

# WELCOME TO CAMP *CHAVERIM* 2019

Thank you for choosing Camp *Chaverim* (Ha-veh-reem) for a summer of friendship and fun! *Chaverim* means “friends” in Hebrew, and that’s what our camp is all about, making friends. Camp provides a special place for campers to share multi-cultural experiences with each other and celebrate the rich diversity of our camp community.

We are excited about our 32<sup>nd</sup> summer, and hope you are too. Please contact the Camp Director, Pamela Richman, if you have any questions or comments (direct: 405-740-3051 or by email [pamela@jfedokc.org](mailto:pamela@jfedokc.org)).

## **ALL CAMPERS AND STAFF ARE REQUIRED TO BE CURRENT ON IMMUNIZATIONS**

### **DESCRIPTION**

Camp *Chaverim* is a not-for-profit program of the Jewish Federation of Greater Oklahoma City and is open to all children ages 2-14. Our camp is located on the grounds of Temple B’nai Israel, 4901 N Pennsylvania Avenue, just south of Penn Square Mall. Our facilities include a large gym, playgrounds, tennis court, swimming pool, classrooms and safe rooms. We offer a friendly, safe, creative and inclusive atmosphere that fosters individual growth, encourages exploration and imagination, builds a sense of community and promotes understanding and cooperation.

**HOURS** – Our camp hours are Monday-Friday from 9:00 a.m. – 2:45 p.m., with the option for Before and After Care, at an additional fee, for campers entering the 1<sup>st</sup> grade or older. Before Care starts at 7:45 a.m. and After Care ends at 5:30 p.m. Campers under 4-years-old or younger must have the Camp Director’s approval to attend before and After Care.

#### **Session Dates**

**Session 1: June 3-21** (3 weeks)

Closed Monday, June 10 in observance of Shavuot

**Session 2: June 24-July 12** (3 weeks)

Closed Thursday, July 4 for Independence Day

**Session 3: July 15-26** (2 weeks)

Camp ends at noon on Friday, July 26

#### **IMPORTANT DATES**

**Camp Open House: Thursday, May 30, 5:30 p.m.**

First-time camp parents are invited to see our facilities and meet our senior staff. We will provide an overview of camp, activities and answer any questions. There will not be child care for this event.

**Parents Nights**

Each session we invite campers and their families for a special evening program. The campers can show off their art work, group activities, introduce you to their new friends and counselors, and present skills they may be learning during the camp day.

**Parents Nights Dates will be announced.**

**STAFF** – Camp staff is trained each summer in first aid, CPR, mediation and safety procedures. Many of our staff members are former campers themselves. Our Camp Director, Pamela Richman, began as a counselor over 25 years ago and has been serving as the Director since 1998.

- Senior counselors are 18-years-old or older.
- Junior counselors are students entering 10<sup>th</sup> or 11<sup>th</sup> grades.
- Lifeguards are certified in pool and swim safety.
- To ensure the safety our campers and staff we have a security officer on the campus during camp hours.

**GROUPS** – Camper groups consist of approximately 10-15 campers, led by a senior counselor who shares responsibilities with another senior staff member for the younger groups, or a junior counselor for the older groups. For our younger campers we maintain a staff-camper ratio of 1:6, with at least two counselors over the age of 18 who are assisted by junior counselors.

## FIRST DAY & CAMP ROUTINES

**ALL FORMS MUST BE SUBMITTED TWO WEEKS BEFORE THE FIRST DAY OF THE SESSION  
(Medical Record & Release Form, Immunization Records & Copy of Health Insurance Card)**

**FIRST DAY** – The first day of camp parents need to bring all campers to the east side of the campus (see map on page 8). Camp staff will sign them in and escort them to their room or area. After the first day, please bring your campers to their designated drop-off spot (see page 8). **Campers may not be dropped off early unless they are enrolled in Before Care.**

**MORNINGS** – We gather at the flag pole to start the day with singing, camp cheers, skits and announcements. If you arrive after 9:15 a.m., park in the west parking lot and walk your camper to the flag pole (see map on page 8). After our flag pole time, campers enjoy morning activities, which rotate and vary week to week (swim instruction, art, drama, Judaica, music, nature, scouting, sports and other special activities).

**LUNCH** – The younger campers eat in their rooms, while older campers eat in the gym. **Campers' lunches must be non-meat Monday-Thursday. Fridays are Pizza Day!** All campers are treated to cheese pizza with fresh fruit, veggies and milk. **Lunches must be clearly labeled with the camper's full name.**

**AFTERNOONS** – Following lunch, our youngest campers have nap or quiet time from 12:30 p.m. – 2:00 p.m. Older campers can choose special interest activities, *chugim* (hu-gheem) that may include games, puzzles, crafts, music, sports, etc. Older campers also attend free swim in the afternoons.

