



# Parents Handbook



Included in this packet, you will find forms required for each camper at Camp Gan Israel. Please fill out each form and return them to us as soon as possible. Please note that the up to date **HEALTH FORM** is the most important form and campers will not be allowed to attend camp without it. Please include a copy of your child's **insurance card** and **updated immunization record**.



Dear Parents,

We are eager and excited to welcome your child / children to Camp Gan Israel.

Camp Gan Israel offers campers an opportunity to enjoy a summer camp experience infused with the enthusiasm and excitement of Judaism. CGI creates summer memories that last a lifetime!

Our camp is staffed by experienced, loving, and warm counselors who are dedicated to ensuring that your children will have a wonderful camp experience. This is the secret of the magic of CGI !!!

Please read this handbook carefully. There is a lot of important information enclosed in the packet that you will need to know. You will also find several forms to be filled out before the first day of camp.

If you have any questions before camp or during camp, please don't hesitate to call me (phone numbers below). It is my goal to ensure that each camper has a wonderful experience and it is of utmost importance that they are happy and safe. Please let me know if there is anything additional that I can do to make that happen.

Please note that Camp Gan Israel of Sudbury is licensed by the Massachusetts Board of Health and will be following all health regulations and qualifications for a board certified camp. Parents have the right to review staff background checks, health care policy, meningococcal info, discipline policy, and the camp grievance procedure upon request.

We are looking forward to seeing you very soon!

Sincerely,

*Shayna Freeman*

Shayna Freeman

Camp Director – Camp Gan Israel of Sudbury

Office – 978-443-0110 / Cell Phone – 978-494-3655



## General Information Sheet

- **Staff Contact Information**
  - Shayna Freeman – Camp Director – 978 494 3655
  - Rabbi Yisroel Freeman – Co-Director – 978 494 3690
  - Chabad Center of Sudbury – Office # - 978 443 0110
- **Emergencies**
  - Non-Urgent medical needs will be dealt with onsite at the camp facilities by certified CPR / First Aid Camp Staff
  - All emergency situations will be dealt with at the closest hospital – Emerson Hospital in Concord, MA
- **Camp Forms**
  - Enclosed you will find forms required for each child attending camp. The most important form is the health form. Camp Gan Israel is required to have a copy of the health form and up-to-date immunization records for each camper. In addition, we will need a copy of the insurance card.
- **Payment**
  - Payment (or remainder of payment) is due before the first day of camp.
- **Transportation**
  - Camp Gan Israel will use the directors' vehicles or hired buses to transport campers to swimming and trips.



## General Daily Schedule

Camp Gan Israel offers a variety of fun and exciting trips and activities throughout the week. In addition, the campers will enjoy a variety of sports, science encounters, fun with food, and crafts. Each day of camp is introduced with a special Jewish theme that is carried throughout the day into activities such as relay races, carnivals, special visitors, and songs.

### Location for drop off / pick up

The location for drop off and pick up is at the main entrance to the Chabad Center of Sudbury. Please walk your child in each morning and come in to get them at pick up time as well. Sign in and sign out is required at that time.

### Morning Arrival

Location: Chabad Center of Sudbury front entrance

Drop off time: 8:45 am – 9:00 am

\*For early drop off, please contact camp staff ahead of time.

### Afternoon Dismissal

Location: Chabad Center of Sudbury front entrance

Pick up time: 3:30 pm daily.

\*For extended hours, please contact camp staff ahead of time.

### Late Drop off / Early Pick up

Campers who arrive at camp after 9:00 am must be brought to the camp director by a parent to sign in. Campers who will be leaving camp early will need to be picked up by a parent and will need to sign out before leaving.



## What do I need to send to camp every day?

### Every Day:

Every day parents are requested to send their child to camp with sunscreen on, a hat, and a water bottle. Please send your child to camp with sunscreen to reapply. Every item brought from home must be **labeled** with the child's name. Insect Repellant is optional.

### Swimming Day:

On swimming days please send your child to camp with a swim suit (recommend two piece swim suit for girls), pool shoes, (such as water shoes, flip flops, or sandals), sunscreen, towel, any swim accessories / flotation devices, and a plastic bag for wet clothing.

### Trip Days:

On trip days, every child **MUST** come with their Camp Gan Israel T-shirt (they will be distributed on the first day of camp). In addition to the t-shirt, campers will wear a sticker with the camp name and directors phone number. **Supervision** during camp trips is a 5:1 ratio.

