



2024 Parent Handbook





Summer 2024 is almost here, and the Leadership Team is beyond excited to welcome our new and returning campers and staff to Camp B'nai Brith of Ottawa for a summer like no other.

Within these pages, you'll find essential information, tips, and guidelines to ensure a safe, fun-filled, and enriching experience for your camper(s). From exciting activities to important safety protocols, this handbook is your comprehensive guide to everything you need to know about CBB.

Every summer, we aim to partner with you to ensure your child(ren)'s happiness and well-being throughout the summer. If you or your child have any questions, suggestions, feedback, or concerns prior to or during the camp season, please do not hesitate to contact us.

Looking forward to making this summer an unforgettable adventure for your child!

2024 Leadership Team

Director

Jill Doctor

Assistant Director

Justin Shulman

Director of Programming & Staff Development

Derek Szwarcok

Operations Manager

Dan Denofsky

2024 Camper Care Team

Alison Gussman (Full Summer)

Melanie Gampel (Week 1 & 2)

Robyn Waxman (Week 3)

Julie Caron (Week 4)

Jacklyn Friedberg (Week 1 & 2)

Jillian Dorsey (2nd Session)

TABLE OF CONTENTS

CAMP CONTACT INFORMATION	4
IMPORTANT DATES	4
YOUR CAMPINTOUCH ACCOUNT	5
FINANCIAL ARRANGEMENTS	5
HEALTH INFORMATION	5
LUGGAGE INFORMATION	6
TRANSPORTATION	7
COMMUNICATION WITH CAMPERS	11
TELEPHONE CALLS & TAKING CAMPERS OUT OF CAMP	12
WORKING TOGETHER	12
VISITING DAY	13
SESSION EXTENSIONS	14
CABIN ASSIGNMENTS	14
GENERAL PROGRAMMING & CIT PROGRAM	14
HOMESICKNESS	17
HEALTH CENTRE/INFIRMARY	18
SUN SENSE & INSECT REPELLENT	19
LICE CHECK	20
CAMP CLEANLINESS	20
BEDDING, CLOTHING & LAUNDRY	21
LOST & FOUND	21
FOOD, DRINKS & CANTEEN	21
VALUABLES, MONEY & ELECTRONIC DEVICES	22
RAIDS, VANDALISM, DRUGS & ALCOHOL	23
BULLYING & INTERNET POLICIES	24
TRAVEL DIRECTIONS	25

CAMP CONTACT INFORMATION

Director Jill Doctor supports all matters pertaining to campers and parents. Information that the Leadership Team should be aware of, but that has not been included in the health/camper care forms should be provided in an email.

If you have any questions or concerns during the camp season, please call the camp office, and our Office Administrator will gladly direct you to the appropriate person. However, please note that our priority will always be your children. We aim to get back to you within a 24-hour period.

PHONE INFORMATION

Until June 20:

Office: (613) 244-9210 - Ottawa
(514) 396-7091 - Montreal
(416) 607-6529 - Toronto

From June 20 until August 16:

Camp: (819) 458-2660
Email: office@cbbottawa.com

MAILING INFORMATION

Until June 20:

CBB of Ottawa
P.O. Box 23108
Ottawa, ON, K2A 4E2

From June 20 until August 16:

For ALL campers/staff:
Child's Name, Unit
c/o Camp B'nai Brith of Ottawa
7861 River Road
Quyon, QC J0X 2V0

IMPORTANT DATES

Full Session: Sunday, June 30 to Friday, August 16

6 Week Session: Sunday, June 30 to Sunday, August 11

First Session: Sunday, June 30 to Sunday, July 28

Starter Session 1: Sunday, June 30 to Sunday, July 14

Starter Session 2: Sunday, July 28 to Sunday, August 11

Second Session: Sunday, July 28 to Friday, August 16

One Week Session (First Half): Sunday, June 30 to Sunday, July 7

One Week Session (Second Half): Sunday, July 28 to Sunday, August 4

Visiting Day: Sunday, July 21, from 11am - 3pm

YOUR CAMPINTOUCH ACCOUNT

By now, your CampInTouch account has been created and activated. This was done once you completed your child's summer application. This account can also be used throughout the summer to:

- View and save camp photos
- Send your child emails (at no charge)
- Update your contact information
- Manage your financial details

Your login information is the same for the Companion app. If you have any questions regarding your CampInTouch or Companion account, please contact the camp office at any time.

FINANCIAL ARRANGEMENTS

Financial details can be found in your CampInTouch account. If you have any questions regarding your account, please contact our Director, Jill Doctor at jill@cbbottawa.com.

HEALTH INFORMATION

**PLEASE NOTE THAT NO CAMPER WILL BE PERMITTED TO ENTER CAMP WITHOUT COMPLETED HEALTH HISTORY, HEALTH INSURANCE AND IMMUNIZATION, CAMPER CARE, AND CAMPER CODE OF CONDUCT FORMS FOUND IN YOUR CAMPINTOUCH ACCOUNT OR CAMPANION APP.*

HEALTH FORMS

A [health form](#), [health insurance](#), [immunization form](#), [camper code of conduct form](#), and [camper care form](#) must be completed for each child and can be found online in your CampInTouch account. A [valid health card number](#) is required for all campers – please ensure that the expiry date on the health card is valid for your child(ren)'s entire stay at camp. Please do not send your child's health card to camp; simply ensure that it is accurately recorded on the health form. Although no one will ever be denied life-saving measures, a lack of a valid health card number when there is a less than urgent visit to a hospital/clinic/physician's office may present a problem. [For Ontario Campers, please ensure that the [OHIP Version Code number](#) (to the right of the health card number) is clearly identified on the health form.]

For campers living outside of Canada, please complete the *Medical–Governing Law and Jurisdiction Agreement*, also found in your CampInTouch account. Please check with your insurance provider to ensure that your child has medical coverage for his/her entire stay at camp. Please verify that should any medical attention be needed

beyond what the camp can provide, he/she will be covered for medical expenses. It is the parent's/guardian's responsibility to verify that medical coverage is appropriate and to provide the camp with a photocopy of the policy plan name and number.