**SNACKS** – The younger campers will have snacks and juice every day, that **parents sign-up for at the start of each session.** Snacks may be unsweetened juice, crackers, fruit, or cereal marked with a kosher symbol (as shown below) instead of sweets, as we encourage healthy food choices. Older campers may bring their own snacks to camp as needed. **Camp is a gum-free zone.**



**FRIDAYS** – Fridays we prepare for Shabbat, the Jewish day of rest. We celebrate with festive traditions that include songs and rituals, as well as choosing a Shabbat King and Queen. Our specialists lead activities with a Shabbat twist: storytelling, art, skits, making *challah* (hallah), Israeli dancing or other creative projects. Parents are invited to join us on Friday morning when we bake *challah*, and/or Friday afternoons for our Shabbat celebration from 2:00 p.m. – 2:30 p.m.

**END OF DAY** – The camp day ends at 2:45 p.m. at the flag pole. Campers need to be picked up at the same location as drop-off, unless other arrangements are made in advance. Please list all persons that might pick up your camper(s) on the Medical Record & Release Form. **If an emergency occurs and someone else will pick up your camper(s), please call the camp office 405-286-5149.** Campers will ONLY be released to parents or designated adults, *not to siblings*.

**WHAT TO WEAR & BRING** – Campers shouldn't bring any items that you don't mind getting wet, dirty, damaged or lost. We take every precaution to protect campers' personal items, but we cannot assume liability for loss or damage to campers' property. All items brought to camp should have your camper's full name clearly marked in permanent marker.

- Campers dress informally, which means comfortably and safely: wear shorts or pants, t-shirts, **closed-toed shoes** and a hat.
- Flip flops or sandals are NOT to be worn except when walking to/from the pool.
- During the first week of camp, each camper will receive a Camp *Chaverim* t-shirt. Campers are expected to wear their camp t-shirts on Fridays, field trips and for our camp photo.
- Campers **must** have a complete change of clothes at camp (socks, shoes, shirt, underwear, shorts/pants), at all times, labeled with his/her name.
- *Pitzelim* – Pink campers must include extra diapers and wipes. If your camper is recently potty-trained, send three pull-ups or diapers and wipes. After one accident your camper will be put in a pull-up or diaper.
- Bring a dry swim suit and a towel each day. Pool shoes are highly recommended. For our younger campers, parents need to send swim diapers.
- **Apply sunscreen to your camper before he/she arrives at camp** and send a bottle labeled with their name (write their name in permanent marker and cover it with clear tape to keep it from fading).
- Toys may NOT be brought to camp. Books may be brought but must be labeled with your camper's name.

**WHAT NOT TO BRING** – Items not allowed at camp:

- Money (except for *tzedakah* projects)
- Expensive items: jewelry, electronics, shoes, etc.
- Chewing gum or candy
- Video games
- Cell phones, iPods, iPads, music players, etc.
- Guns, knives or weapons of any kind
- Alcohol, drugs or tobacco products of any kind
- Flammable materials including fireworks or any kind of explosives

**DROP-OFFS & PICK UPS** – For safety and convenience we use separate entrances for different age groups (see map on page 8).

**DO NOT BLOCK THE DROP-OFF LANES OR PARK IN A DESIGNATED TEMPLE B'NAI ISRAEL SPACE**

- **2-3-year-olds (*Pitzelim* – Pink Group):** Meet in a room on the west side of the building that has its own play year and gate. In the mornings park in the west parking lot and walk your camper(s) through the gate.
- **Preschool 3-5-year-olds (*K'tontonim* – Red & *Gan Yeladim* – Yellow Groups):** Meet in the north part of the building. Access is from the north circle drive. Park and walk your camper(s) to their rooms.
- **School-Age (*Chalutzim*, *Tzofim* & *Kibbutzim*):** May be dropped off/picked up from the east circle drive on the east side of the Temple. Do not drop your camper(s) off if there is not a camp staff member there to greet him/her. If there is not a staff person to meet you, please park and walk your camper to the camp office.
- **Siblings:** If you are dropping off/picking up campers on both the north and east side of the building, first drop-off/pick up the younger camper at the north circle and then drive around to the circle drive on the east side to drop-off/pick up your older camper. If you'd like to pick up your campers from the north circle at the same time, please email Pamela ([pamela@jfedokc.org](mailto:pamela@jfedokc.org)) requesting to do so.

