



Camp Hilbert Parent Manual *2010/5770*

Dear Camp Hilbert Parents:

The Camp Hilbert Parent Manual provides detailed information on all Camp Hilbert policies and procedures. It is important that parents take the time to read through the Parent Manual prior to the start of camp. This allows time for questions regarding policies and procedures to be addressed by our camp administration; in addition it allows time for parents to go over camp policies and procedures with their children prior to their start at camp.

This form highlights a few important topics included in the manual. While we wanted to bring to your attention these very important topics, we hold parents responsible for ALL policies and procedures included in the Camp Hilbert Parent Manual.

- Behavior Management Policy
- Directions to Camp
- Program Goals
- Schedule of field trips, performances, and events
- Special Needs Policy

This manual represents important Camp Hilbert policies. All parents are responsible for understanding these policies before their child starts at camp. Contact Eytan Graubart at egraubart@weinsteinjcc.org if you have any questions or concerns regarding these policies prior to your child starting at camp

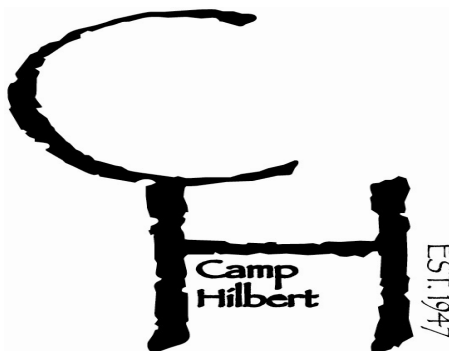


TABLE OF CONTENTS

Philosophy & Goals.....	3
Mission Statement.....	3
Special Needs.....	3
Program Goals.....	3-4
Directions to Camp.....	4
Staff.....	4
Site/Facilities.....	5
Age Groups.....	5-6
Dates.....	7
Camp Fees.....	7
Transportation.....	7
Drop-off / Pick-up.....	8
Sample Schedule.....	8
Shabbat.....	9
Sports Programs.....	9
Overnight/Late Nights.....	9
Family Night & Parents Day.....	10
Open House.....	10
Absence/Late Arrivals.....	10-11
Visitors.....	11
Behavior Management Plan.....	11
Termination of Service.....	12
Health & Safety.....	12
Medication.....	12
Illness.....	12-14
Communication.....	14
Clothing.....	14-15
Camp T-Shirts.....	15
Pictures.....	15
Lost & Found.....	15
What Not to Bring to Camp.....	16
Lunch.....	16
Late and Extended Care Policy.....	16-17
Parent Checklist.....	17

STATEMENT OF CAMP HILBERT'S PHILOSOPHY AND GOALS

The Carole & Marcus Weinstein Jewish Community Center subscribes to the definition of CAMPING as stated by the American Camping Association:

“Organized camping is an experience of group living in a natural environment. It is a sustained experience under the supervision of trained leadership. Camping provides a creative educational experience in cooperative group living in and out of doors. It utilizes the resources of the natural surroundings to contribute significantly to mental, physical and spiritual growth.”

In addition, as a Jewish Communal Agency, we subscribe to the following objectives in our programming:

1. Camp Hilbert takes full pride and appreciation in our natural outdoor environment. We will strive to make maximum use of our setting in planning and programming the camp day.
2. The camping program will contribute to the social growth of the individual by promoting and providing constructive experiences different from the experience throughout the remainder of the year.
3. We have a responsibility to develop creative Jewish programs which provide opportunities for positive identification with Jewish life. The uniqueness of the camp setting should be utilized in furthering the knowledge and appreciation of Jewish values, culture and heritage.
4. Camping at Camp Hilbert should be SAFE and FUN!

Our goal at Camp Hilbert in Maidens, Virginia (Goochland County) is to open the door to the experience of outdoor camping in a relaxed yet structured environment. We intend to expand the interests of our campers while teaching them skills and fostering an appreciation for their new experiences. It is our hope that each child is challenged by our program and is able to develop self-esteem, mutual respect, and meet personal goals. Our camp exposes all campers to various Jewish experiences throughout the summer with a special observance of Shabbat and holidays which fall within the summer months.

MISSION STATEMENT

Camp Hilbert serves to promote the development of friendship and community through a unique day camping experience which includes diverse and challenging activities. We achieve this by building meaningful relationships and experiences through Jewish values and social responsibility.

OUR PHILOSOPHY

Camp Hilbert encourages the development of children's minds and bodies by:

- ✓ Fostering independence, self-confidence, respect for others and a sense of belonging and sharing in a group.
- ✓ Promoting Jewish identity through experimental, creative and joyful activities.
- ✓ Keep It Safe and Keep It Fun!

