

# PARENT HANDBOOK

SUMMER 2010



225 POMPTON ROAD  
HALEDON, NJ 07508

PHONE: 973-956-1220

FAX: 973-956-5751

[WWW.CAMPVERITANS.COM](http://WWW.CAMPVERITANS.COM)

The official camp season runs from June 28th through August 20th. No enrollment will be deemed accepted unless the family's financial account is current. No camper will be permitted to attend camp while any required payment is in arrears. All payments need to be paid in full by the start of camp.

No camper will be admitted to camp until a fully completed and signed application, a fully completed and signed medical form and all other documents have been submitted to the Camp Registrar.

### **Extensions**

Campers registered for a single session may extend their stay. Please refer to the camp brochure for extension week fees.

### **Refunds**

Any advanced payments, excluding deposits, may be refunded up to March 15<sup>th</sup>, there will be no refunds issued, unless for valid medical reasons as certified by the camper's licensed physician.

There will be no refunds issued for camp days missed, and missed days may not be made up at any other time throughout the summer.

The camp reserves the right, in its sole discretion, to require withdrawal of any camper whose behavior or conduct is determined to be inappropriate or unacceptable. In such an event, no refund will be made. Parents will be notified of inappropriate behavior and situations that the camp deems detrimental to the well being of the camper, the camp and its occupants.

### **Insurance**

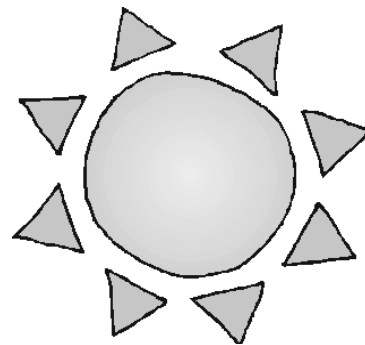
All camp families must provide us with a copy of their current insurance ID card.

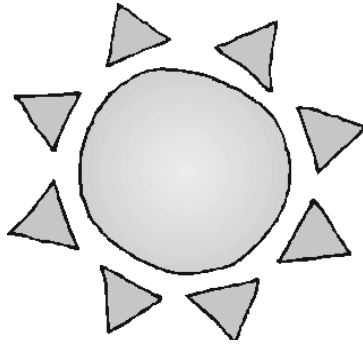
### **Orientation**

Camp Veritans will have a parent orientation prior to the start of the summer. **The Orientation will be on Wednesday, June 16<sup>th</sup> at 7:00pm at Camp Veritans in the dining hall.** (225 Pompton Rd. Haledon) This will be a time for parents to meet and speak with the Directors, Camp Nurse and Unit Heads.

### **Valuables**

Camp Veritans is not responsible for personal property that is lost or stolen at any time during the camp season. We strongly advise that valuable items (I-Pods, cell phones, jewelry, etc.) be kept home and not brought to camp or on camp excursions. In accordance with American Camp Association regulations we are required to inform you that campers are not permitted to bring the following items to camp at anytime: personal sports equipment, vehicles, animals, alcohol and drugs (please refer to "Medical Information" for information regarding prescription medications), weapons.





### **Early Arrival/Late Pick-up**

Childcare is provided, at an additional cost, each morning from 8:00am to 9:00am at camp, and from 4:00pm to 6:00pm at camp. Parents must provide the transportation to and from camp when enrolling in before &/or aftercare.

Parents are encouraged to register for childcare before the summer begins or at the start of each week. The camp office must be made aware of plans to leave campers in childcare at least 24 hours in advance. Trained Camp Veritans counselors staff the childcare program.

### **Transportation**

Round trip transportation via school bus or van is included in the camp tuition. The bus/van picks up and drops off at central locations. Prior to the start of camp, parents will receive their camper's bus/van number, pick-up and drop-off location (the two are the same), and the pick-up and drop-off times. (You will receive this information only when your account has been paid in full) Our bus company is in charge of creating routes. They do their best to keep travel times to less than one hour. (Please keep in mind that as the summer progresses times may change.)

