



PARENT'S MANUAL

Camp Ben Frankel is a one-session camp. Camp will begin on Sunday, June 17th, 2012 and end on Sunday, July 15th, 2012.

1. FEES

Camp fees are to be paid in full by April 15th, 2012 unless other arrangements have been made with the Camp Director. Space at camp will only be reserved on the basis of completed applications and availability of space in your child's age group at camp regardless of child's prior attendance at camp. **INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL BE RETURNED TO CHILD'S PARENTS OR GUARDIANS.**

2. CANCELLATION AND REFUNDS

Should the enrollment be cancelled, camp must be informed in writing.

Please note these dates:

1) **March 1st**

If enrollment is cancelled by this date, 10% will be withheld as a service charge per camper. Those who register after this date will be assessed a \$200 late registration fee.

2) **March 1st through April 15th**

If enrollment is cancelled by this date, There will be a 50% tuition Reimbursement.

3) **After April 15th**

No Tuition Reimbursement

4) There will be No Pro-Rated or Full Refund if a child leaves or is sent home before the end of the period for which he/she has registered.

5) Camp Ben Frankel reserves the right to cancel programs if they do not meet minimum enrollment criteria.

6) If a camper needs to cancel or go home during the first 3 days of camp because of medical problems (and cannot return) 90% of fees will be refunded . A Physicians note will be necessary.

7) A child who leaves camp due to a medical reason (and cannot return), later in the session will be granted a pro-rated refund.

No refunds will be made for campers who are sent home due to violations of the rules of camp or the Code of Conduct.

3. MEDICAL INFORMATION

Caring for your child is a serious business. Our goal is to provide a safe and healthy atmosphere for all of our campers. We hope that your child will not require medical attention while at camp. We have a physician or nurse on duty at all times at camp and a doctor on call in Carbondale. The hospital in Carbondale is only 15 minutes from our camp. Medical examination forms must be **completed and returned** to Camp Ben Frankel no later than **May 28**. All campers are required to have an examination by their child's physician prior to leaving for camp.

CAMPERS WILL NOT BE PERMITTED TO BOARD THE BUS OR ATTEND CAMP UNLESS A SIGNED HEALTH FORM HAS BEEN RECEIVED.

Accurate and complete medical information is a must in order to properly care for your child. Please take extra time in completing and filling out your portion of the medical form. **If your child has an ongoing chronic illness or condition please make note on the medical form and indicate your doctor's telephone number(s).** Please communicate in writing any strategies or treatments used at home or at your child's school to help your child, family or child's teachers to cope with this illness or condition.

Should your child require medication while at camp, please furnish written instructions for all equipment such as nebulizers and medications, including over the counter antihistamine. Instructions and medications should be placed in a sealed envelope with clear identification. Campers should give the sealed envelope to the camp nurse on the day of arrival. Our medical staff will keep and administer all medication. Medication which needs refrigeration should also be noted. Any medication purchased for your child during camp will be billed to you directly.

4. MEDICAL PHONE CALLS

In case of emergency, we will contact you as soon as possible via phone. Our healthcare staff will also consult you by phone if we feel your child needs out-of-camp healthcare for more routine concerns (i.e. ear infection, strep throat treatment). The phone numbers you provide on your child's health form will be accessed.

Because of timing and schedule conflicts, we cannot promise that we will be successful in reaching you, but we will certainly make a sincere effort to do so. If you have an answering machine, we will leave a message which briefly and tactfully describes the situation and requests you to call us.

We generally will not contact you if your child is seen in the health center for routine problems (skinned knee, sliver, headache) that do not require a physical referral. The decision to consult you in these situations is determined on a case-by-case basis by our camp nurse.

If this notification policy does not meet your needs, please attach a letter to your child's health form which describes what you would like us to do. Please note- we do not permit campers to speak on the phone with parents during camp.

