



# Parent Handbook

## Day Camp 2017





Dear Camp Henry Horner Parents,

Welcome to Camp Henry Horner Summer of 2017. This handbook will be a guide to prepare you and your child for a summer to remember. We have recently reviewed, edited and updated the information so please read it carefully.

In this handbook you will find answers to frequently asked questions, and a basic sample daily schedule as well as information about transportation and the most effective ways to communicate with the camp administrative team. Open and constant communication with our camp families is something we strive for here at Henry Horner.

The guidebook, along with the forthcoming summer calendar, weekly emails, and the website should keep you up to date on your child's daily activities; but, as always, never hesitate to call the office if you ever need anything.

Yours in Camping,

A handwritten signature in black ink that reads 'Graham Little'.

Graham Little

Director—JCYS Camp Henry Horner



**How to Reach Us**

*Camp Henry Horner Director*

Graham Little .....847.740.5010 x 2226

glittle@jcys.org

*Jim Bueche*

Assistant Director.....847.740.5010 x 2223

jbueche@jcys.org

*Business Manager/Registrar*

Tami Soto .....847.740.5010 x 2225

tsoto@jcys.org

*Camp Fax.....847.740.5014*

*Camp address*

JCYS Camp Henry Horner

26710 W. Nippersink Road

Ingleside, Illinois 60041

**Camper and Parent Night @ Henry Horner**

- Wednesday, June 8, 2016; 6:30 pm - 8:00 pm
- Meet Your Counselors
- Meet the Camp Administrative Staff
- Meet the Specialists
- Meet Other Campers
- Get Answers to Last Minute Questions
- Interactive Tour

See for yourself what your camper does every day!



## Program Overview

Camp Henry Horner is a place where campers have FUN, learn new skills, and make new friends. All of this takes place in the framework of a wholesome, positive environment .

### Mission, Goals, and Objectives

**JCYS Mission:** The Jewish Council for Youth Services (JCYS) is an independent not-for-profit agency dedicated to serving Chicagoland's Jewish and greater community. We strive to develop leaders who continue its tradition of volunteer service. Embracing Jewish values and culture, JCYS provides educational and recreational programs that nurture individual growth and promote responsibility to others.

**Purpose:** To provide, through a program of informal education, a safe and nurturing environment that stimulates curiosity and learning in the out-of-doors.

*Goal 1: To stimulate curiosity and learning.*

- a. JCYS will stimulate curiosity and learning by providing a wide variety activities that facilitate learning in the out-of-doors.

*Goal 2: To provide a safe and nurturing environment*

- a. JCYS will maintain accreditation with the American Camp Association
- b. JCYS will review all policies and procedures on an annual basis
- c. JCYS will hire and train only the highest quality staff
- d. JCYS will treat all campers equally and give them each their full value
- e. JCYS will provide activities which utilize the unique natural setting of its camp.

*Goal 3: To encourage an understanding and appreciation of the natural environment*

- a. JCYS will provide activities which utilize the unique natural setting of its camp.

### The Values of JCYS Camp Henry Horner

At JCYS CAMP Henry Horner we believe in:

Honesty

Respect

Caring

Responsibility

How does JCYS Camp Henry Horner instill these values in all participants?

**By believing that people are more important than things:**

- Having sensitive, compassionate, and intelligent staff who can listen and relate to youth.
- Developing activities that are youth-centered, not just skill-centered.
- Staff and campers have time to get to know each other by spending the maximum amount of time together in a small, group-centered program.
- Allowing campers to be different.
- A commitment is made to the campers, not convenience, schedules, or self-interest. A camp exists for children; it succeeds if you allow them the opportunity to share in their world, its greatness, dangers, successes, and failures.

**By believing that doing is more important than winning:**

- Providing creative, non-competitive programming in which the doing of the project deserves merit rather than deciding who does it the best.
- Stimulating the senses within an outdoor atmosphere through outdoor adventures and experiences that could be done no where else but at camp.
- Allowing spontaneous activities by groups within the parameters of a daily schedule; fun is a goal, not a by-product of a strict schedule!
- Valuing the simple, unsophisticated activities of camping, such as sitting with feet in stream, rather than developing elaborate, but boring activity programs.

