

2017/5777

Moshava Ba'ir Parent Handbook



WELCOME TO MOSHAVA BA'IR!

Dear Parents,

Welcome to the eighth summer of Moshava Ba'ir! To our returning families, we are so happy to have you back, and to all of our new families, we are excited to have you onboard!

Summer camp is a unique experience in the life of campers and staff. We have a wonderful summer ahead of us, and we are excited about the creative and exciting programs, sports, arts, specialties, trips, and much more that we have planned for your children this summer. We spend the winter working to create a wonderful experience for you and your children, and we can't wait to get to it.

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. Important 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 will be happy to assist you.

Over the course of the summer, we will stay in touch through emails, our website, weekly newsletter, our facebook page (become a fan: www.facebook.com/MoshavaBairNJ), and individual calls. We welcome your thoughts and input at any point, so please always feel comfortable reaching us at the office by phone or e-mail.

We thank you for joining us and appreciate your patience with any concerns that arise over the course of the 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 will be an unforgettable learning and growing experience for your children!

Sincerely,

Shlomo Stern
Director, Moshava Ba'ir
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winter office: (212) 465-9536
summer office: (201) 261-3200

Rav Shaul Feldman
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Important Dates Summer 2017

- January 2 \$600 payment per child due.
- April 7 Tuition in full is due.
- May 1 Medical forms and other camper forms due.
- June 22 Moshava Ba'ir Evening Open House for parents and campers
- June 26 First day of camp
- July 4 National Holiday- Camp Closed
- August 1 Tisha'a Ba'av – Camp Closed
- August 17 *Chagigat Siyum* Evening Family Celebration (Thursday)
- August 18 1pm Friday closing- Last day of camp

NY Winter Office
Moshava Ba'ir
520 Eighth Ave. 15th Fl, New York, NY 10018
Phone: (212) 465-9536
Fax: (212) 216-9538
moshavabair@bneiakiva.org

NJ Summer Office
Moshava Ba'ir
120 W. Century Road, Paramus, NJ 07658
(201) 261-3200 Main Office (8am-4:45pm)
moshavabair@bneiakiva.org



WELCOME TO MOSHAVA BA'IR!

Camp Hours

Our regular camp hours are Monday-Friday, 9am-4pm. Please note that our drop-off lanes are closed and we will not accept campers before 8:50 am each day.

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. Our counselors are rising high school seniors and older. We orient all staff members prior to the camp season with a week of pre-camp training and orientation, as well as follow-up training and professional development over the course of the summer.



No Tipping

We are pleased to inform you that in light of the community-driven values of our camp, Moshava Ba'ir has a **no-tipping** policy. This policy exists across the board at Bnei Akiva programs, and reflects our efforts to keep costs down for parents, to create an equitable work environment for all staff, to maintain a sense of camp as community rather than service economy, and perhaps most importantly, to distance socio-economics from the care that each individual child receives. In lieu of a tip, please consider making a gift to our Scholarship Fund in honor of your child's counselors.

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. In addition to weekly newsletters distributed via e-mail each Friday, we communicate regularly through Facebook and email. 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 camp programs. We will make every effort to return calls as quickly as possible; our goal is to return all messages within 24 hours.

For schedule or transportation changes, please contact the camp office directly. We cannot make any transportation changes without notification by a parent or guardian. Please note that the carpool line and bus pick-up and drop-off are not appropriate times to share information with your child's counselor or Rosh Edah. Please note as well that any bus-related questions, concerns, or changes must come directly to our camp office, and not to individual bus counselors. 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 \$75 a week.

Also 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 \$75 a week.

Swim Lessons

We are happy to arrange private swim lessons with our talented camp specialty staff in swimming during our after-hours program. Depending on 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.

Community Programs

Over the course of the summer, we are excited to run a number of community programs for Moshava Ba'ir families. These are wonderful opportunities to get to know us and enjoy the Bnei Akiva experience for your whole family. Programs include Moshava Ba'ir Family Shabbatons in your community, parent-child Torah learning and Chesed programs at camp, and a closing Chagigat Siyum Celebration on the final evening of camp. You can find info about upcoming events on the online calendar on our website at www.moshavabair.org, and on our facebook page www.facebook.com/MoshavaBairNJ.

Camper Personal Form

Moshava Ba'ir's educational philosophy embraces the importance of individual attention and program personalization. The Personal Form 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 individualized attention should be indicated on this form. While we cannot 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 physician prior to their arrival at Camp. Medical forms are available in your online camp account, which you can access through our website. Please note that all medical forms must be completed and returned to our New York office by May 1. **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

Our 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 program is planned around providing children with a safe active and educational experience.

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

Please be in touch with the camp director if your child...

- cannot 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 outdoors program

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 the camp director 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 program 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** the summer begins. **Campers who are found to have lice during this initial check or at any point during the camp season are required to stay home for the prescribed duration as determined by the camp nurse.** If we find lice on a camper during the camp day, our policy is to separate the child and be in touch the parent to come to camp and pick him or her up immediately.

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 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 requires assistance in applying sunscreen, our staff is more than happy to help.

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



CLOTHING

While clothing tends to be a very personal matter, there are some guidelines for appropriate clothing and equipment for camp. As campers swim every day, we recommend that you send a swimsuit and towel 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.

All campers and staff will be expected to wear a Moshava Ba'ir t-shirt every day. Each camper will receive 4 Moshava Ba'ir t-shirts. These will be distributed at the Open House on June 22. If you are unable to make it then, please be in touch with the camp office to arrange pick-up.

Additional Moshava Ba'ir t-shirts will be available for purchase at the camp office at a cost of \$5 per shirt.

