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## **2023 DAY CAMP PARENT MANUAL**

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**We ask that you please take time to read through this packet. The information inside is designed to help prepare you and your child, answer many of your questions, and give insight into how we strive to make B'nai B'rith Camp the best summer camp experience available.**

# Welcome Letter

Dear B'nai B'rith Day Camp Family,

What an exciting 2023 summer season we have planned, full of amazing activities and memorable experiences! We want to take this opportunity to welcome you to BB Day Camp!

Please carefully read this manual and share it with your child(ren). The most successful campers are those who are prepared for the camp experience. Sharing the information contained in this manual is one of the ways to prepare your child for Camp.

Since 1921, BB Camp has been dedicated to providing the finest summer experience for today's campers while preparing them to be tomorrow's community leaders. B'nai B'rith Camp has consistently proven to be a great place for youth to learn about themselves, their Jewish identity, their environment, and how to relate to others. We can't wait to continue this tradition with you at our BB Day Camps!

Our goals for campers include:

- ▶ Living Jewish values and ethics
- ▶ Growing self-confidence & self-reliance
- ▶ Discovering your strengths & respecting the strengths of others
- ▶ Building friendships for life
- ▶ Having fun!

We look forward to a safe and enjoyable camping season. If you have any questions, please feel free to contact us at [daycamp@bbcamp.org](mailto:daycamp@bbcamp.org)

With *Ruach* (camp spirit),

Abby Evonuk  
Director, BB Day Camps Portland  
[Aevonuk@bbcamp.org](mailto:Aevonuk@bbcamp.org)

Sammie Hagen  
Youth & Day Camp Services Director  
[Shagen@bbcamp.org](mailto:Shagen@bbcamp.org)

## 2023 Summer Calendars

	<b>BB Day Camps Portland</b>	<b>BB Day Camp Eugene</b>	<b>BB Day Camp Corvallis</b>	<b>BB Day Camp Bend</b>
<b>June 26-30</b>	Week 1			
<b>July 3-7</b>	Week 2			
<b>July 10-14</b>	Week 3			
<b>July 17-21</b>	Week 4			
<b>July 24-28</b>	Week 5	Week 1		
<b>July 31-Aug 4</b>	Week 6	Week 2		
<b>Aug 7-11</b>	Week 7		Week 1	
<b>Aug 14-18</b>	Week 8		Week 2	
<b>Aug 21-25</b>			Week 3	Week 1
<b>Aug 28 - Sept 1</b>				Week 2

### **Weekend Shabbaton: August 11-13, 2023**

Get a taste of Overnight Camp! Sign your Camper up for 2 nights at our Camp on the Oregon coast and experience all that BB Overnight Camp has to offer! This is a great option for families who are considering BB Overnight Camp in the future. To sign up, contact Sammie at [shagen@bbcamp.org](mailto:shagen@bbcamp.org).

## Communication

**Abby Evonuk- Director, BB Day Camps Portland**

Phone: 503-496-7447

Email: [aevonuk@bbcamp.org](mailto:aevonuk@bbcamp.org)

**Sammie Hagen, Youth & Day Camps Services Director**

Phone: 503-496-7450

Email: [shagen@bbcamp.org](mailto:shagen@bbcamp.org)

**Chanel Bourdeau, Employee Relations and Administrations Manager (for payments and financial aid)**

Phone: 503-567-7161

Email: [cbourdeau@bbcamp.org](mailto:cbourdeau@bbcamp.org)

**Michelle Koplan, Chief Executive Officer**

Phone: 503-452-3444

Email: [mkoplan@bbcamp.org](mailto:mkoplan@bbcamp.org)

**B'nai B'rith Camp office hours (during summer season)**

Mon-Fri: 9:00 AM to 5:00 PM

Sat-Sun: Closed

Maintaining open lines of communication with parents is of prime importance to us. If you have questions or concerns, please contact us via phone or email. We strive to respond as quickly as possible. However, please keep in mind that the camp directors and staff spend much of their time “in the field” with the campers, not in the office.

