



Parent Handbook

Day Camp 2019





Dear Camp Henry Horner Parents,

Welcome to Camp Henry Horner Summer of 2019. 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 Little847.740.5010 x 2226

glittle@jcys.org

Jim Bueche

Assistant Director.....847.740.5010 x 2223

jbueche@jcys.org

Tyesha Smith

Business Manager/Registrar.....847.740.5010 x 2225

Camp address

JCYS Camp Henry Horner

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Ingleside, Illinois 60041

Camper and Parent Night @ Henry Horner

- Thursday, June 6th, 2019; 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

At Camp Henry Horner, our campers establish roots and develop skills to last a lifetime. All of this takes place in the framework of a wholesome, positive environment.

Mission, Goals, and Objectives

JCYS Mission: Guided by Jewish values and culture, Jewish Council for Youth Services provides educational and recreational programs for Chicagoland's children and through board service, develops the next generation of Jewish civic leaders.

Purpose: To provide programs that cultivate experiences that intentionally develop children's values, curiosity, and respect for the world around them.

Goal 1: To provide a safe and nurturing environment JCYS will:

- a. Maintain accreditation with the American Camp Association
- b. Review all policies and procedures on an annual basis
- c. Hire and train only the highest quality staff
- d. Treat all campers fairly and respectfully
- e. Provide activities which utilize the unique natural setting of its camp and promote stewardship

Goal 2: To stimulate curiosity and learning in camp's unique environment JCYS will:

- a. Provide diverse activities that facilitate learning in any environment
- b. Provide activities which utilize the unique setting of camp and foster an understanding of sustainability.
- c. Emphasize an awareness of nature, respecting it as one would a friend.

Goal 3: To instill the values of JCYS Day Camps. The values are:

- a. Integrity
- b. Empathy
- c. Respect
- d. Stewardship
- e. Equality
- f. Tikkun Olam

Camp Henry Horner instills these values in its participants by:

- Believing that people are more important than possessions
- Emphasizing self-discovery and interpersonal relationships
- Believing that trying is more important than winning
- Promoting stewardship which cultivates appreciation of the natural environment
- Adhering to, and promoting, the principles of Tikkun Olam.

◇ **Camp Henry Horner demonstrates a commitment to people over possessions by:**

- ◆ Providing scholarship for families in need
- ◆ Investing in the hiring, training, and development of qualified staff
- ◆ Managing behaviors in a caring manner that engages both the camp and the camper family

◇ **Camp Henry Horner emphasizes self discovery and interpersonal relationships by:**

- ◆ Implementing it's PLAY FAIR Philosophy for campers and staff
- ◆ Providing weekly time for reflection and sharing during Shabbat
- ◆ Providing campers with choices for programming that engages individual interests.

◇ **Camp Henry Horner demonstrates a belief that trying is more important than doing by:**

- ◆ Providing competitive activities that require the cooperation of the group versus showcasing individual skills
- ◆ Teaching the importance of winning and losing with grace
- ◆ Encouraging campers to challenge themselves and take safe and meaningful risks

◇ **Camp Henry Horner promotes stewardship which cultivates an appreciation of the natural environment by:**

- ◆ Providing activities that focus on learning about the natural world and our place in it
- ◆ Encouraging daily clean up of litter around camp grounds
- ◆ Creating a camp schedule that emphasizes Outdoor Living Skills as well as environmental education

◇ **Camp Henry Horner promotes the principles of Tikkun Olam by:**

- ◆ Providing opportunities for service learning
- ◆ Providing time for group discussion for conflict resolution
- ◆ Teaching the importance of environmental stewardship
- ◆ Celebrating good deeds with Mitzvah Cards

What Unit is My Child In?

Junior Village

Pioneers.....Kindergarten, 1st, and 2nd Grade

Explorers3rd and 4th Grade

Senior Village

Trailblazers5th and 6th Grade

Earth Trekkers7th and 8th 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. (See Page 13 for additional information on cell phones)
- 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 occurrence will 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/epi-pens, 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 each 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. Please review our detailed financial policies on our website.

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 tsmith@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 6:45-9:00 AM. A light snack or 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. After Care for campers picked up at CHH ends at 6:00 PM.

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

Transportation

A professional charter and school bus company will be used to transport your child to and from camp. The Bus Company and camp administrative staff put together the most effective routes possible. There will be camp staff, serving as Bus Counselors, riding on all the routes. Bus routes and times are subject to change throughout the summer due to enrollment and unforeseen circumstances. 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 and 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 tssmith@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.
- 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, inappropriate behavior, disturbing fellow campers, and/or 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 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 or condition (for example, strep throat, chicken pox, ringworm or lice) during the season you are required to inform us so that we can protect the overall health of our camp community. 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 having campers reapply sunscreen, sunburn can still occur. 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. While this programs lessens the amount of mosquitoes at camp our 180 acre, wooded site is not mosquito free. Please discuss the importance of reapply bug spray with your camper as well as assuring they have their own bug spray to use at camp. Camp Henry Horner does not provide bug spray.