In the event of any emergency we will contact you by phone with the numbers you provide via your emergency contact information.

**Requests to change bus pick-up or drop-off locations to ones that are not one of the bus company's set stops will not be honored.**

There are two trained bus counselors on each bus (one per van). We always maintain proper supervisory ratios. Bus capacity will never be exceeded. The bus counselor will greet the campers everyday. They will help the children onto the bus and make sure they are seated and belted before the bus drives away. All passengers must remain seated while the vehicle is moving.

Campers must remain seated with their seatbelts fastened at all times while the bus/van is in motion. They are not allowed to throw anything out the window. Vehicles are loaded only within their passenger seating limits. There is no food permitted on the bus at any time.

### **Notifying Camp of an Absence**

Please call the camp office as soon as you know that your camper will not be attending camp or will be arriving late to camp. Kindly call no later than 7:00am so we may contact the camper's bus counselor in order not to delay the buses. Please make sure you leave your camper's name, bunk and bus number if you are leaving a message on the office voicemail.

If our busses arrive at a bus stop and the camper is not there and we have not received an absentee call, we will continuously call you on all provided emergency contact numbers until the absence has been confirmed.

Please be aware that the bus will wait for no longer than five minutes before it is required to proceed to the next stop.

If you choose not to send your child to camp via bus on a regular basis, please contact the camp office as soon as you possibly can so we may avoid waiting for your child at the bus stop.

#### **NOTE OF BUS CHANGE**

If your child/ren will be going home on a different bus you must fill out a bus change form. Please use the bus change form for any transportation changes throughout the summer. If possible, please give us 2 days notice so that the necessary arrangements can be made. Both parties requesting the change must fill out the form. **Only one form per day may be sent in.**

#### **Arrival**

Campers will be picked up from central locations. Your child's pick-up time will be sent to you prior to the summer. Please be aware that buses may run late during the first week. Please be patient as everyone gets acclimated to the routes.

Buses pull into camp approximately 9:00am. Buses are met by our Transportation Coordinator who supervises the arrival process. Campers are taken off the bus by the bus counselors and handed to one of the camper's counselors.

Our campers enjoy "Boker Tov-morning lineup" when they get off the bus each morning. During "Boker Tov," campers and staff come together for jokes, songs, dancing and spirit building.

It's an opportunity for campers and counselors to get excited about the day ahead and to show off some of their talents.

#### **Dismissal**

After our last activity period ends campers spend some time with their Unit to recap the day's events and prepare to board the buses. Campers will be dismissed by Unit and taken to their assigned bus. Bus counselors will take attendance and assist their campers onto the bus. Once on the bus, bus counselors will take a head-count and will make sure the campers are seated and belted properly. Bus counselors must confirm their proper attendance with the Transportation Coordinator who will instruct the bus driver to depart.

**Please note that as the summer progresses and the routes become more familiar, pick-up and drop-off times may change.** If we find this to be the case, the camp will notify parents as to the time change. Parents will be responsible for dropping off and collecting their child at the new time.

#### **Retrieving Your Camper from the Bus**

Prior to the start of camp parents will receive a form on which they will be asked to list all those who are authorized to retrieve their camper from the bus at the end of the camp day. The form must be returned to the camp office **before Monday, June 14th**. Should someone who is not listed attempt to collect a camper, **that camper will not be released to that person.** **Anyone picking up a child from a bus must show ID to the bus counselor:** **All changes regarding persons**

**authorized to pick up campers must be in writing.** Phone calls by parents requesting that someone other than those listed collect their child **will not be honored.** Last minute requests must be faxed to Camp Veritans with a parent signature to ensure the safety and security of the camper. The camp fax number is 973-956-5751.