**By believing that knowing one's self is possible:**

- Providing time for personal and small group conversation.
- Providing an atmosphere where thinking is as important as doing; providing campers with the opportunity to contemplate and discuss their feelings and ideas.

**By believing that learning is fun:**

- Recognizing the value of “learning by doing” and giving personal commitment to this principle which allows campers to make decisions on their own.
- Providing opportunities for campers to develop usable and relevant camper skills.
- Emphasizing an awareness of nature, respecting it as one would a friend.
- Allowing time to enjoy being in a beautiful place, heightening campers’ awareness of the environment surrounding them.
- Providing opportunities, not classes, where learning takes place out of need and interest.
- Practicing sensible site conservation; respecting the plants and animals we are sharing the environment with, avoiding polluting the water and air.
- Providing the opportunity for children to get out of buildings and into the natural settings of the outdoors.

## What Unit is My Child In?

### **Junior Village**

Pioneers.....Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> Grade

Explorers .....3<sup>rd</sup> and 4<sup>th</sup> Grade

### **Senior Village**

Trailblazers .....5<sup>th</sup> and 6<sup>th</sup> Grade

Earth Trekkers .....7<sup>th</sup> and 8<sup>th</sup> Grade

### **Overnight Camp**

Junior Village..... 3<sup>rd</sup>-6<sup>th</sup> Grade

Senior Village ..... 7<sup>th</sup>-10<sup>th</sup> Grade

## **Before Camp Begins**

Please make sure we have all your forms before camp begins. They provide our staff information that allows us to best meet your child's needs. There will be an opportunity at Family Night to fill out any missing forms.

## **First Day Preparations**

- **Label** everything with your child's name.
- Be sure your child is ready for the bus on time.
- Pack a backpack or camp bag with:
  - ◇ WATER BOTTLE!
  - ◇ Lunch (unless enrolled in the hot lunch program)
  - ◇ Towel & bathing suit
  - ◇ Sunscreen
  - ◇ Bug spray
  - ◇ Dependent on weather, a light jacket or sweatshirt
- Dress your child in comfortable clothing that can get dirty.
- Junior Village campers can wear their bathing suits to camp daily (underneath their clothing). This makes it easy for them to be ready to swim right away.
- Please do not send your child with any valuable personal items. CHH is a screen-free environment and electronics with screens are prohibited.
- Camp is 180 acres! We have strategically placed water sources for your child to refill their water bottle. If your child does not bring a water bottle, we will give them one every water bottle given after the first incur a \$2 fee. PLEASE REMEMBER TO SEND A WATER BOTTLE EVERY DAY!

## **Medications at Camp**

If your child is going to require medication at camp, please follow these guidelines. Medications are regularly dispensed by our nursing staff or kept by the nurses for emergency needs.

- For the safety of all campers, no camper will be allowed to keep medication in their possession. With the exception of inhalers, all medications will be kept in the Health Center and dispensed by the Camp Nurse.
- A **Medication Form** signed by the parent and the doctor must be on file at camp. Verbal permission from parents is not sufficient.
- Give the medication in the original packaging and Medication Form to the bus counselor.
- Call to alert the camp administrative staff that the medication is coming.

## Payment

Payments are due two weeks prior to the start of the session. **Late Payments will result in being dropped from a session.** Please contact our business office if you would like to set up a flexible payment plan.

## Refund/Cancellation Policy

If cancellation is necessary, notification must be in writing. Refunds will be granted on the following basis once notification is received:

- More than 14 days before the first day of the session, full refund less \$50.
- Less than 14 days before the first day of the session, no refunds will be given except for documented injury or illness.

All refund requests must be made in writing to our business office at [tsoto@jcys.org](mailto:tsoto@jcys.org). Refunds will be given if a camper has missed 3 or more days due to illness, a doctor's note is required. There will not be any refunds or prorating for days that are periodically missed throughout a session. Refunds are not given to campers dismissed for disciplinary issues. It is the responsibility of the parent to inform the camp in writing of their child's withdrawal from the program. Therefore, if the camp is not informed of termination the parent is still responsible for payment.

## Federal Child Care ID

The federal tax ID number for JCYS Camp Henry Horner is **36-2193616**.

## Before Camp Care

We offer Before Camp Care at Camp Henry Horner and at the JCYS Northwest Family Center in Buffalo Grove. You may drop your child at the Northwest Center between 6:50-8:15 AM or at Camp between 7:00-8:30 AM Breakfast will be provided.

