



"for a lifetime"

CAMP BAUERCREST

2018 COMMUNITY HANDBOOK

17 OLD COUNTY ROAD · AMESBURY MA 01913

OFFICE: (978) 388-4732

FAX: (978) 388-0303

WWW.BAUERCREST.ORG

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OFFICE HOURS AND CONTACT INFORMATION

OFFICE HOURS

8:45 a.m. to 5:00 p.m.

We do our best to cover the phones beyond these hours so we are able to assist you promptly when you call. In addition, our phone tree will prompt you to the direct line of the department or person you are trying to reach. We all try to enjoy our meals together without electronics, but we will get back to you as soon as the meals are over.

MAILING ADDRESS

CAMP BAUERCREST – ATTN: (YOUR CAMPER AND BUNK NUMBER)
17 OLD COUNTY ROAD
AMESBURY, MA 01913

PHONE

Office: (978) 388-4732
Office Fax: (978) 388-0303
Health Center: (978) 388-0090
Ken Cotton cell: (508) 251-9811
Stacy Pollack cell: (781) 205-9625

EMAIL

Info@bauercrest.org
ken@bauercrest.org
stacy@bauercrest.org

OFFSEASON ADMINISTRATION CONTACT INFORMATION

EXECUTIVE DIRECTOR

KEN COTTON
(508) 251-9811
ken@bauercrest.org

CAMP RELATIONS DIRECTOR/ CAMP MOM

STACY POLLACK
(781) 205-9625
stacy@bauercrest.org

PRESIDENT OF THE BOARD OF DIRECTORS

MITCHELL WEISMAN, ESQ.
(781) 860-9500
mweisman@massfirm.com

2018 Dates and Rates

Full-Season	\$8,400	(Thurs, June 28 th	–	Thursday, August 16 th)
Extended Session 1	\$6,900	(Thurs, June 28 th	–	Sunday, August 5 th)
Extended Session 2	\$6,900	(Sunday, July 8 th	–	Thursday, August 16 th)
First Session	\$5,000	(Thurs, June 28 th	–	Sunday, July 22 rd)
Second Session	\$5,000	(Sunday, July 22 rd	–	Thursday, August 16 th)
Waiters, Full-Season	\$8,400	(Wednesday, June 27 th	–	Thursday, August 16 th)
CI, Full-Season	\$8,400	(Wednesday, June 27 th	–	Thursday, August 16 th)
Mini Camp 1:	\$3,000	(Thurs, June 28 th	–	Thursday, July 12 th)
Mini Camp 2:	\$3,000	(Sunday, July 22 rd	–	Sunday, August 5 th)

Mission Statement

Camp Bauercrest aims to build self-esteem, independence, and Jewish identity in our campers through healthy competition and camaraderie by focusing on the values of Sportsmanship, Teamwork, Achievement, and Responsibility – Bauercrest’s STAR principles. It is our mission to ensure that every Bauercrest camper:

- Has a healthy and enjoyable summer;
- Returns to his community more responsible and compassionate;
- Attains new skills and makes new friends;
- Leaves camp an emotionally and physically stronger person; and
- Establishes a stronger connection with Jewish culture, religion, or nationality

Important DATES AND BUNK ASSIGNMENTS

Families whose accounts are paid in full and have signed and submitted health forms will receive their son’s bunk assignment as they enter camp. Parents who have not paid in full must stop in the Big House/Administration Office. Campers with incomplete health forms must report to the Health Center. No child will be enrolled without tuition paid in full and completed health and general agreement forms. We need all health forms completed with immunization history by **June 1st, 2018**.