SPECIAL NEEDS

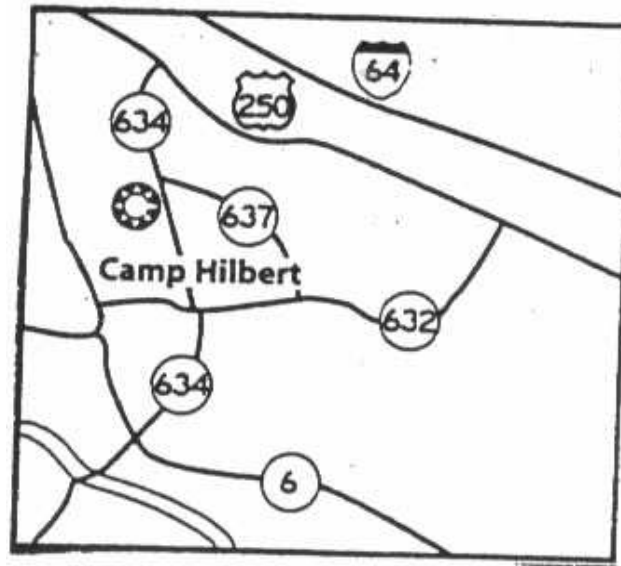
The Special Needs program at Camp Hilbert allows for a wide range of campers with an even wider range of abilities. We are committed to providing accommodations to include children with special needs. We trust parents will tell us what their child's special needs are as soon as possible to allow appropriate planning time. We have a Special Needs Coordinator who will facilitate planning meetings.

PROGRAM GOALS

1. To help campers maintain and create friendships and memories in a fun, safe, and outdoor environment.
2. To help campers appreciate the wonders of nature in an outdoor setting.
3. To impart the values that make up the spirit of Judaism which are woven into the fabric of the total camp experience.

4. To help each child develop his/her own individuality while working within a small group. The child learns a sense of responsibility to the group while working within its structure.

DIRECTIONS:



Directions to Camp Hilbert from Richmond:

Interstate 64 West to Oilville (exit 167) and turn left. Follow road for one quarter mile to end. Turn right on Rt. 250 (Broad Street). Take Rt. 250 West; turn left on Rt. 632; then make a right turn onto Rt. 637. Turn left on Rt. 634 to our camp site at 2240 Maidens Road.

STAFF

We feel strongly that a skilled, caring staff ensures a safe, creative and enjoyable camp experience. Camp Hilbert is supervised by full-time staff from the Weinstein JCC. They include:

- **Eytan Graubart, Camp Director** (Weinstein JCC Children, Teen, Family and Camp Director)
Eytan returns to Camp Hilbert with over 15 years of Jewish camping experience and over 10 years as staff in such positions as unit head, program director, assistant director and Director. Eytan knows just how important it is that children build strong connections to their community and is a big believer that camp does exactly that while also teaching invaluable life skills that cannot be learned anywhere else.
- **KB Levin**, Assistant Camp Director (Richmond Hillel Director) :
KB has been in camping for almost 20 years, from camper to counselor, and has spent the last ten doing family and youth programming in a variety of capacities. She specializes in music and movement, archery, and swimming,
- **Joey Wood, Camp Hilbert Operations Director:**
This year will be Joey's 15th summer working in and around the Weinstein JCC summer camps. A former Camp Ganim and Camp Hilbert counselor, Joey has run the office at Camp Hilbert since 2002 and is an accounting associate for the Weinstein JCC
- **Kelly Johannsen, Camp Hilbert Aquatics Director :**
Kelly returns for her fourth summer as the Camp Hilbert Aquatics Director. Kelly supervises the aquatics staff and is responsible for daily swim lessons, daily free swim and the Camp Hilbert Swim Club. Kelly is also the year-round Assistant Aquatics Director at the Weinstein JCC supervising lifeguards, teaching classes and working with the swim team.
- **LaVenus Harried, Camp Bet Unit Head :**
LaVenus has been at Camp Hilbert since 2000. As a counselor and Unit Head, LaVenus supervises Camp Bet, all field trips, camping trips and overnights. In addition to her role at Camp Hilbert, LaVenus is also the Kids Place program coordinator and an early childhood educator..

Our camp staff is comprised of an outstanding and enthusiastic group of individuals. In addition to senior counselors and junior counselors our staff includes:

- ✓ Athletics and Ropes Course Specialist
- ✓ Fishing and Archery Specialist
- ✓ Arts and Crafts Specialist
- ✓ Camping Specialist
- ✓ Drama & Music Specialist
- ✓ EMT
- ✓ Israeli Life Specialist
- ✓ Nature & Outdoor Living
- ✓ Red Cross Certified Aquatics Staff

All staff members will participate in an extensive orientation program prior to the beginning of camp. This program will include basic first aid and CPR, activities to get to know the camp surroundings, and effective behavior management and communication skills. In addition, staff 18 years and older have a criminal background check and are checked against the sexual offender registry. All staff have a supervisor who will work with them to help provide the best camping experience for your child.

SITE/FACILITIES

Beginning its 62nd year (est. 1947), Camp Hilbert is on 114.5 acres of natural woodlands in Goochland County.

Camp Hilbert offers:

- | | |
|---|--|
| - "L" Shaped Pool | - Arts and Crafts |
| - Canoeing and fishing on Lake Rosalie | - Basketball Court |
| - Ga-Ga Arena | - Athletic fields |
| - Hiking Trails | - Archery Range |
| - Israeli Life | - All-purpose pavilion |
| - Music | - Weinstein Family Pavilion with performance stage |
| - Nature | - Jerusalem Room |
| - Amphitheatre with performance stage at Lake Rosalie | - Beach at Lake Rosalie |
| - Frisbee Golf | - Ropes Course |
| | -AND MUCH MUCH MORE |

AGE GROUPS

Group Selection

Campers are assigned to groups based on which grade they will enter in September 2009.