## After Camp Care

After Camp-Care is offered at Camp Henry Horner and at the Northwest Family Center. During After Camp Care your child will be able to continue to enjoy camp activities like swimming and Arts and Crafts. After Camp Care runs 3:00-6:00 p.m. The shuttle to the Northwest Family Center leaves Camp at 5:00 PM. If you will be picking up your child at the Northwest Family Center, you can do so between 5:30 and 6:00 p.m. Otherwise, you must pick your child up at Camp.

## Inclement Weather

Day Camp operates rain or shine. We have indoor programs designed to keep your camper engaged in the case of inclement weather.

In the case of severe weather we will follow our emergency weather action plan and escort all campers to the appropriate locations. These locations are all on the grounds of Camp Henry Horner. We will remain in the building until the National Weather Service has indicated, on the weather radio, that the danger has passed. Regular programming will resume at the discretion of the camp leadership.

## Camper Absences

If your camper is going to be absent from camp please call the camp office @ **847.740.5010**. If no one is available please leave a message.

## Visitors

We are very proud of the program we offer at Camp Henry Horner. If you would like to schedule a visit to camp please contact the camp office. Although we enjoy parent visitors, please refrain from dropping in unannounced, as it can be disruptive to the camp program.

## **Behavior Expectations and Consequences**

At Camp Henry Horner, staff and children interact as a team to promote the development of self-esteem, creativity and fun. Because of the outdoor setting and types of activities offered, children are expected to behave in a manner that does not:

- decrease the enjoyment of the other children
- cause harm to themselves, other children or staff.

Behavior that is not tolerated in the groups includes:

- swearing
- fighting
- hitting, kicking or otherwise hurting children and/or staff
- being disrespectful to other children or to the program staff
- destruction of JCYS equipment or personal property
- possession of knives or weapons of any kind will result in immediate suspension from the program.

Consequences that are utilized are:

- warnings with redirection
- a counseling session with a counselor and/or unit leader
- a counseling session with the Camp Director
- phone call home by and/or meeting with Camp Director
- probation, suspension and/or termination from the program, depending on the extent of the situation.

Unit leaders encouraged to discuss behavior issues with parents early on so we can work to keep severe consequences to a minimum.

### **Camper/Staff Communication**

We recognize that campers and staff will develop close, trusting relationships during the summer. These relationships are healthy, wholesome, and beneficial to campers and staff. We also recognize that it is natural for campers to want to keep in touch with their favorite counselors after camp.

As a camp, we do not encourage or sanction the exchange of contact information between campers and staff, nor do we take responsibility for what may occur as the result of such contact.

Therefore, it is our policy to forbid the exchange of contact information of any kind between campers and staff, whether paid or volunteer. This includes, but is not limited to, phone numbers, emails, addresses, Facebook, Instagram, and Snapchat.

If a parent or legal guardian wishes their child to exchange such information with a camp staff member, the parent or legal guardian assumes responsibility for whatever may occur as a result.

### **Bringing Your Child to Camp**

If you will be dropping off your child at camp late, please call the main office. If you drive your child to camp, park in the parking lot by the Welcome Center and bring your child to the lobby. The office staff will contact a member of the administrative team to come pick up your child. You must sign in your camper and then leave your child with the supervisor in charge. We will make sure your child joins their group. Try to avoid arriving between 8:45 and 9:10 a.m. or you will get stuck in bus traffic.



## **Transportation**

A professional charter and school bus company will be used to transport your camper to and from camp. The Bus Company and camp administrative staff put together the most effective routes possible. There will be Horner staff, serving as Bus Counselors, riding on all the routes on most days. Even with all the planning at the beginning of every session, there may be unforeseen issues (construction, road work, etc.). Please work with us. We will always keep you informed.

