

2010/5770

# Moshava Ba'ir Parent Handbook



Dear Parents,

On behalf of the entire Moshava Ba'ir staff and administration, I would like to welcome you to the inaugural summer of Moshava Ba'ir!

We are excited about all of the wonderful things that we have planned for your children this summer and have been working to create a first class Moshava and Bnei Akiva experience in a day camp setting.

In the following pages, you will find important guidelines and information for the upcoming summer. Please familiarize yourself with the contents of the handbook as this information will be helpful throughout the summer including dates, policies, program content, and other helpful information will assist you as you prepare your child for camp. Please note: it is essential that you adhere to the deadlines for all information or payments required. If you have any specific concerns, please contact the camp office directly and we would be happy to assist you.

We deeply appreciate your commitment to joining the Moshava Ba'ir community and your pioneering spirit in joining us on this journey. We appreciate as well your patience as we work through the inevitable kinks of our first summer. We are confident that with the capable and qualified staff at the helm of the camp as well as our enthusiastic and spirited group of emerging young leaders, Moshava Ba'ir is going to be an unforgettable learning and growing experience for your children!

B'Shalom,  
Rabbi Menachem Hecht  
Director, Moshava Ba'ir  
[Menachem@bneiakiva.org](mailto:Menachem@bneiakiva.org)  
Winter office: (212) 465-9536

## Important Dates Summer 2010

- **March 31** All outstanding payments must be received in our office.
- **May 1** All medical, transportation and camper information forms due
- **June 24** Moshava Ba'ir Open House
- **June 28** Camp begins
- **July 20** Tish'a B'Av- Camp Closed
- **August 20** Last day of Camp

### Camp Moshava Ba'ir- New York Office

Camp Moshava Ba'ir  
520 Eighth Ave. 15<sup>th</sup> Floor  
New York, NY 10018  
Phone: (212) 465-9536  
Fax: (212) 216-9578  
[moshavabair@bneiakiva.org](mailto:moshavabair@bneiakiva.org)

### Camp Moshava Ba'ir-During Camp Season

Camp Moshava Ba'ir  
120 W. Century Road  
Paramus, NJ 07658  
[moshavabair@bneiakiva.org](mailto:moshavabair@bneiakiva.org)

Our summer phone number will be shared as soon as it is available.

## **WELCOME TO MOSHAVA BA'IR!**

### **Camp Hours**

Our camp day begins at 9 am and ends at 4 pm, Monday-Friday. Early drop-off and after-care hours are available for an additional fee. Car pool drop-off begins at 8:50 and closes at 9:10. Our camp staff is busy every minute before the camp day and will not be available to receive your child prior to 8:50. After 9:10, campers must be escorted to the camp office and signed in by a parent or guardian.

Dismissal begins at 3:55 pm. Please be prompt in picking up your child.

Detailed carpool procedures will be distributed by mid-June.

### **Tzevet (Staff)**

We take great pride in the quality and dedication of our staff. Moshava Ba'ir tzevet are selected for their warmth, expertise, and desire to work with children, as well as their commitment to the ideals and values that Bnei Akiva and Moshava Ba'ir stand for. We diligently orient all staff members prior to the camp season with a week of pre-camp training and orientation, as well as follow-up training, workshops, and professional development over the course of the summer.

Because we see our program as a community and family rather than a service economy, Moshava Ba'ir has a no tipping policy.

### **Communication**

At Moshava Ba'ir, we believe that a close relationship between camp and parents helps enhance each child's summer experience, and that open lines of communication are critical to a successful summer. Weekly newsletters are distributed via e-mail every Friday. In addition, we also communicate regularly through email and other correspondence. Special notes about specific events are also sent home regularly with campers. Please check your child's bag daily to see if they have received any letters from their counselors. If you are not receiving your newsletter via e-mail, please call the Camp Office to make sure we have the correct address.

If at any time during the course of the summer you would like to speak with someone directly regarding your child, please call the camp office and leave a message. Please appreciate that your child's Rosh Edah (division head) and camp Director will not be available to talk during the camp day as they will be too busy enjoying spending time with your children and observing and overseeing the camp programs. We will make every effort to return calls as quickly as possible; our goal is to return all messages within 24 hours.