ALEPH (ENTERING GRADES K-4TH)

GALIM (ENTERING KINDERGARTEN)

Galim is the Hebrew word for Big Waves. Your first time camper will explore all Camp Hilbert has to offer (except Archery). Our program recognizes that children entering kindergarten need lots of kindness, support and patience, as everything is new.

GALIM PART-DAY (ENTERING KINDERGARTEN)

This option provides all the fun of Galim but in a 9:00AM – 2:00PM option. Galim Part-Day Campers will return back to the Weinstein JCC at 2:00 PM. (If you would like to enroll in childcare in Camp Ganim at 2:00PM, please call Lily Ocasio, at 285-6500, for more information).

NOAR (ENTERING GRADES 1 & 2)

Noar is the Hebrew word for Youth. Games, projects and a variety of other fun activities enhance your child's creativity and skill building. Noar children experience their first overnights at Camp Hilbert (week 4 & week 6).

RUACH (ENTERING GRADES 3 & 4)

Ruach is the Hebrew word for Spirit. Daily activities develop your child's sense of individuality and independence. Ruach campers have the opportunity for 3 one-night overnights (week 2, week 4 & week 6).

CAMP HILBERT BET (ENTERING GRADES 5TH-9TH)

Camp Hilbert Bet focuses on a progression of skill in the various activities in which the campers participate. Weekly trips outside of the camp facility add diversity and excitement to the Camp Bet program.

HABONIM (ENTERING GRADES 5 & 6)

- Travel out of camp once per week.
- 2-night overnight at Camp Hilbert (week 3)
- 2-night/3 day camping trip (week 5)
- 1-night overnight at Camp Hilbert (week 7)

CHAVERIM (ENTERING GRADES 7-9)

- Travel out of camp twice per week.
- 2-night overnight at Camp Hilbert (week 1)
- 2-night/3 day camping trip (week 3)
- 2-night/3 day overnight at Camp Hilbert (week 5)
- 1-night overnight at Camp Hilbert (week 7)

CAMP HILBERT COUNSELORS IN TRAINING (CIT) PROGRAM (10TH GRADERS)

Future Leaders Start Here...at the Camp Hilbert CIT Counselor in Training Program.

- Program in leadership training, skill development, and social interaction.
- Space is limited to 8 participants per week
- C.I.T. candidates must be interviewed and accepted into the CIT program
- Candidates must submit a completed application and interview with the CIT Director and/or Camp Director.
- Leadership Training components include:
 - Safety and surroundings
 - Conflict management
 - Group management
 - Role playing
 - Supervising children
- Skill Development components include:
 - Basic first aid
 - Water safety skills
 - Planning children's activities
 - Facilitating children's activities
 - Communication
- Social Events
 - (2) 1-night overnights at Camp Hilbert (week 1 and week 7)
 - Daily "hang time" to be with peers

DATES

Kids' Place Pre-Camp: Monday, June 15th, 2009 to Friday, June 19, 2009
(At Weinstein JCC)

Week 1 & Week 2: Monday, June 22, 2009 to Thursday, July 2nd, 2009
(Closed Friday, July 4)

Week 3 & Week 4: Monday, July 6, 2009 to Friday, July 17, 2009

Week 5 & Week 6: Monday, July 20, 2009 to Friday, July 31, 2009

Week 7 & Week 8: Monday, August 3, 2009 to Friday, August 14, 2009

Camp Keffyada: Monday, August 17, 2009 to Friday, August 21, 2009

Kids' Place Post-Camp:

(At Weinstein JCC) Monday, August 24, 2009 to Friday, August 28, 2009
Monday, August 31, 2009 to Friday, September 4, 2009

CAMP FEES

Camp fees are due in full on or before Monday, June 2, 2009 for Weeks 1, 2, 3, or 4 and Monday, June 30, 2009 for Weeks 5, 6, 7, or 8 and Monday, August 4, 2009 for Kids' Place Post-Camps, unless other arrangements are made. If you wish to discuss a payment plan, please call Joey Wood at (804) 545-8645.

Camp Hilbert Aleph Partial Day (Grade K Only)	\$370 M / \$420 NM	2 weeks
Camp Hilbert Aleph (Grades K-4)	\$480 M / \$555 NM	2 weeks
Camp Hilbert Bet (Grades 5-9)	\$550 M / \$630 NM	2 weeks
CIT Programs (Grade 10)	\$350 M / \$400 NM	4 weeks
Camp Keffyada (Aug 17 – 21)	\$275 M / \$325 NM	1 week
Kids' Place Pre-Camp (All grades)	\$275 M / \$325	1 Week
Kids' Place Post-Camp (All Grades)	\$470 M / \$545 NM	2 weeks

M – Weinstein JCC Member NM – Non-Member

*No refunds will be made unless a child is withdrawn for medical reasons with a doctor's certification.
There will be a \$35 charge for changes in enrollment after June 2, 2009.*

