

**SHMA**  
A FAMILY OF CAMPS



# Sternberg Camper Handbook

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Dear Parents & Campers,

Welcome to the Camp Sternberg Family!

Preparing for the camp experience should be a time of excitement for both you and your child, as she is about to embark on a once-in-a-lifetime opportunity. We want your child's experience to be a positive one. We also understand that anxious and nervous feelings may sometimes arise when thinking about leaving home, meeting new friends, and adapting to an unfamiliar environment.

The following handbook has been created to help answer your questions and ease any of your tensions during this time. It is suggested that you read this handbook with your child. It will give you an opportunity to discuss your child's upcoming adventure and share any concerns. Together with your child, read through a typical day at camp, camp policies, and our policy on bullying, to help gain a better understanding of what the Camp Sternberg Experience is all about. In the handbook you will also find helpful contact information as well as packing lists and much more.

We hope you find this handbook a useful tool when getting your child ready for camp. Please feel free to contact us if you have any questions. We are happy to help. We look forward to spending the summer together with you, *iy"H*.

Sincerely,  
Allyson & Dov Perkal

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## Airport Travel

### Group Flights to Camp

We are aware that many campers are coming from out of town. In order to make this more convenient, we will send a Camp Sternberg representative to meet groups of 10 or more campers on the same flight. Group flights should be booked to either JFK or Laganrdia Airport and should arrive between 9:00 AM and 10:00 AM. Please call Mrs. Rivkie Eichenstein at 773-338-6850 so that she can assist you in booking a group flight. Keep in mind that flights should only be booked after acceptance into the camp program.

We DO NOT provide transportation from the airport if you are not on a pre-arranged group flight of 10 or more campers to JFK or Laganrdia Airport.

### Return Flights Home from Camp

We will have transportation going to both JFK and Laganrdia Airport on the last day of camp. Please make sure that the return flight is not booked before 3:30 PM on the day of departure from camp, to ensure that we will have enough time to get the campers safely to the airport. If you would like a chaperone to escort your daughter to the gate and remain with her until she departs, there will be a \$150 fee.

## Bunk Placement

Bunk assignments are made by the Program Directors after careful consideration of appropriate placement. The Directors must consider the balance of new and returning campers in each bunk, how many bunk beds fit in each bunkhouse, and camper requests. Juggling all this information and making everybody happy is quite a challenge! As part of your online application forms, you have already completed a bunk request form (bunk requests are due May 1st). We will do everything we can to honor a minimum of one request from among your child's friends. Bunk assignments are given out on the first day of camp when your child arrives.

## Bussing

Buses will depart from the following five locations to bring campers up to camp: **Brooklyn, Five Towns, Monsey, Queens, and Passaic**. You will be sent a bus pass once we have received all of your required forms and your camp balance has been paid. Please bring the bus pass to your bus location, as this will allow your camper to board the bus quickly. The bussing and luggage schedule will be posted on our website at [www.shmacamps.com](http://www.shmacamps.com) by clicking on Sternberg and then "Luggage & Bussing."

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## Luggage

Luggage will be handled by Camp Trunk Delivery. They will send you an email in the beginning of February detailing how to sign up for luggage service. If you need to reach them, please contact them at [office@camptrunkdelivery.com](mailto:office@camptrunkdelivery.com) or call (866) 531-9918.

**IMPORTANT NOTE:** We make every effort to protect the personal belongings of every camper, however the camp is not responsible or liable for equipment or personal property (including money) while in transit or at camp, whether the equipment or personal property is lost, stolen, or damaged by fire, laundry, or any other cause. **Please do not pack any food in luggage, even if it is in sealed containers.**

## Canteen

Canteen is an exciting part of camp. Each camper has an account that parents can fund to enable campers to buy items in the canteen. The suggested amount is \$60 to \$70 per trip which can be used for canteen. Prior to camp, checks made payable to Camp Sternberg can be mailed to PO Box 415 Woodmere, N.Y. 11598. **(We do not accept credit cards.)** Alternatively, you can fund your canteen account with an e-check by logging into your campminder account, go to "View Accounts" and select Fund. Feel free to call our office if you need assistance. We are happy to help! **Extra money left in canteen will be forwarded as a credit towards next summer. If you wish to receive a refund, please email a request to [info@shmacamps.com](mailto:info@shmacamps.com) and we will issue a refund check.**

**PLEASE NOTE:** Canteen money can NOT be withdrawn and used for trips. Trip money should be kept in the camp safe.

## Birthday's In Camp

There is nothing better than celebrating your birthday up at camp with your best friends. Birthday cakes may be ordered for your child's birthday. Cakes are large enough to serve your child's entire bunk. To pre-order a birthday cake for your child's birthday, just fill out the canteen form. The \$25 fee will be deducted from your child's canteen account, so please keep this in mind when you fund your child's account.

