b>New Jersey Bus</b>  <b>New Jersey Turnpike – Vince Lombardi Service Area (just north of Exit 18, near MetLife Stadium). Meet at the bus parking area.</b>            Sunday, June 27    Sunday, July 11    Sunday, July 25            Arrive by 6:45am. Camp staff members will check you in and load luggage when the bus arrives to your location.            Pack a lunch, snack and drink for the ride to camp.  <b>NO NUT PRODUCTS PLEASE.</b>            Bus departs by 7am</p>	<p><b>New York City Bus</b>  <b>Lincoln Center south side, on West 62nd St. between Amsterdam and Columbus Avenues.</b>            Sunday, June 27    Sunday, July 11    Sunday, July 25            Arrive by 7:30am. Camp staff members will check you in and load luggage when the bus arrives to your location.  <i>Pack a lunch, snack and drink for the ride to camp.</i>  <b>NO NUT PRODUCTS PLEASE.</b>            Bus departs by 7:45am</p>
<p><b>Connecticut Bus*</b>  <b>Darien, CT I-95 NORTHBOUND</b>  <b>Service Plaza between exits 12 &amp; 13</b>            Sunday, June 27    Sunday, July 11    Sunday, July 25            Arrive by 9:00am. Camp staff members will check you in and load luggage when the bus arrives to your location.            Pack a lunch, snack and drink for the ride to camp.  <b>NO NUT PRODUCTS PLEASE.</b>            Bus departs by 9:15am (traffic permitting)</p>	<p><b>Massachusetts Bus**</b>  <b>Lexington Service Plaza (I-95 NORTHBOUND near exit 30)</b>            Sunday, June 27    Sunday, July 11    Sunday, July 25            Arrive by 12:15pm. Camp staff members will check you in and load luggage when the bus arrives to your location.            Pack a lunch, snack and drink for the ride to camp.  <b>NO NUT PRODUCTS PLEASE.</b>            Bus departs by 12:30pm (traffic permitting)</p>

\*Connecticut Bus Arrival & Departure Stops are NOT the same location. Please make sure you have the correct location for Arrival to Camp and for Departing from Camp.

\*\*Massachusetts Bus Arrival and Departure Stops are NOT the same location. Please make sure you have the correct location for Arrival to Camp and for Departing from Camp.



## DEPARTURE FROM CAMP BY BUS SERVICE

Fees for Coach Bus Service do apply. Fees are listed on the Transportation Form after you click on Bus Service Icon.

**Luggage for Bus Service From Camp - CAMPERS ARE PERMITTED ONE LARGE DUFFEL OR SOFT TRUNK TO BE TRANSPORTED ON THE BUS FROM CAMP.** A backpack or bag that can fit under the seat on the bus is also permitted. In the event that a camper's luggage exceeds the amount that is permitted on the bus, camp will contact home to make alternate arrangements to get the additional luggage shipped home. Camp will make every reasonable effort it can to add additional luggage to the bus if space is available. \*Fees for shipping camper's belongings/luggage are to be paid by the family.

### Camp Bus from Camp Locations & Times:

<p><b>New Jersey Bus</b>  <b>New Jersey Turnpike – Vince Lombardi Service Area (just north of Exit 18, near MetLife Stadium). Meet at the bus parking area.</b>            Saturday, July 10      Saturday, July 24      Saturday, August 14            Arrive by 4:30pm. Camp staff members will facilitate check-out when the bus arrives to your location.  <i>Bus is scheduled to arrive approximately between 4:30-5:00pm. This depends on traffic conditions on the day of travel. The camp office will keep you updated on any major delays.</i></p>	<p><b>New York City Bus</b>  <b>Lincoln Center south side, on West 62nd St. between Amsterdam and Columbus Avenues.</b>            Saturday, July 10      Saturday, July 24      Saturday, August 14            Arrive by 3:30pm. Camp staff members will facilitate check-out when the bus arrives to your location.  <i>Bus is scheduled to arrive approximately between 3:30-4:00pm. This depends on traffic conditions on the day of travel. The camp office will keep you updated on any major delays.</i></p>
<p><b>Connecticut Bus*</b>  <b>Darien, CT I-95 SOUTHBOUND Service Plaza between exits 10 &amp; 9</b>            Saturday, July 10      Saturday, July 24      Saturday, August 14            Arrive by 1:15pm. Camp Staff members will facilitate check-out when the bus arrives to your location.  <i>Bus is scheduled to arrive at 1:30pm. This depends on traffic conditions on the day of travel. The camp office will keep you updated on any major delays.</i></p>	<p><b>Massachusetts Bus**</b>  <b>Newton Service Plaza (I-95 SOUTHBOUND near Exit 22)</b>            Saturday, July 10      Saturday, July 24      Saturday, August 14            Arrive by 10:15am. Camp Staff members will facilitate check-out when the bus arrives to your location.  <i>Bus is scheduled to arrive at 10:30am. This depends on traffic conditions on the day of travel. The camp office will keep you updated on any major delays.</i></p>

