

A graphic featuring a map of the state of Wisconsin in light green. Overlaid on the map is a white smartphone showing a Wisconsin license plate with the text 'WISCONSIN' and 'America's Dairyland'. A small pink dot is located on the map of Wisconsin.

# **SUMMER 2017 PARENT/CAMPER MANUAL**

# TABLE OF CONTENTS

Click on the subject to be taken to the page.

<u>Welcome from the Director</u> .....	3
<u>To Do</u> .....	4
<u>The Experience of a Lifetime</u> .....	5
<u>Important Dates</u> .....	6
<u>How to Reach Your Camper</u> .....	7
<u>Staying Connected</u> .....	8
<u>A Typical Day at CYJ</u> .....	9
<u>Transportation</u> .....	10-12
<u>Packing List &amp; Tips</u> .....	13-14
<u>Screen Time Policy</u> .....	15
<u>Medical Information</u> .....	16-18
<u>Policy Statement on Vaccinations</u> .....	19
<u>Mirpa'ah (Health Center) Procedures</u> .....	20
<u>General Information</u> .....	21-25
<u>Code of Conduct</u> .....	26
<u>How to Reach Us</u> .....	27

# WELCOME

Dear CYJ Midwest Family,

With the summer just around the corner, we are excited to welcome you to the CYJ Midwest family. Our updated Parent & Camper Manual should help the entire family prepare for camp this summer. Whether you are a new Camp family or a seasoned camper, please read the manual carefully as we have changed some items.

This guide will help you and your family get the most out of the CYJ experience. We look forward to sharing stories with you throughout the summer!

A handwritten signature in blue ink, appearing to read "RA".

Robin Anderson, Director



- Read this entire manual. It will answer many of your questions about camp.
- Fill out all the forms available in our online system.  
**ALL forms are due by May 1, 2017.**
- Pay any outstanding fees & tuition by May 1, 2017.
- Make a doctor's appointment for your camper.
- If your child takes medication, please register with Camper's Pharmacy by May 15, 2017.
- Send your camper a letter one week before arrival. This way it will be waiting for them on the first day of camp!!



All forms need to be filled out by May 1, 2017.

# THE EXPERIENCE OF A LIFETIME

CYJ Midwest is your child's home away from home. At CYJ Midwest, your child will gain valuable life skills. We tailor our attention to each camper's individual needs, while teaching them the lessons of living as part of a community. Each camper will come back with more self-confidence, a stronger Jewish identity and more knowledge about Israel. Most of all, they will have a great time!

In order for CYJ Midwest to be a **place where our campers are given tools to make choices about their connection to Israel and Judaism** we must be intentional about our Judaic and Israel-related programming. If campers, staff and parents can look back on the summer and recognize the quality of this kind of programming, we will have moved towards the realization of this vision.

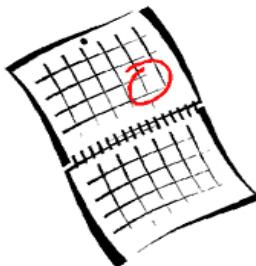
The core of our educational philosophy is that programs should be experiences that cannot take place anywhere else. They should be active, interactive, valuable and especially fun! Our programs should give our campers a sense of connection to their history, to the Jewish State and to Judaism that makes them proud of their Jewish Identity. They should inspire curiosity that carries over into the school year.

We look forward to sharing our program with you as we implement it during the summer. Should you have any questions about how we implement educational programming at camp, please do not hesitate to contact our office.



# **IMPORTANT DATES**

## **SUMMER 2017**



### **SESSION 1**

**Noar Aleph (2 weeks)**  
**Monday, June 19 –Thursday, June 29**

**Session 1 (3.5 weeks)**  
**Monday, June 19 –Thursday, July 13**

### **SESSION 2**

**Noar Bet (2 weeks)**  
**Monday, July 17-Thursday, July 27**

**Session 2 (3.5 weeks)**  
**Monday, July 17-Thursday, August 10**

# HOW TO REACH YOUR CAMPER



During the summer, the Camp's office hours in Waupaca are:

**Sunday -Thursday:** 8:30 am - 6:00 pm Central Time

**Friday:** 8:30 am - 4:30 pm Central Time

**Saturday:** Closed in observance of Shabbat

Parents may call Camp during office hours at **715.258.2288** during the session to inquire about their campers, but campers and counselors cannot use the phone or receive calls. An answering machine is on each night after office hours and through Shabbat. In the event of an emergency, the camp has a cell phone that is checked after hours. The phone number will be distributed via email before camp begins. **PLEASE USE YOUR BEST DISCRETION WHEN USING THE CAMP'S EMERGENCY LINE.**

We try our best to make sure that campers write letters at least twice a week to family, but campers may send letters to whomever they wish. Packing pre-addressed, stamped envelopes and/or postcards is a great way to encourage your camper to write home. It is very important for parents to write to their children because they do look forward to hearing from you. Please be sure to make your letters are supportive and positive and please send one a few days before camp starts. Please note that the campers do not receive mail or emails on Saturday in observance of Shabbat. They will receive Saturday's mail on Sunday and will be able to respond at that time.

**All mail should be addressed to:**

Camper's Full Name  
Cabin Number (if known)  
CYJ Midwest  
E989 Stratton Lake Rd  
Waupaca, WI 54981



## PACKAGE POLICY

- Campers can receive one package per full week at camp.

