



2023 LINCOLN CITY DAY CAMP PARENT MANUAL

We ask that you please take some 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 you some insight on how we strive to make B'nai B'rith Camp the best summer camp experience available.

WELCOME LETTER

Dear BB Day Camp Lincoln City Families,

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 B'nai B'rith Day Camp Lincoln City.

Please carefully read this manual and share it with your child. 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, B.B. Camp has been dedicated to providing the finest summer experience for today's campers while preparing them to be tomorrow's community leaders. B.B. Camp has consistently proven to be a great place for youth to learn about themselves, their environment, and how to relate to others. We can't wait to continue this tradition with you this summer at Day Camp in Lincoln City.

Our goals for campers include:

- ▶ 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.

Sincerely,

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2023 SUMMER CALENDAR

June 26 – June 30	Week 1 of Day Camp!
July 3 – 7	Week 2 of Day Camp!
July 10 – 14	Week 3 of Day Camp!
July 17 – 21	Week 4 of Day Camp!
July 24 – 28	Week 5 of Day Camp!
July 31 – August 4	Week 6 of Day Camp!
August 7 – 11	Week 7 of Day Camp!

PICK-UP & DROP-OFF

DROP-OFF INFORMATION

- Drop-off is at 9:00 am daily, please enter through the Main Entrance (There will be signs on the main road directing you to this entrance).
- During drop off, Authorized Adults will remain in the car. A staff person will approach the vehicle, open the door, and greet the Camper.

PICK-UP INFORMATION

- Pick-up is at 4:00 pm daily, please enter through the Main Entrance (There will be signs on the main road directing you to this entrance).
- Authorized Adults will remain in the car for pick up.
- Authorized Adults are to remain in the car for pick up, staff will approach with a list of authorized adults who can pick up each child, for safety purposes they will ask that they show their ID. Please have your ID ready. Please be sure to include anyone who may pick

your camper(s) up from Camp on the Authorized Adults form. If you need to add an additional option last minute, feel free to contact us to let us know.

COMMUNICATION

SUMMER CONTACTS

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

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

Sat-Sun: Closed

B'nai B'rith Camp

Summer Phone: 541-994-2218

Summer email: info@bbcamp.org

For **payments**, and **financial aid**, contact Chanel Bourdeau

Phone: 503-567-7161

Email: cbourdeau@bbcamp.org

COMMUNICATING WITH US

Maintaining open lines of communication with families is of prime importance to us. If you have questions or concerns, please contact us via phone or e-mail. We strive to respond as quickly as possible. However, please keep in mind that the camp directors and staff spend the majority 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 nonemergency 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.

How do I switch or add weeks once camp starts?

We are happy to switch or add weeks once camp begins if there is still space left in the week. All week change requests should be made in writing with an email to the Camp Director with the name and grade of your camper, the weeks you would like to change, and the method of payment (if adding). 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 weeks is the Thursday prior to the beginning of that week.

COMMUNICATING WITH YOU

When will Camp communicate with me during the summer?

Each week, prior to your child's enrolled 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.

Who will be contacting me when I have an issue?

Senior staff members including Directors and the Operations Director will return calls concerning your children.

CAMP VISITATION

We do not allow any visitors at Camp in the middle of the day or on field trips. We find that children have more successful camp experiences if their stays are uninterrupted by family visits. It is very important for your child's sense of independence and self-reliance to not have families "dropping by." Even if your child would not be affected by a visit, other children at Camp may be impacted.

TELEPHONE CALLS

An important part of camp for your child is to learn how 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 unless there is an emergency. From years of experience, we have found that phone calls only inhibit the progress of a camper that is having difficulty adjusting to camp.

CAMP LIFE

GROUP ASSIGNMENTS

Campers are assigned to groups based on age and grade level in school for Fall 2023. This is the group with which campers spend the day. Each group may include campers from different backgrounds, abilities, etc. We have found this diversity enriches campers' overall experience and provides important opportunities for campers to grow, lead, and build understanding. Additionally, groups may have a mixed grade group, for example, 1st and 2nd graders may be together. Each group will have at least one lead counselor that stays with the campers throughout the day, as well as other staff who might spend time with different groups.

OUR STAFF

B'nai B'rith Camp staff is comprised of professionals, young adults, and teens. Many of our staff grew up attending B.B. 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 child development. All staff are CPR and first aid certified. Prior to the first day of camp, there is an intensive staff training where camp leaders and experts from the community cover a variety of relevant topics, such as bullying, child development, child abuse, ADD/ADHD, and our emergency procedures.

Throughout the summer, staff members are supervised very closely by the BB Camp Leadership Team. 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.

