



# PARENT INFORMATION HANDBOOK

# WELCOME TO CAMP IDEAL! WINTER CAMP

Camp Ideal is very excited that your family has decided to spend Winter Break at Camp Ideal! We have so much planned for this week!

The following Parent Information Handbook has been prepared with all the important information you need to ensure a happy and healthy program.

Please read through the manual carefully

If you have any questions that are not answered in the manual, please feel free to contact us:

Website: [www.TheJewishFed.org](http://www.TheJewishFed.org)

Office number: 574 233-1164

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# CAMP IDEAL POLICY

By registering my child for Camp Ideal I have agreed to the following:

- I understand that all registration fees are due by the first day of Camp unless alternate arrangements have been made.
- I understand that my registration fee holds my camper's space at Camp Ideal.
- I understand that I am ultimately responsible for paying the camp tuition.
- I give my child permission to participate in all on and off-site activities.
- I understand that Camp Ideal and staff do not accept tips or gratuities. Our staff understands this and agrees to adhere to it in their signed contracts. Donations in honor of staff members are welcomed to the Camp Scholarship Fund.
- I agree that Camp Ideal may share my family's contact information with other camp families for communication purposes only unless I indicate otherwise in writing.
- Camp Ideal has permission to use photographs, video, or likenesses of my child for promotional purposes unless indicated otherwise in writing.
- I hereby agree to indemnify and hold the Jewish Federation of St. Joseph Valley harmless from any and all liability.
- I understand that part of the camping experience involves activities and group interactions that may be new to my child and that they come with uncertainties beyond what my child may be used to dealing with at home. I am also aware that my child may participate in off-campus activities such as recreational field trips to local amusements that involve additional risks. I am aware of these risks and I am assuming them on behalf of my child. I realize that no environment is risk-free and so I have instructed my child on the importance of abiding by the camp's rules. My child and I both agree that he or she is familiar with these rules and will obey them.
- As a parent/guardian, I am ultimately responsible for all transportation of clothing, equipment, or personal effects of campers during the camp day or while in transit. CELL PHONES, laptop computers, tablets, and other wireless communication devices ARE NOT PERMITTED in camp.
- I understand that Camp Ideal and does not accept responsibility for loss, theft, or damage of my child's belongings while at, to, and from camp.
- I understand and will comply with the following: Campers are expected to arrive and depart at the appropriate opening and closing times each day of their sessions and to remain in camp for the entire day unless special arrangements are made with the camp director. Having campers come and go during the day is very disruptive to both the camper and the camp community.
- I will make full disclosure of any and all medical, emotional, or social conditions and medications (including medication holidays) that may affect my child's experience at Camp Ideal.
- I understand that if my child is sent home or asked to leave camp for any reason or if I withdraw my child for any reason during the camp week I have signed up for I am not entitled to a refund.
- I understand that I will not be issued any refund for poor camp attendance.
- I understand that the Executive Director of the Jewish Federation of St. Joseph Valley reserves the right to dismiss any camper without refunds who: – Willfully disregards camp rules, or who endangers the camper's or others' safety; – Harms themselves or other members of the community; – Bullies, physically, psychologically, and/or sexually abuses any member of our community; – Destroys camp property or the property of another member of the camp community; – Requires greater supervision than can reasonably be offered by the camp; – Acts in any way which the Executive Director, in his sole discretion, finds to be detrimental to the camp community.



# Packing list

## What to Pack Everyday

- Water Bottle
- Boots for snowy/muddy walks
- Closed-Toed Shoes for sports/running
- Comfortable clothes that can get dirty
- Warm clothes for outside - hat, gloves, scarf, etc...
- Emergency spare set of clothes
- Snow Suit or Snow Pants/jacket for playing in the snow
- Packed Lunch

## Notes

- Label everything (!!!)
- We will be going outdoors when weather allows. This includes snowy days if not too cold/windy. Please pack accordingly
- Winter suits, jackets, or snow pants can be left at the Federation



# Weekly planner



TUESDAY 26TH

Activities at the Federation!

Wear your favorite Pajamas!

WEDNESDAY 27TH

Trip to St. Patrick's Park!

Wear an old Camp Ideal T-Shirt or something blue.

THURSDAY 28TH

Trip Day #2  
Location TBD. We are waiting on a confirmation.