Camp fees include all medical costs, with the exception of any medical care, medical equipment or prescription drugs not covered by the regular Provincial Medical programs. In the event that your child incurs uninsured medical expenses, including drugs, you will be contacted and asked to reimburse the costs for these expenses. The appropriate material will be forwarded to you so that you may claim these expenses on a third-party insurance policy. The camp will mail the actual prescription information/costs (included with the prescription), plus all receipts, to the parents upon receiving the appropriate remuneration.

LUGGAGE INFORMATION

All luggage must be clearly labelled and packed in duffel bags. No boxes, trunks, suitcases, or stackable plastic drawers will be accepted. All items must be contained within **two** duffel bags. Please refer to the suggested packing list, available on our website (<https://www.cbbottawa.com/parents-campers/suggested-packing-list/>).

Luggage tags with the name of your child's unit will be sent to you shortly. Please write your child's name in black marker where indicated. **New campers will also receive plastic luggage tag holders (with rubberized bands). Please insert the luggage tags into the plastic luggage tag holders and use the rubber bands to attach the luggage tag holders to your child's duffel bags.*

LUGGAGE DROP-OFF

All children receiving daily prescription medication MUST have their medication blister-packed by their pharmacist and must bring it to luggage drop-off. There will be medical staff members at each luggage drop-off location to receive the medications. [Please find our 2024 Medication Policy here.](#)

*****The times specified below are tentative and are subject to change. If they do change, however, they will only be within an hour of the times listed.***

Ottawa

- Thursday, June 27, 2024, from **5:00 pm-7:00 pm**
- Main Parking Lot of the Ottawa Jewish Community School (OJCS), 31 Nadolny Sachs Private, Ottawa

Montreal

- Thursday, June 27, 2024, from **5:00 pm-7:00 pm**
- Parking lot at Fairview Shopping Centre in Pointe-Claire (near lamp post 30 & 31), 6801 Trans-Canada Hwy, Montreal

Toronto

- Thursday, June 27, 2024, from **5:00 pm-7:00 pm**
- Parking Lot of Beth Tikvah Synagogue, 3080 Bayview Ave, North York

LUGGAGE PICK-UP: July 28, 2024 & August 16, 2024

Ottawa

- Luggage will arrive around 12:00 pm at OJCS, 31 Nadolny Sachs Private, Ottawa

Montreal

- Luggage will arrive around 1:00 pm at the parking lot at Fairview Shopping Centre in Pointe-Claire (near lamp post 30 & 31), 6801 Trans-Canada Hwy, Montreal

Toronto

- Luggage will arrive around 3:00 pm at Beth Tikvah Synagogue, 3080 Bayview Ave, North York

**** Luggage pick-up in each city is only provided for campers staying for four weeks and the full summer. For campers who are staying any other length of time, parents/guardians will pick up their child(ren)'s bags when picking up their child(ren) from camp. Please arrive at the pick-up location a minimum of 30 minutes prior to stated arrival in order to pick up luggage and prepare for your child(ren)'s arrival.**

TRANSPORTATION

Please have your child at the bus at least 30 minutes prior to departure.

We ask that you do not bring cases of drinks, luggage, etc, to the buses, as campers will not be permitted to bring these items on the bus.

Members of the leadership team and several supervisors and staff will be present at the buses to answer any questions that you may have. Please note if your questions require a lengthier conversation, we suggest that you contact the Camp Office in advance.

**If your child is not departing from their home city, please contact the Camp Office immediately to let us know.*

OTTAWA CAMPERS

Reminder: Luggage returning with campers will arrive approximately 30 minutes prior to camper arrival.

Session	Dates	Departure/Return Time	Location
First Session	Sunday, June 30	9:30 am	OJCS (31 Nadolny Sachs Private)
	Sunday, July 28	12:00 pm	OJCS (31 Nadolny Sachs Private)
Second Session	Sunday, July 28	12:00 pm	Parents bring to camp
	Friday, August 16	12:00 pm	OJCS (31 Nadolny Sachs Private)
6 Week Session	Sunday, June 30	9:30 am	OJCS (31 Nadolny Sachs Private)
	Sunday, August 11	1:30 pm	Parents pick up at camp
Full Summer	Sunday, June 30	9:30 am	OJCS (31 Nadolny Sachs Private)
	Friday, August 16	12:00 pm	OJCS (31 Nadolny Sachs Private)
Starter Session 1	Sunday, June 30	9:30 am	OJCS (31 Nadolny Sachs Private)
	Sunday, July 14	1:30 pm	Parents pick up at camp
Starter Session 2	Sunday, July 28	12:00 pm	Parents bring to camp
	Sunday, August 11	1:30 pm	Parents pick up at camp
1 Week (First Half)	Sunday, June 30	9:30 am	OJCS (31 Nadolny Sachs Private)
	Sunday, July 7	1:30 pm	Parents pick up at camp
1 Week (Second Half)	Sunday, July 28	12:00 pm	Parents bring to camp
	Sunday, August 4	1:30 pm	Parents pick up at camp

MONTREAL CAMPERS

Reminder: Luggage returning with campers will arrive approximately 30 minutes prior to camper arrival.

Session	Dates	Departure/Return Time	Location
First Session	Sunday, June 30	8:30 am	CF Fairview Pointe Claire (near lamp posts 30 & 31)
	Sunday, July 28	1:00 pm	CF Fairview Pointe Claire (near lamp posts 30 & 31)
Second Session	Sunday, July 28	12:00 pm	Parents bring to camp
	Friday, August 16	1:00 pm	CF Fairview Pointe Claire (near lamp posts 30 & 31)
6 Week Session	Sunday, June 30	8:30 am	CF Fairview Pointe Claire (near lamp posts 30 & 31)
	Sunday, August 11	1:30 pm	Parents pick up at camp
Full Summer	Sunday, June 30	8:30 am	CF Fairview Pointe Claire (near lamp posts 30 & 31)
	Friday, August 16	1:00 pm	CF Fairview Pointe Claire (near lamp posts 30 & 31)
Starter Session 1	Sunday, June 30	8:30 am	CF Fairview Pointe Claire (near lamp posts 30 & 31)
	Sunday, July 14	1:30 pm	Parents pick up at camp
Starter Session 2	Sunday, July 28	12:00 pm	Parents bring to camp
	Sunday, August 11	1:30 pm	Parents pick up at camp
1 Week (First Half)	Sunday, June 30	8:30 am	CF Fairview Pointe Claire (near lamp posts 30 & 31)
	Sunday, July 7	1:30 pm	Parents pick up at camp
1 Week (Second Half)	Sunday, July 28	12:00 pm	Parents bring to camp
	Sunday, August 4	1:30 pm	Parents pick up at camp

TORONTO CAMPERS

Reminder: Luggage returning with campers will arrive approximately 30 minutes prior to camper arrival.