Please send all notes regarding schedule or transportation changes to the camp office. Counselors will check camper bags every morning after drop-off for notes. We cannot make any transportation changes without

notification signed by a parent or guardian. Please note that the carpool line or bus pick-up and drop-off is not an appropriate time to share information with your child's counselor or Rosh Edah. We appreciate your cooperation and understanding.

### **AM Care and PM Care**

Depending on the level of demand and interest, Moshava Ba'ir will offer an optional extended morning program of supervised and safe activities, facilitated by members of the camp staff, from 8 am to 9 am, Monday-Friday. The cost of the program is \$70 a week.

In addition, depending on the level of demand and interest, Moshava Ba'ir will offer an optional extended afternoon program of supervised and safe activities, facilitated by members of the camp staff, from 4 pm to 5 pm, Monday-Thursday. The cost of the program is \$70 a week

### **Private Lessons**

We are happy to arrange private lessons with our talented camp specialty staff in swimming, basketball, tennis, and baseball, music, and art during our after-hours program. Depending on the subject of lesson instruction and availability, private instruction may begin after the first week of camp. Please be in touch at the office for more information regarding pricing and options.

### **Camper Personal Form**

Camp Moshava Ba'ir's educational philosophy embraces the importance of individual attention and program personalization. The Camper Personal is an important tool to help our staff prepare for your child. This form is designed to enable us to help your child become an integral part of camp life, and adjust to general and specialized activities as smoothly and easily as possible. Any requests for tutoring and individualized attention should be indicated on this form. While we can not guarantee fulfillment of all requests, we do our best to honor as many as we can. You should fill out this form as accurately and completely as possible. Under no circumstances should you permit your child to fill this form out. Your complete and honest answers to all questions will greatly facilitate our ability to care for your child.

**Please return the form to our New York office by May 1.**

### **Medical Form**

All children must be examined by a licensed physician prior to their arrival at Camp. A health form is included in this mailing. **Please note that it must be completed and returned to our New York office by May 1.** You will notice that the first three pages are to be completed by you as a parent. *Make sure to sign the bottom of page one in the section of the form authorizing the Camp Moshava Ba'ir medical professional to render medical care.* The last page of the form must be completed and signed by a licensed physician. **No child can be permitted to enter camp without a properly completed and signed medical form on file with the camp.**

Please also read the section in this manual that is dedicated to health and medical information. Please note that Moshava Ba'ir requires that children have an annual check-up before camp and requires that a physician fill out and sign a new medical form each year.

**Therapy**

With increasing frequency, it has become perfectly natural for children to see a psychotherapist or counselor to assist with growth, development or adjustment issues. If your child is, or has been in therapy, please provide the information requested in the appropriate section of the personal information form.

## HEALTH AND MEDICAL

Camp Moshava Ba'ir's primary concern is for the safety, health and welfare of your child. To this end, we have established a comprehensive health and medical program, including a full-time nurse on campus. We are minutes from hospitals where we have access to a full complement of specialists and advanced facilities. Our camping program is planned around providing children with a unique active and educational outdoors experience, safely.

While minor injuries and illness are part of camp life, you can help minimize any problems by doing your part. This involves properly completing our camper evaluation and medical forms -- important tools in our child welfare efforts -- and by heeding the information, requirements and suggestions which follow.

### Medical Limitations

If your child...

- cannot hike or swim due to physical limitations
- needs special medication or constant medical attention
- is diabetic, asthmatic or subject to fainting spells
- has life-threatening allergies
- for any reason cannot participate fully in our very active out-of-doors program,

we request that you discuss this with the Camp Director to determine whether or not your child can best be served at Camp Moshava.

Should your child's ability to participate during a regular camp day change over the course of the summer due to injury, illness, etc, please be sure to speak to your Rosh Edah (division head) and Camp Administrator to arrange proper assistance from our staff.

### Medication

If your child receives medication on an on-going basis, please bring the medication to our Open House day prior to the start of camp. Please provide a type written set of instructions with the medication, including prescribing physician and any side effects that you have observed related to this medication.

If the need for medication arises during the summer, parents should deliver the medication to the camp office. We are unable to dispense any medication to a child that is not supplied by the child's parents.