### **Picking Your Child Up at Camp**

If you plan to pick your child up at camp, we ask that you call the camp office as soon as you know, to alert us to your plan. If the person picking up the child is not a parent or guardian, the request must come in writing. The request may be faxed to the camp office at 973-956-5751. ID must be shown at the time of pick up and you must stop at the security gate and then at the camp office to sign out the camper. Please note that no cars will be allowed in camp during camp hours. If you are picking up your child please pick them up no later than 3:00pm. If a child is picked up later than 4:00pm they will be considered part of our aftercare program and you will be charged accordingly.

### **Dress**

Each camper will receive one camp tee shirt at the start of the summer on Picture Day. We ask that you dress your camper in this shirt **every Friday and on all Trip Days. If your child is not wearing their CV shirt on a Trip Day one will be provided for them and your account will be charged accordingly. This is done for your Childs safety.**

Additional camp shirts may be purchased through the camp office. You may also purchase specialty camp clothing. For more information please

contact Meryl Budnick @ 973-956-1220.

For safety reasons, closed sneakers are required to be worn throughout the camp day. We recommend that your camper wear any type of pool shoe to and from the pool.

Campers who are inappropriately dressed (indecent logos, inappropriate short lengths, etc.) will be sent home to change. The camp will call home to alert parents to the situation.

### **What Should My Camper Bring To Camp?**

The following is a list of items that should be sent with your camper each day:

#### **WATER BOTTLE**

2 Bathing Suits

2 Towels

Comb/Brush

Sunscreen (to be applied throughout the day)

Hat

Pool Shoes

Change of clothing

Please have your child come to camp dressed in a bathing suit under their clothing.

Apply sunscreen to your child in the morning before camp. Sunscreen will be reapplied at your request after each swim. Please remember to send in a labeled bottle of sunscreen for your child.

**Please make sure that all campers' belongings are labeled.** Please make sure your camper does not bring toys and valuables to camp.

**The following is a list of items that should be sent in a labeled closed**

**container on the First Day and left at camp.**

A complete change of clothes:  
Long pants  
Sweatshirt or light jacket  
Raincoat or poncho  
Extra sneakers

### **Camp Units**

Our camp is divided into five Units:

**Kinneret:** Entering kindergarten

**El Al:** Entering 1<sup>st</sup> and 2<sup>nd</sup> grades

**Negev:** Entering 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grades

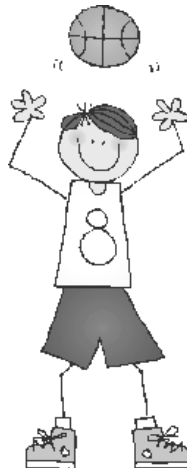
**Galil:** Entering 6<sup>th</sup> and 7<sup>th</sup> grades

**Masada:** Entering 8<sup>th</sup> and 9<sup>th</sup> grades

There are approximately 12-15 campers per group. All groups meet ACA standards and New Jersey Board of Health counselor-to-camper ratios.

### **Grouping Requests**

We will do our best to honor one request that your child be placed in a group with a friend.



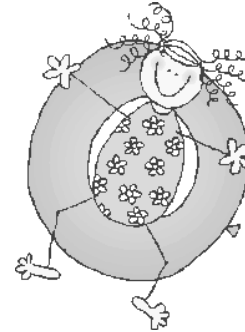
### **Camp Activities and Special Events**

Campers participate in a variety of exciting activities each day.

Instructional and Free Swim, Arts and Crafts, a variety of amazing Sports,

Dance, Challenge Course, Nature, Camp Crafts, Music, Cooking and more!

In addition to a variety of daily activities, campers will take part in many fantastic special events throughout the summer. Song & Banner Day, Dance Showcase, Color War, Camp Carnival, and Shabbat just to mention a few.



### **Swimming**

All campers have instructional swim each morning and free swim in the afternoon. The Camp Veritans aquatics program follows American Red Cross guidelines.