5. BUNKING REQUESTS

It is no easy task to group campers and make sure that everyone's requests are met. All campers of the same grade are grouped together. Camper groupings are made by the Camp Program Director in consultation with the Camp Director. Sub groupings of large grade groups or combinations of grade groups in a single cabin are made based upon a combination of considerations including age, friends and special needs. Please communicate any special needs to the director two months before the beginning of camp.

The Camp Director reserves the final decision in determining camper groups.

6. CAMPER ACTIVITY FORMS

In order to make your child's camping experience fun, we ask each camper to fill out an activity form and return it to the CBF office by May 15. Some of the activities have a limited number of spaces available. We will do our best to see that your child gets some of their top choices provided we receive the form by May 15. Those who do not return the forms or return them late will be assigned to activities at the discretion of the program director. Every camper is expected to participate in all assigned activities. Activity forms may be returned as soon as they are completed. Activity forms will be sent after the camp application is received.

7. LAUNDRY

Camper laundry will be done once during camp, after the first two weeks of camp. If a camper needs emergency laundry, the camp will do it for him/her and we will bill the parents. Otherwise, the laundry fee is included in your camp tuition.

As this is a commercial facility, special washing instructions cannot be monitored. Check clothing tags to avoid shrinkage and ruined garments.

PLEASE PERMANENTLY LABEL EVERYTHING SO THAT YOUR CHILD GETS HIS/HER CLOTHING BACK FROM THE LAUNDRY.

Bring simple clothing. T-shirts and old clothing whenever possible. **DO NOT SEND EXPENSIVE CLOTHING.** Camp is a wonderful place to wear out old clothes.

8. TIPPING

We have a policy of no tipping or gratuities. We recognize and reward the capabilities and diligence of our staff in other ways. Please do not put the staff in an awkward position by offering them tips. A complimentary letter from you would be appreciated by a deserving staff member. You can also make a donation to the CBF Scholarship Fund or General Fund in honor of the staff member who has been helpful to your family.

9. COMMUNICATION WITH YOUR CAMPER

a) Our trained staff is able to help your camper adjust to being away from home. Over the years we have found that when parents show up at camp or call their campers on the phone (or even in a letter stating how terribly much they miss their camper) they make the camper feel uncomfortable, guilty, and homesick. Other campers, whose parents cannot visit or call may become jealous and homesick as well. Therefore **PARENTS ARE NOT ALLOWED TO VISIT DURING THE CAMP SESSION OR TO PHONE CAMPERS. CAMPERS ARE ALSO NOT ALLOWED TO CALL HOME OR FRIENDS. LEAVE ALL CELL PHONES AT HOME!** Parents are welcome to bring campers to camp on the first day and to pick them up on the last day.

b) Mail time is important at camp. A steady flow of "upbeat" mail from home can make a world of difference in your child's positive feelings about camp. **PLEASE DO NOT SEND FOOD CARE PACKAGES** to campers. For reasons of kashrut and general cabin hygiene, camp cannot accept such packages. Such packages will be discarded. In place of food, please send books, games and puzzles that can be shared with cabin mates. Birthdays are celebrated with the whole camp with a birthday cake provided by camp. All packages will be opened by a Senior Staff member in private to make sure that no contraband enters camp. Food and weapons will be discarded and then the package will be given to the camper. If you object to this policy, please provide us a written objection and your child will be able to open the package him/herself in the presence of a staff member.

c) **DO NOT SEND FIREWORKS!** Since camp session runs over July 4th, parents sometimes send fireworks with or to their children. We ask that you please refrain from doing this as it is against the law and there is a possibility that someone could be injured by the fireworks. Thank you for your cooperation.

d) CORRESPONDENCE:

Write to:

NAME OF CAMPER
c/o CAMP BEN FRANKEL
SIU TOUCH OF NATURE
1206 TOUCH OF NATURE ROAD
Makanda, Illinois 62958

Note: If mail is sent to the Federation office, it will be delayed by forwarding. Note: Mail is delayed around the 4th of July holiday.

