



# Parent Handbook Overnight 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*

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*Jim Bueche*

Program Director.....847.740.5010 x 2223

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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.

## Before Camp Begins

### Medical Form

We want the most up-to-date information about the health of each camper. This allows us to make certain that we are able to provide the safest environment for our campers. In order to provide the appropriate care, we require information on your child's state of health and any medication to be taken.

In order to attend camp, the American Camp Association (ACA) Medical Form must be filled out, signed by a Parent/Guardian and Doctor and returned to our office no later than May 1st, 2017. The health history portion and insurance information should be filled out by the parent. Your physician should fill out the immunization record, medical and prescription information. The American Camping Association form must be used, no substitutions. ACA requires that each camper needs a physical examination within one year of camp attendance, so if your child has had a physical exam AFTER August 11, 2016, the requirement has been met.

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### WHAT TO BRING

The following is a list of items most commonly used or recommended while attending overnight camp. It is meant as a guide to help you in your packing. We provide laundry service once per session, (weekly for consecutive sessions) so nine days of clothing should be sufficient. Campers attending our 1st Timers session should bring approximately half the amount listed below. Please understand that camp cannot be responsible for loss or damage to any personal property, clothing or belongings. LABEL ALL ITEMS BROUGHT TO CAMP. DO NOT BRING ANYTHING EXPENSIVE, NEW, OR ANYTHING WITH A SCREEN TO CAMP!

2 laundry bags (Make sure your camper's name is on them)	Flashlight
9 t-shirts or short-sleeved shirts	Bug Spray
1-2 pair gym shoes	1 blanket (or sleeping bag that fully unzips)
6-8 pair of shorts	2 sweatshirts/jacket
1 hat	1 sleeping bag (required)
2 long sleeved shirts	4 pairs of pajamas/sleepwear
1 pair shower sandals	Nicer Clothes for Shabbat/Banquet (Khakis/Skirts)
2 pair long pants	3 sets of towels
1 pillow	1 raincoat
10 pair of underwear	water bottle
2 sets of sheets/pillowcases	3 bathing suits
10 pair of socks	

Recreational equipment, disposable cameras, hammocks, and books are great! We encourage baseball mitts, tennis racquets, and other rec equipment based on your camper's interests! Disposable cameras are recommended to help record memories and friendships that can last a lifetime. **CAMP IS NOT RESPONSIBLE FOR ITEMS LOST OR DESTROYED!**

WHAT NOT TO BRING (see camper contract for additional items)

Do not send perishable food, candy, or energy drinks. These items encourage mice and other pests.

Do not send expensive electronic equipment, including digital cameras. We cannot guarantee that these items will return in the same working condition.

DO NOT send a cell phone, DS, PSP, Nook, Kindle, or anything with a screen to Camp. We want your children to focus on social interaction and developing relationships, not thumb dexterity.

Send enough of the following to last the camp session:

Toothpaste	Hairbrush
Toothbrush	Shampoo
Deodorant	Personal toiletries
Soap	Sunscreen
Shower bucket	

### 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.

## **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.



## Camper Behavior Standards

JCYS Camp Henry Horner is about adventure, friendship, fun, discovery, and challenge. It is a place where independence is fostered and trying new things is encouraged within a safety-conscious environment. The well being of each of campers is our greatest concern. We strive to make the camper's experience the greatest each summer!

To ensure that every member of our camp community has a positive experience, consistent with the JCYS Henry Horner Overnight Camp goals, all campers must abide by the following standards of behavior:

**Be respectful:** Campers will treat other campers and staff with respect. Bullying, teasing, and excluding other from the group will not be tolerated. Campers will respect each other's privacy by not stealing or borrowing others' belongings without permission. Also, campers are not allowed in the living quarters and the area surrounding the living quarters of the opposite gender.

**Be safe:** Every camper has the right to feel safe at all times. Hitting or any unwanted physical contact will not be allowed. Also, swearing and/or use of inappropriate language will not be tolerated. They will abide by all camp rules for participation and will not vandalize damage or destroy camp property. Camper will observe the nightly curfew as set as by staff. Therefore, leaving your cabin after curfew without staff supervision is not acceptable.

**Be a contributor:** Campers are part of a larger community. Participate in all activities. You only get out of the experience what you put in.

**Be a representative:** When participating on out-of-camp trips, campers are expected to represent themselves and JCYS Camp Henry Horner in a positive way. Campers are not allowed off campgrounds at any time unless as part of an organized trip with authorized staff members.

**Be tolerant:** JCYS Henry Horner Overnight Camp maintains a healthy environment where safety is a priority for all campers. In addition, certain behaviors and items are not allowed in camp:

**Be yourself:** In the real world being odd is tolerated; at CHH it's celebrated!

Actions that are illegal or improper at home are illegal and improper at camp; in the extreme, this would include the possession of tobacco, alcohol, controlled substances, etc.

- Inappropriate interpersonal behavior will not be tolerated.
- CHH is screen-free. Cell phones, video cameras, DVD players, walkie-talkies, televisions, computers, and weapons of any kind are strictly prohibited.
- Flammable materials (cigarettes, matches, fireworks, lighters, butane, incense, candles, etc.) are not permitted.