**How long will it take for someone to get back to me?**

You should allow up to 24 hours for us to return your phone call or respond to your email in non-emergency situations. We are often able to work faster than this, but your patience is greatly appreciated. Messages received after noon on Friday may not be returned until Monday.

**Who do I contact if I have questions, need to pick up early, drop off late DURING the summer etc.?**

**Abby Evonuk, Director, BB Day Camps Portland**

Phone: 503-496-7447 / 503-998-3042

Email: [aevonuk@bbcamp.org](mailto:aevonuk@bbcamp.org)

**Sammie Hagen, Youth & Day Camps Services Director- Bend, Corvallis & Eugene**

Phone: 503-496-7450 / 503-997-268

Email: [shagen@bbcamp.org](mailto:shagen@bbcamp.org)

### **Can I have my child's counselors' cell phone number so I can check-in?**

When counselors are supervising children, they are not allowed to be on their cell phones. If you would like to check-in with your child, please call the BB Day Camp Director, which can relay messages to your child or update you on your child's wellbeing. Counselors are advised not to share personal contact information with parents.

### **How do I switch or add weeks once Camp starts?**

We are happy to switch or add weeks once Camp begins if space is still available in the session. All session week change requests should be made in writing with an email to the Camp Director with the name and grade of your camper, the session week you would like to change, and the payment method (if adding a session week). There is no guarantee there will be space when you make the request, but we will respond to you with confirmation as soon as possible. The deadline to add or switch session weeks is the Thursday prior to the beginning of that session week.

## **Communicating with You**

### **When will Camp communicate with me during the summer?**

- Each Wednesday, prior to your child's enrolled session week, we send out an email detailing the upcoming week. This will include special activities, what to bring each day, and any other important information you need to be aware of.
- At the end of each week, if your camper is enrolled with us, we will email you a private photo album from the week. We also include a short survey that we ask all parents to fill out for us to continue to strive for excellence.

## **Camp Visitation**

We do not allow any visitors at Camp during the day or on field trips. We find that children have more successful camp experiences if their days are uninterrupted by family visits. Families and visitors will only be allowed on Camp on a case-by-case basis.

## **Telephone Calls**

An important part of Camp for your child is learning to function independently and grow. These are two reasons you send your child to Camp. For these reasons, **no campers** will be permitted to make phone calls home. From years of experience, we have found that phone calls only inhibit the progress of a camper that is having difficulty adjusting to Camp.

**We ask that cell phones are left at home.** If there is an emergency or reason your camper needs to contact you, the Camp Director will reach out. If there is a message you need to send to your camper in the middle of the camp day, please contact the Camp Director, and the message will be forwarded to your camper's counselor.

Should you have any questions or concerns about Camp, or your child's adjustment to the Camp program, please call the Camp Director, and we will be happy to provide an update on your child.

## Photos

We post and share camper photos at the end of each weekly session in a shared Google photo album. During the registration process, you may have given permission for Camp to post photos of your child on public BB Camp social media platforms, and to use your child's image in publications and publicity. If you prefer to revoke this permission, please email the Camp Director with your request.

## Camp Life

### Drop-off and Pick-up

Campers must be checked in and out by an authorized adult every day.

#### Drop Off

- Morning Drop Off will occur between **8:45-9:15 AM** each morning. Authorized adults may choose to drop off their camper either in the carpool lane or by walk-up.
- \*PORTLAND DAY CAMPS ONLY: Morning Extended Care drop-off (8:00-8:45 AM) is walk-up only.
- For the carpool lane: Authorized adults will remain in the car. A staff person will approach the vehicle, open the door, and greet the camper before beginning the screening process.
- For walk-up: One adult may walk up to the check-in table with their camper(s).
- We ask that authorized adults remain outside to decrease the number of people inside the facilities.