Wear your craziest pair of socks!

FRIDAY 29TH

Activities at the Federation!

Shi Shuk @ 2:30

Wear your favorite hat!

Grateful for

- Campers
- Counselors
- Family
- Friends



\*Trip Days are half days, and then we return to the Federation for more activities. If camper will be late, they may need to meet us at the location.

# DAILY SCHEDULE EXAMPLE

9:00 - Flag Raising

9:30-10:30  
Opening Activity



10:45-11:45  
Sports

12:00 - 1:00 Lunch

1:00- 1:45  
Arts & Crafts



2:00 Snack



2:15-3:15  
Workshop

3:45 - Flag Lowering







# LUNCH

- All campers should bring their lunch from home each day.
- Lunches will be kept in a cooler between drop-off and lunch time, but will not be in a refrigerator, so please pack accordingly
- No sharing lunch policy. Due to allergies, COVID-19, kosher, etc. Please help campers understand the importance of individual lunches are not to be shared.
- We say a short prayer (HaMotzi) before lunch. We do not require campers to say the prayer, but we do ask that all campers respect it.
- A kosher snack will be provided by camp each afternoon as part of the program. IT MAY BE DAIRY, but never meat.
- If you have any concerns regarding food allergies, or dietary issues while at camp, please do not hesitate to contact the camp director.



# Don't Pack list

What NOT to bring to Camp	Today's Big Goal
<ul style="list-style-type: none"><li><input type="radio"/> Handheld video games or music players not permitted at camp.</li><li><input type="radio"/> Smart phones, smart watches</li><li><input type="radio"/> Items of high monetary or emotional value</li><li><input type="radio"/> Clothing that is delicate, new, or valuable</li><li><input type="radio"/> Inappropriate clothing which includes overly revealing clothing or clothing with inappropriate slogans or pictures.</li><li><input type="radio"/> Medication of any kind. All medication MUST be checked in with the camp director. (Inhalers and epinephrine are the only exceptions).</li><li><input type="radio"/> Weapons (or toys resembling weapons) of any kind are not allowed in camp.</li><li><input type="radio"/> Money *</li></ul>	 <p><b>Have Fun &amp; Stay Safe</b></p>
	<h3>Notes</h3> <ul style="list-style-type: none"><li>• We are looking to create a safe and fun environment for the campers which will encourage personal interactions and educational atmosphere.</li><li>• If anything with a screen is brought to Camp, we will ask that they stay in bags throughout the day. These bags will not be monitored and may be left on the ground. (Better not to send them with in not absolutely necessary)</li><li>• Any exception must be approved by the camp director ahead of time</li></ul>
	<p>*Money will never be needed. However, if your child wants to purchase additional items from the Shi'shuk market on Friday, and an adult will not be able to join us then, we understand sending some cash. Please let staff know to help protect campers from losing this money.</p>



# MEDICAL INFORMATION



## In Case of injury or illness during camp:

- Legal guardian will be notified immediately
- First aid will be given based on the severity of the situation by CPR trained staff, emergency or non-emergency medical services
- The camper might be sent home based on the severity

## When do I need to keep my child at home?

- If your child has had a fever over 100° F, has vomited or had severe diarrhea within the previous 24 hours of camp
- If you suspect your child might have lice

## COVID-19 exposure

- In order to ensure a COVID-free experience at camp, responsibility for the safety of all campers and families is shared with parents as well as camp staff

## Medical treatment during camp

- Campers may not keep or carry medications of any kind themselves (except inhalers or epi-pens)
- All medication must be checked in with the camp director
- All medications are required to be kept locked in the Federation Offices under supervision
- When possible, organize medication times around lunchtime to avoid campers having to be pulled out of regular programming
- All medications must be in original packaging and/or prescription bottles with explicit written instructions for distribution
- Camp does not stock any over the counter drugs



# MEDICAL INFORMATION (CONTINUED)



## Information disclosure

- We request you to trust us with information about your child's situation such as a learning difficulty, ADHD, emotional/behavior problem, a recent loss or major change in the family or child's life, etc.
- Knowing this makes a tremendous difference in helping us to be sensitive to your child's needs.
- This sensitive information will only be shared with relevant staff and will help staff prepare and offer the best camp experience to each camper