*(For example a 12 day camper will be allowed a maximum of 1 package; a 3.5 week camper, 3 packages.)*

- Anything received in excess of the allowance will be held until the end of the session.

- Communicate with grandparents, aunts, uncles and friends that any packages received from them will also count towards the package allowance.

- A package is ANYTHING larger than a standard-size envelope or greeting card. In a package you can send cards, magazines, books, etc...absolutely NO food, candy or gun allowed. We do open all packages for contraband.

- If your camper has a birthday during camp, they will be allowed one extra package—please write on the package, “HOLD FOR [[camper name]]’s birthday, [[date]].”

- If your camper has a lost or forgotten item and you need to send them a new one, address the package: “C/O Camper Care” with your child’s name and cabin number.

# STAYING CONNECTED

Do you want to get a glimpse into your child's experiences at camp? Through our CampInTouch system, you can find out the day's happenings. Just go to our website [www.cyjmid.org](http://www.cyjmid.org) and click on Login at the top of the homepage.

With CampInTouch, you will find links for viewing photos, videos and sending emails through our online system.

## How do I view pictures?

Simply sign in and click on the Photos button.

Photos are kept in folders by group found at the top of the page based on session and date. You can even purchase printed or downloaded digital pictures!

**There is no cost to preview photos;** however in order to download or print the photo at a high quality, you must pay a fee.

## How do I send an e-letter (one way email) to my camper?

Simply sign in and click on the Email button. Your camper's name should appear. Type your message and hit the Send button.

**Emails are printed every morning (except Shabbat) at 9:00 am. Any emails sent after 9:00 am will be delivered to your camper the following day.**

## What do I do if I lost my username and password?

You can get it online by going to top of the CYJ homepage, click on Login and then click on the link "Retrieve/Set Password." You will receive an email with your username and password within a few minutes. Don't forget to check your SPAM/JUNK folder if your password is not emailed to you within a few minutes.

## Can other relatives use these services?

Certainly. Once you have set up your account, you can invite other people to access these services. Please note that the parent is the administrator of this section. If a guest has an issue with logging in, they will need to be in touch directly with the person who invited them.

## Why do we use CampInTouch?

CampInTouch frees us up to do what we do best—take care of your kids!

Each morning, the CampInTouch system bundles and sorts the messages for us to print out and distribute to campers. It also protects us from computer viruses and allows us to easily manage these emails. Each summer we receive over 1,000 emails and upload over 3,000 pictures.

## Online Community



### Email

Email your camper!



### News

Read the latest news!



### Video

See your camper in action!



### Photos

Check out our photo gallery!

# A TYPICAL DAY

## MORNING

7:15 am Hashkama (Wake-Up)  
7:45 am Mifkad Boker (Flag Raising)  
**8:00 am Aruchat Boker (Breakfast)**  
8:45 am T'fillot (Prayers)  
9:30 am Nikayon (Clean Up)  
10:15 am-  
1:00 pm Chuggim (3 activities)  
11 am Kibbud (Snack)



## AFTERNOON

**1:00 pm Aruchat Tsohorayim (Lunch)**  
2:00 pm Menucha (Rest Hour)  
3:15 pm Afternoon Activity (by bunk/age group)  
4:00 pm Kibud (Snack)  
4:15 pm Schiya Chofsit (Free Swim)  
5:15 pm Showers/Chofesh (Free Time)



## EVENING

6:15 pm Mifkad Erev (Flag Lowering)  
**6:30 pm Aruchat Erev (Dinner)**  
7:10 pm Chofesh (Free Time)  
7:30 pm Peulat Erev (Evening Activity)  
9:00 pm Lailah Tov (Good Night) Ages 7-9  
9:30 pm Lailah Tov (Good Night) Ages 10-12  
9:45 pm Lailah Tov (Good Night) Ages 13-14



# TRANSPORTATION

There are three ways of transportation for first and second session campers: bus, plane and car. Please read carefully through the next two pages to pick the right option for you and your camper(s). Fill out the online transportation form fully and provide payment if necessary.

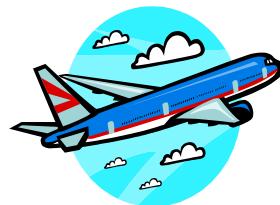


We at CYJ Midwest are extremely proud of our diverse camper population. It is our goal to make it as easy as possible for campers from anywhere around the country to get to CYJ for a summer. When determining the cost of travel to and from camp, we are careful to consider the cost to individual families. We therefore waive the bus fee for campers who travel long distances at great expense to join our very special camp community.

**Those who come by plane or simply don't want to schlep bags are welcome to ship their luggage to camp. We will accept baggage deliveries the week prior to each session.**

## ... BY PLANE

Campers traveling by airplane can fly to Chicago Midway Airport (MDW). All campers will be met by CYJ Midwest staff. **Parents will be responsible for booking their camper's flight, but CYJ Midwest will cover the bus cost to and from the airport.**



**Opening Day:** Flights should **arrive** at Chicago Midway Airport between **9-11 am**.

**Closing Day:** Flights should **depart** from Chicago Midway Airport between **1-3 pm**.

If there are 5 or more campers flying from one city, CYJ Midwest will chaperone a group flight to Chicago Midway Airport. We will be in touch with families with detailed flight information.