### Medication (if necessary):

Camp Gan Israel will not be providing any medication on site including Motrin, Advil, or Tylenol. If your child uses any of the above at times, please be in touch with the director. Campers with prescription medication will need an "authorization to administer medication to a camper" form, allowing special permission for that camper to take specified medication; please be in touch with the director regarding prescription medication.



## Daily Eating Schedule and Menu

Camp Gan Israel provides snacks and lunch each day. Drinks will be provided at lunch time and at snack time but each camper is required to bring a labeled water bottle for drinking through the day and during the various activities and outings. Please make sure that your child has a **filling** breakfast before arriving at camp. Please note that the times / menu below may vary a bit based on the varied activities on each day.

### Schedule:

10:30 – Morning Snack

12:00 – Lunch

2:00 – Afternoon Snack

### Snack Menu:

Morning Snack – A choice of fruit, vegetables, or crackers

Afternoons Snack – A choice of fruit, vegetables, or crackers

Dismissal – Special Treat

### Lunch Menu:

Monday – Plain Pasta, Pasta with Sauce, or Pasta with sauce & cheese

Tuesday – Sandwiches with a choice of fillings

Wednesday - SPECIAL Lunch – each week will vary

Thursday – Sandwiches with a choice of fillings

Friday – Hot dogs or Hamburgers

**Sandwich Filling Choices:** cream cheese, sliced cheese, jelly, or hummus. Tuna and egg salad may be available as well.

**Note:** Each lunch will be accompanied by a choice of vegetables. Alternative main dishes will be available each day.



## **Camp Gan Israel Activity Program: An Overview**

Camp Gan Israel was created to provide children with a meaningful summer program, while fostering growth individually and socially, in a Jewish atmosphere. The daily schedule includes a mix of sports, trips, and special activities, designed to be educational, fun and conducive to building character and nurturing friendships.

### **SPORTS**

Sports sessions will include varying games such as Soccer, Basketball, and Team Games. Staff are trained to find a way to bring each camper into the game and to find games that are fun for all ages / interests.

### **ARTS & CRAFTS**

Arts and Crafts are always a hands on and fun experience. Each Arts and Crafts activity will be unique, engaging, and some will have a Jewish theme. The children will take home beautiful arts and crafts projects that they will be proud to use in their room or as a family.

### **SWIMMING**

Camp Gan Israel will be swimming at the Wayland Community Pool. Camp Gan Israel will be renting 2 lanes of the pool. Campers will enjoy free swim sessions guarded by Red Cross certified lifeguards.

### **SCIENCE ENCOUNTERS**

Once a week, campers will encounter something new and exciting in each science session. Each session will offer a unique combination of fun, hands-on activities, with discovery and science exploration.

### **FUN WITH FOOD**

The Fun with Food program consists of food decorating and fantastic food creations. The goal of this program is expose the children to food design techniques in a fun way.

### **CAMP SPIRIT ACTIVITIES**

Camp Spirit Activities bring a unique side to camp that the campers will not have an opportunity to experience anywhere else. These activities stimulate the imagination, activate friendships, and encourage out of the box energy & enthusiasm.

### **FIELD TRIPS**

Each week will find us on a full day field trip as well as a ½ day field trip. These trips will provide fun experiences off of camp grounds and will ensure safety and proper supervision throughout the adventures.

### **BUNK TIME**

Each group is divided by age and referred to as a bunk. During BUNK TIME, the group spends time with the counselor singing songs, learning and engaging in age appropriate focused activities such as story time, puzzles, games, or short activities.



## Trip Release Form

Camp Gan Israel of Sudbury will be leaving camp grounds twice a week for a camp trip (in addition to traveling to the pool). Locations vary based on trip.

I \_\_\_\_\_ hereby give permission to Camp Gan Israel of Sudbury to bring my child \_\_\_\_\_ off camp grounds to the particular field trip location.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Pick Up Release Form

As a safety precaution we ask that you list below all the people who may pick up your child from camp every day (not including parents):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Any of the above may be required to show identification.

I \_\_\_\_\_ hereby give the individuals listed above permission to take home my child / children \_\_\_\_\_ from camp.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If there is a change of plans (pick up from someone other than the people listed above or pick up at a different time) please make sure to submit a signed note from the parent at the beginning of the day or make sure to contact one of the following people:

- 1) Camp Director, Shayna Freeman: 978-494-3655
- 2) Camp Director, Yisroel Freeman: 978-494-3690



## Sun & Insect Protection

**Sunscreen should be applied before arrival at camp.** For your child's protection from the sun, if we feel sunscreen should be reapplied, (for example after swimming or water play), please sign the release below to allow us to apply sunscreen. Alternatively, you can send your child with their own sunscreen to self-apply.