\*Connecticut Bus Arrival & Departure Stops are NOT the same location. Please make sure you have the correct location for Arrival to Camp and for Departing from Camp.

\*\*Massachusetts Bus Arrival and Departure Stops are NOT the same location. Please make sure you have the correct location for Arrival to Camp and for Departing from Camp.



## BY AIRPLANE

**ALL ARRIVING AND DEPARTING FLIGHTS MUST BE APPROVED BY THE CAMP OFFICE PRIOR TO THE PURCHASE OF TICKETS.** We do not guarantee transportation from airports that have not been approved by the camp office. All requests and approvals must be done in writing.

<p><b>Boston-Logan (MA) Airport</b>            Arrive to camp the <b>DAY BEFORE</b> your enrolled camp session.            Saturday, June 26      Saturday, July 10      Saturday, July 24            Flights should be scheduled to arrive between 2:00-7:00PM (EST)</p>	<p><b>Portland – Jetport, Maine</b>            Sunday, June 27      Sunday, July 11      Sunday, July 25            Flights should be scheduled to arrive between 10:00am- Noon.</p>
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**Parents MUST pay for the unaccompanied minor fees at time of ticket purchase directly with their airline. A Camp North Star staff member MUST be allowed to escort your child to their departure gate; there is a fee from the airline to do so. Please send proof of purchase/receipt of the fee paid. We may need to provide this to your airline carrier on departure days. Any fees incurred by camp for luggage, travel fees, etc...on day of travel will be charged to the family's credit card on file.**

### DEPARTING FROM CAMP BY AIRPLANE

<p><b>Boston-Logan (MA) Airport</b>            Saturday, July 10      Saturday, July 24      Saturday, August 14            Flights should be scheduled to depart between 2:00-8:00PM (EST)</p>	<p><b>Portland – Jetport, Maine</b>            Saturday, July 10      Saturday, July 24      Saturday, August 14            Flights should be scheduled to depart between 11:00am-1:00pm.</p>
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## BUNK REQUESTS

We completely understand how important the bond of friendship and the cabin mate relationship is at camp. We too have made some of our closest and best friends at camp! With that being said, our Bunk Request policy is fair and simple...we will do our best! The complexity that goes into forming cabin groups goes beyond just the simple requests and to ensure the best possible experience for everyone at Camp North Star, we ask that you trust us and the decisions we make. We ask that you help us by following these simple steps...

1. All bunk requests must be made through your CAMPMINDER account by **May 1**. We strongly encourage you to submit this form as soon as possible to maximize your request being fulfilled. Cabins are formed on a rolling basis and as we no longer have space for a specific gender and age.
2. All bunk requests are limited to **ONE** mutually exclusive request. For example, Amy requests Emma and Emma requests Amy (Campers must be the same age or in the same grade to honor requests.)
3. Camp North Star does not accept "DO NOT PLACE ME WITH" requests. We are open to discussing any and all social situations and certainly want all campers to feel comfortable and safe.

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## PACKING FOR CAMP

Camp is a place to be active, have fun and get a little dirty. It is for these reasons that we request that you pack accordingly. Please send campers with wash and wear clothing. A packing list can be found on the Current Families section of our website under forms or in your CampMinder account. Although Camp North Star is NOT a uniform camp, we do require some logoed items that are listed on the packing list and our online Camp Store. Please make sure your child is properly outfitted since the items are required on trips.