- In the event of a major traffic jam or weather condition that causes a delay of over 15 minutes, we will contact parents of the campers along the bus route.
- By working together as a team we can minimize transportation concerns.
- Please be patient the first few days of each session.
- Have your child ready waiting for the bus five minutes before the earliest scheduled arrival time.
- Say your good-byes before the bus arrives.
- All requests for changes in transportation (i.e. pick up or drop off location or for children being picked up from camp) must be in writing and should be done through our business office. Please email bus changes to [tsoto@jcys.org](mailto:tsoto@jcys.org) or call 847.740.5010.
- If you are aware that your camper will not be attending camp on a specific day, prior to that day please send an email to let us know. If your child wakes up sick, call or email the camp office between 7:00 and 7:45 a.m.
- If you are concerned about any aspect of transportation, don't hesitate to send a note or call the Camp office or the Transportation Director.
- Any camper not picked up at the stop will remain on the bus through the last stop and will be taken to JCYS Buffalo Grove. We will attempt to contact parents during this time and your child remain supervised until you pick them up. If your camper is not picked up by the last stop and must be transported to JCYS you will be charged a fee of \$20.
- The late bus to JCYS will depart camp at 5:00 PM and arrive at JCYS Northwest around 5:30.
- If your camper is on the late bus to JCYS and they are not picked up by 6:00 PM you will be assessed a \$20 fee.

## **Bus and Van Behavior**

Keeping your children safe is our number one priority. In order to ensure a safe ride, we must be firm about behavior during transportation. If a camper is misbehaving on the bus (i.e. foul

language, disturbing fellow campers, not following bus rules) the following steps will be taken:

1. A verbal warning
2. A note and/or phone call to the parents
3. Suspension from the bus the following day
4. Expelled from the bus for the remainder of the session/summer

## **Picking Up Your Child from Camp**

If you will be picking up your child from camp early, please let us know well ahead of time. This way we can have them ready and waiting for you when you arrive. We suggest you use email or call the office. When you arrive at Camp, park in the visitor parking and then come into the Camp office. Your child will be waiting for you or will arrive shortly. You must sign your child out. This procedure helps to ensure camper safety. Try to avoid arriving between 2:50 and 3:10 p.m. or you will get stuck in bus traffic.

## **Your Camper's Health**

If your child contracts a contagious illness (for example, strep throat or chicken pox) during the season, please inform us as we wish to notify the parents of other campers. Your family will have anonymity.

### **Health Services**

There is a Licensed Nurse on site at all times. Our Nurse will attend to minor scratches, cuts and bruises. In the case of minor illness, we will make your child comfortable and call you to arrange pick-up at the camp. If emergency care is needed, campers will be taken to Centegra Hospital in McHenry, Condell Hospital in Libertyville or Condell Urgent Care in Round Lake unless we are away from camp. In this case we will utilize the nearest facility if an emergency arises. You will be notified any time your child visits the Health Center.

### **The Sun**

It is a big change for your child to go from being inside a school to being outdoors all day. Children swim up to two times a day. While we are diligent about reapplying sunscreen, some children do get burned. You can help us in sunburn protection by making sure your child has sunscreen on before they arrive at camp and by discussing the importance of sunscreen usage with them. As well as showing proper application.

We also encourage our campers to:

- Wear a hat!
- Wear protective clothing (light colored, loose)
- Wear waterproof sunscreen, minimum SPF 15, and apply 30- 60 minutes before exposure.
- (Remember earlobes, tops of feet and neck. Use sunscreen even in hazy, cloudy weather.)
- Reapply sunscreen regularly.
- Stay hydrated — drink a lot of water.

### **Mosquitoes**

Camp Henry Horner participates in a mosquito abatement program with a contracted company. This program includes weekly spraying in the overnight hours.

### **Custody**

In the case of divorce or separation, we must provide equal access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes a parent's rights. A legally binding document is a certified court order or other legal paper that prohibits the parent's access to the child. A certified court order is also required if restrictions were placed on when and where a parent might contact, visit or pick up a child. A handwritten note, a telephone call or comments on the registration form are not legally acceptable. We must have a copy of certified court orders noting the restrictions. This information is confidential and is shared on a limited basis with those camp staff responsible for your child's welfare.

### **Communication**

You will receive an email or call from your camper's unit head prior to the summer. Should you need to ask a question, please feel free to email him or her or call the office.

## **Camp Activities**

### **Swim Program**

At Camp Henry Horner, we follow the American Red Cross Learn to Swim Program. A list of the levels and expectations will go home during the first week of each session. Every two weeks you will receive a progress report, which will let you know what skills your camper has acquired. Campers (K-4th graders) are expected to participate in lessons on a daily basis and be in the water unless the aquatic staff has determined that the weather is prohibitive to the program.