JCYS Camp Henry Horner reserves the right to confiscate items listed above and search a camper's possessions if we have reason to suspect that the camper has any of these items or other substances in accordance with these policies.

Violations of the above behavior standards will result in disciplinary action, which may include parent notification, fees to repair damaged property, loss of privileges, and/or expulsion from camp. If a camper is sent home for violation of these standards, no refund of tuition will be made.

## **Health Services**

There is nursing staff on site at all times as well as on our weekend trips. Our Nurse will attend to minor scratches, cuts and bruises. In the case of minor illness, we will arrange for further medical care at either our local physician's office or Lake Forest Hospital in Grayslake. If we are away from camp and a medical situation arises, we will utilize the nearest medical facility. If medical personnel determine your camper must be out of program for more than 24 hours, we will make your child as comfortable as possible and/or arrange for you to pick up your child from camp.

## **Your Camper's Health**

If your child contracts a contagious illness (for example, strep throat or pink eye) that is diagnosed after your child's attendance at camp, please inform us, as we wish to notify the parents of other campers. Your family will have anonymity.

## **Medication**

If your child is going to require medication at camp, please follow these guidelines. Medications are normally dispensed at meals and bedtime or kept 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 and epi-pens, all medications will be kept in the Health Center and dispensed by the Camp Nurse. Inhalers and epi-pens will be kept with your child's counselor.
- A Medication Form signed by the parent and doctor must be on file at camp. Verbal permission from parents is NOT sufficient.
- Medication MUST be in the original container marked with the camper's name, medication name and dosage.
- Please send enough medication for the entire duration of your camper's program.

## **Visitation, Homesickness & Security**

### **Visitation**

The Overnight Camp experience gives campers the opportunity to be independent and live with their peers in a unique environment. Campers get a chance to bond with their cabin mates, share experiences, work as a team and learn to make decisions. In order to foster this environment, Henry Horner Overnight Camp, like most resident camps, does NOT permit visitors to camp. Campers who stay multiple sessions can go home during the intersession, or have visitors on intersession, Fridays 11:00-4pm or Sundays 11-3pm. If you need special arrangements, please call the director.

### **Communication/Phone Calls**

Campers love mail, so please write often! Our mailing address and fax information is located on the third page of this guide for your convenience. For those parents who like to email, please be sure to put your camper's name in the subject box. E-mail accounts can once again be arranged through <http://www.bunk1rollcall.com/en/i/111/login> (see attached page for more details). We will send information about registration and/or re-registration. Campers may not make or receive phone calls, unless arrangements have been made through one of the directors. We are always willing to discuss special needs, so please feel free to give us a call. Of course, campers can always have a phone call arranged on their birthday.

## Homesickness

The adjustment of living in a new environment with new people can bring about feelings of homesickness. Every case of homesickness is unique, but there are things you can do with your camper before and during camp to help make their adjustment to overnight camp easier and the experience a successful one.

- Encourage your child's independence throughout the year. Practice separations, such as sleepovers at a friend's house.
- Discuss what camp will be like before your child leaves.
- Send a letter or package ahead of time to arrive on the first day of camp. Acknowledge that you will miss your child in a positive way.
- For example, you can say, "I am going to miss you, but I know you will have a great time at camp."
- Don't Bribe. Linking a successful stay at camp to material object sends the wrong message. The reward is new found independence and confidence.
- Pack a personal item, like a stuffed animal.
- When a "rescue letter" comes from your child, offer calm reassurance and put the time frame in perspective. -Don't feel guilty about encouraging your child to stay at camp.
- Trust your instincts. Most homesickness will pass in two or three days. Research shows only 7% of the cases are severe. If your child is not eating or sleeping because of anxiety or depression, it may be time to go home. We will work with you and help you in the decision-making process.

For more information on preparing your child for overnight camp visit the American Camp Association website at [www.acacamps.org](http://www.acacamps.org).

## Custody

In the case of separation or divorce where one parent or guardian has custody of the child(ren), we sometimes receive special requests regarding the children. While most parents are aware of the specific rules and regulations, it has been our experience that some parents have not been informed as to the rights of non-custodial parents. To prevent any misunderstandings, the following information is offered: 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 access to his or her child. A certified court order would also be required if restrictions were placed on when and where a parent might contact, visit or pick up a child at camp. This information is provided because parents occasionally give special information regarding their child's custody which camp cannot utilize legally. 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.

## On-Duty System (OD)/Security

Our On-Duty system is employed to assure supervision of campers at all times. Counselors and specialists are at all activities with campers from wake-up to lights out. In the evening, counselors are designated on a nightly basis to supervise our camper cabins from lights out until curfew at 12:30 am, when all staff members are in their cabins. These on-duty personnel are supplemented by a supervisor on-duty who is in the office. The OD's and the Supervisor are in contact by radio. In this way camper cabins are checked on a regular basis and staff is available at all times.

Throughout the summer security is posted at the entrance of camp to help assure that no one except campers, staff, parents, and other authorized individuals are allowed access to our property. In addition these guards also patrol the campsite to prevent unwanted visitors from coming on to camp.