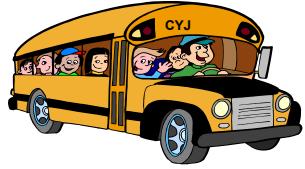
All flights will be met by a CYJ Midwest staff member. If your child is flying with a chaperoned flight, the staff member will meet the group at baggage claim. If your child is flying as an unaccompanied minor, a CYJ Midwest staff member will meet them at the gate. CYJ Midwest will provide you with the staff member's name and phone number via email 24 hours before camp begins.

### **NOTES**

- **Buses will transport campers to and from the airport on arrival and departure day.**
- In case of emergency, make sure that your child has the following camp telephone number and instruct him/her to call camp collect at 715.258.2288.
- Each camper should bring an additional \$25 for their return trip home. All money will be held in the camp safe until closing day.
- Please pack a kosher prepared nut free snack for the long hours of traveling.
- **Campers may bring cell phones and electronics for their flight, but they will be stored in the camp safe until closing day. All electronics will be charged before the camper's flight as long as the camper has stored the charger in the safe.**
- **Unaccompanied minor and baggage fees:** Please make arrangements to pre-pay the round trip unaccompanied minor fee and baggage fee to the airline. If not, CYJ Midwest will charge the parent's credit card to cover the fees.

# ... BY BUS

Bus transportation is available from certain cities. There is a bus from Chicago Midway Airport, Northbrook, IL and Cincinnati/Indianapolis for first session families. There is a bus from Chicago Midway and Northbrook, IL for second session families. A seat on the bus must be reserved by May 1, 2016.



## BUS TRANSPORTATION FEES

Chicago —\$150/one way; \$250/round trip

***This service is available first and second session, including Noar Aleph and Noar Bet.***

Cincinnati/Indianapolis—\$200/one way; \$300/round trip

***This service is available only for full session campers on opening & closing day of FIRST session.***

There is a \$25 late fee for registering after May 1, 2017.

Refund policy: Bus service carries a \$25 non-refundable fee if you withdraw your space on the bus up until 14 days before the date of service. Cancellations less than 14 days prior to bus service results in loss of entire fee.

## NOTES

- Luggage can accompany campers on the bus. Campers are allowed to bring 2 pieces of luggage in the storage area of the bus (i.e. 2 duffel bags). One small bag and a pillow that will fit in the overhead is allowed on the bus. **Please do not send a hard trunk.**
- Please be at the designated bus stop 30 minutes before the scheduled departure to check in.
- At check-in, outstanding medical and other forms and any owed balances must be turned in at the registration table.
- Once a camper checks in, they will receive a nametag. A staff member will be at the entrance to the bus and only allow campers with nametags to board.
- No parent will be permitted on the bus and campers are not allowed off the bus once they board.

**Below is the bus schedule. Please refer to page 8 for session dates.**

**Times are tentative and subject to change. Parents will be notified of changes via email.**

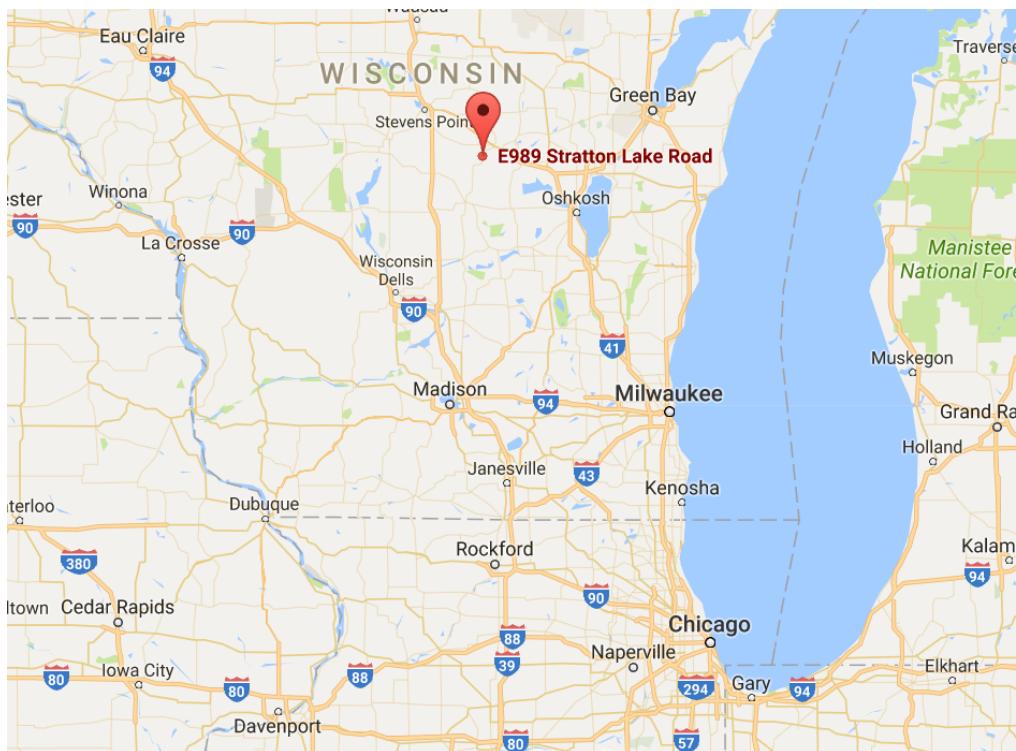
CITY	OPENING DAY DEPARTURE TIME	LOCATION	CLOSING DAY ARRIVAL TIME
Chicago, IL	First & Second Session: 1:00 pm  First & Second Session: 12:45 pm	CYJ Midwest Office (60 Revere Dr, Northbrook, IL)  Chicago Midway Airport	1:00 pm  1:30 pm
Cincinnati, OH	First Session: 8:00 am	Location TBA	6:30 pm

# ... BY CAR

**Drop off for each session is from 3:00-4:00 pm on opening day.** Drop off times are set so all campers arrive at camp during the same time period. **You may pick up your child between 9:00-10:00 am on closing day.** Late pickups will incur a \$50 fee.