#### Pick Up

- Pick-up will occur between **3:30-4:00 PM** each day. Authorized adults may choose to either pick up their camper in the carpool lane or walk-up.
- \*PORTLAND DAY CAMPS ONLY: For Afternoon Extended Care (3:30-5:00 PM), pick-up is walk-up only.
- For the safety of our campers, we ask that authorized adults show their ID to a staff person. Please have your ID ready.

Please do not drop-off campers anywhere else around the building because we cannot guarantee they will be supervised and checked-in properly.

## Group Assignments

Campers are assigned to groups based on the grade level they will be attending in the Fall. Some groups might have a mixed grade group; for example, 1st and 2nd graders may be together. Each group will have at least two staff that stay with them throughout the day.

The online application allows requesting up to three friends to be grouped with. If you missed this, you may add requests by completing the bunk request form in your [CampInTouch](#) account before June 20. We do our best to honor requests and try to guarantee at least one friend request as long as they are in the same grade and registered for the same weeks.

## Our Counselors & Staff

B'nai B'rith Camp staff is comprised of teens, young adults, and professionals. We welcome staff from a variety of religious and cultural backgrounds. Many of our staff grew up attending BB Camp and/or other camps or have worked with children in other capacities. We screen staff carefully for their maturity, good judgment, kindness, respect, and commitment to Jewish education. All staff are CPR and first aid certified. For 5 days before campers' arrival, there is an intensive staff training period where camp leaders and experts from the community cover various relevant topics, such as bullying, child development, child abuse, ADHD, and our emergency procedures.

Throughout the summer, the BB Camp Leadership Team supervises staff members very closely. During regular staff meetings, we address staff members' concerns and help them with difficult issues. We maintain an open and caring environment where campers are encouraged to communicate openly with their counselors and with the leadership staff. Please help us by encouraging your camper to be open and communicative with the staff.

## Judaism at Camp

BB Camp is a gateway into Jewish life; a catalyst to build long-term relationships and friendships; a place where campers can encounter Jewish ideas, principles, practices, and values; a place where campers encounter Israel and explore the ideal of Jewish peoplehood in their lives; and a special space for convening important Jewish conversations.

At BB Camp, we live Jewishly, whether at the morning circle, meals, or infused in everyday activities. Our campers feel comfortable and love the *ruach* (spirit) that is evident throughout Camp. As a community camp, serving children of all Judaic denominations and many children from interfaith households, BB Camp creates an atmosphere where all campers and staff are comfortable exploring their Judaism and Jewish values.

Shabbat is welcomed on Fridays with a full, immersive BB Camp community experience. This is done with special Shabbat choices (Shabb-options), weekly mitzvah projects, an all-camp sport, and all-camp community art projects. Groups take some time to reflect on their week with special bonding activities, and then join the full community for a Shabbat celebration with the blessings, a story by clergy, Jewish educators, or other special guests, and song session.

Our Judaic program also includes Israel Day and Maccabiah Games. These programs and the ongoing Jewish spirit that pervades BB Day Camp in program areas, such as arts and crafts and drama, allow our campers to explore and develop their Jewish identity.

## Typical Daily Schedule

8:45AM	Arrival at BB Day Camp: Campers greeted by their counselors
9:00AM	Morning Group Time: A Counselor led activity or game to connect & start the day
9:30AM	All Camp Opening Circle: Music, Jewish connection, and schedule run-down
10:00AM	Activity 1 (Art, Science, Cooking, etc.) OR depart for a Fieldtrip!
10:45AM	Activity 2 Outdoor play OR Special Guest (Entertainer, Reptile Exhibit, Workshop, etc.)
12:00PM	LUNCH (packed lunch from home)
1:00PM	Camper Choice: Campers choose from a list of engaging activities
2:00PM	Activity 3 (Water Play, Camp-wide game, Gaga, etc.)
3:00PM	Closing Kehillah Circle
3:30PM	Camper pick-up

## Health Care

### Medications

Any medications and over-the-counter health items to be used at Camp must be listed in Camper's Health Form and should be turned in on your camper's first day to the Camp Director. Parents must pick up all medication on their camper's last day.