**ABSENCES & EARLY PICK UPS** – If your camper will be absent from camp for more than a day due to travel, illness or other conflicts please send a note ahead of time or call the camp office with the dates your camper will be absent (405-286-5149). If your camper must leave camp early, please send a note with the date and time your camper will be picked up and by whom.

### FIELD TRIPS

The youngest (pre-school/kindergarten) campers do not leave the campus. Older campers do attend scheduled field trips with pre-approval from parents. At least 24-hours prior to each field trip, staff will send information about the outing along with a permission slip to be signed and returned. If we do not receive a signed permission slip the camper will not be allowed to travel off campus. **ALL CAMPERS MUST WEAR THEIR CAMP T-SHIRTS WHEN ON FIELD TRIPS.** Campers will travel to off-site locations in a camp van/vehicle driven by a licensed, approved driver age 25 or older. The van is equipped with a First Aid kit, cell phone and emergency equipment. Seat belts must be worn by all passengers at all times. Campers are always accompanied by their counselors. NOTE: Campers who arrive too late to go on a scheduled field trip or those who do not have a signed permission slip will be assigned temporarily to another group until their regular group returns. **No camper may leave his/her group while off-site. Such behavior may result in his/her dismissal from camp.**

If a camper is injured off-site, the counselor will immediately administer first aid and contact the Camp Director. If the injury requires transportation to a medical facility, the counselor will call 911 and then the Camp Director, who will notify the parents.

Any camper that becomes disruptive or refuses to follow their counselor's instructions while off-site will be taken aside where a counselor will have a private conversation with him/her. If the camper still refuses to cooperate, the counselor will call the Camp Director who will call their parents to pick up their camper from the off-site location.

## CHANGES IN REGISTRATION

**Changes (cancellations, pro-rating, etc.) to your registration must be made in writing at least one week prior to the enrolled session start date and sent to Rachel Johnson at the Jewish Federation ([Rachel@jfedokc.org](mailto:Rachel@jfedokc.org)).**

**PRO-RATING** – Is available by the week only. A \$50 fee will be added to the total camp cost per family, per session. Please note we are unable to pro-rate sick days.

**CANCELLATIONS & REFUNDS** – If a cancellation is received at least one week prior to the enrolled session start date then 50% of the session fees will be refunded. The other 50% of the fees will be retained to cover staff fees and costs of materials purchased. **If a cancellation is received less than one week prior to the enrolled session start date, then there will be no refund.**

## DISCIPLINE POLICY

We require campers to behave in a way that ensures the safety and enjoyment of everyone. Camp staff enforces rules in a sensitive and consistent manner, always respecting the individuality of the camper. The staff, in consultation with parents, will make every effort to ensure a rewarding and positive camp experience for campers. Any behavior that interferes with the safety, learning or enjoyment of other campers will not be tolerated.

If a camper has a behavioral problem at camp, we will work with parents to solve it in a positive way. Minor infractions will result in a time out or loss of participation in a group activity. If your camper has a continuing behavioral problem that the staff is unable to resolve (including, but not limited to, hurting themselves, other campers or staff, running away or damaging property), the Camp Director will set up a meeting with the parents to discuss. If behavioral problems continue after that, or if your camper violates designated safety zones and rules, we reserve the right to expel your camper from camp. No refunds will be given if a camper is required to withdraw. **Camp *Chaverim* has a zero-tolerance policy on bullying or abuse of any kind.**

## EMERGENCIES & PROCEDURES

**Camp administration and senior staff are trained to assist with minor medical aid based on Red Cross certified CPR/First Aid training and ALL staff are trained in emergency procedures to respond quickly and calmly. We provide information on camp's location, number of campers and staff and layout of the campus to both the police and fire departments prior to the first day of camp.**

**ILLNESS** – If a camper is ill within 24-hours of a camp day (fever of 100 or more, nausea, vomiting, diarrhea, etc.) he/she may not attend any part of the camp day. Campers who arrive at camp with fever or infectious illnesses will not be allowed to stay. If a camper gets sick at camp, he/she will be taken to the camp office to be monitored, where staff will assess if they need to be picked up early. Campers must be fever free for 24-hours before returning to camp.

**MEDICATIONS** – If your camper(s) needs to take any medication during camp hours, you must **give it directly to the Camp Director, with a signed Medication Administration form**. All medications and forms will be stored safely and secured in the camp office. **DO NOT** send any medications in your camper's backpack. Each medication must be in the original container, fully labeled with their name, the doctor's name and phone number, the RX label and in a sealed bag. Only the Camp Director or a senior staff member will administer medications.