For directions to camp, please put this address in your GPS:

**E989 Stratton Lake Rd, Waupaca, WI 54981**

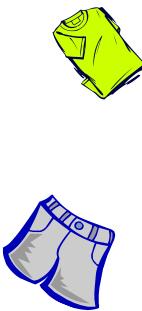


# Packing List

The following list, recommended for **ALL** campers, is based on careful thought and experience. It takes into account the climate and the fact that we will do laundry **TWICE a session**. Shelf space is limited, and extra clothing makes it difficult for the bunk to remain clean, organized, and uncluttered. Therefore, we ask that you abide by this list, making certain that **ALL** of your child's clothing and belongings are **LABELED** with your child's full name.

## CLOTHING

- 14 short-sleeved shirts
- 2-3 long-sleeved shirts
- 2 sweatshirts or light sweaters
- 8-10 pairs of shorts
- 2-3 pairs of jeans/long pants
- 14 pairs of underwear
- 14 pairs of socks
- 1-2 nice plain white shirts for Fri night
- 1-2 nice pants/skirts for Fri night
- 2-3 sets pajamas
- 1 medium weight jacket
- 1 white t-shirt for tie-dye



## BEDDING

- 1 sleeping bag
- 1 blanket
- 1 pillow
- 2 pillowcases
- 2 sets of twin sheets



## EQUIPMENT

- 2 laundry bags
- 2 water bottles
- 2 hats
- 1 raincoat/poncho
- Flashlight & extra batteries
- Insect repellent/After-Bite



## SWIMGEAR

- 2 beach towels
- 3 swimsuits (one piece or tankini required for girls)

## MISCELLANEOUS ITEMS



- Pens & pencils
- Postcards, stationary, stamps
- 2 Yarmulkes (kippot) for boys
- Extra pair of glasses/contacts



## FOOTWEAR

- 2 pairs tennis shoes (sneakers)
- 1 pair sandals/pool clogs/flip-flops
- 1 pair Rain Boots for rainy days (optional)

## OPTIONAL ITEMS

- Camera
- Sunglasses
- Goggles
- Baseball Glove
- Tennis Racquet
- Books
- Comfort Item (stuffed animal, etc)
- Photos of family, friends, pets



## BATH

- 3 bath towels
- Toiletries & shower tote including:
  - Toothbrush
  - Toothpaste
  - Soap
  - Shampoo
  - Sunscreen
  - Brush/Comb

# PACKING TIPS

Packing for camp is the start of your child's independent camp experience. Please have your child participate in packing for camp so that he/she knows where to find his/her clothing and other items. Campers who don't participate in packing often don't know what they have or where to find things at camp, which makes it harder to get acclimated to camp.

## LUGGAGE

Most campers pack in duffel bags or suitcases. Shelves are provided in the cabins so there is room for everything to be unpacked. Luggage will be stored and inaccessible until the end of the session.

**Please do not use hard trunks.**

### Labels

Please label all items (even underwear and socks). We are not responsible for any lost items. If any found items have a name that is clearly marked (no initials), we will do our best to get them back to you. You may be billed for postage. To order labels, login to your CamplnTouch Account and click on Camper Clothing Labels.

### What to Bring

We dress informally at camp; it is recommended that you do not buy or send new clothing for your camper. Simple, conservative and modest clothing is most appropriate.

### Shabbat Attire

Since Shabbat is a special time, we "dress up" on Friday evenings. **We ask that everyone bring nice plain white shirts for Friday night Shabbat.** Nice pants or skirts can be worn with the white shirt.

### Swim Suits

In the trend of more revealing swimsuits, we require one piece swimsuits or tankinis for campers to promote modesty.

### Cell Phones

We continue to enforce a no cell-phone policy at CYJ. When your child comes to CYJ, you (and they) take a leap of faith and transfer primary care from you, as parents, to our counselors. Children learn to trust other caring, well trained adults who are concerned about their health and safety. Under the supervision of our staff, children learn, grow and become more independent. Temporarily suspending direct communication between parents and children while they are away at CYJ greatly enhances their development and reduces homesickness.

### Sun Protection & Hygiene

For hygiene reasons, we do not allow campers to sleep in sleeping bags except on camp-outs. It is a requirement that everyone in Camp has a hat for protection from the sun; a visor will not do it! Please include two water bottles. Be sure to send plenty of sunscreen with at least an SPF of 15 and enough personal items (soap, toothpaste, shampoo, batteries, stationery, stamps, etc) to last the entire session.

### What NOT to Bring

Tight or revealing clothing—as well as clothes that advertise cigarettes, alcohol, sex or drugs—are inappropriate for the CYJ community. Female campers will not be allowed to wear sheer shirts and dresses or skirts and dresses that are shorter than their fingertips.

### DO NOT SEND

Electronics (except a simple iPod (not Touch) or digital camera), Food, Valuables/Jewelry, matches, lighters, fireworks, candles, Silly string, sling shots.