Camp Directors will be responsible for storing and administering all medications. **Campers are not allowed to keep any medication in their possession (except for asthmatic inhalers and EPI pens).** Campers may keep inhalers with them in their backpacks if an extra spare inhaler is kept in the Camp Office.

**Please do not place your children on "medication vacations."** For a successful experience, youth need to be able to concentrate and focus while at Camp.

For field trips, the Camp Director will measure and secure the medication and provide an orientation to the appropriate staff regarding the dispensing of medication during the trip. Dispensing of medication and all first aid treatment is noted in a written log during the trip and turned back to the Camp Director upon return.



## Illness and Injuries

Parents will be called for any injury to the head, significant injury, or if a camper is unwell enough to stay at Camp. Insignificant injuries or illnesses will be reported to parents via email.

In case of emergency, or if a camper needs to go to the hospital, parents will be called immediately.

## Health Insurance

**B’nai B’rith Camp does not provide accident or health insurance for campers.**

For accident, injury, or illness that involves health care outside of Camp, charges and fees will be billed through B’nai B’rith Camp to the camper’s parents. If your insurance requires the use of designated facilities, you must make the appropriate arrangements with the hospital and your insurance carrier prior to your child’s arrival at Camp.

## Heat and Sun Protection

Your child will spend a great deal of their camp day outdoors. The following list includes basic items that can be used to protect them from the sun and high summer temperatures:

- **A reusable water bottle is a must**, as campers use them daily
- **Sunscreen**, preferably waterproof and with a high sun protection factor (SPF)
- A hat, preferably with a wide brim
- Sunglasses

## Homesickness

Whether your child is a new camper or has been to Camp for many years, it is normal for them to worry about what might happen at Camp or miss home while there. As a parent, you might also be anxious about your child’s experience at Camp. Read below for some tips on how to help your child both before and during Camp.

### Before Camp:

- Be positive about the camp experience.
  - Talk with your child about all the fun things they will do at Camp. Look at the schedule for the week and pick out the top three things they are looking forward to!
- Practice separation and self-care.
  - If your child has never spent full days away from home, now is a great time to start practicing with long play dates at Grandma’s or a friend’s home. It is also helpful to establish a goodbye process or action. Use these practices to brainstorm ways your child can comfort themselves when they get homesick.
- Avoid making deals.
  - It can be tempting to make a deal with your child that you will keep them at home if they want after a few days of Camp. This kind of deal sets a child up to fail because it starts them with negative ideas about Camp. Instead, please encourage them to make an effort and remind them of how brave they are.
- Share your worries with other adults, not your child.

- Just like your child, it is normal for you to feel anxious about sending them away or miss them while at Camp. However, continuously telling your child how much you, grandma, and the family pet will miss them often makes children feel guilty about going and having fun at Camp. Instead, say, “I love you and can’t wait to hear about your new friends, the activities, and your counselors.”

## During/After Camp:

- Trust them to make it through the day.
  - It is easy to want to stay longer or come early to visit, but this makes the transition to independence harder. Once they see you, whether they are having a good time or not, it triggers them to want to come home. Training them to go home at the end of the day gives them the confidence to do it again the next day.
- Ask them about their day and talk about their counselors.
- Have fun yourself!
  - As we have mentioned, it is completely normal for you to miss your child. Just as you will encourage your child to have fun at Camp and try new things, we would like to encourage you to do the same. Take time to check our Facebook page for updates, but also remember to do fun things that will help you cope with your child being away.