Session	Dates	Departure/Return Time	Location
First Session	Sunday, June 30	6:30 am	Beth Tikvah Synagogue (3080 Bayview Ave. front parking lot)
	Sunday, July 28	3:00 pm	Beth Tikvah Synagogue (3080 Bayview Ave. front parking lot)
Second Session	Sunday, July 28	12:00 pm	Parents bring to camp
	Friday, August 16	3:00 pm	Beth Tikvah Synagogue (3080 Bayview Ave. front parking lot)
6 Week Session	Sunday, June 30	6:30 am	Beth Tikvah Synagogue (3080 Bayview Ave. front parking lot)
	Sunday, August 11	1:30 pm	Parents pick up at camp
Full Summer	Sunday, June 30	6:30 am	Beth Tikvah Synagogue (3080 Bayview Ave. front parking lot)
	Friday, August 16	3:00 pm	Beth Tikvah Synagogue (3080 Bayview Ave. front parking lot)
Starter Session 1	Sunday, June 30	6:30 am	Beth Tikvah Synagogue (3080 Bayview Ave. front parking lot)
	Sunday, July 14	1:30 pm	Parents pick up at camp
Starter Session 2	Sunday, July 28	12:00 pm	Parents bring to camp
	Sunday, August 11	1:30 pm	Parents pick up at camp
1 Week (First Half)	Sunday, June 30	9:30 am	Beth Tikvah Synagogue (3080 Bayview Ave. front parking lot)
	Sunday, July 7	1:30 pm	Parents pick up at camp
1 Week (Second Half)	Sunday, July 28	12:00 pm	Parents bring to camp
	Sunday, August 4	1:30 pm	Parents pick up at camp

CAMPERS FROM OTHER DEPARTURE POINTS

Campers who do not live in any of these cities (or surrounding areas) have permission to be driven to camp. Campers should arrive at camp on Sunday, June 30, between 10:30 am - 11:30 am.

Your child's safe and efficient commute is important to us. If necessary, we will pick your child up at the Ottawa bus station, train station, or airport. For campers travelling by bus, train or air, please ensure that they have a return ticket or that funds for the return trip have been given to your child. We will keep the tickets, money, and passport in the camp safe for safekeeping.

Please email office@cbbottawa.com to confirm your child's travel arrangements.

COMMUNICATION WITH CAMPERS

1. **MAIL** – Please send sufficient quantities of stationery and stamped envelopes with your child so that letters can be sent home with ease. In the case of younger children, it might be helpful to pre-address the envelopes. When sending mail to the camp, please indicate the unit in which your child is registered. For parents of first-time campers, we suggest that you write and mail a letter about one week before camp begins so that your child will receive it upon their arrival. In addition, hiding a letter in their duffel bag is a nice idea as they will be surprised when they are unpacking.

The camp's mailing address is:

CAMPER'S NAME, UNIT NAME

Camp B'nai Brith of Ottawa

7861 River Road

Quyón, Quebec, J0X 2V0

2. **EMAIL MESSAGING: CAMPINTOUCH** – You will be able to send your child emails with our one-way email messaging system through your CampInTouch account or through the Companion App.
3. **TELEPHONE** – Campers are not allowed to use the phone or receive calls. Should you need to reach someone at camp, the camp phone number is 819-458-2660. Our Office Manager will answer the phone between 8:30 am and 9:00 pm (except at mealtimes). The camp has a voice mail system, and the appropriate person will return your call promptly.
4. **PACKAGES**
 - We will only be accepting packages from Canada Post. Any delivery from third-party delivery companies (including Amazon, FedEx, UPS & Purolator) will not be accepted.
 - While books, magazines, comics, stickers, coloring books, etc. are welcome, do not send food or candy. All packages will be opened to verify their content prior to delivery, and food items will be confiscated and NOT RETURNED to the sender.
 - We strongly encourage you to keep your packages to envelopes no larger than 9 x 12" and 1" thick.
 - If you need to send clothing or other emergency items to your child, please contact the camp office first at office@cbbottawa.com. We have a well-stocked supply of essentials (i.e. goggles, water bottles, shampoo and more) that can be provided. Should you need a unique item, please contact the camp offices so that we can help make arrangements.
 - Packages sent COD or with any money due will not be accepted and will be returned.

- We would like to limit the amount of items that are entering camp, as well as minimize interactions with mail carriers – so we’re asking parents to try and keep packages to a minimum this summer and to send them only if essential.

TELEPHONE CALLS & TAKING CAMPERS OUT OF CAMP

Telephone Calls

1. Camp policy discourages parent-child telephone communication for anything other than emergencies. It is our intention to keep you well informed of any situations affecting your child and to respond to all telephone calls in a timely manner. An exception to this policy is **birthdays** – parents may arrange with the camp to call their child on the child’s birthday. The best time to reach your child is after breakfast. **All cell phones or any other kind of communication devices brought to camp will be confiscated and returned at the end of the summer. Campers are forbidden to use cell phones during the course of the summer. We strongly ask for your partnership with the cell phone policy.**
2. Parents of first-time campers will receive a “progress report” phone call within 72 hours of your child’s arrival to camp. Please try not to call us, as the senior leadership team will spend a minimal amount of time in the office during this time in order to assist with all campers adjusting to their new environment. For parents of experienced campers, please do not get alarmed if you receive a call from the camp – we might just be informing you about a special “first experience” your child might have had (ie. got up on waterskis, learned a song on the keyboard, said the Kiddush in front of the camp, etc.).

Taking Campers Out of Camp

We kindly ask that all non-urgent medical appointments (ex. orthodontics) be scheduled prior to or right after camp. Should your child need to leave camp for an appointment, please be in touch prior to camp to discuss. All medical appointments will be assessed and the decision to allow campers/staff to leave and return to camp will be at the discretion of our Medical and Leadership Teams.