*For campers traveling by air, iPod touches, cell phones and travel documents will be held in the camp office safe.*

### Bed Wetting

Our staff are trained in how to handle bed wetting issues. They know that bed wetting can happen & staff are taught to be discreet in such cases. The staff ensures that the camper's sheets are washed while the campers are out of the cabin. If you anticipate a case of bed wetting, please pack one extra set of sheets.

# Screen Time Policy

At CYJ Midwest, we strive to provide all of our campers with a safe and fun-filled summer. Each summer we share amazing experiences that inspire, thrill, educate and transform each and every camper. CYJ Midwest is proud to join the many high-quality and not-for-profit camps throughout the country that believe in the absence of cell phones and most electronics further enhances the growth and experience of each camper. Our clear updated policy prohibiting cell phones and most electronics also helps to maintain a safe atmosphere by eliminating safety issues that can be created by a cell phone, Nintendo DS, Sony PSP, iPhone, e-reader, smart phone, etc. within the communal camp environment.

Therefore,

- No cell phones or devices with screens (except specific music MP3 players) are allowed at camp. This policy applies to all campers.
- Campers flying to camp many bring a cell phone or device, but it will be collected and stored in the camp safe when they arrive to camp.

## **The following devices are NOT allowed at camp:**

iPhones and other smart phones (with or without a SIM card)	iPads
iPod Classic (Generation 5 or newer)	Nintendo DS, Sony PSP and other gaming systems
iPod Nano (Generation 3, 4 or 5)	All cell phones (regardless if they are active)
Kindles (or other e-readers)	Any device capable of connecting to a cellular or Wi-Fi network
iPod Touches (any generation)	

Any device that is not allowed will be immediately confiscated. CYJ Midwest will not be responsible for loss or damage to confiscated devices.

Every family who sends their campers to CYJ Midwest shares our commitment to providing an experience within which their children can grow, learn and develop positive self-esteem. We cannot stress enough the importance of your role in supporting the critical camp policy that reflects the best practices throughout the residential camping network.

# MEDICAL INFORMATION

Occasionally, campers become ill or injured at camp. When health care needs occur, our professionally staffed Health Center is generally able to meet most needs of our campers and staff. Emergency and hospital facilities are available in Waupaca.

## Wisconsin State Requirements

The Wisconsin State Board of Health and the American Camping Association require that the Health Form be on file prior to your camper(s) arriving at camp. All campers must have an examination by a licensed physician prior to leaving for camp. All forms should be completed and returned to the camp office by May 1, 2017. We are required by law to follow the Wisconsin State Board of Health regulations, which states that **no child will be allowed into camp without this completed form. Each camper must have a physical within 12 months of the session.** Please make your child's doctor appointment early enough so that the Medical Forms can be returned to the camp office by May 1, 2017. Note: If you live in Illinois, you can use the State Medical Form for schools as your physician signed form.



## Forms

All medical information will be requested in our online forms, which can be accessed by clicking here. One form is the "Health History", which can be completed and submitted online. The health history includes your child's immunization record. It must be typed in this section or else the form will be marked incomplete. The second form is a paper form which must be downloaded and printed. Ask your child's doctor to complete this form at the time of the physical. The form must be current and **signed by you and your child's physician**. Please fax the form back (**without** a cover page) to the number indicated on the form itself. This form is child-specific with a bar code to ensure that it is automatically added to your child's electronic record. Illinois campers can use the State Form used for schools as their physician signed form.

## Immunizations

Please see policy on pages 19-20.

## Everyday Medication

Wisconsin State Law prohibits campers from keeping any medications and prescriptions (including over the counter items such as vitamins, analgesics or anti-histamines) in the bunk area. The health center keeps all medication, except for inhalers and Epi-Pens. Please do not send over the counter medications that your child does not take daily to camp as we will provide them to campers on an as needed basis. If there is something you wish us not to administer to your child, please indicate this on your medical form.

## Inhalers/EpiPens

Inhalers and EpiPens are required to be carried by the camper at all times with a back up to be kept in the Health Center. Any inhaler or EpiPen brought to camp should be indicated and explained on the medical forms so that the medical staff is aware that the campers are in possession of these items.

## Medical Fees

Charges for physician's services, emergency room fees, and all medications will be billed directly to the camper's parents or their health insurance carrier for any accidents, injuries or illnesses that may occur. Therefore, every camper must be covered by a health insurance policy while at camp and **MUST** provide a copy of the front and back of the health insurance card. CYJ also does not cover any expenses incurred as a result of pre-existing conditions.

## Medication Holiday

Children may take certain medications during the year, which some physicians or psychiatrists may like to stop for a short period of time each year. The summer is a frequently chosen time because the child is not in school. Please be aware, however, that camp requires a high degree of attention, concertation and stability. We therefore do not recommend any change in your child's medication during camp. If your child takes any medications during the year that he/she will not be taking during the summer, it is important that we know about such a "medication holiday." We welcome discussions about individual situations in order to make reasonable accommodations for your child.

## Prescription Medication Policy

All medication administered at CYJ must be pre-packaged by Camper's Pharmacy, Midwest's pre-packaged medication vendor. Midwest requires all parents/guardians whose children take any medication to register with Camper's Pharmacy. ALL medication must go through this vendor including liquids, PRN (as needed medications), vitamin pills, etc.

All of the medication that your child takes will be dispensed by Camper's Pharmacy and packaged, sealed and sorted according to day and time of administration. Each package will be labeled with your child's name, dosage, date and time to be given. This includes prescription, non-prescription and vitamins. This method of dispensing medication during the summer will minimize potential medication errors insuring that every child gets the correct medication and the correct dosage at the right time on the right day.