TRANSPORTATION

We have four drop-off/pick-up locations for your convenience:

Location	Pick-up	Drop-off
The Weinstein JCC	8:00 AM	5:00 PM
Stony Point (<i>Intersection of Huguenot Rd & Forest Hill Avenue</i>)	8:10 AM	4:50PM
Tuckahoe Village Shopping Center (<i>Corner of Patterson and Lauderdale</i>)	8:30 AM	4:30 PM
The Shops at Wellesley (<i>Located on Lauderdale</i>)	8:30 AM	4:30 PM

** All Aleph Partial-Day campers are dropped off at 2:00 PM at the Weinstein JCC. Campers not riding on the camp bus should be brought to camp promptly at 9:00 AM and picked up from the main office promptly at 4:00 PM. **Please do not drive into camp.** Rather, park in the parking lot and walk to the main office to check your child out. Children are only released to parents or persons listed as authorized by the parents in the camper information paperwork. Please let our staff know that you are taking your child out of camp. **Campers must be signed out in the main office before they may leave camp.**

DROP-OFF / PICK-UP PROCEDURES

To ensure a safe transfer of campers from your care to camp and from camp to your care, please read the following procedures!

Drop-off

Campers are the responsibility of their parent(s) until they are on the bus/van and checked off by the bus counselor, or have been signed in for pre-care at the Weinstein JCC. Do not leave your child unattended in any of the drop-off parking lots.

Pick-up

Campers may leave the bus/van only at the time when the authorized person picking up the camper arrives at the bus/van door with proper identification. We ask that parents line-up at the bus entrance (**WITH PROPER ID**) and inform the bus counselor of their presence and what camper(s) they are picking-up. At that time the bus counselor will check-off that the camper has been properly signed out. **Please have patience with this procedure. It may take a little longer, but it ensures the safest possible transfer of care.**

Late Fee Policy

Parents: If you are not at the Pick-Up location to pick your child up within 10 minutes of the assigned time they will be taken back to the Weinstein JCC for extended care which runs until 6:00 PM. If this occurs more than once, you will incur a \$10 transportation fee. After 6:00 you will be charged an initial late pick-up fee of \$25.00 for the first five minutes, plus \$1.00 for each additional minute after 6:05. See Late Fee Policy on page 14 for details.

THE CAMP DAY *SAMPLE* SCHEDULE

9:00 AM	-	9:30 AM	ARRIVAL / FLAG RAISING
9:30 AM	-	10:15 AM	INSTRUCTIONAL SWIM
10:25 AM	-	11:10 AM	DRAMA OR MUSIC
11:20 AM	-	12:05 PM	ATHLETICS/ARCHERY
12:05 PM	-	12:35 PM	LUNCH
12:45 PM	-	1:30 PM	NATURE/SCIENCE/CANOEING
1:40 PM	-	2:25 PM	ARTS AND CRAFTS
2:35 PM	-	3:20 PM	FREE SWIM
3:30 PM	-	3:45 PM	SNACK / FLAG LOWERING
3:45 PM	-	4:00 PM	DISMISSAL

All campers participate in:

- Instructional swim
- Canoeing
- Arts and Crafts
- Nature adventures
- Archery (Grades 2+)
- Athletics
- Camping Skills
- Drama
- Music
- Israeli Life
- Shabbat
- Free Swim
- Ropes Course
- Science

PLEASE READ AND POST ON YOUR REFRIGERATOR the schedule of summer events and programs that is included in the back of this manual for your convenience.

SHABBAT

Each week will conclude with a Shabbat program at 2:35 PM on Friday. Family and friends are welcome to come and celebrate with us every Friday (please give proper notice for all visitors, including parents). We will be singing Shabbat songs, our favorite Camp Hilbert songs, and reciting the traditional Shabbat prayers.

ATHLETICS

Throughout the week your child will participate in a wide variety of athletic programs. All equipment will be provided. Participation in new activities helps build character through experience and achievement. Participation in athletic activities helps children stay fit mentally and physically through exercising their bodies and their minds.

We are keenly aware of the effects of the summer heat. Water coolers are available all around camp in order to ensure that campers remain properly hydrated. **Children are encouraged and may be required to drink water throughout the day.** If your child has a physical limitation or special need, please notify the Director prior to the start of summer.

SWIMMING

Our swimming program is staffed with Water Safety Instructors as well as certified lifeguards under the guidance of our Aquatics Director. Each child is tested during their first day of camp and will be assigned to an appropriate level based on individual proficiency. Our swim program is an approved Red Cross swim instructional program.

Our Aquatics Director makes the ultimate decision regarding swim level placement for the safety of your child in our setting. All campers will participate in both instructional and free swim.

CANOEING

Canoeing will take place on beautiful Lake Rosalie, our seven-acre lake. Besides learning the basics of canoeing, the children will participate in races, and various other activities in the canoes. Counselors assist the younger children in their efforts to assure a good, safe time is had by all. All campers wear life jackets at all times and are supervised by a Red Cross Lifeguard, and their counselors.