## Ordering Cases of Bottled Water

During the first day of camp, we will be selling cases of water in each of the units in camp. The cost of the case of water can be deducted from your daughter's canteen account at the time of purchase. In addition, campers will be able to pay with cash for cases of water at this time as well. Cases of water will also be sold in the canteen throughout the camp sessions. **Please Note: NO cases of water will be permitted on the buses nor will they be accepted as deliveries.**

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## Communication with Camp & Your Camper

Camp enables children to develop a sense of independence, as well as the ability to work out problems on their own or with the help of the staff. This is one of the many reasons our camp policy is that Campus & Pioneers Campers are NOT permitted to call home unless there are special circumstances. If for some reason you need to get in touch with your daughter, call the camp office and a message will be given to the Program Director. You are welcome to be in touch with your daughter's Program Director at anytime during the summer by leaving a message with our front office. Please indicate if it is an emergency. For non-emergencies, you will receive a call back within 24 hours.

Camp Anna Heller and LISHMA, our teen programs, allow campers to make phone calls Erev Shabbos.

Our office phone number is 516-992-6131 and the office is open from 9:00 am - 6:00 pm. Our office hours on Friday, Erev Shabbos, are from 9:00 am - 4:00 pm. **Instructions for how to reach someone after hours for Emergency Phone Calls ONLY will be detailed on the voice message when you call our office after hours.**

### Program Directors & Important People in Camp

Mrs. Hadassah Stauber.....Campus Completing Grades 3rd-6th  
Mrs. Dina Leah Katz.....Campus Completing Grades 3rd-6th  
Mrs. Yael Abramowitz.....Younger Pioneers Completing Grade 7  
Mrs. Chaya Samowitz.....Older Pioneers Completing Grade 8  
Mrs. Leora Levine.....Anna Heller Completing Grade 9  
Mrs. Mayah Kuritsky.....Anna Heller Completing Grade 9  
Mrs. Debra Fliegelman.....LiSHMA Completing Grade 10  
Mrs. Hadassah Bamberger.....Parent/Camper Liaison  
Mrs. Aviva Gluck .....Health Care Director  
Mrs. Gitty Rosenzweig.....Director of Enrollment SHMA Camps

### Directions to Camp:\*

\*If you are using a GPS, **DO NOT** follow the instructions to make a right on Clarks Road (you will get stuck). Continue straight and your GPS will recalculate.

Camp Sternberg / Camp Anna Heller - 97 Camp Utopia Road, Narrowsburg, N.Y. 12764\*

- New York State Thruway to exit 16 - Harriman
- Route #17 West to exit 104 (White Lake, Airport) to Route 17B West
- Continue on 17B West until NY Route #55 West (7.7 miles)
- Turn left on NY Route #55 West / White Lake Road (4 miles)
- Turn right at Co Rd 26/Crystal Lake Rd (3.5 miles)
- Make a left at Ryer Rd and take until the end 2.1 miles
- Turn left and proceed to camp (.9 miles)

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## FOOD IN CAMP

We are fortunate to have an excellent chef in Camp Sternberg that provides a variety of kid-friendly meals. Apart from the three meals served in the dining room as well as an afternoon snack, there is a state-of-the-art canteen which is open daily. The canteen sells a variety of drinks, snacks, and even cooked food such as pizza, hot pretzels, waffles, and panini's.

### Allergies & Food in Camp

Our chef provides allergy alternatives at every meal. In addition, if your child has allergies and would like to bring up specific food items, please send an email to our camp office, [info@shmacamps.com](mailto:info@shmacamps.com), so that we can try our best to accommodate your child.

### Non-Pioneers Camper & Staff

If campers must have "their own" snacks, we ask that they bring it in their carry on bag that they bring on the bus with them up to camp. They will be able to keep the snacks in their bunkhouse. **(No food should be packed in luggage that comes up to camp prior to campers and staff.)**

### Pioneers Camper & Staff

There will be **NO FOOD** allowed into Pioneers other than the food provided by camp. Camp will provide weekly shabbos parties for each bunk. Your daughter should not bring any food to camp, even in closed containers. (Cereal boxes are permitted but must be stored in the dining room.) We ask that your daughter does NOT bring food and store it in the bunkhouses in other divisions of camp. This greatly disturbs other programs often interrupting fun activities and curfew as well as makes it difficult for the campers to move throughout their over crowded bunk houses.