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 towel
- 1 swimsuit
- 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)
- 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
- Ipods, Ipads, electronics, and electronic games
- 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 returned to parents. DVD players, laptops and similar devices are also not allowed and should not be brought to camp.

Dress Code

As an Orthodox program, appropriate dress is a critical part of creating an environment reflective of the camp's religious affiliation.

Girls entering 2nd grade and up are allowed to wear:

- The camp t-shirt
- pants, shorts or skirts that approach the knee

Boys entering 2nd grade and up are allowed to wear:

- the camp t-shirt
- pants or shorts that approach the knee
- 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

Moshava Ba'ir 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, 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. 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.



TRANSPORTATION

Busing

While many families choose to carpool or otherwise handle pickup and drop-off of children on their own, Moshava Ba'ir offers busing as a service to communities that request it. We use small (20-30 passenger) buses equipped with A/C, and all of our buses have bus counselors who are responsible staff members at Moshava Ba'ir. Parents must register for busing with the Moshava Ba'ir office by **May 1** to be guaranteed a spot on the bus. After May 1st a \$50 late fee will be incurred. Busing costs are as follows:

- \$85 per week Englewood, Tenafly, Teaneck, Bergenfield
- \$125 per week Upper West Side, Riverdale, East Side
- \$100 per week West Orange, Livingston

We will contact with your bus route and bus counselor info in advance of the summer, as well as with approximate pick up and drop off times. We appreciate your patience, especially early in the summer, as bus routes occasionally have kinks that need to be worked out.

Drop off and Pick up

Carpool drop-off begins at 8:50am. Before then, our carpool lanes are closed and we cannot accept your children. At 8:50am, our **single** carpool lane opens. Please pull up to an available spot, and wait for a staff member to help take your children out of the car and walk them into camp. For your safety and theirs, please remain in the car and make sure the children are exiting on the sidewalk side, **not** the street side. Please wait for the carpool supervisor to give you the go-ahead before pulling out.

Carpool pick up begins at 4pm. After you return the transportation form, we will be in touch to distribute carpool numbers. When you arrive in the carpool lane, please have your number prominently displayed in your car window. Children in your carpool will be walked out of the gym by carpool and escorted to your car by a staff member. For your safety, please remain in the car. Please wait for the carpool supervisor to give you the go-ahead before pulling out.

Absences, Late Arrivals, Early Pick-ups

If for any reason your child needs to miss a day of camp, please notify us by email at dismissal@moshavabair.org or by phone at 201-261-3200. If you know in advance that your child will be leaving early or arriving late, please contact the camp office. If your child is arriving after morning drop-off is completed, please bring your child **directly** to the camp office, you will need to sign them in. All campers who need to leave early will be brought to the camp office so that their parents can sign them out. The camp office must be notified of same day changes by no later than **2:50 PM** and children being picked up early must be picked up no later than **3:15 PM**.



AQUATICS PROGRAM

Introduction

At Moshava Ba'ir, we recognize that swim is an integral part of the summer. We offer daily free and instructional swim on campus in our four state-of-the-art, centrally located large aboveground pools, with adjacent large decks. 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. 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 are optional. We provide swim caps for all campers.

If you have any specific questions or concerns regarding swim, please feel free to be in touch with us to discuss!



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-sensitive** 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 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.

Lunch and Snack

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

Moshava Ba'ir provides an optional lunch program at a cost of \$35 a week. Meals alternate between meat and dairy. Our caterer is Five Star Caterers. All food served at camp is nut-free. Lunches that are sent to camp will be gathered and stored in an air-conditioned space in the morning. Every Friday is pizza day, and a pizza-day only option is available as well, at a cost of \$7 per week. Please be in touch with the camp office to register for this.

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 June 1 and can be viewed at any time on our website.

Birthday Celebrations

Campers who celebrate their birthdays during camp are made to feel special by being recognized during the camp day and given a camp-provided treat. 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. Please contact the camp 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. 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 campers, personal belongings of others, the environment and camp property. Abusive behavior, including use of disrespectful or vulgar language and physical attacks are not allowed, and will result in immediate removal from camp activities. We expect speech and attitudes consistent 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." 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 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

Unaccompanied 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 and wait there for their child to be brought in. Parents may not walk through camp unescorted. Children adjust to being away from their parents differently—please respect our policy, and be in touch with the camp office with specific concerns.

Photograph Policy

Moshava Ba'ir will display photographs of campers and staff on our Facebook page among other designated locations. Moshava Ba'ir does not post mailing lists or e-mail addresses of campers or staff on the web site. We 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 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 May 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 the board of Bnei Akiva decides on refund requests within two months after the end of the camp season.



In Closing

Thanks for reading so far! As you can see, this handbook contains a great deal of important information. We hope that you find it a useful reference tool. We ask that you become familiar with its contents, and we would be pleased to hear from you soon with any questions which you may have about its contents. Our office is open during business hours, from Monday through Thursday, except for legal and Jewish holidays. You can reach us until the summer at (212) 465-9536, or by email at moshavabair@bneiakiva.org. In the months and weeks that follow, you will receive regular correspondence and additional material from us. These, along with this handbook, are designed to optimize your child's summer experience, as well as ease your preparation for camp.

Thank you for your support. We can't wait to see you and your children this summer!

Sincerely,

Shlomo Stern

Director, Moshava Ba'ir

sstern@bneiakiva.org

winter office: (212) 465-9536

summer office: (201) 261-3200



Camp Preparation Checklist

HAVE YOU.....

- Read through the Parent Handbook and accompanying information?
- Paid all outstanding tuition payments (Due April 7)?
- Completed and uploaded your child's forms? (Due May 1)
- Made sure that all your child's inoculations are up to date?
- Checked your child's hair for lice?
- Prepared a camp bag with a water bottle, suntan lotion, and clothes?

See you soon!