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.

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.

Cell Phones/Mobile Devices at Camp

Camp Henry Horner is a screen free environment. We understand that allowing your child to have a cell phone/mobile device in case of an emergency is all too relevant in light of current events. In order to be sensitive to this we have enacted the following interpretation of our screen free policy. Parents who choose to send their child to camp with a mobile device should be aware of the following guidelines. We encourage you to review these guidelines with your camper.

- Cell Phones and mobile devices must remain in your child's backpack at all times.
- At no time during the camp day are campers allowed to be using their cell phones/mobile devices.
- Campers who are found to be using their cell phones/mobile devices while at camp will have them confiscated. Devices will be returned directly to parents when the camper is picked up.
- Multiple violations of this policy may result in additional consequences.
- Campers are not allowed to take pictures of other children or to post any photos of other children on any social media pages or websites.
- Inappropriate usage of cell phones/mobile devices, including accessing/sharing age-restricted content, may result in dismissal from the camp program.
- JCYS Camp Henry Horner is not responsible for lost, damaged or stolen phones/devices.

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

PLAY FAIR

JCYS Camp Henry Horner subscribes to a PLAY FAIR philosophy for all campers and staff. This philosophy is outlined in detail below. Each week staff will review this philosophy on the first day as well as use it for reflection on Fridays.

Participate to the best of your ability

Leave your hands to yourself

Accept other's differences

You are responsible for your own actions

Follow all the rules

Ask for help if you need it

Insist on being treated equally

Respect yourself, others, staff, property, and the environment

Participate to the best of your ability

- Staff spend many hours preparing activities that are enjoyable for all campers, please try every activity you encounter. Day camp is designed to be an active experience, not a time to sit around.

Leave your hands to yourself

- Physical aggression is not tolerated at JCYS Camp Henry Horner. Do not poke, tickle, squeeze, push, punch, slap, or grab ANY camper or staff member.
- Fighting, even play-fighting, will not be tolerated. All parties involved will be disciplined.

Accept other's differences

- Everyone at day camp is unique, that is what makes it such a great place.
- Do not put others down because of the way they look, talk, or act.

You are responsible for your own actions

- You have ultimate control over whether or not you decide to participate in something that will later involve you being disciplined.
- Think before you succumb to peer pressure
- If someone is forcing you to participate in an activity that will result in you being disciplined you have a responsibility to approach a counselor and ask for help.

Follow all the rules

- Rules at camp are in place to keep everyone safe and to ensure camps is enjoyed by all.
- There will be consequences for not following the rules, they include:
 - ◇ Time-out/ Loss of privilege
 - ◇ Behavioral note sent home
 - ◇ Meeting with parent(s)
 - ◇ Suspension
 - ◇ Dismissal

Ask for help if you need it

- It is acceptable to ask for assistance if you are having difficulty with an activity at camp
- If another camper is calling you names, threatening to harm you, physically harming you, stealing from you, or forcing you into a situation you are uncomfortable with you must tell a staff member so they can get you the help you need. If you don't bring a problem to the attention of camp staff it is more difficult to solve the problem.
- If you feel your friend is being bullied you have a responsibility to tell the camp staff

Insist on being treated equally

- All campers deserve respect from camp staff.
- You have the right to be praised and disciplined in the same manner as everyone else
- You deserve to be listened to when you have questions and concerns

Respect yourself, others, staff, property, and the environment

- Don't put yourself down, it just makes others think it's okay to do the same
- Don't put others down, we are all unique and we all deserve to be treated fairly and with respect.
- Camp staff are here to help you be safe and have an enjoyable summer. They are giving their time to you, treat them with the same respect you would a teacher, principal, or parent.

Camp Activities

Swim Program

At Camp Henry Horner, we follow the Starfish Aquatic Institute Swim School curriculum. 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 in your child's backpack, 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. Campers who forget their lunch will be provided a jot lunch and your account will be billed \$7.50.

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

Twice a week your campers will be able to visit the Canteen. They will be able to purchase slushies, sport drinks, water, candy and healthy snacks. Junior Village visits the canteen on Tuesdays and Thursday and Senior Village visits on Monday and Wednesday. We recommend that you send no more than \$3.00 with your camper for Canteen Day. Most food items cost \$1.

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, sports 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 5th grade and under must wear a PFD at all times. Campers 5th 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-2nd)

9:00 - 9:30 Round Up
9:30 - 10:30 Specialist Activity (*i.e.*: 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 (3rd/4th)

9:00-9:30 Round Up
9:30-10:30 Activity
10:30-11:30 Specialist Activity (*i.e.*: 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 (5th/6th) & Earth Trekkers (7th/8th)

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