OVERNIGHT / LATE NIGHTS

Campers in Noar, Ruach, Habonim, Chaverim and CIT's will have the opportunity to participate in at least two overnight camping experiences throughout the summer. Galim will have a late night cookout twice per summer. On the overnight, campers should bring:

- Lunch for the next day
- Clothes for the next day
- Towel for the next day
- Flashlight
- Toiletries
- Sleeping bag

These will be true camping experiences where we will be sleeping in tents under the stars, learning songs, and telling stories. Permission slips will be sent home, along with information sheets prior to these events.

FAMILY EVENTS AT CAMP

Outside of our weekly Shabbat programs, please see the camp calendar at the end of this manual to see Camp Hilbert Family Events. **Friday, July 17, is Family Day.** Families are invited to have lunch (at **12:05PM**) with their children and stay for **Camp Hilbert's Star Search (at 1:00PM)**. In addition, we invite your entire family to Camp Hilbert for a Kosher cookout (**5:30PM – 6:30PM**) and **End of the Summer Show (6:45PM)** on **Thursday, August 13.**

If you will be taking your camper(s) home with you after Family Day or at the conclusion of Shabbat, it is mandatory that you sign them out in the office first!

OPEN HOUSE

There will be an Open House for parents and campers at Camp Hilbert to allow you and your children to meet the staff and visit our camp. Come with swimsuits and enjoy our special facilities. Also, please feel free to bring a picnic lunch.

Open House: Sunday, June 21, 2009 – 2:00 – 4:00 PM

YOUR COOPERATION FOR THE FOLLOWING DETAILS WILL BE GREATLY APPRECIATED:

1. Make sure that your child is ready five minutes before the bus is due to ensure a smooth pick up.
2. Make sure that you are at the pick-up location on time, so you aren't charged with a late pick-up fee.
3. If there are any bus problems, we request that you speak directly with the Camp Office at (804) 556-3521 during the camp session.
4. Bus drivers are instructed to wait at stops until the designated departure time. After this time you are responsible for getting your child to camp.
5. If, for any reason, a child is to be dropped off at any stop other than their regularly scheduled stop, a request from the parents to the Operations Director, Joey Wood, must be submitted in writing no later than 11:00 AM for the day needed, and approved (jwood@weinsteinjcc.org or fax to (804) 556-3395). No verbal requests will be considered. Do not make the request to the bus driver or counselors. **This request will be subject to the availability of space.** If a parent would like to pick up their child at camp, a note stating their intentions must be submitted prior to pick-up.
6. If a parent is picking up more than one camper, the additional camper must have a note from their parent stating that they are supposed to go home with another camper. Please include first and last names of all additional campers.
7. All notes and medications must be handed directly to bus counselors and not put in camper's backpacks. All medications must be dispensed by our EMT.

ABSENCE / LATE ARRIVALS

If your child is ill or is not planning to attend camp, please notify the camp office at (804) 556-3521 fax (804) 556-3395 by 9:00 AM, or e-mail the prior evening to jwood@weinsteinjcc.org. We are concerned about each child and want to know if he/she is sick.

Late arrivals must come to the camp office to find out where their group is located and let us know that they have arrived. Prior written notice of a late arrival should be sent to the Director at least one day in advance, if possible.

VISITORS

Parents are welcome visitors at Camp Hilbert during the events listed above (page 8). An integral part of the summer camp experience is children learning and experiencing new and exciting things on their own. Therefore, we limit parent participation at our camp, but provide opportunities (including weekly Shabbat) during the summer (**See Camp Calendar at end of manual**). If you would like to visit camp during any other time, please check in at the front office upon arrival to receive your visitor badge.

BEHAVIOR MANAGEMENT PLAN

It is understood that parents will communicate and work with staff regarding behavior management and behavior modification plans.

Rules are discussed and developed with the children when entering the program. For example, counselors will discuss important rules such as no running by the pool, no hitting, punching, or pushing, no sitting on tables, etc. In addition, “bullying” will not be tolerated in any form, and, should a “bullying” incident occur, the Unit Head will be notified immediately to resolve the situation.

Children who behave appropriately and those who respond to corrective cues will be positively encouraged and reinforced with verbal reinforcement such as, “Jon is doing such a good job waiting quietly at the snack table...”

Discipline is usually a time out (sitting out time), which involves sitting away from the group. The inappropriate behavior is discussed with the child and the counselor and camper discuss ways to avoid repeating such behavior.

When overt negative behavior such as tantrums occur, the child is removed from the area and allowed to calm down away from the group with supervision. Accompanied by the counselor/group leader a discussion is held to alleviate and resolve the situation. If negative behavior persists, parents are consulted.

STEP #1 – First Time Behavior is Identified

1. Identify/recognize inappropriate behavior
2. Alert child to behavior. Discuss with child until a mutual understanding is reached about why the behavior was/is inappropriate and underscore that the behavior will not happen. In addition, staff will provide alternative positive solutions.

STEP #2 – Second Time Identified Behavior Occurs

1. Repeat step #1 and sit child out (time-out). Explain to child that this is time away from the group and that he/she must think about what he/she did, why he/she did it, and why the behavior is unacceptable. Sit-out time to be no more than 1 minute more than the child’s age. Child must explain the behavior and agree not to repeat behavior again.