TYPICAL DAILY SCHEDULE

9:00 AM Camper Drop-Off

9:30 AM Breakfast

10:00 AM Activity #1 (athletics, canoeing, crafts, drama, music, garden, and more!)

10:30 AM Snack

11:00 AM Activity #2

12:15 PM Lunch

1:00 PM Activity #3

2:00 PM BB Reads & Group Activities

3:15 PM Elective Activities & Snack

4:00 PM Camper Pick-Up

SECURITY AND 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 case of a variety of emergency situations. We train our staff in emergency procedures, as well as practice throughout the summer.

Camp's driveways are gated. During regular drop-off and pick-up times, there will be staff readily available to welcome you to Camp. If you ever arrive at Camp and there is not a staff member to let you in, please use the call box at the gate which will alert a Security Officer.

HEALTH CARE

While we expect that most campers will stay healthy throughout the summer, occasionally campers do get ill or injured at camp. To deal with any such situations we have first aid and CPR certified staff, and on-call access to a Medical Professional by phone.

MEDICATIONS

Any medications and over-the-counter health items should be turned in on your camper's first day to the on-site Wellness Administrator. All medication must be picked up by an adult on your camper's last day.

The staff at the Wellness Center and 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 Wellness Center.

Please do not place your children on "medication vacations" over the summer. For a successful experience, youth should have consistency from what they are used to feeling outside of the summer.

ILLNESS AND INJURIES

Families will be called for any injury to the head, cut that breaks the skin, or if a camper is unwell enough to stay at camp. Minor injuries or illnesses will be reported to Authorized Adults at pick-up or with a note from the counselor.

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

HEALTH INSURANCE

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

HEAT AND SUN PROTECTION

Your child will spend a great deal of their camp time 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.
- A hat, preferably with a wide brim
- Sunscreen, preferably waterproof, hypo-allergenic, and with a high sun protection factor (SPF)
- Sunglasses

WHAT TO BRING/WHAT TO LEAVE

Campers should WEAR to camp the following items:

- Socks and athletic, closed-toed shoes.
- Appropriate and comfortable active clothing
- Sunscreen

Campers should BRING to camp the following items:

- Reusable water bottle
- Small backpack
- Swimsuit & Towel
- Change of clothes

CELL PHONES

Due to our Campers not bringing cell phones to Camp each day, we are able to provide an enriched and screen-free summer experience for your child. 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 and social 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

This means mobile devices, DVD players, laptops, computers, tablets, and gaming devices, are strictly prohibited at Camp.

CLOTHING

We suggest campers wear comfortable and practical clothing. 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, etc. in the neckband
2. Bottoms, shorts, underwear, pants: inside center back of waistline
3. Towels: on outside corner
4. Socks: on toe section of the sock
5. Sneakers, etc., should be marked with indelible ink or labels.

LOST AND FOUND

B'nai B'rith Camp does not assume responsibility for lost or damaged items. Unclaimed items go to 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.

At the end of every summer, we end up with tons of lost clothing. Brand new towels, sweatshirts, socks, etc., amount to thousands of dollars of merchandise that is unmarked and unclaimed by the children. Items that are not labeled are difficult to identify.

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, and lunch boxes and all other personal effects are clearly labeled.

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 to inspire constructive behavior among both campers and staff. We encourage our campers and staff to respect themselves and others, our Camp and equipment, and our earth and environment. B.B. Camp is committed to providing a safe camp environment in which relationships are characterized by dignity, respect, and equitable treatment.

The B.B. 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 must remain under the appropriate supervision of Camp staff during scheduled Camp 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.

ACTION PLANS AND 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. The counselor will work with the camper to create an action plan with the goal of helping the camper correct the behavior. If the behavior persists, the counselor, with assistance from the Director, will write up a behavior contract that all parties must sign. Families will be called when a child is put on an action plan or is placed on a behavior contract. If the child violates the behavior contract, the Camp Directors reserve the right to expel the camper.

HEALTH HAZARDS AND FIRE RISKS

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

WEAPONS

Weapons are not permitted at Camp or during off-site programs. A weapon includes any items, body parts, or words used in an inappropriate way, which may pose threat, intimidation, or harm to others. Pocketknives and other tools supplied by BB Camp are only to be used under direct staff supervision during specified programs.

LANGUAGE

To demonstrate respect for others and ourselves, only appropriate and non-offensive language is acceptable.

GRAFFITI AND VANDALISM

Families 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 the overall cleanliness and appearance of Camp as a whole.

EXPULSION FROM CAMP

The Camp Directors reserve the right to expel any camper for infractions of camp rules, inappropriate behavior or language, or verbal or physical abuse of campers or staff. There will be no refund of any Camp fee when a camper is expelled under such conditions.