## BUS SERVICE & LUGGAGE



Campers using the camp's bus service are limited to ONE LARGE SOFT TRUNK or DUFFEL BAG and ONE SMALL BACKPACK (can fit under your seat on bus) on the bus. We appreciate your support on this matter and this policy will be strictly enforced, as we must have enough room on the buses for all campers luggage and for each camper to have a seat on the bus.

## FAQ about packing...

- Please do NOT send hard camp trunks. The cabins do not have storage areas for hard trunks. Duffel bags and soft luggage are permitted. We highly recommend the luggage provided by **The Camp Spot**. We also require that your child's name be clearly labeled on the outside of all camp luggage and backpacks.
- Campers should pack for 14 days (Laundry is weekly for campers and starts after the 1<sup>st</sup> week a camper arrives.)
- Please send 2 sets of sheets with your camper, 2 blankets and a sleeping bag.
- Linens are available to rent. Fees apply. See Additional Options form to order.
- Please see our Camp Policies about Electronic devices, Footwear, Cell Phones, etc...
- Encourage campers to bring items that will make them feel at home (stuffed animals, favorite blankets, pictures...)
- LABEL EVERYTHING!!!! Camp North Star is not responsible for lost, stolen or damaged items.

## Footwear Policy



Campers are **REQUIRED** to wear closed-toed shoes at all time except the waterfront. We define closed toed shoes as sneakers or hiking shoes. Crocs, Birkenstocks, slides, flip-flops or similar-type shoes are **NOT** considered appropriate footwear.

*When walking to and from the waterfront, or at the waterfront, sandals or water shoes with **secured back straps** are permitted. Crocs are not allowed. Flip flops or sandals without secured back straps are not allowed. Chacos and Tevas are great options at the waterfront. Questions? Call us.*

## Bathing Suits



Bikinis are not permitted. Tankinis are acceptable, however they **MUST** cover the midriff. We recommend girls wear one-piece bathing suits that must provide full coverage, including no deep plunging necklines, no backs that dip below the waist, and no exposed sides or midriffs. Boys must wear appropriate length swim trunks.







## LAUNDRY SERVICE



Laundry service is an optional service provided on a weekly basis and starts after the 1st week a camper arrives to camp.

Our laundry service provides all campers with a laundry bag to use while they are at camp. All laundry bags must be returned to the laundry service upon departing from camp. Please supply your child with a laundry bag (labeled with their name) to use for their departure from camp.



-  Fees apply for this service at \$15 per camper/per week that service is provided.
-  Please pack campers for a minimum of 14 days of camp. Campers often change throughout the day in camp and require more clothes for their stay. Please refer to the packing list for specific details.
-  Please provide TWO sets of sheets for the bed at camp as campers change their linens each week.
-  Please do not send expensive or delicate clothing to camp. We suggest wash and wear clothing. Camp is not responsible for lost, stolen or damaged items.

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## MAIL AT CAMP

Campers are asked to write home once a week while at camp. We request that all parents send stamped, home addressed envelopes with your child. **Please send your child with ample postage to camp.**

We encourage LOTS of mail to our campers throughout the summer. It is so important to receive mail from home that is positive, encouraging and supportive of your child's time at camp. We strongly encourage parents to send a letter to your child several days before camp starts so that your child has a letter waiting for them when they arrive at camp. Things to put in this first letter are how proud you are of them for making the choice to attend summer camp and that you are sure they will LOVE camp and all that it has to offer.

Please be sure to address all mail with your child's name and bunk name on the envelope. Bunk names will be emailed before the start of camp. *You don't need to include the bunk name on the first letter you send to camp prior to your child's arrival.*

Address all mail as follows:

MOM & DAD  
Home Street  
Home, ME 11120



Camper's Name  
Bunk Name  
Camp North Star  
200 Verrill Road  
Poland Spring, ME 04274

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## PACKAGES AT CAMP




**Only flat envelopes are permitted. Any packages or envelopes containing food will not be given to campers. If your child receives mail that does not meet our guidelines, you will receive an email that will include the return address of the sender and your child will receive that mail upon their departure.**

NOTE: In the event that you need to send items like a required article of clothing, equipment or a birthday present, please contact the camp office for instructions BEFORE sending the package.