Our medical staff will keep and administer all medications. Please include any specific instructions, warnings or indications which your physician or pharmacist may provide. The medication must be in an original container with the following information labeled directly on it:

1. camper's name
2. name of medication and dosage
3. doctor's name
4. whether medication needs refrigeration

In some special cases (ex.: asthma inhalers) campers may keep and administer their own medications. These cases must be discussed in advance with the camp director and information must be provided to us in writing, including permission for the camper to hold and administer their own medications

**Epi-Pen**

If your child requires use of an Epi-pen, the parent/guardian must provide it on the first day of camp with complete orders from the child's physician. The Epi-pen must be labeled exactly as it came from the pharmacy. In the event that it becomes necessary to treat your child using the Epi-pen, it is our policy to immediately treat your child by our camp nurse and then transport him/her to the nearest emergency room by ambulance for further evaluation and stabilization .

**Lice**

In a "communal" living setting, like camp, lice can periodically become a problem. All children should be checked for lice **before** they leave for camp. Campers who are found to have lice at any point during the camp season are required to stay home for the prescribed duration as determined by the camp nurse.

**Sun Safety and Sunscreen**

Please be sure to apply sunscreen to your child every morning before camp. Please keep in mind that even on overcast days, the sun is quite strong and your child should come prepared. Please be sure to send your child(ren) with sunscreen in their camp bags labeled with their name. Children will be reminded to reapply sunscreen throughout the day, especially before and after all swim periods. If your child(ren) requires assistance in applying sunscreen, our staff is more than happy to help.

Every child should bring or wear a hat to camp everyday. As the majority of our activities are outside, hats provide great sun protection.

## CLOTHING

While clothing tends to be a personal matter, following are some guidelines for appropriate clothing and equipment for camp. As campers swim twice a day, we recommend that you send two swimsuits and two towels each day. In general, keep in mind that clothing undergoes a lot of wear and tear in camp. Do not send particularly fancy or delicate clothes as they are prone to damage. Each camper receives a Moshava Ba'ir t-shirt. Additional Moshava Ba'ir t-shirts will be available for purchase at the camp office. T-shirts **must** be worn on trip days. A trip day calendar will be sent home under separate cover.

**Please send in a full change of dry, clean clothing with your child to be left at camp in case of need on the first day of camp.**

**What to pack for camp daily (please label all belongings with Camper's name):**

- Lunch (if your child is not in the lunch program)
- Refillable water bottle
- Sunscreen
- Change of dry clothes
- 1-2 towels
- 2 swimsuits- we swim twice each day
- Plastic bag to place wet items in
- Hair bands (to tie back long hair during swimming)
- Sneakers and socks (wear to camp)
- Sandals (for pool use only)
- Insect repellent (optional)
- Hat/visor (recommended)

Every day before camp, apply sunscreen to your child. Sunscreen will be reapplied at your request after each swim. Please remember to send in a labeled bottle of sunscreen for your child.

**What to leave at home:**

- Water-guns and other toys
- Cell phones
- Money
- Game Boys, PSP's and any/or any other electronic games
- MP3 players, ipods, radios, flashlights
- Stuffed animals
- Trading Cards (Pokemon, Yugimon, Sports Cards, etc.)

Please make your child aware of these restrictions. These items may be confiscated! Audio devices may only be used with the permission of the counselors. Jewelry, expensive cameras, etc. are also discouraged.

**Cell phones are not allowed and will be confiscated and returned to parents. DVD players, laptop computers and similar devices are also not allowed and should not be brought to camp.**

### **Dress Code**

Appropriate dress is a critical part of creating an atmosphere reflective of the camp's religious environment.

Girls entering 2<sup>nd</sup> grade and up may wear:

- short sleeved shirts and t shirts
- pants or shorts and skirts that approach the knee

Boys entering 2<sup>nd</sup> grade and up may wear:

- pants or shorts
- Short sleeved shirts and t-shirts
- boys must have their heads covered with a kippa or hat
- boys should wear tzitzit to camp every day

### **Labels**

Label, label, label. Every item which you send with your child, should be identified with a label bearing his or her first and last name. Where a label cannot be attached, use a permanent marker to write your child's name on a piece of adhesive tape, and attach it to the item.

### **Liability**

Camp Moshava assumes no responsibility for wear and tear, damage to, or loss of camper's clothing, equipment or belongings. We recommend that you do not send expensive cameras, watches, radios, jewelry, fancy clothing, etc. to camp, as we will not be responsible for loss or damage. By placing name tags on all articles, you will help us keep losses to a minimum. The fire and theft insurance carried by the camp does not provide coverage for personal effects. Therefore, if such coverage is desired, you are urged to make arrangements for such coverage with your own insurance company.