WORKING TOGETHER

We understand that you worry about your children every day, especially while they are away from home. While the mail you receive from your child will likely be about all the fun things they’re doing and how much fun they’re having, your child may raise a concern in a letter. Do not ignore it – acknowledge it, and encourage them to try and solve it with the help of their counselors, other camp staff, and the senior leadership team. **It is important to note that most of the concerns mentioned in letters are resolved and long forgotten by the time that you receive the letter.**

The Camp Directors will call a parent, if it is needed, in order to help solve a problem, or to inform parents of a situation that has already been resolved. If you are concerned about anything that might be affecting the happiness of your child at camp, please do not hesitate to call the camp at any time.

We are committed to responding to parent phone calls with openness and in a timely manner. The Director will review all telephone messages from parents and, based on the situation, assign the appropriate member of the leadership team to return your call. Every effort will be made to contact you that same day. We recognize that the care of each and every child is important, and we strive to offer the most support that we can for your child(ren).

A few things to note:

1. Ensure that your contact information in your CampInTouch account is accurate and up-to-date. A cell phone number for each parent is required.
2. Please keep the camp informed of your travel plans and special situations in your child's life that may influence their stay at camp.
3. Keep the letters coming! They are the highlight of your children's day. Please note, that despite our efforts in keeping the mail flowing, the camp is in a rural area and mail delivery may be slow at times.

VISITING DAY

On Visiting Day, parents and relatives are invited to see their children and visit the camp. Further information about Visiting Day will be sent to parents early on in the camp season. It is recommended that parents bring their own picnic lunch that day for their family. It may also be a good idea to bring a portable table and/or chairs, as our camp supply is limited.

There are sometimes situations where it is not possible for parents to attend the scheduled Visiting Day. An alternate meeting time can be arranged by contacting the Director. If you are unable to attend and no other relatives or friends will be present, the camp is happy to provide alternate programming for your child(ren) that day.

We kindly ask that you do not bring your family pet(s) on visiting day. We appreciate your understanding.

Tipping Policy

We know that there are those amongst you that feel you need to show your appreciation by giving a gratuity. While it is not necessary, we ask for your cooperation if you wish to do so.

1. Please be reasonable. We suggest a gift card or something modest. A sincere, well-worded card is very meaningful as well.
2. Please leave it in a clearly marked envelope with a member of the senior leadership team in the main office. We will distribute them as soon as possible. We have instructed our staff to not accept them personally.

As an alternate choice, in lieu of tipping your children's counselors in the form of monetary compensation, please consider making a donation to the CBB Endowment Fund, in your child's counselor's honour. That counselor will receive a personalized note indicating your gift in their honour, and your gift will help CBB of Ottawa continue to grow and prosper!

SESSION EXTENSIONS

Campers may wish to extend their stay at camp. Campers will be able to extend by the following lengths:

- **1 Week to 2 Week**
- **2 Week to 4 Week**
- **4 Week to 6 Week or Full Session**
- **6 Week to Full Session**

We kindly ask, however, that you do not discuss the possibility of a stay-over with your child prior to the start of the summer, as it may not be an option for them. The Director, Assistant Director(s) and the staff responsible for your child will evaluate each child and determine the child's readiness to stay over. There are times that we feel that a child's additional time in camp may not necessarily be in their best interest. Although they may have had a great time to date, extending may prove to be too much. For Starter Session campers, a member of the Director team will contact you towards the end of the first week to give you an update, and ask for permission for your child to extend, should they wish to. We want every child's time in camp to be a positive experience, right up until the very end. Parent communication with their child by phone is strongly discouraged, as it most often has a negative impact. Although the child is having a great time, the sound of a parent's voice can often elicit a momentary homesick response.

For First Session campers considering extending for the Full Summer, please contact the camp as early as possible during the First Session to make the necessary arrangements.

CABIN ASSIGNMENTS

CBB of Ottawa has always, and will continue to try and fulfill as many camper cabin requests as possible. The Director is responsible for all bunk placements and will try to accommodate all reasonable requests. We value the importance of children being with their friends, and we also value the importance of making NEW friends. Please assure your child that we will do what we can to accommodate their requests, but we cannot guarantee them.

GENERAL PROGRAMMING & CIT PROGRAM

Returning Camp Favourites:

Once again, the staff look forward to planning CBB flagship special activities such as: Sign 'n Song, Grey Cup, Super Bowl, Pro Bowl, World Cup, CBB Olympics, Colour War, and many more!

In general, our camp program has been designed to provide the opportunity for participation in a wide range of activities. We are aware that some children may prefer some activities over others; however, we do expect that all campers will participate in all camp activities to the best of their abilities.

A Typical Day at Camp B’nai Brith of Ottawa (programs and schedule subject to change)

DAILY SCHEDULE

8:00 am	Wake-Up
8:20 am	Flagpole & O Canada
8:30 am	Breakfast
9:00 am	Cabin Clean-Up/Health Clinic
10:00 am – 11:00 am	Period 1
11:05 am – 11:15 am	Morning Snack
11:15 am – 12:15 pm	Period 2
12:25 pm	Flagpole & Lost and Found
12:30 pm	Lunch
1:10 pm – 2:00 pm	Rest Hour
2:10 pm – 3:10 pm	Period 3 (General Swim for Jr. Camp)
3:10 pm – 3:20 pm	Snack
3:30 pm – 4:30 pm	Period 4 (General Swim for Sr. Camp)
4:40 pm – 5:40 pm	Period 5 - Electives
6:00 pm	Flagpole & Hatikvah
6:05 pm	Dinner
6:45 pm – 7:30 pm	Free Play /Evening Program for Juniors
7:30 pm	Evening Program and Snack for As and Bs
8:15 pm	Bedtime for Juniors
9:00 pm	Bedtime for As
9:30 pm	Bedtime for Bs
8:00 pm – 9:15 pm	Evening Program and Snack for Senior Camp
10:30 pm, 11:30 pm, 12:00 am	Bedtimes: Seniors, Pathfinders, CITs

Shabbat

Friday Night:

Wearing clean clothing and a **white shirt**, we welcome Shabbat by gathering together and singing songs, and then say the blessings on the candles, wine and challah. Following a traditional Shabbat dinner, the camp gathers together for outdoor Israeli dancing.