STEP #3 – Third Time Identified Behavior Occurs

1. Repeat step #2. Sit-out time. Parents will be called in for a meeting and may be asked to pick-up their child.

TERMINATION OF SERVICE

Service at the Camp Hilbert facility may be terminated in several different ways:

Consistent inappropriate behavior, highly unusual behavior or violent behavior may result in a suspension from Camp Hilbert. Suspension is at the discretion of the Camp Director. If behavior continues with no improvement after consultations with parents and behavior modification by staff, the Camp Director may determine that the child's placement in the Camp Hilbert program is inappropriate for his/her developmental needs. If Camp Hilbert cannot meet the developmental needs of an individual child the decision to terminate participation in Camp Hilbert would be a last resort. Parents would be consulted and involved throughout the decision making process. Failure to cooperate and work with staff concerning behavioral issues may be grounds for suspension or termination from the program. Staff will make every effort to assist in finding a more appropriate placement for the child.

A child may be terminated from the program on the following grounds:

- Camp Hilbert is unable to meet the developmental needs of a child resulting in chronic disruption and/or unsafe situations for him/her or other children.
- Non-payment of tuition or late fees.
- Parental failure to cooperate and work with staff and administration concerning policies and procedures.
- Chronic lateness after closure time (6:00 PM – see late fee policy).

When a child is terminated from Camp Hilbert, either by the program or by the parent, the child will be prepared in a manner that is consistent with the child's ability to understand.

HEALTH AND SAFETY

Medical Forms

It is important to all of us that campers coming to camp are in good health and free from contagious infection and contagious illness of any kind.

A medical examination should be arranged with your family physician and must be submitted to the Weinstein JCC prior to your child beginning camp. The Commonwealth of Virginia's School Health Record Form is included. **Please fill this out and return it as soon as possible to Camp Hilbert. It must be returned 1 week before your child starts camp.**

Medication

It is important for your child to feel at their best at camp. If your child takes medication regularly at school, **it is vital that they continue their medication at camp.**

If your child is to take any medicine during the camp day, it must be kept with the camp EMT in the camp office unless special circumstances exist. **Please give the medication to the bus counselor. Medication may not be put into your child's backpack.** The medication must be kept in its original container and the medical form must accompany the medication, which is included in the Forms Packet, along with full written instructions. The camp will not dispense any medications unless the above conditions are met. It is important that the camp staff be aware of any medications your child is taking. This gives us the opportunity to be aware of a camper's condition. An EMT (Emergency Medical Technician) will store and administrate your child's medication to ensure the correct dosage is taken at the proper time each day. On-going prescribed medications should be sent to the camp on the first day of camp with specific written instructions for their use. **NO PRESCRIPTION DRUGS WILL BE ACCEPTED UNLESS THEY ARE IN THEIR ORIGINAL CONTAINER WITH SPECIFIC INSTRUCTIONS.** Please put any specific medication needs on the medical form.

At Camp Hilbert, we are very concerned for your child's health and safety. In addition to constantly observing your child for any signs of illness or injury, the following precautions will be taken:

- We have an Emergency Medical Technician (EMT) on our staff.
- Counselors will make every effort to be sure that campers drink lots of water at the multiple water stations located around camp. Sunscreen is reapplied after each swim period. (Please apply sunscreen before sending your child to camp and also send the appropriate sunscreen with your child to camp).
- Parents will be notified if their child is exposed to a potentially contagious disease while at camp. Likewise, parents should notify the Camp Director (556-3521) or EMT if their child has been exposed to or has a contagious disease such as conjunctivitis, head lice, ringworm, chicken pox, etc.
- During severe weather all campers will be moved to the two Pavilion areas for safety.
- Any instance of suspected or observed child abuse will be reported directly to the Camp Director who will observe and report to the Department of Social Services as required by law.

WHEN SHOULD MY CHILD STAY HOME?

Mild Illness: If you suspect that your child is not well and/or exhibits one of the following symptoms: pallor, fatigue, irritability, and/or coughing, keep your child at home.

If your child shows any signs of illness or develops any symptoms during his/her day at camp, the following steps will be taken:

The child will be brought to the EMT's office. The camp EMT will assess if the child can continue to participate in daily activities and will record the following:

- Symptoms
- When it began/how long it lasted
- Changes in behavior
- Temperature
- And any other information

The camp EMT's information will be shared with the camper's counselors, and Camp Director. A decision will be made regarding when to contact the parent or legal guardian.

Should a child become seriously ill or suffer an accident of any character while he or she is at camp, Camp Hilbert shall attempt to contact the parent/legal guardian immediately. In the event Camp Hilbert is unable to reach the parent/legal guardian immediately, Camp Hilbert and/or its designated employee/s shall be authorized to secure and consent to such medical attention, treatment, and services for the child as may be deemed necessary by the Camp EMT or Camp Director

Contagious Illness:

If your child should show signs of any contagious illness, the same steps as listed above will be taken and the Director will notify a parent. The parent will have 2 hours to come for the child. If the parent is unable to come for the child or we are unable to reach the parent, we will arrange for the child to be picked up by one of the three names on the Emergency Release Form in the child's file.