## FORMS

Every camper must have a physical examination and completed medical form on file before coming to camp. All forms can be found by logging into your campfinder account and going to forms and documents.

1. Physician's Form - to be completed by your pediatrician
2. Parent Confidential Questionnaire - to be completed by a parent or legal guardian
  - a. Remember to email the camp office in regard to any health issue that you would like to discuss with the camp nurse at [sternberginfirmary@shmacamps.com](mailto:sternberginfirmary@shmacamps.com). All information is confidential.
3. Consent to Treat & Insurance Form - to be completed by a parent or legal guardian
4. J Drugs Forms for campers that take daily medication or vitamins

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## Graffiti & Property Damages

Camp facilities are maintained so they will last for many years. Rarely, do we have problems with campers purposefully defacing camp property; nevertheless it is explained to each camper that graffiti and property damage will be their and their parents' responsibility. There will be a \$100 minimum charge for each incident of graffiti or damage.

## Health Center

The Sternberg Health Center, centrally located on our campus, is well equipped, and professionally staffed. In addition to a doctor, there are also two-three registered nurses on premises for the summer. **All required forms are CRUCIAL!** In order to treat your child in our health center, we are required to have a consent to treat on file, as well as a completed physician's form. In addition, if your child takes any medication, whether it's over the counter or prescription, we must have a written prescription from your doctor submitted with your child's medical forms, or we cannot administer their medications.

As many of you know, SHMA Camps, is privileged to share our grounds with two special needs camps, Camp Migdal, and Camp Kesher. Some of the campers in these programs are medically fragile and/or immunocompromised and cannot receive vaccinations. In an effort to protect the health of these special campers, **SHMA Camps will only accept fully vaccinated campers. No religious exceptions will be considered.**

To discuss any medical concern that you may have during camp, please consult with the nurses in camp at 516-992-6131 extension 205 between the hours of 9 am and 8 pm. To discuss any medical concerns prior to camp, please send an email to [sternberginfirmary@shmacamps.com](mailto:sternberginfirmary@shmacamps.com) with your concern and our head nurse will be in touch with you.

## HOURS

Camper's clinic hours are from 10:15 am - 12:45 pm and 4:30 pm - 6:00 pm and there are nurses or nurse's aides in the Health Center from 9:00 am - 8:00 pm daily. The nurse's bungalows are attached to the Health Center so that campers that are sleeping there are supervised at all times. All health concerns are taken seriously and there is always a medical staff present. If your child is admitted to the Health Center overnight or we determine that she needs to leave grounds for any reason (ie root canal, possible bone fracture, etc), a member of the medical staff will inform you.

## INSURANCE

All campers are required to have medical insurance while at camp. Onsite staff medical staff only provide basic treatment. Off-site visits to specialists, hospitals, or urgent care centers etc will need to be covered by your insurance. Any medications prescribed while at camp will also need to be covered by insurance.

## Specific Medical Concerns:

*Lyme Disease*

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The Camp Sternberg staff is trained during their staff orientation of the procedure to check for ticks. The staff also instructs and reminds the campers to perform daily tick checks with a buddy in order to catch hard to see spots. Our medical staff is up to date on symptoms and treatment procedures. Counselors are trained during orientation on prevention and symptoms.

### Ways to Prevent Lyme Disease:

- Permethrin is an effective repellent but only works on clothing. (Although it does stay on through 4-6 washes.)
- Insect Repellent including DEET is an important way to repel deer ticks.
- Campers should wear long pants under their skirts and socks during any hikes in the woods.
- Campers should do a DAILY tick check. They will be assigned “tick buddies” or their counselors can assist them in checking hard to see areas. The staff members will remind their campers daily, but please impress upon your child the importance of doing this. Counselors are available to assist campers with checking for ticks upon their request.
- If campers should locate a tick on their body while in camp, it should be removed immediately by the closest available staff member.
- After the tick is removed the body needs to be checked for signs of a bull's-eye rash or other rashes, as well as other symptoms of Lyme disease or other tick borne illnesses and campers are treated as needed.

### ***Bed Wetting***

Our goal is to help your child have a wonderful summer and bedwetting is best handled if the staff has prior knowledge. **If you anticipate that bedwetting may be an issue for your daughter, please be in touch with your child's program director before camp begins, to discuss the best possible way it can be handled.** Parents should send extra bedding as well.