e) TELEPHONE

We have a large camp family and limited phone service available. We do not permit campers to use the phone. Furthermore, campers are not permitted to bring cell phones to camp. If a camper brings a cell phone, it will be confiscated and not returned until after camp. If you have a concern or need any information please call the office at (618) 235-1614 or (877) 714-6103 between the hours of 9 a.m. and 4:30 p.m. Monday thru Thursday and 9 a.m. and 12:00 p.m. on Friday or call the camp (618) 453-1121, ext. 253 or 266. Please be advised that we do not answer the phone on Shabbat. However, we do periodically check for emergency messages. In any message, please be sure to indicate your name, name of camper, nature of your concern and your telephone number. Your message will be immediately delivered to the proper personnel and you will be contacted as soon as possible. Normally, calls are returned after 7 p.m. unless otherwise specified.

10. FOOD

Our menu provides well balanced and wholesome kosher meals and snacks each day. **DO NOT SEND FOOD CARE PACKAGES.** Mice and insects are attracted to these delicacies when stored in the cabins. To ensure a healthy environment and maintain a kosher camp we open all packages prior to delivery and confiscate food, candy and other "contraband".

11. WEAPONS

Weapons are not permitted on camp grounds. "Weapons" include but are not limited to explosives, projectiles, guns, and knives of any kind. High-powered water guns have caused injuries including injuries to eyes. As a result we consider such toys to be weapons. All weapons will be confiscated for the duration of camp.

12. PERSONAL BELONGINGS

Do not bring expensive equipment, including but not limited to, electronic equipment, jewelry or other expensive personal items to camp. Such things can be damaged by the heat, humidity and dust. Occasionally, such items may be lost or stolen. **CAMP BEN FRANKEL, ITS AGENTS AND EMPLOYEES ARE NOT RESPONSIBLE FOR ANY DAMAGE OR LOSS OF SUCH ITEMS.**

13. DONATIONS

We always welcome program or camp-related equipment that is in good condition. Donations may be used as a tax deduction and small items can be picked up by the Jewish Federation. Please call if you have anything you would like to donate. Items such as stereo equipment, videos, etc., are especially welcome.

14. FIRE EXTINGUISHERS

The cost of recharging any unnecessary fire extinguisher discharges will be assessed against the person responsible. In the event the individual cannot be determined, the cost will be divided among the entire cabin and their counselors and parents will be billed.

15. TRANSPORTATION

Campers coming from St. Louis, a bus will leave the parking lot of Brith Sholom Kneseth Israel (1107 E. Linden Ave) on Sunday, June 17th at 10:00 a.m. The bus will return campers on Sunday, July 15th at approximately 3 p.m.

All transportation must be arranged by May 15th, 2011. After that date, we cannot promise your child a place on the bus.

Parents are welcome to bring their child(ren) to camp between 11:30 a.m. and 12:30 p.m. on the first day of camp, Sunday, June 17th. You may also pick up your camper(s) from camp at 1:00 p.m. on the last day of camp, Sunday, July 15th.

LAST DAY- July 15th, 2011

Buses will depart Camp Ben Frankel at approximately 1:00 p.m.

Buses will arrive: St. Louis - approximately 3:00 p.m.

All non-bus campers are to be picked up by 1:00 p.m.

*** All times are subject to change and we will make every effort to inform the families if there are changes. Thank You.**

**TRAVEL DIRECTIONS TO CAMP BEN FRANKEL located at
TOUCH OF NATURE ENVIRONMENTAL CENTER
SIU - CARBONDALE, ILLINOIS or on our Website <http://www.campbenfrankel.com>.**

FOR THOSE LIVING NEAR CARBONDALE AREA:

Take Hwy. 13 to Carbondale. Continue on 13 past the Carbondale Mall to GIANT CITY ROAD. Turn right and follow the GIANT CITY ROAD (9 miles) to TOUCH OF NATURE ENVIRONMENTAL CENTER. You will find the sign for TOUCH OF NATURE on your left. Turn left and follow the signs to CAMP ONE.