All medication will be shipped to camp prior to your child's arrival. All medications not used will be sent home by the camp. Please note: As you will see when you register for Camper's Pharmacy, you will need a prescription from a doctor for all medications, including over the counter medications. Prescription medication will be billed directly to your insurance company. The cost of any medication not covered by insurance as well as any co-pays and deductibles will be billed by Camper's Pharmacy to your credit card on file.

- Registration & Prescription Deadlines are May 15, 2017.
- There will be a \$19.95 registration fee for those attending one session. There is a \$39.95 express processing fee for all incomplete registrations and prescriptions received after the Deadline date.
- Our Midwest ID code is 954981.

# Guidelines for Managing Severe Food Allergies

Food allergies can be life threatening. Specifically in a camp setting, there is risk of accidental exposure to a food allergen. Our counselors, medical staff, parents, and campers must work together to minimize this risk.

## **Family's Responsibilities**

- Notify us of your child's allergies or suspected allergies in advance.
  - Use our Health History form in CampInTouch to fully describe the allergy and reaction if exposure occurs
- **Educate and review with your child the self-management of his/her food allergy**

### Camper Should know:

- Safe and unsafe foods
- Strategies for avoiding exposure to unsafe foods
- How and when to ask adults whether certain foods are safe
- Symptoms of allergic reaction
- How and when to tell an adult about a possible allergic response
- How to use epinephrine

## **Camper's Responsibilities**

- Never trade food with other campers or staff
- Never eat anything with unknown ingredients
- Always ask an adult to check ingredients if they are unsure of the safety of a certain food
- Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected
- Tell an adult if a reaction seems to be starting, even if there is no visible appearance of allergic response

## **CYJ's Responsibilities**

- **Be informed of the availability of emergency care**
  - Know how to contact EMT/ambulance
- **Review the health records submitted by parent and physicians**
- **Establish prevention protocols for camp**
  - Make plans so that the camper with food allergies may be safely included in all activities
  - Be certain that all food service or kitchen personnel are aware of, and can identify the child with food allergies.
  - Discuss meal plans with parents/campers and alternative plans if necessary
  - Plan how campers with food allergies will participate in meals (i.e., a camper with food allergies might go to the kitchen window to pick up a specially wrapped meal which includes only foods which are safe for him/her)
- **Ensure all staff members who will be in contact with the camper know of the allergy, can recognize the symptoms of an allergic reaction, and know what action to take if the reaction occurs**
- **Ensure that appropriate personnel are familiar with the use of epinephrine, where medication is located, and the protocol**
  - Arrange a training session before the start of camp. Train staff on the usage of epinephrine auto-injectors
  - Be in compliance with local and state regulations regarding the administration of medication
- **If there are planned field trips or out of camp activities**
  - Be certain any emergency medication and authorization accompany the camper and counselors
  - Be certain there is a way to contact emergency assistance
- **CYJ Midwest is a nut free facility**

# Policy Statement on Vaccinations

We embrace the Jewish imperative placing health and safety as the highest of priorities in our camp community. Decreasing vulnerability to vaccine preventable illnesses is one fundamental strategy we employ to help sustain the health of our camp community. We want to ensure that everyone attending camp this summer meets the most recent vaccination recommendations set **by the American Academy of Pediatrics (AAP), the Canadian Paediatric Society, and the Center for Disease Control (CDC)**. Routine vaccination of all campers is a vital public health issue in the residential environment of summer camp with round-the-clock communal living. Please check your child's medical and vaccination records or consult your child's physician to ensure that all of the required immunizations are up to date.

## **Policy Statement:**

All campers who are in residence at camp are required to have age-appropriate vaccines recommended by the American Academy of Pediatrics (AAP). The current vaccine schedule can be viewed at:

<https://www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf>

**Menigitis shot:** It is nationally recommended that children age 11 and up get the meningitis shot. We believe that it is a good idea to consult your doctor if your child is around that age and has not yet received this shot.

## **Policy Exceptions:**

**Gardasil or Cervarix (HPV vaccine):** Though recommended by the AAP and CDC, it is a relatively new vaccine for both young women and young men, and we are not in a position to mandate its use.

**Documented Allergies:** We recognize that individuals, who have had a documented allergy or severe adverse reaction to a particular vaccine, will not be able to receive further doses of that individual vaccine. In addition, individuals with medical conditions such as congenital immunodeficiency or HIV, malignancies receiving chemotherapy, transplant patients, and persons receiving immunosuppressive drugs and chronic steroids, will not be able to receive certain vaccines. **In these instances, a physician documenting the problem and exempting the child from further doses of that specific vaccine must be furnished to CYJ Midwest.** In addition, if an individual or his/her family believes that a specific situation poses extenuating circumstances, and furnishes a letter from a medical doctor (MD) substantiating this contention, CYJ Midwest will review such situations on a case by case basis.

# Mirpa'ah (Health Center) Procedures

We are fortunate to have modern diagnostic tools in our health center, such as community physician-directed protocols, which often let us evaluate and treat the campers for minor ailments without having to leave camp. For emergencies or illnesses which call for additional medical attention, the camper will be taken to the local doctor or Emergency Room.

The health center is designed to provide care for campers who require isolation, respite from camp routine or for those that require more frequent observation that can reasonably be provided by the cabin staff. As a general rule, anyone with a temperature over 100.4 Fahrenheit should remain in the health center until they are able to maintain a normal temperature for 24 hours without medication and communicable disease can be reasonably ruled out.