### ***Allergies/Epipens/Asthma/Diabetes:***

For campers with allergic reactions, epipens, asthma, or diabetes, please provide the camp Health Center with your action plan and prescriptions from your physician. **We also request, that if your child uses an epipen or rescue inhaler, that they bring two to camp- one should be kept on them at all times, while the other is kept in the Health Center as a backup.** If your child needs to carry an epipen (or other medical equipment) with her at all times, camp recommends sending your daughter with a flip belt or something similar. Please contact us prior to camp by sending an email to [info@shmacamps.com](mailto:info@shmacamps.com) so that the nurse can be informed of any food or drug allergies and the treatment recommended by your pediatrician or allergist.

### ***Special Medical Needs:***

If your child has any specific medical/physical needs, please notify the camp office so that we can appropriately address her needs. This information is crucial to ensure her safety. **All information will be kept strictly confidential.**

The camp administration must be informed of any communicable diseases to which the camper may

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have been exposed in the three weeks prior to camp attendance. ***Please share with us any information that may affect your child's stay in camp. These situations include, but are not limited to, conditions requiring year-round medication, physical, psychological, medical or social matters.***

## Homesickness

Missing home is a natural and common feeling for children leaving home. Our staff are experienced with dealing with these feelings and will offer special support to campers. There are a few ways to help alleviate these feelings in your child before she leaves for camp:

1. Talk to your child about her nervous or anxious feelings surrounding camp. Explain that many of the other campers will be experiencing the same feelings.
2. Encourage your child to participate in all camp activities to keep her mind off of any negative feelings. Physical activity is a great way to stay positive and combat homesickness.
3. Assure your daughter of your confidence in her ability to get along "on her own." Share your optimism about her camp experience - not your anxiety.
4. Talk with her about the interesting things she will do, the fun times she will have, and things you can't wait to hear about that she will experience.
5. Give her self-addressed envelopes and stamps so that she can write letters to you.
6. Send lots of mail!! Focus on her experience at camp. Write about cheerful things - how glad you are that she can have a camping experience. If she reads how much you miss her and how lonesome it is without her, her mind will immediately center on home, which may cause homesickness.
7. Let her know that it's okay if she should happen to feel homesick, and that counselors are great people to talk to about those feelings, and that the feelings will likely not last for long.
8. When packing for camp, please encourage your camper to help you decide what to include. (Make sure to use the proper packing lists.)
9. Never make a pick up or call home deal with your camper. Please do not make advanced deals or promises to your child. Be optimistic and encouraging. Let them know that even if it is hard at the beginning you know that they can pull through. If you tell the camper that she can call home or you will come pick her up if she gets homesick, she will jump right to that solution without trying anything else. Instead, encourage your camper to talk to her counselors about it. The camp staff has a whole bag of tricks to help campers deal with their homesickness.

## Laundry Policy

Laundry is sent out three times a trip. Each bunk puts its laundry into a laundry bag that is assigned by the camp. Please make sure to pack enough clothing to last 10 days. Do not send expensive clothes. Be sure that all articles of clothing are clearly tagged with your child's name and phone number. We cannot assume responsibility for any lost or ruined laundry.

## Lice Check

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Upon arrival to camp all campers will be checked, even if they have been checked prior to camp. Please send \$10 with your child for this service. In the event that you forget to send payment, the \$10 charge will be billed to your account. If a camper has lice or nits, and requires cleaning, there will be an additional charge of \$200 paid directly to the professionals that handle the process. They will come back a week later to recheck the camper.

## Lost and Found

It is crucial to have name tapes sewn or ironed onto all personal belongings, including eyeglasses, cameras, and luggage. Name stamps and permanent ink should not be used, since they are usually unclear, especially after laundering. While we make every effort to return misplaced items, camp is not responsible for any personal belongings. The camp does not assume responsibility for loss, theft, or damage caused to any items. Please do not send clothing/electronics that you would be devastated to lose. Any unclaimed articles left in camp by the end of the summer will be donated or discarded.

## Packages, Mail & Email

### Packages

Recent years have found the influx of packages to our camp office, reaching an unprecedented height in terms of size, weight and amounts. This excess is not consonant with the simple and wholesome atmosphere that has always been the hallmark of Camp Sternberg. From a *chinuch* perspective, it has increased the challenge to our Administration and Staff who strive to foster positive growth in the *middos* of our campers and to promote an environment free of jealousy and competition.