We encourage parents to apply insect repellent before camp each day. Alternatively, you can send your child with insect repellent to self-apply or sign below, allowing permission for camp staff to apply insect repellent for your child.

## Sun Screen / Insect Repellent Release Form

For your child's protection from the sun we ask each parent to send your child to camp with a bottle of sunscreen and / or insect repellent. If for any reason your child does not come to camp with his or her sunscreen or insect repellent, we ask that you sign the release form below to give permission to the staff of Camp Gan Israel of Sudbury to put sunscreen or insect repellent on your child. Alternatively, you can choose not to sign below and send our child with sunscreen and / or insect repellent to self-apply.

I \_\_\_\_\_ hereby give the staff of Camp Gan Israel Sudbury permission to put

- sunscreen
- insect repellent

on my child / children \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Picture Permission Form

During the duration of camp, we will be taking videos and photos of the children doing all the activities. We will post these photos on our website and we will send some of them to the parents in a daily email. We may decide to use some of the pictures for marketing purposes as well.

Please sign below with permission to use pictures of your children for our website or other marketing locations for Camp Gan Israel.

I \_\_\_\_\_ hereby give permission to Camp Gan Israel of Sudbury to use pictures of my child / children on the website or in other marketing mediums.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Camper Questionnaire

*Use the back of this form if additional space is needed.*

1) What is your child's favorite extracurricular activity?

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2) What is your child's favorite sport?

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3) Does your child have any special talents? If so, please explain.

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4) Is there any special information you would like to tell us about your child?

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5) Does your child have any allergies? If yes, please describe in detail?

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6) Are there any medications your child is receiving at home or needs to receive at camp?

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7) Does your child have any medical needs or challenges?

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8) Does your child have any social / emotional challenges?

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9) Does your child have an IEP in school? If yes, please explain.

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10) Please describe your child's swimming abilities / level of swimming.

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11) Does your child need floatation devices during swimming sessions?

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## Medical Consent Form

*The law requires that we have your permission if medical service should be needed. Your signature on the consent form will authorize us to proceed with the care of lesser types of medical problems which may occur. In the event of any major health problems, we will notify you as promptly as possible and follow your instructions. If we are unable to contact you or your alternative listed below, your child will be taken to the nearest Emergency Room facility and will be treated there.*

Name of Camper \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Home Phone Number \_\_\_\_\_  
 Parents Names \_\_\_\_\_  
 Mothers Work Number \_\_\_\_\_ Mothers Cell Number \_\_\_\_\_  
 Fathers Work Number \_\_\_\_\_ Fathers Cell Number \_\_\_\_\_  
 Family Physician \_\_\_\_\_ Physician Phone Number \_\_\_\_\_

**In case of an emergency and parent or guardian can not be reached, please contact:**

Emergency Contact Name 1: \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Emergency Contact Name 2: \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

**In order for your child to attend camp, he / she must be up-to-date with all the necessary immunizations. You must provide a copy of your child's immunizations records with these forms - indicating that he / she has received the following immunizations:**

- MMR: 1 dose
- Measles: 2<sup>nd</sup> dose = grades k-12
- Polio: 3 doses IPV or OPV or 4 doses mix IPV / OPV
- Diphtheria and Tetanus Toxoids and Pertussis: 4 doses DTaP / DTP / DT or 3 doses Td (those 7 year or older needing additional vaccines to comply with the above, Td is to be used)
- Hep B: 3 doses if born on or after 1/1/92



<b>Medical Information</b>	Yes	No
Does your child have any severe medical problems that we should know about (for example, asthma, allergies, hearing problems, diabetes, physical disabilities)? Please specify.		
Should there be any limits on your child's physical activity? If yes, please specify		
Has your child had any serious illness in the past 3 years? If yes, please specify.		
At the present time, if your child under any doctor's care? If yes, please specify.		
Can your child swim?		
Is your child taking any medications at this time? If yes, please specify.		
Is your child covered by medical insurance? Insurance: _____ ID # _____		
When was the last time your child had a physical examination? Date: _____ Doctor: _____ Phone: _____		
Please list any other information of importance: • _____ • _____ • _____		

I do hereby authorize the performance of Medical Examinations and necessary treatments (including drugs, x-rays, tests ...) as may be deemed advisable or necessary by the physician in attendance. This consent shall be in effect for the period of time that my child participates in Camp Gan Israel activities. If an emergency arises requiring a major surgical procedure, the Director will attempt to reach me and be guided by my wishes, but if I can not be reached, I authorize the attending physician to act as medical judgement may dictate

Signature: \_\_\_\_\_ Date: \_\_\_\_\_