If your child is too sick to participate in ANY of our scheduled activities, he/she should stay home until they are well enough to participate fully in their camping day. Included in these parameters are conditions such as diarrhea, vomiting, and fever. Any and all contagious diseases and viruses need to be reported *immediately* so that we may inform all other families about potential exposure. A few examples are: chicken pox, measles, mumps, scarlet fever, whooping cough, or strep throat.

Re-Entering the Camp Following an Illness:

If a child is absent due to a contagious disease, they will only be accepted back into the program after the following:

- Mood, appetite, behavior and activity are normal.
- At the minimum, fever free for 24 hours
- Antibiotics (if prescribed) have been used for a full 24 hours
- Vomiting and diarrhea cleared for 24 hours
- Frequent coughing, excessive nasal discharge resolved
- Pain (earache, cramps, headache, etc.) resolved

If your child is not able to fully participate in his/her daily camp schedule, he/she should not be at camp.

Head Lice

We ask that all parents check their children's heads for evidence of lice before camp begins. We also suggest that parents check their children's heads periodically during the summer to help prevent major outbreaks. *Additionally, you should be checking your child's head for ticks at this time.* For information regarding head lice (how to check and what to do) please consult www.webmd.com.

The camp will be checking campers' heads for lice periodically throughout the summer. The camp policy is a "no nit policy" – meaning that campers who are found to have nits (eggs) in his/her hair will be sent home.

COMMUNICATION

No outgoing calls may be made by campers and campers cannot be paged within the camp. The camp phone number is (804) 556-3521 and will be answered from 7:30 AM to 4:15 PM. Overnight messages for camp personnel may be left on the Camp Hilbert Voice Mail or sent by email to egraubart@weinsteinjcc.org.

Any questions you have regarding a specific program at camp or an experience your child has had should be directed to the Camp Director or Assistant Director only. Please do not ask for the counselors working directly with your child. They are **unavailable** during the day. The supervisory staff will be able to reach the counselors on your behalf and respond to you. Written notes or questions to your campers' counselors will be responded to by your campers' counselors as soon as possible. **Please remember that notes should go directly to bus counselors and not in campers' back packs.**

CLOTHING

What your child wears to camp is extremely important. Clothes must be comfortable and allow the child to participate in an active and varied program. You must expect that your child will not come home as clean as when he/she left, but this always indicates that your child has had a lot of fun that day! Clothing for camp is very casual since outdoor fun is the name of the game. Shorts, t-shirts and athletic shoes are most appropriate. Open-toed shoes such as sandals, Tevas, or Birkenstocks are NOT acceptable. **All clothing must be clearly marked with the camper's full name.** Bathing suits and towels should be brought in your camper's backpack each day. Each camper should also bring a hat and sunscreen. Aqua shoes are recommended for swimming. (Roll-on insect repellent is optional, no spray please).

Each day of camp, campers should bring the following (**LABELED**) clothing in a clearly labeled knapsack:

1. Two (2) bathing suits (**LABELED**)
2. Two (2) towels (**LABELED**)
3. Rain gear, jacket or sweater, as determined by weather conditions (**LABELED**).
4. Extra set of clothes at bottom of knapsack (**LABELED**).

---These should come home each day and will be used if the weather turns cool, for hiking in the woods, or to replace wet clothes.

All clothing should be labeled to allow for the return of any items that happen to be lost. Any articles found at camp will be placed in a central “Lost and Found” at the end of each day. Label...Label...Label...Label...Label...Label...Label...Label...Label...Label...EVERYTHING!!!

WATER BOTTLES

All campers should come everyday with water bottle (labeled with their name) to be carried with them at all times.

CAMP T-SHIRTS

One camp shirt will be given to every camper upon their first Friday of camp. Additional shirts will be available for sale after the first session of camp. Camp shirts must be worn on Fridays.

PICTURES

Every summer at Camp Hilbert is filled with many memories for every child and we certainly would like to provide the opportunity for our campers to have pictures of their happy times while at Camp Hilbert. Digital cameras, however, like other valuable items, should not be brought to camp. If a child brings a digital camera to camp it will be confiscated and will become the possession of the Director until it can be hand-delivered by a staff member to a parent. Disposable cameras are permissible on Fridays only and Camp Bet field trips. If our staff believes that any picture taken by a camper could be inappropriate the camera will be confiscated and turned over to the Director. In addition, password-protected pictures will be posted on our web site and updated weekly at www.weinsteinjcc.org.

CELL PHONE POLICY

Cell phone use by campers is not permitted at Camp Hilbert. We understand that kids may have cell phones for the sole purpose of communicating with parents. If you must reach your child at camp you can contact the camp office at any time. If a child has a cell phone it must remain in their bag. If it is seen it will be given to the Director and returned at pick up.