## AQUATICS PROGRAM

At Moshava Ba'lr, swim is an integral part of every camper's day. Our two state-of-the-art above ground pools will be centrally located on the camp grounds. The pools are equipped with large decks, essential for successful instruction. Our swim program is designed to be a safe, fun and educational experience for all of our campers, regardless of previous swim experience or ability. The swim staff receives intensive training prior to and throughout the summer.

Our instructional program follows the guidelines of the American Red Cross. In the first few days of camp, all campers will be swim tested to determine appropriate instructional group placement. As a child's swim ability progresses, new and more challenging skills will be taught. You will receive updates on your child's progress a few times throughout the summer through written reports.

All campers will also have recreational swim time each day. It is often during this less structured time that children's skills really blossom. Our Lifeguards and counselors are on hand for close supervision and as active participants in recreational swim as well.

A strong camp/parent connection is especially important to the success of our swim program. Please reinforce the following pool rules at home prior to and throughout the summer:

- Participation in daily instructional swim is **MANDATORY** for all campers.
- No water toys from home are allowed at camp – we will supply all the fun!
- Please do not send in any floatation devices for use at camp.
- Goggles and swim caps are optional.
- All long hair must be tied back for safety and cleanliness purposes

If you have any specific questions or concerns regarding swim, please feel free to leave a message in the office for the Aquatics Director.

## FOOD POLICIES

### **Kashrut**

Moshava Ba'ir is a kosher camp. All food provided by Moshava Ba'ir is kosher. Campers who choose to bring lunch or snack with them are required to bring kosher food only.

### **Nut Policy**

Moshava Ba'ir is a **nut-free** camp. Every attempt is being made to insure that all food in camp contains no nuts, peanut butter, peanut oils, or traces of peanuts or tree nuts. All food served at our camp follows these guidelines. Each year, a number of our campers have severe, life-threatening nut allergies, and every attempt is being made to insure that all food in camp is nut-free. We ask our parents to support this policy: Please do not send any food that contains nuts or traces of peanuts, nut oils and anything processed in a facility with peanuts or nuts and other tree-nuts. If you are busing and a nut-allergic camper is on your child's bus, we require that no foods or treats be eaten on the bus. Please be aware that if any such food is sent to camp, it will be removed and replaced with an equivalent substitute to the best of our ability.

### **Snack**

A light and nutritious snack is served twice daily, mid-morning and mid-afternoon.

### **Lunch**

Moshava Ba'ir provides an optional lunch program at a cost of \$30 a week. Meals alternate between meat and dairy. Our caterer is Kosher Experience, based in Teaneck, under the kashrut supervision of the RCBC. All food served at camp is nut-free.

We request that parents who are not on the lunch program follow our schedule of meat and dairy days in sending lunch to camp. On meat days, meat or pareve food may be sent, and on dairy days, dairy or pareve foods may be sent. A menu and calendar will be sent by email by mid-June.

Lunches that are sent to camp will be gathered and stored in an air-conditioned space in the morning.

### **Birthday Celebrations**

Campers who celebrate their birthdays during camp are made to feel special by being recognized during the camp day. Because we have many campers with dietary restrictions, we ask that parents not send birthday treats for distribution to the other campers. For parents who so choose, we are happy to arrange a birthday cake for your child's bunk at an additional cost. Please contact the office for more information.

## CAMP POLICIES AND GUIDELINES

### Camper Participation and Cooperation

Summer camp offers opportunities and experiences that will lead to the growth and development of your child, while he or she is having an enjoyable and exciting time. However, to ensure a positive and safe camping experience, we must have the full and active cooperation and participation of your child. Please make sure to discuss the following central issues and guidelines with your child before his or her departure for camp:

- Respect for counselors, supervisory staff, fellow campers, other camp residents, personal belongings of others, the environment and camp property is an important axiom of summer camp.
- Campers should understand that summer camp's relaxed, informal environment is not to be confused with disrespect or vulgar language. We expect speech and attitudes consonant with our educational, religious environment
- No child is permitted to leave camp grounds, at any time, except on organized, authorized, supervised camp trips. Any child leaving camp grounds without proper supervision and authorization will be automatically sent home immediately.
- Campers are expected to behave responsibly and safely. This includes avoiding areas which are off limits without proper supervision and authorization. These areas will be pointed out to your child upon his or her arrival at camp. Your child is not permitted to bring any items that present potential danger to others. These items are spelled out in the subsection "Items not to Bring." Any child found to have gone, without proper supervision and authorization, into an area designated off limits will be automatically sent home immediately. The possession, in camp, of items that present potential danger to others, is grounds for immediate dismissal.
- *Graffiti and Damage.* Campers and their legal guardians will be held responsible for any damages that they may cause Moshava Ba'ir as a result of a violation of camp rules, regulations or the instructions of the supervisory personnel. There will be an automatic \$75.00 charge for each incident of graffiti writing on walls, tables or any other camp property.
- *Taking Children off Campus.* Children may only be taken off campus as part of authorized, organized and supervised camp activities.

### Visitor Policy

Children adjust to being away from home differently. Please respect our general no-visitation policy, and be in touch with the camp office and your child(ren)'s Rosh Edah (Division Head) with specific concerns. Unauthorized visitors are not permitted on the Moshava Ba'ir grounds during camp hours. If parents need to come to the camp during the day (to pick a child up early, to meet with the staff, etc.), they must stop in the Camp Office first for authorization and an official "visitor's badge".

### Photograph Policy

Moshava Ba'ir will display photographs of campers and staff via a secure web site on a regular basis. Moshava Ba'ir purposefully does not label these photographs with the names of those in the pictures. Moshava Ba'ir does not post mailing lists or e-mail addresses of campers or staff on the web site either.

Moshava Ba'ir understands that parents give permission and consent for such photographs to be used and published on our web site or newsletters where they are used to illustrate, promote and advertise the camp. Any parents that object to the use of photographs that include their children should send a letter to the camp office.

### **Custody Issues**

In the event of divorce, parental separation, or other custody issues, in order to maximize your child's camp experience, we follow the wishes of the parent that signs the enrollment form in deciding who may have contact with the child, who may remove the child from the campus and who may have access to the child's files and records. Any such instructions should be provided to us, in writing, by the parent who signs the enrollment form. If no such instructions are provided, we will assume that both parents have full access. If both parents sign, then each will have the same rights in this regard. Similarly, the parent(s) who sign the enrollment form remains financially responsible to the camp for any obligations resulting from the child's stay at camp, including but not limited to tuition, and regardless of any private arrangements between the parents.

### **Cancellations**

All cancellations and changes of registration must be in writing. Please be aware that no refunds or changes to your camp registration will be issued after April 1. Parents who voluntarily withdraw their child from camp or children who are asked to leave the camp and children who are sent home for disciplinary reasons are not entitled to a refund. All refund requests must be made in writing to the Camp Office. The Refund Subcommittee of our Camp Committee decides on refund requests within two months after the end of the camp season.

## In Closing

As you can see, this manual contains a great deal of important information. We think that you will find it a useful reference tool, and ask that you become familiar with its contents. We are thrilled that you are joining us on our journey through this inaugural summer. And we hope that your experience is as wonderful as we are sure your children's experience will be.

We believe that you the parents are our partners in building a wonderful experience for your child and for the entire Moshava Ba'ir community. We encourage parent involvement, and we are always interested and welcoming of your feedback. We hope to hear from you soon with any questions which you may have about any of the contents of this manual. You can reach us at (212) 465-9536, or by email at [moshavabair@bneiakiva.org](mailto:moshavabair@bneiakiva.org). In the months and weeks that follow, you will receive regular correspondence and additional material from us. These, along with this manual, are designed to optimize your child's summer experience, as well as ease your preparation for camp.

Thank you for your support and cooperation. We look forward to building the Moshava Ba'ir community together!



## **Camp Preparation Checklist**

### **HAVE YOU.....**

- read through the parent's manual and accompanying information?
- completed and mailed in your child's Camper Personal Form?( Due May 1)
- completed and mailed in all transportation and services forms? (Due May 1)
- paid all outstanding fees, tuition and payments (Due March 31)
- taken your child for a complete physical exam?
- discussed any medical limitations with the camp director?
- made sure that all your child's inoculations are up to date?
- had your physician complete and sign our medical form?
- signed the medical form (permission to treat) and mailed to our office (due May 1)?
- checked your child's hair for lice?