

# HOW TO CONTACT YOUR CAMPER & OUR STAFF

Camp Office E-mail: [campnewman@urj.org](mailto:campnewman@urj.org) Camp Office phone: (415) 392-7080

- The office is open during the summer from 9:00 AM through 5:00 PM, Sunday through Thursday, and 9:00 AM through 4:00 PM on Friday. In case of an after-hours emergency, there will be instructions on the voicemail about how to reach staff immediately.
- While campers cannot use the phone or receive calls, if you have any questions or concerns about your child, feel free to call the office to speak with Lisa Kama, Summer Administrator, or another full-time team member who will take a message for a Camper Care team member, who will return your message within 24 hours.
- During Shabbat (Friday evening to Saturday evening), the office is closed. All voicemails will be checked often and returned as soon as possible.
- Please know that if any concern arises, we will be in touch immediately.

## TO VIEW PHOTOS –OR–TO SEND ONE-WAY EMAIL TO YOUR CAMPER:

- This year we will again be using the [CamplnTouch](#)/Campanion one-way eLetter and photo sharing system. This service will provide you with a secure, easy to use, summer website to stay in touch with your camper while they are at camp. You will be able to send eLetters to your child and see up-to-date photos from the summer. Among many other things, using the app, you will have the ability to email any photos to your friends and family. You will also be able to create guest accounts for grandparents and other extended family members. Complete instructions on using the eLetter and photo-viewing system can be found as Form - CamplnTouch eLetters and Photo Instructions.

## TO SEND A LETTER TO/FROM YOUR CAMPER

There's nothing more exciting than mail time at camp! We strongly encourage both you and your camper to write each other regularly. Your camper wants to hear from you!

- **For campers to send a letter to friends & family:** You must pack stamps, envelopes, paper, and pens (these are NOT sold at camp). For younger children, we suggest sending them with pre-addressed and pre-stamped envelopes or postcards.
- **For parents, friends & family to send a letter to campers:** Address mail to:

*Camper's Name*

Camp Newman – *Session Name*

4088 Porter Creek Road

Santa Rosa, CA 95404

And don't forget to include your return address!



## PACKAGE POLICY

**Campers are not permitted to receive packages while at camp.** Please communicate this policy with anyone else who may be sending mail to your campers.

- What's NOT allowed:
  - No boxes or large mailing envelopes of any size
  - No bubble or padded envelopes
- What's allowed:
  - Standard #10 size business envelope (4-1/8" x 9-1/2")
  - Standard greeting card (e.g., 4-1/4" x 5.5" or 5" x 7")
  - 8-1/2" X 11" (or 9" x 12") flat envelopes

**Of course, we understand that sometimes sending items to camp will be necessary.** To ensure that your child has everything they need while at camp:

- **Any forgotten items** such as soap, shampoo, toothbrushes, toothpaste, etc., will be supplied by camp. If your child runs out of any of these items while at camp, we will make sure they have enough for the entirety of their session.

- **If your child loses an item or something breaks**, such as a hairdryer or a bathing suit, we will get in touch with you directly so you can send a replacement to camp.
- **If your child has forgotten or needs an essential item** such as a security blanket, shoes, jacket, or a retainer, **please email [newmanpackages@gmail.com](mailto:newmanpackages@gmail.com) BEFORE sending any package to camp and await a reply before sending the package.** Note that this will be done on an exception-only basis. Unless we know a package is coming and we have approved the package, we will hold the package and give it to your camper on the last day of camp.
- **Full-summer campers (Avodah and CIT)** will have specific guidelines sent to them separately.