VIDEO GAMES

Video game use is not permitted at Camp Hilbert. Campers may use video games on Bus and Van rides only unless otherwise instructed by a staff member. Camp Hilbert is not

LOST AND FOUND

Although Camp Hilbert maintains a lost and found, the camp bears no responsibility for lost or damaged items. Any non-labeled articles found on the campsite are placed in a central “lost and found.” They are then moved to the Weinstein JCC Kids’ Place “lost and found” at the end of each week and parents can come and reclaim their possessions. Lost and found items will be held at the Weinstein JCC for 30 days. **To prevent having to visit the lost and found, please label everything the camper brings to camp. Please clearly mark clothes and towels with camper’s full name.**

WHAT NOT TO BRING

Many campers wish to bring certain items to camp that are not necessary or appropriate for the camp environment. Please do not bring the following items to camp (OR OVERNIGHTS):

- Electronic equipment such as Walkmans, CD players, Game Boys, IPOD's, digital camera
- Valuables such as watches, jewelry, etc.
- Matches, lighters, or fireworks of any kind.
- Non-prescription medication (see **MEDICATION**).
- Prescription medication should be given to the bus counselor and should not be given to your child or put into his/her knapsack (see **MEDICATION**).
- Candy or gum
- Pocket knives or other sharp objects
- Toys (including toy guns, knives, etc.)
- Pokémon Cards and other collectibles

LUNCH

As part of our program, we expose the campers to a variety of Jewish customs, traditions and laws. Jewish dietary laws (kashrut) are an integral part of our Jewish heritage. As a Jewish institution, we are requesting that you be respectful of this policy. Please look to purchase food items that have a

Ⓢ, Ⓜ, CRC, Ⓚ, and Ⓝ stamped on the package. All foods served at camp are kosher. We ask that you adhere to the following guidelines when preparing your child's lunch:

- Children should bring a well-balanced dairy bag lunch.
- Do not send lunch boxes; please use paper bags.
- No soft drinks or high sugar snacks.
- No glass bottles.
- Please clearly mark bags with child's name.
- Lunches will be refrigerated daily.

Some dairy suggestions:

Tuna fish	Rice cakes	Green beans	Apples
Boiled eggs	Cream cheese	Carrot sticks	Grapes
Sliced cheese	Cottage cheese	Tomatoes	Melons
Crackers	Egg salad	Broccoli florets	Berries
Bagels	Celery	Cucumbers	Bananas
Pita bread	Peppers	Cauliflower florets	Oranges
Salad	Kiwi	Sliced pineapple	Peanut butter & jelly
Cream cheese & jelly	Yogurt	Veggie Sandwich	Macaroni & cheese

LATE AND EXTENDED CARE POLICY

Late Fee Policy

Children are expected to be picked up by their parent/guardian by the designated time and site for their specific bus/van arrival. If the parent/guardian arrives after the designated bus/van arrival time the counselor in charge of staying with your child(ren) will verify and document the late pick-up time. The parent/guardian must then pay a fee of \$25.00 for any part of the first 5 minutes and \$1.00 per minute thereafter, for the accrued time, payable to the Weinstein JCC within 48 hours or your child will not be allowed to return to camp.

We request that all parents establish some form of emergency back-up procedure so that this policy does not need to be enforced. We will be happy to assist you in developing a back-up procedure that is comfortable for you and your child(ren). Please note that a waiver of this fee will only be granted in extreme emergency situations and is at the discretion of the Camp Director only.

Extended Care Program

To ensure proper supervision, extended care is available at the Weinstein JCC, beginning at 7:30 AM until the busses leave, and from the times the busses arrive at the Weinstein JCC until 6:00 PM. (These hours are firm and no exceptions will be made). We reserve the right to terminate any extended care contract for continued lateness. The meeting place for children, at the Weinstein JCC, in the morning is in the Sisisky Room (7:30AM – 7:55AM). Pick-up at the Weinstein JCC is downstairs in Kids' Place (5:00PM – 6:00PM).

PARENT CHECKLIST

The busses are ready to roll, the pool is filled, the weather is getting oh, so warm! What must I do? What have I forgotten? Not much, but JUST IN CASE....

- ___1. Fees. I've paid the Weinstein JCC or made other financial arrangements, by the specified dates. (see page 6).
- ___2. Camper information sheet and other forms (see form checklist for help), completed and returned to the Weinstein JCC.
- ___3. Medical certificates. My child is required to have an up-to-date medical certificate in order to attend camp. (less than 1 year old by the completion of camp).
- ___4. Clothing. Campers should wear clothes that can take active play in an outdoor setting.
Every item of clothing should be marked with the camper's full name.
 - A. ___ Sunscreen for daily application.
(Please apply once prior to coming to camp, we will reapply after swim).
 - B. ___ 2 bathing suits each day (optional). We swim twice per day.
 - C. ___ 2 towels (each day).
 - D. ___ Water bottle, to be refilled throughout the day.
 - E. ___ Labeled hat, for protection from the sun.
 - F. ___ Emergency clothing, to replace missing or wet clothing.
- ___5. Dairy lunch. (Remember to pack a dairy lunch for your child daily).
- ___6. **DO NOTS**
 - Do not let campers wear expensive or valuable clothing.
 - Do not send money (paper or coins).
 - Do not let your camper wear sandals.
 - Do not let your camper bring toys/jewelry or other valuables to camp.
 - Do not let your child bring any computer/video games to camp.