## TELEPHONE

The Camp Office is open 7 days a week for our camp families. Office hours are 8:30am-6:00pm. Our office staff can assist you with most details relating to camp. If you need to speak with our Nurses or any of our Directors, please leave a message in the camp office and we will get back to you as soon as possible. Messages left on the Voice Mail after office hours will be returned the next day when the office opens. In the case of an emergency after hours, call Steven or Brooke's cell phone. The phone numbers are on page 2, and they are always available to talk with camp families.

### Camper Phone Calls

 All camp families are offered the option to sign up to schedule phone calls home by completing the PHONE CALL RESERVATION FORM located in your CampMinder Account on-line. Phone calls are scheduled on the weekends after the first week of Session 1 and 2 and after the first or second week of Session 3. **This form must be completed and submitted if you want to receive a phone call home from your camper(s) during their stay at camp.** Campers who do not have this form submitted will NOT be scheduled and will not be calling home while at camp. **This form will be available on June 1st.**

Camper phone calls are limited to 10 minutes. Phone calls are meant for parents only. Please let extended family and friends know that campers will not be calling during their stay at camp. Campers who have parents living separately are permitted to make calls to each of their parents.

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## EMAILS AND ONLINE PHOTOS

Communication at camp is very important to us and we enjoy sharing with you all the happenings at camp. We understand all too well how many campers return home from camp and when asked, "So how was it? What did you do?" answer something like "nothing, hung out". We know you are looking for more details than that.

We encourage you to enjoy our ONLINE community and to use our ONE WAY email service that we call **Bunk Notes**, for free!!! We do offer **Bunk Replies** for an additional fee. Include a Bunk Reply with your email that allows your child to write a hand-written response that is delivered as a PDF file directly to your email.

Emails are printed and distributed with our regular mail. **Emails sent after 3 PM will be distributed the next day.**

Although these services are great and lots of fun, please do not over analyze or look too much into ONLINE photos. Your child may be in the background or in a candid shot. These photos are not meant to be used as a reflection into your child's experience at camp but just fun photos for parents to get a sense of happy campers having a great time! If you have concerns or questions PLEASE contact the camp office.

## INSTRUCTIONS:

### CAMP PHOTOS AND EMAIL

#### GET STARTED NOW – IT'S EASY! And it is Free!

1. Simply visit our website, click "Current Families" on the top menu bar, then look under "Camp Season Info" and click on "Daily Camper Photos".
2. We partner with Bunk1 for emails and photos. We are confident that the experience will be convenient more convenient and easy to use. There are exciting features you will enjoy including an app for your phone and facial recognition...all at no additional cost.
3. After you click "Daily Camper Photos" you will be taken to Bunk1's website. Click "New Here? Get Started" in the upper right. The invitation code that is unique to our camp is – STAR2020. Complete the form to create your account. Returning families should use their login information from last summer.



4. You will be prompted to select a bundle for access to your Parent Portal. Bundles include credits for you to send emails (called Bunk Notes) or enhance your notes with borders, sports scores, and puzzles. You can also use credits for your child to send you a handwritten note back (called Bunk Reply Stationery). There is a free package that allows you to view the photo gallery and send unlimited Bunk Notes to your child. The Bundle Packages offer you a savings by purchasing the package when you setup your account rather than at a later date.
5. The Bunk1 platform also comes with a free app for your phone. Go to the App Store or Google Play and search for “Bunk1”. Choose the Summer Camps option not the option for camp administrators. The app allows you to view photos, send Bunk Notes and read Bunk Replies.
6. Bunk1’s Photo Gallery also includes facial recognition software. You will be prompted to upload a profile photo of your child. Make sure it is a close up of just your child. The facial recognition will scan all the uploaded photos and notify you when a photo of your child is detected.
7. Bunk1’s support team is available 7 days a week during the camp season. For questions about their products, you can contact them at 212-974-9112 or [support@bunk1.com](mailto:support@bunk1.com)



## HEALTH CARE AT CAMP

**COVID-19:** Last summer, we had a thorough plan in place that included multiple levels of mitigation and onsite COVID-19 testing. The plan was created by having our medical team partner with the Maine Department of Health, CDC and the American Camp Association. We were able to keep everyone COVID free last summer because campers, staff, and camp families all followed and adhered to that plan. We couldn't have done it without everyone's cooperation. North Star's medical team continues to partner with the same public health officials and organizations so we are prepared for whatever form of COVID-19 we are faced with this coming summer. Closer to the start of the camp season, we will share our 2021 Camp North Star Health and Safety Guidelines. That will allow us to share with you the most current information pertaining to COVID-19. If you would like to review last year's guidelines or have any questions about what this summer's version may include, contact Steven or Brooke in the camp office.