From a practical perspective it has added undue stress to our office and maintenance personnel in having to deal throughout the day with the sorting, organizing, lifting, and transporting all of these huge and numerous packages and boxes. Due to the vastness of our campgrounds, it is difficult for campers and staff to transport large boxes and cases of water on their own.

### **Therefore, our package policy is as follows:**

- **Any packages that are mailed or delivered to camp will be returned to sender, refused, or discarded. (We will continue to accept envelopes, including the padded ones.)**
- **Regretfully, we are unable to assume responsibility for any packages mailed or delivered to camp.**

### Mail

**Campers LOVE getting mail!** Mail is sorted and distributed on a daily basis during rest hour whenever the campers are not away on trips. Our mailing address for writing letters to your camper during camp is Camp Sternberg, 97 Camp Utopia Rd., Narrowsburg, NY, 12764. We will send out an email with your daughter's bunk. Please include this on the letter. (Don't worry - even if you leave it off, the mail will still get to her:)

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## Email

In addition to mailing your camper letters, Campminder offers a service where you can email your camper by purchasing camp stamps. The money for camp stamps goes directly to Campminder, NOT to Camp Sternberg.

**Please Note:** The reason why we use this system is because it enables us to print out all daily email with a click of a button. If we tried to manage emails on our own, we would need full time dedicated staff members to do so. We appreciate your understanding. Again this is an optional service that is being offered, but is not by any means necessary.

The prices are as follows:

- 10 Stamps for \$10 (\$1/stamp)
- 15 Stamps for \$14 (.93/stamp)
- 20 Stamps for \$18 (.90/stamp)
- 30 Stamps for \$25 (.83/stamp)

To send an email through campminder, please do the following:

1. Log into CampInTouch
2. Scroll down to credit card for emails and photos
3. Enter your credit card information (to be used for purchasing camp stamps)
4. Once your credit card information has been entered, scroll down to My Accounts
5. Purchase Camp Stamps
6. Click on "email campers"

## Medication

We have selected J Drug pharmacy to supply prepackaged medications for our campers. All prescription medications, over the counter medications, vitamins, and supplements that are taken on a daily basis must be ordered through J Drugs. This company packages all pills individually in a dose packet for each day of camp. **If you send medication to camp with your child (instead of ordering through J Drug pharmacy), that medication cannot be used, and you will be charged a packaging and rush fee by J Drugs as well as an additional \$50 fee for shipping and handling.**

J Drugs delivers exactly the right quantity of your child's medication to our health center. Therefore we do not anticipate having any leftover medication at the end of camp.

In the event that **there is a minimal surplus remaining (ie 1-5 pills), we will dispose of it** in a manner that the FDA recommends, upon the conclusion of the session.

**If you would like the excess medication sent home, please contact us to make the appropriate arrangements.**

Do NOT send any over the counter medication with your daughter. OTC medication (including Advil, Claritin, Melatonin, etc.), which is not allowed in the bunks, will not be returned at the end of the

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summer, as per Board of Health regulations.

## Packing Lists

The packing lists available on our website and under forms and documents in campminder are suggestions for what your child will need for her stay in camp. Each program has a few added items that are needed during the summer. These additional items are **NOT** optional. They are **ALL** required for the full participation in the program. Please make sure that you adhere to the tznius guidelines which outlined below when packing for camp.

## Refunds & Dismissals

The camp administration reserves the right to dismiss any camper for violation of camp safety rules. In such an instance, parents will be notified. Should a camper arrive late, leave early, or be sent home for disciplinary or any other reason, no refunds will be given.

## Safety & Security

Your children's safety and security are top priorities here in Camp Sternberg. Our professional 24 hour security team ensures that the entrance in camp is safeguarded at all times. The front gate is locked while security make their periodic checks throughout the entire campgrounds.

## Staff Tips

We have a mature, dedicated, and fun loving group of division heads, counselors, and junior counselors. Their priority is to genuinely care for each camper and to serve as a positive role model. They take their responsibilities seriously while reaping the joys of generating excitement and positivity each day. A tip is a wonderful way to show *hakoras hatov* to the staff members who care for your camper on a daily basis. **Please log into your campminder account and fill out the Staff Tips form online. For your convenience, we can charge the card on file, if this form is filled out prior to camp.**

## Technology Policy:

Camp has established the following guidelines regarding technology:

- ★ No secular music may be brought to camp. We reserve the right to occasionally 'borrow' ipods and mp3 players for a short time to check for unacceptable music. If such is found, the instrument will be held by us until the end of the session.
- ★ Cellular Phones, Ipads, laptops, DS's, Ipods, Gameboys and/or any device with internet accessibility are **NOT** permitted. **Please make sure that your daughter does not bring any of them to camp.**
- ★ Campers who need cell phones for travel to and from camp must put them in the camp safe upon arrival.