## **Odds and Ends**

### **Check-In**

Parents should not bring their children before 1:00 p.m. on the first day of camp. Check-in ends at 3:00 PM so please arrive by 2:30 PM. Parents picking up their children on Friday should do so between 11:00 am and 1:00 p.m. from Camp. We do not provide transportation to and from camp.

### **Canteen Account**

If you would like your camper to have spending money for buying snacks from the canteen, purchasing wearables, or to use on field trips, you can establish a Canteen Account (CA). CAs can be set up with cash only the time of your camper's check-in or when you register online. The canteen will keep a debit account during your camper's stay and campers can make a cash withdrawal before out of camp trips. Any canteen balances below \$10 will not be refunded and will be applied to the camp scholarship fund.

### **Housing**

Campers are housed in seasonal cabins. Our wood bunk beds accommodate twin sheets and bedding. Our overnight cabins are climate controlled for normal summer weather and have adequate space for items on our packing list. Camp highly recommends that campers bring up to 2 Sterilite 60 Quart Under-bed Storage boxes which can be found at Walmart or Target. These boxes fit perfectly under our bunks and provide a clean, water tight place for your camper's belongings.

### **Food Service**

Meals are served buffet style with each cabin member taking turns as their table's hopper. A hopper sets the tables, brings juice to the table, and assists with the clean up. Our menu is designed to provide food that campers will truly enjoy. Pizza, baked chicken, grilled cheese, pasta, tacos and salad bar are among the popular items. We are sensitive to those with special diets and encourage parents to call us with those requirements. All meals are kosher style, meaning we do not mix meat and dairy products, and do not serve pork or shellfish. Separate plates, cups and utensils are used. We will serve three well-balanced meals and a daily snack. Encourage your campers to try new foods; they're trying new everything else at Camp!

### **Packages**

We encourage parents to send mail, e-mail, and packages to campers. Please use common sense when sending care packages. Items like cookies, chips, or other perishables can lead to uninvited pests in the cabins. We do not permit any shaving cream, glitter, silly string/foam or water guns for prank pulling. We also discourage candy that melts easily. Please place "OVN" and cabin number after your child's name to verify that you have sent the package. Your' child's cabin information will be available at check-in. Notify other family members of this security measure. Packages will be checked by counselors in the presence of campers to ensure only appropriate items enter camp. Items that are not appropriate, will be held until the end of camp and then returned to the camper.

Example Address:

Camper Name

C/O Camp Henry Horner

Cabin (Insert your Child's cabin #)

26710 W. Nippersink Rd

Ingleside, IL 60041

## **Camp Photos**

Throughout the summer, staff will be loading pictures from the week as well as writing about exciting events, past, present and future. Be sure to log on and check out all the fun your campers are having. Parents will need to register for an account and information will be sent out prior to the first week of camp

## **Camper's Choice & Hobbies**

Both our Camper's Choice and Hobby Programs give our campers the opportunity to select activities they enjoy or would like to learn. Each session campers will select up to eight Camper's Choices and two Hobbies. Hobbies are designed to build skills over 8 periods during a session. Guitar, ceramics, sailing, cooking, and archery are all good examples of Hobby choices. Camper's Choice are activities campers choose to do that afternoon. Biking, fishing, zip line, basketball, tie dye, and geocaching are all things your camper might choose to add variety to their camp experience.

## **Swimming**

Our experience has shown that most children who attend CHH have reached the top levels of the American Red Cross Learn to Swim Program. Therefore we do not conduct regular swim lessons for campers. Swim Lessons are available by Parent's Written Request for campers entering 3rd-5th grade. Free swim is available on a daily basis for all campers.

## **High Sierra Adventure Center**

This Challenge Course, located on the grounds of Camp Henry Horner, is an innovative tool for learning teamwork, trust, communication and cooperation skills to help throughout life. Through a series of problem-solving and initiative activities, a group learns to rely on each other to reach a common goal. We must have a signed High Sierra Adventure Center Waiver Form in order for a camper to participate in this aspect of our camp program.

## **Camp Red Leaf**

Camp Red Leaf, also located on the grounds of Camp Henry Horner, provides year-round recreational programs for children, youth and adults with developmental challenges. Camping is a great social experience for all of us. It is wonderful to see so many young people learning, working, sharing and playing together. It is even more gratifying when you see children of all abilities able to accept each other as they are. Initially, when children encounter someone that is "different" or unable to play a game as they do, they can be outspoken and even hurtful. However, once they understand and learn more about that child, the more accepting they become. It is just as gratifying when those that have a disability learn to cope with and understand the behavior of those around them. We will have the unique opportunity to have some of our campers work and play with some of the CRL campers, affording them a broader perspective on the disabled and the world as a whole.

## **Religion at Camp**

Camp Henry Horner is part of the Jewish Council for Youth Services. Camp and JCYS welcome individuals from all walks of life. As a camp program, we embrace our Jewish heritage by offering Friday night services. Additionally, we highlight universal values such as community, respect for the environment, and honesty. Camp also brings representatives from Israel to provide additional programming and learning opportunities for our campers. Campers are encouraged to participate at their own comfort level.