All campers are tested on their first day of camp and placed into appropriate instruction groups. During instructional swim, campers are taught skills that correspond to their swim level. Our staff of certified Water Safety Instructors and group staff are in the water teaching our campers, while a staff of certified lifeguards, as well as group staff, are on deck. Your camper's progress will be followed throughout the summer and progress reports will be written and shared with parents. When our WSI's feel that a camper has completed all required skills for a swim level, retesting will take place. If appropriate the

camper will then be placed in the next level group.

**All campers are strongly encouraged to participate in instructional swim. All campers will receive a colored bracelet on the First Day of camp which identifies their designated swim area.** We ask that campers keep their bracelets on everyday. Replacement bracelets will be handed out as needed.

Please be aware that in the event that a camper chooses not to participate in instructional swim lessons they will not be able to participate in the afternoon free swim. (In the event of extreme temperature this rule will not apply.) If for any reason, medical or personal, your camper is not able to participate in swim a note from home will be required.

### **Camp Visits**

Parents who wish to briefly observe their camper during a particular activity may call the office to arrange a scheduled visit. Please limit your visit to no longer than 40 minutes so as not to disrupt the other campers. We ask for your cooperation in this matter and request that you clear any visit with the office first, so we can notify security.

### **Staff**

Many of our staff members are invited back and return summer after summer to lend their talents and professionalism to our various programs. New staff is interviewed by the Camp Director prior to being hired. At least three references per staff member are checked thoroughly, regardless of age or position being sought. All staff is required to attend orientation prior to the start of the summer as well as attend weekly meetings throughout the summer.

### **Food**

A hot kosher catered lunch is served each day at camp. Along with the main selection, there are sandwich alternatives, bagels, pasta and a salad bar. Beverages include water and juice. **We are a peanut free camp.**

Our younger campers enjoy a scheduled snack time in daily. Although our older campers do not have a dedicated morning snack time, snacks are always available to them in the Dining Hall. Snacks can include fresh fruit, crackers, graham crackers and pretzels.

The entire camp enjoys a dedicated afternoon snack period where ice cream or ice pops are served.

The camp will provide snacks and beverages throughout the day. All food served at camp is prepared according to kosher dietary law.

Due to allergy concerns, we require that **no outside food be brought into camp or onto the bus.**

### **Celebrating**

#### **Birthdays/Special Occasion**

Celebrate your child's special day with a party for their group at camp. Parties will include a surprise dessert and a Camp Veritans gift. Contact the camp office for pricing. All parties need to be scheduled at least 1 week prior to the party date.

### **Schedules**

Our Camp Veritans policy is not to send home group schedules. Our philosophy is to make the camp experience as anxiety-free as possible. Schedules change, often at the last minute, due to weather, absences, etc. We are confident in our ability to make these

changes without involving campers in the process. We find that when schedules are sent home these changes are often highlighted and brought to the unnecessary attention of campers. Should you have questions about your camper's schedule, please feel free to call the camp office to discuss them.

### **Shabbat**

The highlight of our camp week is Friday, when we celebrate Kabbalat Shabbat together as a camp family. We light candles, eat challah and sing songs. Our Kabbalat Shabbat celebration is not only a time for campers to celebrate, but also a time for them to learn about Jewish tradition. We think of Shabbat as a time for all campers to come together as a family. Campers need not be Jewish to enjoy the fun.

### **Rainy Days**

Although we would like to think it never rains at Camp Veritans, we need to anticipate that it might happen. We will continue to provide a complete programmed day even in the rain.

**Please be sure that your camper has a raincoat readily available either with them or in their camp box.** (Please keep in mind that when it rains the weather may be cooler than usual and dress them accordingly.) Special trips off the camp grounds may be scheduled if rain persists.

### **Out-of-Camp Trips and Overnights**

Our older campers will take part in a variety of trips throughout the summer. Trips are designed to be a great change of pace from the regular camp day and are intended to give our campers a feeling of responsibility and freedom as they move through the camp ranks.

