

Winter Office
125 N. Burnt Mill Rd
Suite 200
Cherry Hill, NJ 08003
p. 856-428-6256
f. 856-428-6289



Summer Office
740 Saginaw Rd
Oxford, PA 19363
p. 610-932-8467
f. 610-932-3313
askus@campsaginaw.com
www.campsaginaw.com

Dear Saginaw Staff Member:

We can't believe that the opening of camp is right around the corner. We look forward to welcoming you to our camp family. Please read the following instructions:

1. DATES TO REMEMBER:

- a. **TUESDAY, JUNE 17, 2008** - Arrive by 4:00pm. Dinner will be served at 6:00pm followed by a welcoming orientation meeting at 7:00pm. All Upper Staff, International Staff and American staff traveling a long distance are scheduled to arrive on Monday June 16th. NOTE: American Staff, please inform us if you are arriving on Monday, June 16th via the Staff Travel Form.
- b. **SUNDAY, JUNE 22, 2008** - Campers arrive and the fun really begins!!
- c. **WEDNESDAY, AUGUST 13, 2008** - Campers depart. Saginaw Day Camp remains open so many of you are staying for the remainder of the week (refer to your contract end date). All other staff will remain in camp to clean bunks and attend the staff party in the evening.
- d. **THURSDAY, AUGUST 14, 2008** - Staff depart camp by 12:00noon

2. TRANSPORTATION TO CAMP: You are responsible for furnishing your own transportation.

- a. **CAR** - You may bring a car to camp. Staff members will be asked to register all vehicles upon arrival at camp and you will receive a Saginaw parking pass to place on your car window.
- b. **BUS** - Please check the Greyhound bus schedule to WILMINGTON, DELAWARE BUS STOP. Call us with information about your arrangements as soon as possible, so that we can send someone to pick you up. When choosing a bus, please select a morning arrival time, if possible. REMINDER: If traveling by bus, please arrive on Monday, June 16th.
- c. **PHILADELPHIA AIRPORT** - Let us know your time of arrival and flight details, so that we can have a vehicle there to meet you. We plan on making three trips to the airport, so you may have to wait in baggage claim based on your arrival time (i.e. 10AM, 3PM and 7PM). When arranging your flight, please schedule an arrival time as close to noon as possible on June 16th, so that we can coordinate all staff pick-ups. REMINDER: Date of arrival should be Monday, June 16th if you are flying.

3. LUGGAGE - Most of our staff bring their baggage to camp at their time of arrival. You can also arrange to ship your luggage directly to camp.

DO NOT, UNDER ANY CIRCUMSTANCES, INCLUDE IN YOUR BAGGAGE:

- a. KNIVES, INCLUDING PEN KNIVES
- b. BOWS AND ARROWS
- c. GUNS, INCLUDING AIR RIFLES OR PAINTBALL
- d. CHEMICAL SETS
- e. MATCHES, CANDLES, FIREWORKS, LIGHTER FLUID OR FLAMMABLE MATERIAL
- f. HOT POTS, CROCK POTS, OR HEAT COILS AND CANNED GOODS
- g. BEEPERS OR WALKIE TALKIES
- h. TELEVISIONS
- i. SCOOTERS (SKATE BOARDS WILL BE PERMITTED AT SKATE BOARD AREA ONLY)
- j. ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND TOBACCO PRODUCTS
- k. ANY LITERATURE DESIGNED FOR MATURE READERS
- l. REFRIGERATORS

**** CAMP RESERVES THE RIGHT TO INSPECT ANY AND ALL BAGGAGE ****

4. IMPORTANT RULES & REGULATIONS

- a. WE ARE A NON-SMOKING CAMP!
- b. Aside from ear & belly-button piercing, the wearing of any other body piercing ornaments will NOT BE PERMITTED.
- c. You are permitted to bring your cell phone to camp. You will be required to keep your cell phones in storage lockers with outlets in the staff internet room. Cell phone use is restricted to evening and time off only in the upper parking lot.
- d. Please review the following policies according to your contract:
 - i. # 19. Curfew Policies
 - ii. # 20. Pennsylvania Law and Camp Saginaw prohibits the following actions and will dismiss staff for these violations.
 - iii. # 21. Camp rules for alcoholic beverages, illegal drugs, tobacco, weapons, cooking utensils and pornographic material.

5. **DENTAL EXAMINATION** - Please be sure to have a dental check-up to avoid difficulty at camp.

6. **MEDICATION** – No medication is permitted to be kept in the bunk. All meds are stored in our Health Center.

7. **CLOTHING** - Make sure that name tapes or indelible markings are on all articles including shoes, sneakers, tennis racquets, other sports equipment, glass cases, and all personal items.

8. **MUSICAL INSTRUMENTS** - Those interested are encouraged to bring their portable instruments to camp.

9. **COSTUMES** - During the summer, there will be several events which will require staff to wear costumes such as a dance themes, 4th of July and a shirt with your college name. If you can pack some special clothing, it will certainly add to the festivities. Any other fun costumes will be appreciated.

10. **MONEY AND VALUABLES** - The camp management cannot assume responsibility for valuables lost while in transit or in camp. Do not bring expensive jewelry or unusual sums of money. We have a safe in the main office for monies. Please take advantage of this service.

11. **The following forms are attached and must be returned by June 1st, 2008:**

- a. **MEDICAL Form** - Every staff member must have a completed medical form signed by a Physician.
- b. **Staff Travel Form**
- c. **W-4 Form**
- d. **I-9 Form (photocopy 2 forms of ID and send these copies back with the form – See #11)**

12. **I-9 EMPLOYMENT ELIGIBILITY VERIFICATION** - Each staff member from the United States will be asked to fill out a form verifying citizenship. Please come to camp prepared to present 2 of the following items: A VALID DRIVER'S LICENSE, A BIRTH CERTIFICATE OR A SOCIAL SECURITY CARD.
**SALARIES WILL BE WITHHELD WITHOUT A COMPLETED W-4 FORM AND I-9 FORM.*

13. **OPEN HOUSE - SUNDAY, JUNE 1, 2008, 1-3 PM**, is an open house for all campers and families. You are cordially invited to join us for the day. Lunch will be served, and you'll have the opportunity to meet our campers and fellow staff members. An invitation and directions are attached.

Please do not hesitate to contact our winter camp office (856) 428-6256 or 888-477-CAMP, until Thursday, June 12th, if you have any questions. On Monday, June 16th, we can be reached at camp (610) 932-8467 or e-mail us at askus@campaginaw.com.

Good luck in school. We're so excited for the Summer, and we are glad that you will be a part of it.

Warmly in Camping,

Jay & Georgia Petkou
Owners/Directors

Jessica & Mike Petkou
Directors

Ken Einhorn
Director & Boys Head Counselor

Rachel Darnell
Girls Head Counselor