Friday night is a special time at CBBO. We make every effort to create a meaningful Shabbat experience and ask everyone to **dress in white**. Based on parent feedback from the past few summers, and in keeping with Jewish law, (which requires us to be thoughtful and modest about clothing choices), we encourage campers to dress appropriately for Shabbat and make choices that are reflective and respectful of the sanctity of the day. Shabbat clothing should not be excessively revealing or short, so please ensure your camper has clothing that covers their stomachs and avoids deep V or plunging necklines. Low-riding shorts and shirts with inappropriate messages are also prohibited. CBBO staff and campers will use discretion in determining if an article of clothing or outfit is inappropriate and the administration reserves the right to ask a camper or staff to change if necessary. We kindly ask that you please send only appropriate clothing to camp.

A Typical Saturday at Camp B'nai Brith of Ottawa:

9:00 am	Wake-Up
9:30 am	Brunch
10:00 am	Shabbat Services
10:45 am	Clean Up
12:15 pm	Flagpole, Lunch & Lost and Found
1:10 pm	Rest Hour
2:10 pm	Period 1 (General Swim for Jr. Camp)
3:25 pm	Snack
3:40 pm	Period 2 (General Swim for Sr. Camp)
4:50 pm	Period 3 - Electives
6:00 pm	Flagpole & Hatikvah
6:05 pm	Dinner
6:45 pm	Havdalah
7:15 pm	Jr. Camp Bedtime & Evening Program
	Bedtimes as Usual

Program by Choice

We will allow campers to select which activities they would like to participate in 2 periods a day (Electives and Free Play). We are implementing a schedule that will enable campers to choose their top preferences, ensuring they participate in a skill-building activity of their liking. Following dinner, we have “free play”, where most specialties are open, and children can choose their activity of choice. Staff are assigned to each activity for proper supervision.

Trips/Overnights

Campers of some units (2nd year Bs, 2nd year Seniors, PCs & CITs) will be given the opportunity to go on overnight and/or canoe trips. They will learn how to build shelters for the outdoors, participate in camping, and learn essential survival skills.

CIT PROGRAM

For 2024, the CIT program will be supervised by Justin Shulman and Hannah Cooper. The program will include:

- Leadership program and character development
- On-the-job training (unit and specialty placements)
- Planning and implementation of an All Camp Program
- Planning and implementation of peer evening activities
- An incredible 5 day out-of-camp trip
- An opportunity to attend staff sessions, and staff social activities
- SO MUCH MORE!

All CITs will receive weekly evaluations and periodic feedback as to their leadership performance throughout the summer. This evaluation process, as well as general behaviour, role-modeling, respect for others, respect for camp property and respect for camp policies are factors that will be examined when selecting CBB of Ottawa staff for the following summer.

CITs are expected to take responsibility for themselves as well as their cabin mates, and to follow camp policies and procedures. CIT summer is known as “the best summer” and we are confident that this program will be very successful and will provide a great learning experience for each and every one of our CITs.

HOMESICKNESS

When children are away from home, especially for the first time, it is reasonable to assume that, until they become adjusted to the new setting, they may experience periods of homesickness. This occurs at camp as well. The majority of campers will miss something about home when they are away at camp; homesick feelings are absolutely normal. Feelings can vary from mild to a stronger preoccupation with home, and can produce symptoms such as stomach aches, headaches, and even fear or anxiety. Our staff are trained to detect early symptoms of homesickness – they will respond with as much TLC as required for each camper in order to help ease their transition into camp and to make them feel comfortable throughout their camp experience. Special attention is given at nighttime.

It is our experience that homesickness passes with time, with caring support, and by keeping campers busy. Fortunately, severe homesickness is rare. While practical experience has helped us to develop a number of effective ways to deal with homesickness at camp, there are some simple things that you can do before camp begins to reduce the chance that your child will feel homesick. In addition, there are lots of things that you can do to support your child if he/she should experience serious homesickness while at camp.

Prior to the start of camp, talk with your child about homesickness. Most children are pretty good at predicting how strong their own homesick feelings will be, and talking about it won't cause it or make it worse. Suggest the following coping mechanisms:

- **Do something fun** – stay busy at camp, both during activities and with friends in between activities.
- **Do something to feel closer to home** – write letters to family, look at pictures, read letters, etc.
- **Think about the good side of being at camp** – think of all the cool and fun things you can do at camp that you can't do at home!
- **Try to be happy and have fun** – sometimes just thinking about feeling happy is enough to change your mood.
- **Remind yourself that camp isn't really that long** – school lasts about 40 weeks!
- **Talk with someone who can help you feel better** – talk to the staff in your bunk or your supervisor, and try to problem solve in a positive way.

We recommend that you start talking about these coping strategies early, but timing is up to you – you know your child best! Working with them on coping mechanisms prior to camp will help them enjoy every moment at camp to its fullest! Here are some things you can do, as a parent, to help reduce the potential that your child will feel homesick at camp:

- **Keep doubts to yourself** – If you are uncertain about your child's ability to cope with homesickness, it is best not to share with them. If you let them know that you believe they can do it, they will be more likely to succeed.
- **Send your child a letter before the first day** – Personal, positive letters from home are often the cure for almost any illness. Receiving mail at camp helps children feel loved and remembered. Ask lots of questions so they can respond to you: about activities that they've participated in or friends that they've made. Please write often.
- **Do not make deals about early pick-ups or count the days until they're home** – Experience teaches us that this is not a good strategy. A promise to pick children up if they are homesick almost guarantees homesickness. They inevitably remember the discussion and hold onto your promise no matter how wonderful their camp experience.

We will work with campers and parents to do whatever is possible to keep the child at camp. Only after efforts on all of our parts will we discuss sending a camper home. Our goal is to support, care for, and assist every child and make sure that their overall camp experience is one that they enjoy and never forget.

HEALTH CENTRE/INFIRMARY

CBB of Ottawa's Health Centre has qualified and professional coverage throughout the summer. Should the need arise, there is also a hospital 20 minutes away, and the Children's Hospital of Eastern Ontario (CHEO), one of the best children's hospitals in Ontario, is 60 minutes away. Parents will be contacted by our Health Centre staff if:

- A child is placed on prescription medication;
- A child undergoes tests that are requisitioned by the doctor (ie. throat swab);
- A child has an accident causing injury of more serious nature (ie. more than bumps and bruises);
- A child has to be taken to hospital;
- A child spends a night in the infirmary;
- A child requires stitches or glue to close a wound.