## What to Bring and What to Leave

### Packing List

Campers should come to Camp with the following items:

- Socks and athletic, closed-toed shoes, or open-toed shoes with a back strap
- Appropriate and comfortable active clothing
- Hat
- Sunglasses
- Sunscreen
- Reusable water bottle
- Two hearty snacks\*\*\*
- Packed lunch\*\*\*
- Small backpack
- **For Pre-K/Kindergarten:** A complete extra outfit inside a zip-lock bag
- Any special items listed in the weekly email

Field Trips Days, campers should come to Camp with the following items:

- **Wear Your BB Day Camp T-shirt**
- Hat
- Sunglasses
- Reusable water bottle
- Two hearty snacks\*\*\*
- Packed lunch\*\*\*
- Small backpack is ok
- Any special items listed in the weekly email

## Allergies\*\*\*

BB Day Camp strives to create a safe environment for all campers and staff. **We ask you to avoid packing nut products in your child's lunch.** We appreciate your commitment to helping us provide a safe environment for all.

## Kashrut Policies\*\*\*

**BB Day Camp follows the Kashrut policies of our host campuses. For BB Day Camp Portland & Eugene, we adhere to the following Kashrut policies:**

- ▶ Absolutely no meat, shellfish, or items containing lard (please look at packaged product ingredients, as many utilize lard in their processing.)
- ▶ Dairy, vegetarian, and vegan are fine with or without a kosher hechsher
- ▶ Commercially prepared food such as pizza, soup, or sandwiches (dairy, vegetarian/vegan) are fine

## Money

Campers do not need to bring money to Camp unless specified in the weekly email. We ask that you do not send your child with money on field trip days to purchase snacks, as it distracts the other campers.

## Cell Phones

Cell phones are not allowed at Camp. We provide an enriched and screen-free summer experience for your child at Camp. Bringing a cell phone leads to homesickness, conflicts with campers, and campers not fully immersing themselves at Camp. You have made the decision to send your child to Camp, so that together, we can provide your child with the best possible experience of personal, social, and spiritual growth. Do not send your child to BB Camp with a cell phone. We will confiscate all camper cell phones.

## Electronics

Devices with the following capabilities are strictly prohibited at Camp:

- Connect to wi-fi for internet browsing
- Watch a video or movie

Mobile devices, phones, laptop computers, tablets, and gaming devices, are strictly prohibited at Camp, unless specific individual arrangements are made in advance.

## Clothes

We suggest campers wear comfortable and practical clothing. Open-toed shoes without a back strap, restrictive clothing, and items that cannot get dirty are not recommended. We do our best to encourage individual responsibility for personal property.

## **Labeling camper clothing with first and last name is strongly recommended.**

Note: Returning lost items that are not labeled is nearly impossible.

### **Name tapes or name stamps should be attached as follows:**

1. Shirts, tops, sweaters, jackets, sweatshirts: in the neckband
2. Bottoms, shorts, underwear, pants: inside center back of waistline
3. Towels: on the outside corner
4. Socks: on toe section of the sock
5. Sneakers, shoes: marked with indelible ink or labels.
6. Water bottles

## **Lost and Found**

B'nai B'rith Camp does not assume responsibility for lost or damaged items. Unclaimed items go to the lost and found. We display lost & found weekly. During the week, every effort will be made to return clearly labeled lost items to their owner. If your child comes home and is missing items, please contact us immediately. All unclaimed items will be donated to charitable organizations shortly after the summer.

**We ask that you please make sure that every single item of clothing has your child's name attached to it. Also, please make sure that all non-clothing items such as hats, backpacks, goggles, water bottles, lunch boxes, and all other personal effects are clearly labeled.**

## **Security and Emergency Procedures**

### **Security**

Camp buildings are secured with authorized access only. Only Camp and building staff are authorized to enter. Campers and/or parents are screened at entry. Authorized adults picking up early, dropping off late, or visiting Camp for any reason will enter at the main entrance and check-in at the front desk. We ask that parents follow these procedures to ensure safety. Camp staff are instructed to report anyone without credentials on campus.