**Medical Information:** Please complete your Medical Forms by **June 1**. There are 2 parts to the required medical forms. All forms are available online in your CampMinder account. The *Camp North Star Health Forms* include a Physician and Immunization Form. Both forms are completed and signed by your child's doctor. The *Health History Form* is an online form and is completed by a parent/guardian. No camper will be permitted into camp unless we have received all completed Medical Forms. Please make your appointments now so that you can complete the forms by **June 1**. Abbreviated medical forms from your physician may not be substituted in place of the required camp forms. The State of Maine requires a full listing of up-to-date, physician-documented immunizations (including current tetanus).

**Camp REQUIRES that all Health Insurance details be filled in on the ONLINE HEALTH HISTORY FORM. This includes but is not limited to Medical, Prescription, Dental, etc.**

Any prescriptions, co-pays or medical expenses that are not billed directly to the camper's home will be charged to the family's credit card on file with the camp office.

**Medical History:** Each camper's medical history is reviewed carefully by our Medical Staff prior to the start of camp. Please keep in mind that the more we know about your child's health history, the better care we can take of him or her. Please advise us of any injury, illness or communicable disease your child has experienced prior to your arrival at camp.

Our Medical Form also requires that you advise us of any special dietary needs your child may have.

### **Mental, Emotional & Social Health of Campers**

Any and all information pertaining to your child's psychological or social development (including any counseling) is invaluable as we work to maximize your child's experience at camp. Our medical form and camp's policies requires that such information is disclosed to us and we ask that you be as detailed as possible. Be assured this information is treated with the care, respect and confidentiality it deserves.

### **Medications**

For the safety of our campers, and to meet state health requirements, we partner with **The Medicine Shoppe**, in Lewiston, Maine, for our pre-packaged medication program to dispense and package ALL of your child's medication for camp. Camp families are **required** to use **The Medicine Shoppe** if your child takes any prescription or over-the-counter medicine while at camp. All pills will be dispensed and individually packaged in sealed packets labeled with your child's name, medicine, dosage, date and time to be given. Directions for ordering medication are available in your CampMinder account under "Forms".

**International Campers** - contact the Camp Office by phone or email so we can assist you with your medications.

**Dental Work:** Please complete all dental and/or orthodontic work prior to camp.

**Eyeglasses:** Please send a second pair of glasses with your child if he or she wears glasses.



Parents are financially responsible for any and all charges related to medical treatment which may not be covered by their medical insurance, including but not limited to, a deductible, coinsurance charges or portions of medical charges which individual insurance companies may decline to pay.

## HEAD LICE

All campers are **REQUIRED** to have a **LICE CHECK SCREENING** by Lice Clinics of America upon their arrival to camp and are **REQUIRED** to arrive at camp “Lice Free”.

Camp performs periodic head lice screening. We strongly encourage the use of non-toxic products that may help to reduce the risk of getting lice at camp.

Campers that are discovered to have head lice upon arrival or during their stay at camp will be treated immediately by a Lice Clinics of America technician and our health center staff. Families will be billed \$300 for the treatment.

Camp is not responsible for any post-camp services or products for campers returning home that are discovered with head lice.

## CAMP POLICIES

### CAMP COMMUNITY

At camp we follow the simple rule that no one is allowed to have their fun at someone else’s expense. Camp has a responsibility to every camper and staff member. Camp North Star will not tolerate disrespectful and/or inappropriate behavior or language towards peers or staff. Any inappropriate behavior, contact or language will result in immediate disciplinary action.