### **Lunch**

Your camper can participate in the camp lunch program or bring a bag lunch. You must register to participate in camp lunch. If you will not be participating, send a labeled (camper's name and unit) lunch daily. All lunches will be refrigerated. Low sugar, vitamin C-enriched bug juice and cold water are available to everyone daily at lunch. Please be sure to alert us of any dietary needs or restrictions.

### **Snacks**

At the end of the day, before boarding the busses, we will serve a snack. Snacks are usually icy pops, granola bars or other light and healthy snack foods.

### **Canteen**

Once a week your campers will be able to visit the Canteen. They will be able to purchase soda, water, candy and various camp items such as t-shirts and sweatshirts. Canteen Days are marked on the Camp calendar. Check for which day your child has canteen so that you may send money if you choose. We recommend that you send no more than \$3.00 with your camper for Canteen Day. Most food items cost \$1. You may add money to your campers canteen account online.

### **Field Trips**

Field trips are a part of our regular camp program and are listed on the calendar. If the Unit program is a field trip, and the camper chooses not to attend, be aware that there are no alternative activities available and we do not offer refunds. Campers must wear the designated Camp shirt on field trip days for safety and security purposes. Occasionally, due to the weather changes, we will take an unannounced field trip.

### **Overnighters**

During the summer, campers going into 4th grade and older will have the option of several one-night sleep over experiences, which are an exciting part of our program. If your child would like to participate in the overnight activities but not sleep over at camp, arrangements can be made to pick him/her up at the end of the evening's activities. This option is not available for all overnighters. Please check your overnight permission slip or call the Unit Head for more information and to make arrangements. There is no alternate transportation home available on overnight days; only the regular bus at 3:00 p.m.

### **Explorer Focus/ Hobbies**

This is your child's opportunity to sign up for an activity they enjoy doing or want to learn more about. Focus is offered to Explorers only. Camper's Choice is for Senior Village campers. These programs are not offered to Pioneers. Possible choices include cooking, arts and crafts, ropes, sailing and more. Camper's Choice/Focus allows children to make a decision which influences their weekly schedule. This helps teach good decision-making and independence. New choices will be offered every two weeks.

### **Lakefront**

Each Unit has 2 lakefront sessions per week.. Your camper can boat, fish, sail and play on the beach or in the water on our water toys such as the aqua jump, slide and foxtrot. They may also engage in other planned activities at the waterfront. Campers 3rd grade and under must wear a PFD at all times. Campers 4th grade and up must wear a PFD when outside of the dock area.

## A Typical Day at Camp

Activities vary by Unit, day-to-day and week-to-week. Fridays are Special Event Days such as Horner Idol, Carnival Day, Olympics, and Green and White Day. Thursdays are field trip days for Senior Village. Lake Day varies by unit.

We feel it is important to promote variety in our schedules, and while some activities will remain consistent from week to week, groups will have the ability to “change things up” as the summer goes on. If you have questions about your child’s schedule, contact their Unit Head.

### **Pioneers (K-2<sup>nd</sup>)**

9:00 - 9:30 Round Up  
9:30 - 10:30 Specialist Activity (*ie: Arts & Crafts, Cooking*)  
10:30 - 11:30 Activity  
11:30 - 12:10 Lunch  
12:10 - 1:20 Cabin Activity  
1:20 - 2:30 Swim Lessons/Free Swim  
2:30 - 3:00 Round Up & snack

### **Explorers (3<sup>rd</sup>/4<sup>th</sup>)**

9:00-9:30 Round Up  
9:30-10:30 Activity  
10:30-11:30 Specialist Activity (*ie: Arts & Crafts, Cooking*)  
11:30-12:10 Lunch  
12:10-1:20 Explorer Focus /Cabin Activity  
1:20-2:30 Swim Lessons/Free Swim  
2:30-3:00 Round Up & snack

### **Trail Blazers (5<sup>th</sup>/6<sup>th</sup>) & Earth Trekkers (7<sup>th</sup>/8<sup>th</sup>)**

9:00-9:30 Round Up  
9:30-10:30 Hobbies I  
10:30-11:30 Hobbies II  
11:30-12:10 Lunch  
12:10-1:20 Free Swim  
1:20-2:30 Cabin Activity  
2:30-3:00 Round Up & snack