Your Health History and Health Insurance and Immunization forms (available in your CampInTouch account) are crucial to our Medical Team and we ask for your full cooperation to ensure that all information is completed and is as detailed as possible in order for CBB of Ottawa to be able to provide the most suitable care for your child. The Health History form does not have to be signed by your family doctor. If not done already, please make sure that these forms are completed as soon as possible. **Campers will not be allowed to enter camp if we have not received complete Health History and Health Insurance and Immunization forms.** All medication (needles, prescription drugs, etc.) MUST be kept in our Health Centre, as this is in the best interest of all campers. Our Medical Team, upon arrival at camp, will make arrangements for the administration of these medications. Coolers will be made available at the departure points for those medications that require refrigeration. Parent(s)/guardian(s) will be charged separately in the event that your child requires a prescription drug that has been prescribed by a camp doctor.

NOTE: PLEASE ARRANGE FOR MEDICAL AND DENTAL APPOINTMENTS TO TAKE PLACE EITHER BEFORE OR AFTER THE CAMP SEASON.

Should your child require a visit to a hospital, they will be driven to the hospital accompanied by the appropriate staff member. The camp will notify you if your child is being taken out of camp for medical reasons.

Concussion Policy

While we take every precaution to ensure a safe environment for our campers, concussions may occur in an active setting. Our Medical Team will contact you should your child be diagnosed with a concussion. We kindly ask that you DO NOT contact or communicate with staff or supervisors regarding your children. Please understand that staff and supervisors are not equipped to address your medical concerns, and by contacting them, you place them in a very difficult and compromising position. Please direct all questions and concerns to our Medical Team.

General Well-Being for 2024

Our Medical Team is fully aware of the symptoms of highly contagious viruses and infections, and will act appropriately and quickly to contain the spread of any infection should it occur within the camp setting. Campers and staff will continually be reminded about basic prevention control, such as hand hygiene, cough etiquette, and self-quarantine. Please take the time to review these procedures with your children before they come to camp this summer.

Treating Injuries

The daily adventures at camp unfortunately result in the occasional injury. Nearly all injuries are minor and do not require any additional medical treatment. To support our staff in cleaning simple scrapes and cuts, first aid kits will be stocked in every program area. CBB of Ottawa staff will be trained and encouraged to treat these minor injuries with supplies from the first aid kit, keeping campers together and engaged in program activities as often as possible. Injuries requiring attention from our Medical Team will be treated by our camp nurses – either on site, at our satellite health centre, or at the Health Centre.

SUN SENSE & INSECT REPELLENT

Sun Sense

The risks associated with the depletion of the ozone layer and the Earth's atmosphere and the potential hazards to those involved in outdoor activity are, unfortunately, on the rise. Staff will be reminded to check on all campers (especially Juniors, As and Bs) to ensure that they are appropriately protected from the sun and that they remain hydrated.

The guidelines of the Ontario Camping Association Health Care Committee will be adhered to. It is our intention to educate the staff and campers as to the importance of the guidelines.

Except in extreme cases of sunburn, no single exposure causes specific skin damage. Because the cumulative effect of a lifetime of outdoor activities is the issue, the approach of moderation is at the heart of any sun protection education program. Our camp is committed to the following practices:

- Having campers wear hats, especially at peak times during the day;
- Having campers wear sunglasses, when practical;
- Having campers wear sunscreen (preferably waterproof or at least water resistant with a Sun Protector Factor (SPF) of at least 30) and reapply after being in water – **please send your child with the lotion variety as the spray-on varieties use alcohol as a carrying agent which tends to dry out the skin;**
- Having campers continually re-hydrate throughout the day.

Please ensure that a sufficient amount of sunscreen is sent to camp with your child. Sunscreen loses its effect after two hours – reapplication throughout the day is a necessity.

Insect Repellent

Most mosquitoes come out at dusk. Campers will be encouraged, on a daily basis, to apply insect repellent after dinner. Although sprays are easier to apply, they are also more likely to be inadvertently sprayed in the eye and can also be breathed in more easily. Therefore, we recommend lotion. Please educate your children about mosquito bites. Resisting the temptation to scratch for a couple of minutes will usually cause the itchiness of the bite to disappear.

LICE CHECK

On the day of camper arrival, all campers will be checked for head lice/nits. This has become common practice in most schools and camps, and it helps to prevent the spread of lice. You will be notified if your child has lice/nits.

It is helpful if parents do weekly and thorough head checks for all members of the family prior to their child leaving for camp.

If your child has been treated for lice recently, please let us know. We need to provide follow-up treatment in a timely fashion, if necessary. We do not want to over-treat a child because we were not informed.

Should we determine that your child has arrived at camp with lice, a member of the professional lice removal team will be there to treat your child, and Camp B'nai Brith of Ottawa will bill you accordingly for the service.

Please ensure that your child is aware of the following:

- DO NOT PANIC – head lice are a nuisance but not a health hazard.
- ANYONE CAN GET HEAD LICE – head lice are not a sign of poor hygiene.
- BE METICULOUS – getting rid of head lice takes time and patience. Careful removal of the nits is a crucial step in getting rid of head lice.
 - What to look for: head lice are tiny, grayish-brown, crawling insects that live and breed in human hair. They move quickly and are often difficult to see. They lay their eggs, called nits, on hair shafts. Nits appear as small, whitish-beige oval specks, often seen close to the scalp. They cannot be removed easily from the hair, such as a piece of lint or dandruff, but stick to the hair shaft and need to be slid off of each strand of hair. A nit (egg) takes 7-10 days to hatch and lice takes 7-10 days before they can reproduce and begin to lay eggs. Head lice are wingless and they, therefore, spread by direct head-to-head contact, and through sharing of personal items such as hats, helmets, kipot, combs, brushes, hair clips, scarves and bedding.

CAMP CLEANLINESS

Cabin and general camp cleanliness is a major focus of the summer and is the responsibility of everyone living in a close-knit community. [Staff will actively assist in the unpacking and preparing of beds, personal belongings, general organizing of shelves, etc. of all Junior Camp campers.]