### CLEANLINESS

Campers must practice personal hygiene and keep their living quarters neat. Please remind campers that daily showers, daily hygiene and daily bunk inspections are part of the Camp North Star routine. Campers are required to participate in daily chores in both their cabins and around the camp property. We are the stewards of our camp and as a community we take care.

### VISITING CAMP

Our program design does not offer the opportunity for friends and family of campers to visit them while camp is in session. Our days at camp are packed with activities, events and trips that keep our campers very busy. Camp will be over before they know it and missing a day at camp certainly means missing out on some fun.



Camp North Star is a closed community while camp is in session. We do not allow for any visitors or guests to be on property without the advanced permission from the camp owners. This includes but is not limited to former staff/campers, family or friends of current staff/campers, or others.

***All of our visitor policies are in place to provide a safe and secure camp and to encourage healthy adjustment to camp life.***



## CAMP PROPERTY

Defacing camp property is prohibited. Any camper who writes graffiti or defaces the camp will be required to sand off or paint over the damage. If the graffiti cannot be removed through simple sanding or painting then the camper will be charged accordingly for necessary repairs. Graffiti discovered after the camper has departed will be removed and campers will be charged accordingly for the graffiti. This policy applies to all areas of camp, including walls, cubbies, bathrooms, beds, rafters and all camp buildings, vehicles and property.

## PROHIBITED SUBSTANCES

Smoking cigarettes or any similar substance (such as e-cigarettes, vaping or Juul), smoking or using marijuana, alcohol or drugs of any kind are strictly prohibited. Campers who are found to have in their possession, participate in the use of, or distribute any of the above substances while at camp will be dismissed from camp upon notification to their parents. We have a zero tolerance policy and there will be no exceptions.

## PROHIBITED ITEMS

Please do not send electric fans or other electrical equipment, as we do not want to overload the electrical systems in the cabins. Battery operated fans are acceptable. Please do not send expensive items such as good clothing or jewelry to camp. Large stereos, portable gaming devices or DVD players are prohibited. The camp cannot assume responsibility for the loss or damage of campers' personal property. Weapons or any hazardous items are not permitted in camp. Pocket knives, hunting knives, Swiss army knives and the like are also not permitted in camp.

## CELL PHONE AND TECHNOLOGY POLICY



**All cell phones are prohibited at camp.**

**The only electronics allowed are digital cameras and mp3 players that do not have video or internet capabilities. All other music players, eBook readers, portable game devices, "smart" watches, video players, tablets, laptops, etc., are prohibited.**

On average, American children spend more than 7.5 hours each day using an electronic device, and the increase of built-in wireless technology has made it increasingly difficult for Camp North Star to find a line permitting some electronics instead of others. Camp is one of the few places throughout the year where kids can truly unplug, and we have made the decision to both honor and recognize this space, in addition to embracing direct parent feedback.

The intention of our technology policy is to:

- Allow campers to fully embrace the connections they make with other campers and promote socialization between campers
- Provide campers a break from the world of technology
- Reduce the stress associated with the damage to and theft of electronics
- Ensure that our campers are not exposed to age-inappropriate material
- Remove the divide between "the haves and the have-nots" in each bunk

It is very important both campers and parents understand and adhere to this policy. We appreciate your understanding and support.



**AIRPLANE TRAVEL: Cell Phones are ONLY PERMITTED for campers traveling by plane without a parent. Campers are REQUIRED to turn their cell phone into the camp office upon arrival to camp. Cell phones will be kept in the office and returned for the campers' departure travel day.**

## FAQ About Cell Phones & Technology Policy

***Can my child use their cell phone for listening to MUSIC at camp?***

No. ALL cell phones are strictly prohibited. Campers are permitted to use a simple mp3 player that plays music only. Devices with video or Internet capabilities are not permitted. MP3 players are only permitted in the cabins and campers have limited use of these devices.

***Can my camper use their cell phone for their CAMERA at camp?***

No. ALL cell phones are strictly prohibited. Campers are permitted to bring a digital camera with them to camp.