If you need to speak with the medical staff, please feel free to call our camp office at 715.258.2288. Children may sometimes also need to see a local physician, dentist or orthodontist for further evaluation.



You will be contacted by the medical staff regarding your child's health if:

- the camper is confined to the Health Center overnight
- the camper is a "frequent visitor" to the Health Center (more than 2 visits about the same issue)
- the camper requires appointments with services or physicians outside camp
- the camper requires a new prescription
- the camper requires transportation off site for emergency treatment and/or medical evaluation due to injury.



# GENERAL INFORMATION

## ACCREDITATION

CYJ Midwest is proud to be accredited by the American Camping Association. Developed exclusively for the camping industry, this nationally recognized program focuses on program quality, health and safety issues and requires us to review every facet of our operation. CYJ Midwest has voluntarily submitted to this independent appraisal done by camping experts and has earned this mark of distinction. You can learn more about the American Camping Association at [www.acacamps.org](http://www.acacamps.org).



## BAR/BAT MITZVAH PREPARATION

Tutoring for campers having a Bar/Bat Mitzvah within 5 months after camp can be provided if requested in advance by filling out the online form. We only guarantee 2 half hour private sessions with a qualified staff members during each session of camp. Please make sure your child brings their Bar/Bat Mitzvah materials to camp.



## BIRTHDAYS

If your child's birthday occurs during camp, you can be sure it will be a special day! All of camp will participate, and your child will receive a birthday cake. We understand that this is a special day for your child, but due to our policy, we do not allow phone calls between parents and children on their birthdays.



## BUNKMATES

Please send all bunk requests through our online form by May 1, 2017. You will be allowed two requests per camper. If more than one request is listed, make sure that the first camper listed is your child's first choice. We cannot guarantee any bunk requests. CYJ does not take dis-requests for bunking. *All requests are at the discretion of the Camp Director.*



## BULLYING AND HARASSMENT

**Bullying and harassment of any camper is never allowed and will not be tolerated.** Children argue, tease, and do hurtful things to one another from time to time. Most feel empathy, guilt, remorse, compassion and then make up and move on. A bully does not. The bully takes perverse pleasure in using his/her power to hurt their victim – often over time or even without cause. Bullying behavior includes rejection, name-calling, spreading rumors, threats, intimidation, and physical torment.

Our staff members participate in an intensive anti-bullying training program during their orientation week. As part of this training, the staff will learn:

- To recognize different styles of bullying (direct, indirect, physical, verbal, social aggression, etc.)
- To recognize warning signs of bullying
- How to intervene quickly and effectively to keep all campers safe
- How to create an atmosphere of mutual support against bullying beginning with the first day of camp

Please encourage your child to tell an adult if they are being bullied or experiencing any other problems at camp. **Any violation of the above policy will be addressed immediately by staff and, if not rectified, can result in the dismissal of the camper.**

## CANTEEN/PERSONAL ITEMS

There is no separate canteen fee. Parents should supply enough personal items to last the length of the stay, including stamps, stationery, soap, toothpaste, shampoo, batteries, etc.

## CAMPER RELEASE

Campers will only be released on closing day to a parent or legal guardian with identification. If someone other than the parent or legal guardian will be picking up your child (ren), you must notify the camp on the transportation form.

## COMING & GOING

We do not allow campers to come and go from camp on dates other than the designated start and end dates of sessions. We do, however, understand that camp occasionally overlaps with important family functions that can't be missed.

**Please keep the following in mind:**

- Consider the importance of your child's participation in the camp program before making plans to remove your child.
- Contact our office in writing well before the summer to arrange the dates and times of pick up/arrival.
- Camp is not responsible for providing or arranging any transportation to or from camp.
- Doctor appointments, sporting events, and concerts are not valid reasons for a child to leave Camp.
- We do not allow any arrivals or departures during Shabbat.

## DENTAL/ORTHODONTAL/OPTOMETRY

A dental examination is advised prior to camp's opening day. Please provide and note all necessary orthodontic care. An extra pair of glasses and/or contact lenses should be brought to camp (and should be left in the health center). Please attach lens prescription information with the health forms. Contact lens wearers should bring sufficient lens care supplies to last for the entire season. Charges for repairs to glasses or dental work will be billed directly to the parent(s)/guardian(s).

## GRATUITIES

The American Camping Association policy and our philosophy does not allow our staff to accept tips. Our staff members are fine young people selected for their skills and integrity. They have been instructed—and have agreed—not to accept any gifts or monies from parents in accordance with ACA guidelines and professional ethics. You can, however, now make a voluntary Staff Gratuity Donation by contacting the camp office. Your donation will be utilized for staff programming.

## LAUNDRY

Laundry is done twice a session (once for Noar Aleph and Bet campers). There is no charge for this service. Campers should bring sufficient clothing for at least 12 days. Please label everything as CYJ Midwest is not responsible for lost or damaged items.

## LOST & FOUND

CYJ Midwest cannot accept responsibility for lost or damaged items. We ask that you do not send clothing or items of value with your camper and that you label everything. Please explain the importance of keeping track of one's belongings to your camper. Our Lost & Found is available to campers throughout each session. If it does not have a full name on it, we are unable to return it.



## MONEY

CYJ Midwest covers all expenses once the camper gets to CYJ Midwest. If your child is flying, we suggest sending them with \$25 each way, which will be put in our camp safe upon arrival at camp. Camp is not responsible for any belonging not secured in our safe.