**MEDICAL EMERGENCIES** – We use INTEGRIS Baptist Medical Center for medical emergencies. We will immediately notify parents if such services are needed for your camper. The Camp Director must notify the State Health Department if there is a case of hepatitis, meningitis, shigellosis, giardiasis, salmonella, measles, rubella, whooping cough, tuberculosis or any haemophilus influenzae invasive disease identified in any person associated with camp.

**WEATHER EMERGENCIES** – In the event of a weather emergency we have on-site safe rooms. For updates parents are advised to check the Jewish Federation website, [www.jfedokc.org](http://www.jfedokc.org) or our Facebook page, [facebook.com/CampChaverimOKC](https://facebook.com/CampChaverimOKC).

**Camp Chaverim has a zero-tolerance policy on abuse of any kind. We are required by law to report any suspected child abuse to authorities, and we do not tolerate any verbal, physical or emotional abuse of any kind to/from our campers and to/from our staff.** If a camper exhibits abusive behavior towards another camper or staff member, parents will be notified immediately.

## CAMP GROUNDS

Camp *Chaverim* is located on the grounds of Temple B'nai Israel. We rent the facilities to use for camp each summer. It is NOT okay to deface, damage or destroy Temple property in any way. Parents will be held responsible for any damages to Temple B'nai Israel property.

When parking at Temple B'nai Israel, do not block any of the traffic lanes or park in any of the Temple's designated parking spaces in the west lot at any time.

**SWIMMING POOL** – We have two pools: one is 5-foot deep with multiple shallow area entrances and the other is for our preschool campers, the wading pool, which is 1-foot deep. Our swimming program is an integral part of everyday activities at camp. Our lifeguards are trained and Red Cross certified. The head lifeguard/pool manager determines when it is necessary to close the pool for health, safety or weather-related reasons. In the event of the pool closing, the staff will provide alternative water games or indoor play. Safety is always our primary concern and our staff is trained to be vigilant at all times when campers are in the pool. The entire pool area is fenced in and campers may not enter the pool until lifeguards are ready for them.

The goal of our swim program is to prepare campers to be safe and comfortable in the water as they progress through a series of swimming skills during their daily group instructional swim. Each camper's swimming skills are evaluated in preparation for group instructional swim. Do not bring floatation devices to camp. We have found that use of these items hinders children's ability to learn proper swim techniques and does not help meet the goal of being safe and comfortable in the water.

For safety reasons, our youngest campers (*Pitzelim, K'tontonim & Gan Yeladim*) have separate swim times from the older campers. Their swim time is in the wading pool and lifeguards and counselors are with campers at all times. Swimming readiness for these campers begins with water play to help them feel comfortable and have fun in the water.