- In an effort to ensure that inappropriate pictures are not taken at camp, the taking of pictures inside the cabins is not permitted. Unfortunately there have been several instances, at other camps where inappropriate pictures were taken by campers and were placed on personal web pages and social media sites. Many camps have banned digital cameras altogether, we prefer to allow our campers to capture special moments during the summer, while at the same time minimizing the risk of inappropriate pictures being taken.
- Please advise your camper that **should their digital camera be used inside the cabin or in an inappropriate way, it will be taken away** and not returned until their departure from camp.
- **Video Cameras of any kind are not permitted in camp.**

***Can my camper have a cell phone if traveling by AIRPLANE to or from camp?***

Yes. Campers traveling by airplane are permitted to travel with a cell phone.

\* **Campers are REQUIRED to turn their cell phone into the camp office upon arrival to camp.** Cell phones will be kept in the camp office and will be returned for their departure from camp.

***What happens if my camper is discovered with a cell phone or electronic device while at camp?***

We take this policy as well as all of our policies at camp very seriously. We expect our campers and families to do the same. Camp reserves the right to dismiss a camper from camp for such infractions. Please help your camper to make good choices and decisions, keep cell phones and electronics at home.

***We've heard stories about campers, as well as parents sneaking cell phones and such into summer camps, how is this dealt with at North Star?***

Unfortunately it is true. We have not had it happen often at North Star but it has happened. In an effort to avoid this from happening at North Star, we address the issue directly and openly with campers on the first day that they arrive to camp. We give campers this one opportunity to turn in to camp any cell phones or electronic devices that they may have with them into the camp office now and we are very clear about what can happen if they don't.

We know it sounds crazy right? I mean what kind of parent helps their child sneak a cell phone into camp or even worse gives their child the cell phone to sneak into camp. Well, the answer for us at North Star is a parent just like you or me, a parent that loves their kids and is just really nervous about camp. We understand how and why a choice like this can happen and do not want to see anyone make this kind of choice when there are plenty of ways for us to support a camper or parents needs in regard to communication while at camp. PLEASE talk to us about this, you will be more than happy with our response.



## GRATUITIES

We prohibit the offering of gratuities to our camp staff. All of our staff has been made aware of this policy. It has always been our philosophy to compensate our staff fairly.


## CAMP STORE

We do not have a store at camp. We just do not see the need to sell junk food or novelty items to our campers. Campers are encouraged to show their camp pride and enjoy the online Camp Store on the camp's website supplied by our friends at The Camp Spot. The Camp Spot is also where you will find your required logoed items from the camp's packing list. If campers need items like stamps, toiletries, batteries, etc, Camp North Star will supply such items and charge the credit card on file for your family.


## MONEY AT CAMP

There is no need for extra cash at camp. All trips are paid for by camp and do not require extra spending money. Campers traveling from abroad can bring money for traveling to and from camp. This money must be labeled in an envelope with your child's name on it and will be held in the camp's safe. Campers cannot and should not have money in their cabins. Camp is not responsible for money that campers keep on them in their cabins.

## FOOTWEAR POLICY





 Camp is an active place and our natural setting is one that requires proper and safe foot attire. Campers are **REQUIRED** to wear closed-toed shoes at all times. We define closed toed shoes as sneakers or hiking shoes. Crocs, Birkenstocks or similar-type shoes are not considered appropriate footwear at camp. Campers will be asked to return to their cabins and change their shoes if proper shoes are not being worn. *Sandals and water shoes **with secured back straps** are permitted to be worn to and from the waterfront.*

## LOST AND FOUND

 At camp, we do as much as we can to help your child to retrieve their personal items left around camp. Several times a week and certainly on packing day, we go through the entire lost & found bin with the whole camp and have campers claim their items. Camper items left behind at the end of each session will be collected and brought to the camp office. The office staff will ship labeled items and your credit card on file will be billed accordingly. Items not labeled or unidentified will be donated.

## CAMP CONDUCT / BEHAVIOR

Campers are supervised throughout the day at camp but there are times when an "honor" system and a true respect and understanding of camp rules and policies must be met by all campers. Breaking camp rules or policies may result in being discharged from camp. There are no refunds for campers that are dismissed from the camp program. Dismissal from camp is at the discretion of Camp North Star's owners and designees.