FOR THOSE COMING FROM ST. LOUIS

Take POPLAR STREET BRIDGE (Highway 70) into Illinois. Then take ILLINOIS INTERSTATE HWY 64. Stay on HWY 64 until you come to HWY 127 SOUTH, and take the NASHVILLE/CARLYLE EXIT. Stay on HIGHWAY 127 until you come to ROUTE 13 EAST. Turn left until you come to CARBONDALE. Go through CARBONDALE until you come to the UNIVERSITY CITY MALL. Follow the directions above for THOSE LIVING NEAR THE CARBONDALE AREA.

RECOMMENDED CAMPER'S GEAR

Our space on the bus and in the cabins is limited. Therefore campers are limited to two (2) bags for their belongings.

BEDDINGS & LINENS TOILETRIES

1 Blanket (more if child needs)	Toothbrush & toothpaste
2 Washcloths & Towels	Comb & brush
4 Sheets (flat/single)	1 soap & plastic soap box
2 Pillowcases	Shampoo
1 Pillow	Plastic cup
1 Sleeping bag	
2 Laundry bags	

UNDERCLOTHING SHOES

18 pair underwear	Tennis shoes
18 pair socks	1 pair shower thongs
1 pair boots or shoes with heels for horseback riding lessons-for safety reasons	

SHORTS & SLACKS

11 pairs of shorts
4 jeans or sweatpants

MISCELLANEOUS

Tissue	Flashlight & Batteries
**Insect/tick repellent	Sunscreen
Windbreaker	Pajamas or nightshirts
Nebulizer & inhaler (if needed)	Bathrobe
Epinephrine pen (if needed)	Stationary & Stamps (self-addressed envelopes for younger kids)
Clip-on fan	
Water bottle	Baseball glove
Sunglasses	Fan with Batteries
Plastic sheets (if necessary)	Kippah, Tallis & Tefillin for B'nai Mitzvah Lessons

OPTIONAL

Books - Games
Tennis racket & balls
Swim Goggles
Camera & film

SWIMGEAR

2 swimsuits

SHIRTS GLASSES OR CONTACTS Spare pair advised

12 T-shirts

2-4 Long Sleeve shirts

2 sweatshirts or sweaters

1 plain t-shirt for crafts

VERY IMPORTANT FOR THE SABBATH

Boys:

2 pair casual slacks (preferably blue)

2 nice shirts (preferably white)

1 pair dress shoes or nice sandals (Tennis shoes and flip flops are not permitted)

Girls: Dress - Casual

2 nice skirt or slacks

2 nice blouses

1 pair dress shoes or nice sandals (Tennis shoes and flip flops are not permitted)

OUTERWEAR

1 poncho or rainwear

1 jacket

1 cap**

Children **must bring a hat to protect them from the sun and from insects.

CIT's ONLY: 1 stenographer pad - FYI: no contacts on Mad Dog - Bring Glasses!!!!

Luggage should be clearly labeled and securely fastened. Place your camper's name, address and telephone number on the inside as well as on the outside of luggage. Please post an inventory of your child's clothing on the inside of the luggage. Be sure to keep a copy of your camper's inventory. Clearly labeled items have a lesser chance of being lost and are more likely to return home.

Appropriate attire for Shabbat for boys is casual dark blue slacks with white short sleeve shirt. For girls casual dress (skirt or slacks) blouse with sleeves - no mini-skirts.

Every item must be labeled with the **child's full name**. Please use ink. Indelible ink on adhesive tape can be used on shoes, boots, raincoats and other equipment. Make sure the shoes and clothing are in good repair.

NOT PERMITTED IN CAMP: FIREWORKS, WATER PISTOLS, LARGE 'SUPER SOAKER WATER GUN', PERSONAL CELL PHONES, CANDY AND FOOD IN CABINS,



Notes