Prior to sending your children to camp, parents are asked to do the following:

1. Review the basic elements of cleanliness with their children (personal hygiene, as well as keeping personal belongings and personal areas clean);
2. Remind your child of the need to keep track of personal items (labels on items are recommended) and to respect the possessions of others;
3. If your child usually has a bath at home, we recommend that you introduce to them how to shower as our cabins have showers only;
4. Children, especially younger ones, should be supervised at home and should be taught how to wash properly (soap, water, shampoo) and how to practice proper oral hygiene (toothbrush, toothpaste, floss);

5. Remind your child that they must actively contribute to, and participate in the clean-up process;
6. Send a reasonable amount of clothing for your child. Encourage your child to actively take pride in and care for their possessions. The volume of Lost and Found items can drastically be reduced if campers look after their belongings carefully and all items are clearly labeled.

BEDDING, CLOTHING & LAUNDRY

Sheets and pillow cases will be required to be changed at least once a week – please provide enough sets. A sleeping bag may be used as a top blanket, but is not to be used to sleep inside of on a daily basis. A laundry service is provided to every camper once per week, with a one-day turnaround. **Please label everything clearly.** *Mabels Labels* has great options: www.mabelslabels.ca. Your child has a better chance of retrieving Lost and Found articles if they are labeled. We suggest you include 2 laundry bags with your child's name and unit written visibly on the outside with a permanent marker.

LOST & FOUND

The bulk of lost articles at camp are those that are unlabelled. Lost and Found articles are distributed daily at flagpole. We suggest that all items are clearly labeled, including: water bottles, clothing, bedding, towels, baseball gloves and shoes. At the end of the summer, the camp donates all unclaimed articles to charity after parents have had the opportunity to see the Lost and Found items.

FOOD, DRINKS & CANTEEN

Food

Our CBB Food Services Committee is committed to ensuring that all of our campers and staff are provided with a variety of fresh, healthy, kosher meals during their stay at camp. They have reviewed feedback from last summer and are dedicated to continuously improving the menu, the quality, and the quantity of the camp food. Food service company Chartwells (NEW) will provide the food this summer and promises new meal options, returning favourites, and plenty of variety throughout the season.

Because your children's nutritional needs are well taken care of, **please do not send food to camp (including in care packages)**. This applies to both campers and staff. CBB of Ottawa is a PEANUT and NUT SENSITIVE camp, as well as a kosher camp. Many of the campers and staff have food allergies and restrictions; for these reasons (as well as to avoid inviting furry visitors in the living areas), we kindly request that you respect our food policy and not send any with your children.

Special Dietary Needs – Extreme caution will be taken with campers who have food allergies.

Special Diets (ie. vegetarian, gluten-free, etc.) will only be accepted if indicated on the health form.

Drinks

Please send your child with a reusable water bottle. **Please do not send soft drinks to camp.**

Canteen

We are extremely excited to announce that, along with our standard fare of ice cream, popsicles, chips, and drinks, we have some fun surprises and new offerings in store for our campers this summer in the canteen!

As in previous years, all campers will receive canteen at least twice a week. The canteen charge is already included in the campers' fees.

Absolutely no cooking/heating appliances (hot pots, kettles, microwaves, etc.) are to be brought into camp. Campers' luggage will be checked for these items and they will be confiscated and NOT returned.

VALUABLES, MONEY & ELECTRONIC DEVICES

We strongly recommend that campers do not bring any valuables or money to camp. It is easy for these items to get lost or damaged in a camp setting, and the camp will not be held responsible for any items that are lost or damaged.

As an ever-broadening range of electronic devices have become more and more universal in our lives and the lives of our children, they have become an increasing challenge in the camp environment. A CBB of Ottawa policy has been developed to ensure the sanctity of the camp experience. As the one who has made the important decision to send your child to camp, we do hope that you will work with us as partners to ensure that this policy is enforced.

We ask you to keep all expensive electronics at home. In addition to the possibility of the items getting lost or damaged at camp (and the camp will not be held responsible for any items that are lost or damaged), with no personal electronic devices in camp, we are better able to:

- encourage campers to spend more time outdoors involved in active play;
- promote socialization between campers;
- remove the divide between “the haves”, and the “have-nots” in each cabin;
- reduce the stress associated with the damage to and possible theft of electronics;
- give campers a much-needed break from the world of technology;
- ensure that our campers are only exposed to age-appropriate material.

Below are some key points:

- **iPod/Digital Music Players**

If your child must have their own source of music at camp, please send an inexpensive digital music player. **Any music player with Wi-Fi capabilities will not be accepted, even if no SIM card is included in the device.**

- **Digital Cameras**
We encourage you to send an inexpensive digital or disposal camera with your child. **Any picture-taking device with Wi-Fi capabilities will not be accepted, even if no SIM card is included in the device.**
- **Personal Gaming Systems and other Videos**
We do not allow portable electronic games to be brought to camp.
- **Cell/Smart Phones**
It is our long-standing policy that campers are **NOT PERMITTED** to have cell phones at camp. **Smart watches are prohibited as well.**
- **Laptops, Tablets, and E-readers**
Campers are not allowed to have laptops or tablets at camp. E-readers can be brought for reading material only, but are brought at one's own risk.

All devices that are not permitted will be confiscated and returned to the camper on their last day of camp. Camp is a chance to disconnect from the electronic world.

Hot pots, fridges, DVD players, and televisions are not permitted at camp. Campers live in wooden cabins and these items are fire and safety hazards. If they are brought to camp, they will be confiscated and given back on the last day of camp. We expect full cooperation from all parents, campers, and staff with regard to this matter.

New CIT Cell Phone Policy

As of last summer, CITs are not permitted to use or be in possession of cell phones - except during designated times (TBD), and during their days off outside of camp. Upon arrival at camp, each CIT will be required to hand in their cell phone to the CIT Supervisor, who will place each one in a Ziploc bag and label it with the CIT's name. All CIT cell phones will be locked in the camp's office safe until permission to use them is granted.