## **VISITS TO CAMP**

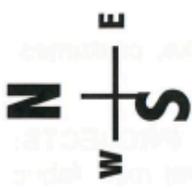
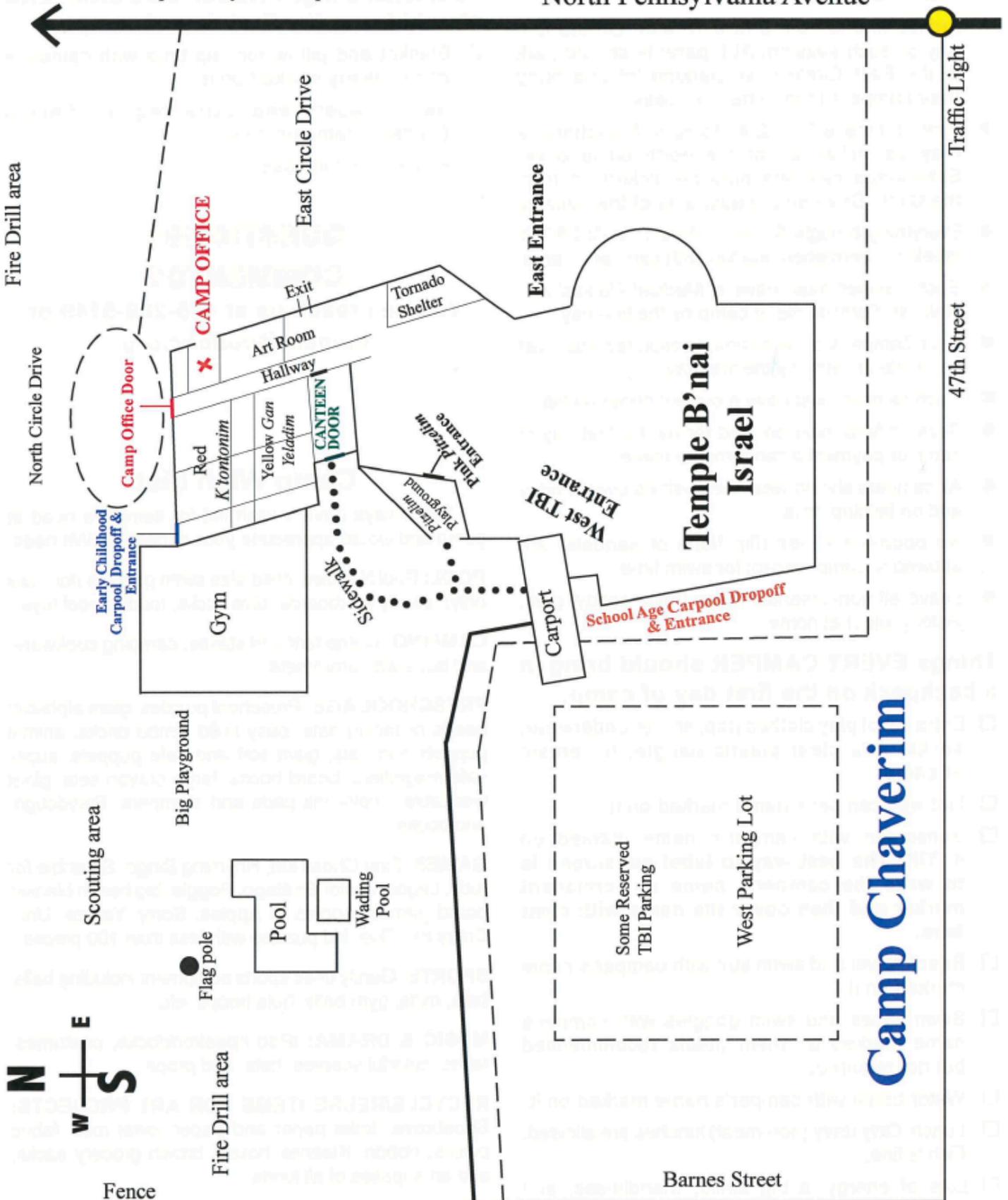
All visitors must check in at the camp office. When you arrive, park in the west side parking lot, walk down the sidewalk towards the gym and enter through the canteen door. Or you may park in the north circle parking lot and ring the bell on the east door for entrance to the camp office. Come to the camp office, not the Temple office, and check in with a staff member where you will be issued a name badge that must be visible during your visit.

Campers may not bring guests to camp (our insurance does NOT cover non-registered campers) except on “Bring a Friend to Camp Day,” Monday, June 17, for which a sign-up form will be provided for any guest camper.

50 Penn Place

To Northwest Expressway/Penn Square Mall

North Pennsylvania Avenue



# 1<sup>ST</sup> DAY NOTES & CHECK LIST

**ALL FORMS MUST BE SUBMITTED TWO WEEKS BEFORE THE FIRST DAY OF THE SESSION  
(Medical Record & Release Form, Immunization Records & Copy of Health Insurance Card)**

- Arrival time is from 9:00 a.m. – 9:15 a.m. Park in the east circle drive (see map on page 8) and bring your camper(s) to the check-in desk
- Pick up time is from 2:45 p.m. – 3:00 p.m. from the east circle drive (see map on page 8)

## **REMINDER OF WHAT NOT TO BRING:**

- No open-toed shoes
- No toys
- No electronics (cell phones, iPad, iPod, music players, video games, etc.)
- No gum
- No money (except for *tzedakah* projects)
- No flammable materials, including fireworks or explosives of any kind
- No weapons of any kind
- No alcohol, drugs or tobacco products of any kind

## **REMEMBER TO BRING:**

**ALL ITEMS MUST BE CLEARLY LABELED, IN PERMANENT MARKER,  
WITH YOUR CAMPER'S NAME**

## **For ALL campers:**

- Lunch (must be veggie or dairy – **NO MEAT**)
  - Suggestions: Peanut/almond butter and jelly sandwich, cheese sandwich, tuna salad, egg salad, snack packs, veggies with dip, cottage cheese, pasta salads, hard-boiled eggs, bean and cheese burrito, trail mix, granola, yogurt
- Extra set of clothes (shirt, shorts/pants, underwear, socks) in a clear bag to remain at camp.
- Hat
- Sunscreen (apply before arriving to camp and have an extra bottle)
- Beach towel
- Swim shoes and goggles if needed (recommended, not required)
- Water bottle

## **For our youngest campers:**

- Blanket and pillow for nap time
- Extra swimsuit
- Swim diapers
- Regular diapers
- Pullups
- Wipes

**Questions or Comments  
Please contact Pamela Richman  
405-740-3051  
Pamela@jfedokc.org**