-  Campers are expected to be present and participate at all activities and to remain in supervised areas at all times.
-  Leaving cabins after "lights out" in the evenings or early mornings is by permission only and campers **MUST** be accompanied by a staff member or camper "buddy" designated by a staff member.
-  Campers are expected to be respectful of each other, themselves and our staff at all times. Physical, verbal hostilities or bullying of any kind will not be permitted while at camp or after. We encourage campers to be respectful of the camp community both in and out of camp.
-  Camp reserves the right to monitor and eliminate online communities and communication when it is not in line with the values and interests of Camp North Star. This includes but is not limited to Facebook, Instagram, online communities, etc.



- ★ Camp North Star does not allow inappropriate romantic, physical or intimate relationships at camp. Camp North Star's rule on such is as follows...Campers are expected to behave in the same manner as they would with their parents present at all times or better. We appreciate your support on this issue.
- ★ Campers' emotional and physical safety is our first priority at Camp North Star. In the event a camper is identified to be unsafe or at-risk to themselves or others during their stay at camp, the camp will contact home immediately to make arrangements for the camper to be picked-up.
- ★ Campers are not permitted to alter their physical appearance while at camp. This includes but is not limited to hair dyeing, hair cutting, body piercing, tattooing, etc. Please do not send your child with any items that would avail these opportunities.
- ★ Camp is a home to many others besides our campers and staff. Campers are expected to respect both our furry friends and our natural environment. Teasing or hurting animals and/or destructive behavior, for example peeling the bark of trees or pulling down live limbs, are not permitted.
- ★ All campers MUST adhere to the rules of the Waterfront and Lakes. Campers are not permitted near the water at camp without certified camp staff.
- ★ Cabins are private and open to the residents of each specific cabin only. Campers may not enter a cabin other than their own. Therefore, co-ed visiting in cabins is not permitted.

## **CAMPER CHARGES AND FEES**

All campers are required to have a valid credit card number on file with the camp before June 1st. Additional fees or charges incurred will be charged to the credit card on file. To view, add or update a credit card from your account just login to your CampMinder account and enter the Financial Section of your account.

## **DISMISSAL OF CAMPER**

The Camp reserves the right to dismiss, in its sole discretion, any Camper whose condition, conduct, influence or behavior is deemed unsatisfactory or detrimental to the best interests of the Camp or their fellow campers or who violates camp rules and regulations, in which case no refunds will be made.

## **LATE ARRIVAL / EARLY DEPARTURE**

We require all campers to arrive and depart to camp on the days and times outlined by Camp North Star. Arriving or departing outside of these parameters requires pre-approval by the owners. All requests must be made in writing.

## **BELONGINGS**

Camp is not responsible for camper's belongings or equipment while in transit or at camp.

## **DISPUTES**

All claims or disputes asserted by Camper or Parent against the Camp and arising from or related to this Agreement shall be brought and maintained in the courts of the State of Maine, and Parent expressly submits to the jurisdiction of such courts. The substantive law of the State of Maine will govern such disputes without regard to conflict of law rules. Any individual bringing legal action against Camp, which action is decided in favor of Camp, will be responsible for all legal fees, court costs and out-of-pocket expenses of Camp, its owners and employees.

## BEHAVIOR EXPECTATIONS

Camp North Star requires that all members of the camp community treat one another with respect and consideration at all times. Negatively impacting or mistreating others is not tolerated and may result in disciplinary actions that may result in immediate dismissal from camp.

It is our expectation that this same code of conduct is upheld year round.

The discovery of mistreatment of others in the off-season may result in similar procedures as stated above. Behavior seen or happening via online communities, IM chats, email, etc...is not tolerated.

## CONTACT WITH STAFF MEMBERS OUTSIDE OF THE CAMP SEASON

Camp North Star requires that no staff member, past or present, have unsupervised visits or contact with campers after the camp season.

*During the camp season, the same policy applies; campers and staff members are never permitted unsupervised, one-on-one contact.*

## CAMP FAMILIES ZOOM WEBINARS

We realize there is a lot of information in this handbook to review and digest. Steven and Brooke are always available to answer questions and would be happy to schedule a time to discuss any questions. To best help our families prepare for the camp season, two Zoom webinars are scheduled each spring and hosted by Steven and Brooke. They walk you through everything you need to know about getting ready for the camp season. Details are shared in our monthly e-mails. And the webinars are recorded in case you aren't able to attend the live version.