There may be some trips that may require an early arrival or late pick-up. On these days you are responsible for providing your campers transportation.

Negev campers will take part in three day-trips and one camp overnight. Galil campers will take part in four day trips and one overnight.

Camp overnights will take place at camp unless the weather prohibits a comfortable atmosphere. (parents may call the Trip Hotline at 973-595-0100 ext. 276 for updated information. **The hotline is for information only. Messages left on this hotline will not be returned.** Overnights will include swim, activities, dinner and breakfast.

### **Masada**

As our most experienced and mature campers, Masada campers are given the opportunity to choose an activity area of focus and to travel outside of camp more often, to visit exciting places, see great sights and socialize with their peers in a variety of different settings.

All Masada campers register for an activity "trak" (Art or Sports) which they take part in three mornings per week. The entire unit comes together for lunch, afternoon activities and swim at camp. The remaining two days each week are spent on trips.

Masada will enjoy various day trips throughout the summer, as well as one two-night overnight and one three-night overnight.

For overnight trips, parents may call the Trip Hotline at 973-595-0100 ext. 276. The message will be updated at 5pm each day so parents may get briefed

about the great time the campers are having!

For day trips (with late arrivals), a message will be left on the hotline at 5pm updating the status of arrival time at camp.

**The hotline is for information only. Messages left on this hotline will not be returned.**

### **CIT: Counselor in Training Program**

CIT's are teens who are entering 10<sup>th</sup> grade. Under the direction of our CIT Director, CIT's work with our younger groups as they train to become potential full-time staff members. They meet with the CIT Director to discuss issues surrounding working with campers. CIT's also enjoy time together as a group, taking part in trips and activities throughout the summer, as well as a common "break period" each day to promote socialization.

### **Tipping**

Many parents express a desire to provide a gratuity for their child's counselors. Camp Veritans does allow gift giving and your expression of gratitude and thoughtfulness is certain to be very much appreciated.

Gift amounts are under the discretion of the family and Camp Veritans will not provide guidelines.

### **Medical Forms**

Documentation of a complete physical is required of all campers prior to the start of summer. Enrolled campers will receive a medical form that must be completed by both a parent and the camper's physician and returned to the

camp office by June 14th. The New Jersey Department of Health requires that any campers without completed medical forms not be allowed to attend camp. **There can be no exceptions.**

Please keep in mind that pediatrician offices are extremely busy as the camp season approaches, therefore appointments should be made well in advance to ensure that your medical form will be submitted on time. The physicians' information must be based on a physical exam performed within 12 months of the beginning of camp.

### **Camp Medical Staff**

A registered nurse is on duty at Camp Veritans at all times during the camp season. If you need to contact Lee Ann for any reason you can reach her during the camp day at 973-956-8330 or after camp hours at 973-628-1388.

### **Medications**

The following are guidelines for sending and administering medications:

1. A note from the parent or guardian must accompany the medication. The note must define:
  - a. Name of medication
  - b. Time it must be given at camp
  - c. Amount to give
2. Each medication must be in its **original** container:
3. Over the counter medications must be in the original container.

Please note that **vitamins count as medication** and the same guidelines apply.

### **Illnesses**

We ask that you please keep your child home when they exhibit the following, we will call you if your camper shows any of these signs.

- Watery, inflamed eyes or crusty eyes or eyelids
- Fever of 100 degrees or higher within 24 hours
- Deep or persistent cough
- Heavy nasal discharge
- Rash, sores or unusual skin conditions
- Diarrhea
- Vomiting
- Unusual fatigue or listlessness

If your doctor places your child on an antibiotic, your child must be kept at home until he/she has been on medication for at least 24 hours.

Please notify camp immediately if your child has any contagious disease condition. We will notify parents, if any child has been exposed to a communicable disease.

Camp Veritans reserves the right to send any child home if, in our judgment, the safety and health of other children might be affected. We may ask for a note from your child's physician for re-entrance to camp.