RAIDS, VANDALISM, DRUGS & ALCOHOL

Raids

The objective of our camp is to ensure that all campers are being provided with a safe, fun-filled environment, free from harassment. In order to fulfill these objectives, we have a set of rules and policies that we expect every camper and staff member to adhere to at all times. Some campers, for example, feel that "raids" are fun. A camper out after curfew – when there are no longer staff members on duty – roaming in strange areas in the dark where the terrain is uneven and tree-lined, is dangerous. It also disturbs the sleep and privacy of others. **Nighttime visits or "raids" will not be tolerated.**

Boys' Side – Girls' Side

CBB of Ottawa provides a fun-filled program each and every day, and some activities will be co-ed. Units are divided across the camp so that one side of the camp is the boys side, and the other side of the camp is the girls side. Campers found on the opposite side of camp will face a consequence. If the same camper is repeatedly found where they are not supposed to be, parents will be contacted (during regular business hours) and that camper risks being dismissed from camp.

Vandalism

Campers must understand that the destruction of the property of others is wrong. This includes writing over the outside of buildings or in the washrooms. CBB of Ottawa will not condone the defacing of camp property or the property of others. Parents will be made aware of any wrongdoings and an offense might lead to the dismissal of the camper from camp. Parents/caregivers will pay for the repair, cleaning, or replacement of the damaged property.

Drugs & Alcohol

CBB of Ottawa strongly enforces a zero-tolerance policy for any camper or staff found in possession of:

- alcohol
- tobacco products (permitted for staff in designated areas)
- cannabis and/or derivative products including but not limited to: dried flower, vapes, extracts, concentrates, edibles, CBD products, beverages, etc.
- illegal drugs
- medically prescribed or over-the-counter medication that is not turned over to the infirmary upon arrival
- weapons of any kind

Campers or staff who violate this policy will immediately be sent home. In this situation, the camper will be isolated from their unit until their parents pick them up. There will be no warnings, second chances, or refunds of any kind (see registration form). If necessary, depending on the circumstances, the appropriate authorities could be notified. In the case of minors, parents will be notified immediately.

BULLYING & INTERNET POLICIES

Bullying Policy

CBB of Ottawa reserves the right to immediately send home any camper who engages in fighting, taunting, bullying or who is emotionally, verbally or physically threatening to another camper or staff member.

Abuse and Harassment

CBB of Ottawa will not tolerate direct or indirect PHYSICAL, VERBAL, EMOTIONAL, or SEXUAL ABUSE, acts of BULLYING, or SEXUAL HARASSMENT of campers or staff including but not limited to physical, racial, religious or ethnic slurs. Any breach of these rules is grounds for immediate dismissal. The Camp reserves the right to contact law enforcement authorities if the Camp deems it necessary.

Internet Policies

Please make it clear to your child that we will not tolerate any association of CBB of Ottawa with any negative reference to any camper or staff or to the camp itself – on websites, blogs, or other Internet mediums, whether as a photo or written word. We are committed to the emotional safety of our camp family. Accordingly, we believe that all campers should be respectful in all written and graphic communications on the Internet, and campers and staff must not use it to disparage, embarrass or malign the camp, its staff, or its campers. If your child feels harassed, please encourage him/her to see a staff member or a member of the senior leadership team. A camper that singles out another person or group in a negative way, either verbally or in writing (via

email, instant messaging or online social networking sites) will not be allowed to attend camp. We encourage parents to monitor their children’s social networking sites and help identify and remove inappropriate pictures, language and/or any hurtful comments. Furthermore, out of respect for the privacy of all members of our camp community, campers and staff may not take videos at camp (other than our contracted photographers and videographer).

TRAVEL DIRECTIONS

FROM OTTAWA:

Cross the Champlain Bridge (at the north end of Island Park Drive) into Quebec. Pass the first set of lights and the end of the bridge and proceed straight ahead to the next set of lights. Turn left. You are now traveling westbound on Highway 148. Proceed for approximately 10 minutes into Aylmer. Passing Tim Horton’s on your right, proceed until a set of traffic lights where a park is on your right and City Hall is on your left. Turn right at these lights, which places you on Eardley Road (the continuation of Highway 148). Stay on this highway for approximately 30 minutes, proceeding past Luskville and beyond the four-lane stretch. Look for a sign on the right side of the highway reading “MOUNTAINVIEW Golf and Athletic Turf Specialists”. Approximately two minutes past this sign, as you come over an overpass, turn left onto a gravel side road called River Road/Chemin River. As you veer left on the gravel road, turn right at the first entrance off this road, which is the main gate of Camp B’nai Brith of Ottawa.

FROM TORONTO:

1. Highway 401 to Highway 416 (to Ottawa)
2. Highway 416 North to Highway 417 East (you are now in Ottawa)
3. Highway 417 East to Carling/Kirkwood exit
4. At the end of the off-ramp, move over to the left lane. At the lights, turn left under the 417 bridge, move to the right lane and travel north. You are now on Kirkwood Avenue.
5. Proceed approximately 3 minutes to the set of traffic lights at Richmond Road (there is a large Loblaws on your left). Turn right at these lights, onto Richmond Road.
6. Continue east on Richmond Road for about 2 blocks until you come to Island Park Drive. Turn left onto Island Park Drive.
7. Continue north on Island Park Drive, which crosses over the Ottawa River via the Champlain Bridge. At the end of the bridge, there is a set of lights. Continue straight through these lights and continue about 100 metres until you come to another set of lights. Stay left, and turn left. You have now turned onto Highway 148 West (in Quebec).
8. Continue on Highway 148 for about 10 minutes into the centre of the town of Aylmer (Gatineau). On your left, you will see the City Hall with a large brass fountain in front and, on the right, a park. There is a set of lights here – turn right at these lights. You are now on Eardley Road (which is a continuation of Highway 148).
9. Travel this road for about 25 minutes. You will then see a sign on the right side of the road “MOUNTAINVIEW Golf and Athletic Turf Specialists”. Once you see this sign, you are about two minutes away from the camp.
10. Continue over an overpass and, just as you come over the overpass, turn left at the first street sign on your left, which is River Road/Chemin River.
11. As you turn onto River Road, the first gate on your right is the camp gate.

FROM MONTREAL:

1. Take the 417 West to Ottawa, and get off at the Island Park Drive North exit.
2. Follow Island Park Drive North, and continue as per the Toronto directions above, starting at #7.