### **Emergency Procedures**

Since safety is our top priority, emergency preparedness is always an area of intensive focus. We continue to work closely with national agencies and local first responders to develop specific policies and procedures in various emergency situations. We train our staff in emergency readiness and practice throughout the summer.

In the event an emergency occurs, we will use an automated call/text system to communicate with families. The system allows us to relay information quickly to camp families via pre-recorded calls, text messages, and emails. We will also use this system in non-emergency situations, such as alerting families that their child's bus has safely arrived at or departed from Camp. Parents' contact information will automatically be uploaded into the system; no additional sign-up is required.

- Our Security and Emergency Management Committee (comprised of lay leaders, industry professionals, and staff) meets regularly to review our safety and security systems, protocols, and best practices. The Committee actively works in partnership with local law enforcement, the Department of Homeland Security, our Regional Security Director, and our Camp operations team to ensure that our practices and protocols continue to exceed all safety standards.
- During our summer season, BB Camp partners with an outside security firm to help maintain security on our campuses.
- We maintain strong relationships with the Police, the Fire department, local first responders, the Department of Homeland Security, and other agencies throughout the year.
- We maintain an Incident Command protocol and train our staff each season on implementation in the face of crises or emergency situations.

If a family emergency occurs at home, and you need to get in touch with your child at Camp, please call your Camp Director.

## Behavior Policy

The success of the camp community depends on the cooperation and involvement of all participants. Every effort is made to establish a positive atmosphere and inspire constructive behavior among campers and staff. We encourage our campers and staff to respect themselves and others, our Camp and equipment, and our earth and environment. BB Camp is committed to providing a safe camp environment in which relationships are characterized by dignity, respect, and equitable treatment.

The BB Camp Board of Directors has established codes of conduct and behavior self-management. **Infraction of any of the following policies or practices may be cause for immediate expulsion of the camper from Camp with no refund of camp fees.**

- Campers must stay with their assigned group with appropriate supervision.
- Campers may not leave Camp, except under the appropriate supervision of Camp staff during scheduled programs.
- Campers must attend all scheduled activities, meals, and programs unless excused by the Camp Directors or medical staff, and then only if appropriately supervised.
- Campers must not bully, threaten, or cause any physical harm to other campers or staff. This behavior will not be tolerated.

## Behavior Contracts

B'nai B'rith Camp is dedicated to creating a positive summer experience for every camper. If a camper's behavior is taking away from their camp experience, or that of other campers, a discussion regarding that behavior will occur between the camper and the counselor. If the behavior persists, the counselor, with assistance from the Camp Director, will write up a behavior contract that all parties must sign. Parent(s) will be

called prior to a child being placed on a behavior contract. The Camp Director reserves the right to expel the camper if the child violates the behavior contract.

## Health Hazards and Fire Risks

BB Camp is a smoke-free environment. Campers may not possess or use any matches, lighters, or open flame for any purpose at Camp or any Camp activity except as supplied and supervised by BB Camp staff.

## Weapons

Weapons are not permitted at Camp or during off-site programs. In addition to those listed in the contraband list, a weapon includes any items, body parts, or words used inappropriately which may pose a threat, intimidation, or harm to others. Pocket knives and other tools supplied by BB Camp are only to be used under direct staff supervision during specified programs.

## Graffiti and Vandalism

Parents of campers involved in any vandalism or graffiti at Camp or during any Camp activities will be required to pay for any materials, parts, or labor necessary to repair or replace damaged property. Campers involved in such behavior may be required to participate in the repair of the damage.

## Camp Cleanliness

Individuals must act as responsible members of the Camp community for the wellbeing of everyone. As part of this process, campers are expected to contribute to Camp's overall cleanliness and appearance.

## Expulsion from Camp

The Camp Director reserves the right to expel any camper for infractions of Camp rules, inappropriate behavior or language, or verbal or physical abuse of campers or staff. In such a case, the parents or designated emergency contacts are responsible for arranging for the child to vacate Camp. There will be no refund of any camp fee when a camper is expelled under such conditions.