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- ★ Once phones are turned in, they will be returned on the last day of camp. (ie. Phones will NOT be returned on Visiting Day)
- ★ We cannot accept responsibility for electronic devices, cameras, etc. as these items tend to get lost, broken, or misplaced.

## Trip Money/Spending Money

If you would like to send your camper with spending money for trips, please place it in a separate envelope with her first and last name. Your child should give it to her supervisor upon arrival in camp so that it can be placed in the camp safe.

## Tznius Policy:

Camp is a time when we have the ability to teach our children the importance of dressing modestly while having fun and engaging in various fulfilling activities. Please be sure to pack durable and comfortable clothing appropriate for camp. The *tznius* policy for each division is as follows:

### All Campers:

- ★ Robes/cover-ups worn to the pool or lake must offer proper coverage.
- ★ Only 1-piece bathing suits or full length tankinis may be worn.
- ★ No bare feet, peds, or tennis socks are allowed.

### Campus, Pioneers, & Anna Heller Campers

- ★ Skirts must cover the knees
- ★ Shirts must cover elbows and collarbone, i.e. no scoop neck or v-neck shirts
- ★ Socks must cover the ankles

### Lishma & Junior Staff (Girls completing 10th grade):

- ★ Socks must cover your ankles and must be worn at all times.
- ★ If leggings are worn, socks must cover the bottom of the leggings.
- ★ Skirts must meet your socks at all times.
- ★ Hemlines must be long enough to generously cover the knee at all times (even when wearing leggings.)
- ★ Slits must be machine sewn to below both the front and back of the knee.
- ★ Shirts must be cut generously to meet the skirt even when bending or raising one's arms.
- ★ Sleeves must be long enough to cover the elbows completely, even when reaching or playing sports of any kind.
- ★ The necklines on all blouses and shirts must be round and high enough to cover the collarbone.
- ★ V-neck tops or any other tops that have wide necklines may **not** be worn without a shell underneath.
- ★ Robes worn to the pool and lake must offer proper coverage.

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★ Only one-piece bathing suits are allowed.

## **Visitation Policy:**

To ensure the safety of our campers, no camper is permitted to leave campgrounds for any reason without prior notice. In addition, other than Visiting Day, we do not allow visits during camp. It is disruptive to the campers' schedule. If there are extenuating circumstances, please make sure that you call the Program Director to get special permission for your camper.

**AFTER JUNE 1st, PLEASE BRING TO CAMP AND TURN INTO MAIN OFFICE**

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## CANTEEN & B-DAY CAKE FORM

For your convenience, you can pay by e-check or check for canteen and birthday cakes.

- THIS FORM ONLY NEEDS FILLED OUT IF YOU ARE MAILING IN A CHECK
- **PLEASE FILL OUT A SEPARATE FORM FOR EACH CAMPER.**
- To pay by check: Please mail a check made out to Camp Sternberg along with the form to Camp Sternberg PO BOX 415 Woodmere, NY 11598. (if after 6/1 send form & check with your daughter to camp and she can hand it into the upstate camp office)
- To pay by e-check: Please fund your canteen account and then e-mail if you would like to purchase a b-day cake to [info@shmacamps.com](mailto:info@shmacamps.com)- (the remaining balance will be put into the canteen account):
  - **HOW TO FUND CANTEEN ACCOUNT**
  - Click on the following link <https://shmacamps.campintouch.com/v2/login/login.aspx>
  - go to "View Accounts" and select "Fund"
  - follow the instructions to add funds and to pay by e-check.

**\*\*Please Note:** Funds that remain in the canteen account will automatically be credited to the next camp season.

**PLEASE NOTE, ORDERS CAN ONLY BE FULFILLED IF THERE IS MONEY IN THE CANTEEN ACCOUNT.**

Child's Name \_\_\_\_\_ Camper's Date of Birth \_\_\_\_\_

B-day Cake Delivery Date \_\_\_\_\_  
 (We will make every effort to make the delivery on the date desired)

Total Enclosed or Funded to Canteen Account in Campminder \_\_\_\_\_

Birthday Cake at \$25 each \_\_\_\_\_