## Safety

- We comply with or exceed all State Sanitary Codes and St. Joseph County Department of Health regulations governing a children's camp
- Camp follows the American Camp Associations standards for a day camp
- All members of the camp staff (including the directors) hold CPR, AED, and first aid certifications
- At least one certified staff member is with the children at all times
- Camp has an Emergency Procedures and Safety Manual, on which all staff are trained
- Emergency drills are held and all emergency procedures during staff training



# GUIDELINES



- Campers will respect themselves and others.
- Campers will listen to others including staff and fellow campers.
- Campers will control and be responsible for their own behavior and use appropriate language.
- Campers will not intentionally cause physical or emotional harm to other campers or staff.
- Campers will respect the environment, camp equipment, property, and other people's belongings.
- Campers will follow the camp rules and the camp schedule.
- Campers will wear appropriate clothing and footwear for all activities at camp.
- Campers will not possess or use alcohol, tobacco, illegal substances, drug paraphernalia, fireworks, matches, lighters, or weapons of any kind.
- Campers will not engage in or threaten abuse (physical or emotional) of any kind.

Please understand that if your child fails to follow any of these expectations, that there will be consequences including being sent home from camp at the discretion of the Camp Director. In the event that a child is sent home, no refund will be given for any part of camp that is missed due to a breach of our Behavior Guidelines. Following these guidelines will help camp be a safer, happier environment for everyone.



# PICK UP, DROP OFF AND IN BETWEEN



## Camp Hours & location:

- Monday-Thursday: 9:00 AM to 4:00 PM; Friday: 9:00 AM to 4:00 PM
- Shi'Shuk (our camp market) will be open Friday 3:00 to 4:00 PM.
- 3202 Shalom Way. South Bend, IN 46615

## Drop off:

- Be careful and aware of children
- Follow the markers to drop off zone
- Keep your child in the vehicle until a staff member approaches and checks that the health survey has been signed for the day
- Early Care: 7:30-8:45 AM (for those who signed up)
- You may not drop off your child earlier than 8:45 unless they are registered for Early Care.

## Pick up

- Be careful and aware of children
- Park your car in a designated spot at the front parking lot
- Please refrain from approaching your child until official dismissal procedures have begun
- Only people listed on the emergency card may pick up your child
- Please have your photo ID ready (Until we get to know you)
- Late Care: 4:00-5:30 PM (for those who signed up) (no late care on Friday)
- You may not pick up your child later than 4:15 unless they are registered for Late Care.
- Let your child know who will be picking them up and when

## Visitation

- Visitations during the camp day are not suggested unless it is for a parent invited special program
- All parents, siblings, and grandparents are invited to join us Friday from 2:30 to 3:30 for our Shishuk market stand. Products will be available for sale and family members may tour camp with campers during this hour.



# CAMP FORMS & FEES

## Why are there so many forms and what are they for?

The data you provide gives us necessary information to best serve your child. Each form is reviewed by the appropriate staff with concerns for that area of your child's care. All information is kept in confidence and is seen only on a need-to-know basis.

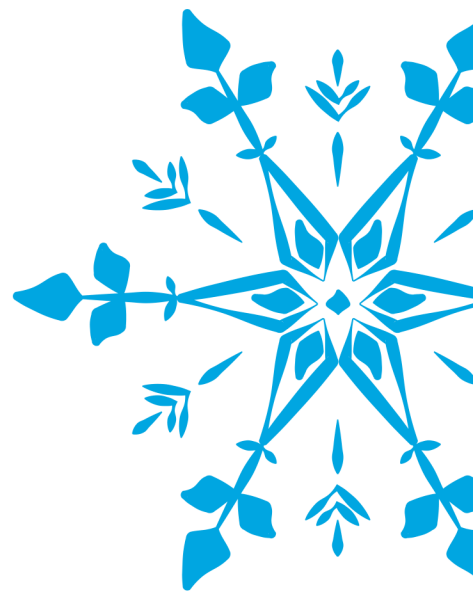
If you already filled out a health form for the Summer, and nothing has changed in your camper's health record, we will use the records on file.

## When do I need to return the forms?

ALL forms must be received, and approved tuition payment arrangements made before campers are permitted to be dropped off on their first day.

\*If you have not made approved payment arrangements or you do not have all of your child's forms your child will not be allowed at camp.





**SEE YOU AT CAMP!!!**