## PROPERTY DAMAGE

Parents are liable for any and all damage done to the camp's property by their child(ren) and will be billed for material and labor costs from damages incurred. If such an incident occurs, the minimum charge will be \$100 for any type of intentional damage including, but not limited to, graffiti. In addition to the fee for graffiti, the camper will have to sand and paint the affected area. Please talk to your children about the destructiveness of graffiti and let them know the consequences if the rules are not followed.

## SECURITY

CYJ Midwest takes the safety and security of our campers very seriously. All of our staff are well-versed in our safety and emergency procedures and know what to do in case of emergency situations. Throughout the summer, we hire off duty police officers to patrol the camp grounds during the evening. They circle the camp along the road as well as walk through camp to ensure that everyone is safe and sound.

## VISITING CAMP

Camp is NOT open to visitors during the session. Please notify your camper's relatives and friends that Camp does not allow any visitors. This policy is strictly enforced, and we make no exceptions. An overnight camp is a very special place, and it is important for your child's sense of independence and self-reliance that they do not have parents dropping by. Visitors can be disruptive to the camp program and do pose a security risk. Children who have adjusted well to the camp setting could suffer from homesickness for days after a visit. Please respect our community, our campers and our staff by allowing our program to run uninterrupted.

# MISSING HOME

Many children miss home when they are at camp. You can help by writing often, being positive, supportive, and conveying a genuine feeling of happiness regarding your child's stay at Camp. Please encourage your child to stay at camp. It also helps to avoid using the word homesick because it gives the impression that the child might be sick.



**Almost all homesickness is gone by the third or fourth day of camp, but because the mail in Waupaca is slow, if your child is missing home, you might receive letters indicating unhappiness well into the second week of camp even though the feeling has passed.** Look for up-to-date pictures of your child to see how they are doing or give us a call.



Here are a few suggestions for letter writing:

- Write a letter to your child a week before camp (our mail is slow) so that there will be a letter waiting upon his or her arrival.
- Make certain that the things you say will not contribute to homesickness. For example, don't mention special trips or how much your child's pets miss him/her.

Our staff spends time during orientation training on how to cope with specific situations, including missing home. We deal with these situations by:

- Teaching our staff to find out which activities the child enjoys best and encourage that child to participate in all activities.
- Training our staff to actively listen. This enables us to understand and solve the problems that the child is having. It also shows the child that there is someone who cares.
- Spending time everyday with our staff discussing situations so that we are aware of all issues and can help a child overcome them.
- Consulting parents— you know your child better than anyone. The Camp Director will be in touch with you if there is a case that we need help in overcoming.



# RELEVANT FAMILY ISSUES

**Communication of confidential family matters to Camp Young Judaea's professional staff is imperative to ensure your child's mental/physical health and safety. The following circumstances, regarding any camper, must be confidentially communicated to the CYJ director prior to the start of the camp session:**

- Treatment for ANY psychiatric, psychological, or on-going medical situation.
- Suspension of any medications for the summer.
- Hospitalization for any physical or emotional reason within the immediate 12 months prior to attending Camp.
- Experience of any traumatic incident, such as parental separation, divorce, or death.
- Severe allergies.

We want to assure you that it greatly helps our staff help your children when we know about sensitive matters affecting their lives. However, please know that this information will be kept confidential and only appropriate staff will be told.

Please contact us if you have any questions or concerns about this communication or any other matter. We look forward to having your child with us at Camp this summer.



**The safety and well-being of your  
children – our campers –  
is our top priority!!**

# CAMPER CODE OF CONDUCT

**Parents, please read this section with your camper.**

We encourage campers and staff to respect themselves and others, our Camp and its facilities, our earth and the environment. CYJ is committed to providing a safe camp environment where relationships are characterized by dignity, respect, and equal treatment. Any behavior in violation of the following policies may be cause for immediate expulsion from Camp with no refund of camp fees:

- Campers must not bully or threaten other campers or staff.
- Campers must stay on the camp grounds at all times and participate fully in all scheduled programs and activities.
- Boys may only be in cabins designated for boys; girls may only be in cabins designated for girls.
- All Campers must follow established curfews.
- Campers will be held responsible for willful damage of camp or private property including, but not limited to, graffiti. Parents will be held responsible for any damage caused by their child.
- Alcohol, illegal drugs, tobacco products, matches, fireworks, and weapons of any kind have no place at camp and are forbidden.
- Physical or verbal abuse to others will not be tolerated.
- All bags are subject to search.
- Campers must comply with staff supervision at all times.
- To demonstrate respect for others and ourselves, only appropriate language is acceptable.





## HOW TO REACH US

Please send all official correspondence to the winter office address throughout the summer. To reach the staff by phone during the summer, please call 715-258-2288 from June 1 until August 15. If you have questions regarding payments or forms, please call Jill in our Chicago office year round at 224-235-4665.

<p><b>Winter</b> <b>CYJ Midwest</b> <b>60 Revere Dr, Suite 800</b> <b>Northbrook, IL 60062</b> <b>phone 224.235.4665</b> <b>fax 847.789.7197</b></p>	<p><b>Summer</b> <b>CYJ Midwest</b> <b>E989 Stratton Lake Rd</b> <b>Waupaca, WI 54981</b> <b>phone 715.258.2288</b> <b>fax 847.789.7197</b></p>
<b>August 15- June 1</b>	<b>June 1 - August 14</b>

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