June 1 st , 2018	-	All Camper Forms and Paperwork Due to Office (including Medical Forms)
June 27 th , 2018	-	Waiters and CIs arrive
June 28 th , 2018	-	Opening Day for Full Season, Extended Session 1, Session 1 & Mini Camp 1
July 8 th , 2018	-	Pick Up Day for Mini Camp 1 & Opening Day for Extended Session 2
July 12 th , 2018	-	Pick Up Day for Mini Camp 1
July 22 th , 2018	-	Visiting Day for Full Season Campers, Pick Up Day for Session 1, Alumni Day, Opening Day for Session 2 & Mini Camp 2
August 5 th , 2018	-	Pick Up Day for Extended Session 1 & Mini Camp 2
August 16 th , 2018	-	Last Day of Camp, Pick Up for Full Season, Extended Session 2, and Session 2

Arriving at Camp

ARRIVAL AND PICK UP

DROP OFF: We stagger arrival time at camp to keep the traffic flowing. Camp can only handle so many vehicles at one time. These time frames refer to drop off days for **June 28th and July 22nd**.

- 8:00AM Last name begins with A-G
- 9:00AM Last name begins with H-Q
- 10:00AM Last name begins with R-Z

PICK UP: Camp will open for pick up at 8:30 am on the date of your camper’s scheduled pick up day

AIRPORT OR BUS TRANSPORTATION

Camp Bauercrest will coordinate and provide transportation for campers traveling without a guardian to/from Logan International Airport or Manchester Boston Regional Airport in Manchester, NH. Additionally, Bauercrest can provide transportation to/from the South Station Bus/Train Terminal in Boston or the Newburyport, MA Bus Terminal.

If your son requires transportation to/from any of these locations, please notify us of your arrival and departure times on the Bauercrest Transportation form found in our Camp Forms Packet. Parents are responsible for ensuring their child meets all security requirements imposed by the airlines and airports. Please ensure that arrangements are made with the airlines for children traveling alone.

To facilitate our pick-up/drop-off schedules, we recommend the arrival/departure times listed below:

Arrival: Between 8:30AM-10:30AM on 6/28 and 7/22
Departure: Between 10:00AM-12:00PM on 7/22 and 8/16

In the event that there is a flight delay, cancellation, or change to airline or flight schedule, parents must call the camp front office directly at (978) 388-4732. Parents will be contacted directly by a camp representative confirming completion of drop-off and/or pickup. Camp administration will notify the family by phone if there is a transportation delay, cancellation, or any other change in travel plans impacting camper travel from the terminal to camp or from camp to the terminal. The camp will also send email communication in those cases when the timeframe for commencing travel is greater than 24 hours.

OPENING DAY FOR COUNSELOR INTERNS (CI's) AND WAITERS

WEDNESDAY JUNE 27TH, 2018

CI's and Waiters are expected to arrive one day before campers to receive additional training. They should arrive between 9:00 – 10:30am. **CI's will not be allowed to have or drive a vehicle on campus.**

DIRECTIONS

FROM ROUTE 95 FROM THE NORTH OR SOUTH

1. Exit 58B-Route 110 West toward Amesbury (**not towards Salisbury**).
2. Go about 3 miles and note **the Boston Technology North** office park on your left.
3. Go another ½ mile and **bear right at the island onto Old County Road.**
3. Go straight for 250 yards and **take right** between stone pillars.

FROM ROUTE 495 FROM THE SOUTH

1. Exit 53 – Broad St./Merrimacport.
2. Take **left off the exit**, go 6/10th of a mile and take **right on Route 110.**
3. Go 1½ miles and take first left after passing the Merrimac Sport, Bait & Tackle sign – on your left. You should also see the Entering Amesbury sign on your right.
4. Quickly (**15 ft.**) **take left** on Old County Road.
5. Go 250 yards and **take right** between stone pillars.

FROM ROUTE 93 FROM THE NORTH

1. Route 93 South.
2. Take Route 213 (First Massachusetts exit) toward Methuen.
3. **Stay left at the end** of Route 213 get on Route 495 North toward Salisbury.
4. Take exit 53 – Broad Street/Merrimacport.
5. **Take left off exit**, go 6/10th of a mile and take on Route 110.
6. Go 1½ miles and take first left after passing the Merrimac Sport, Bait & Tackle sign – on your left. You should also see the Entering Amesbury sign on your right.
7. **Quickly (15 ft.) take left** on Old County Road.
8. Go 250 yards and **take right** between stone pillars.

CHANGES TO DROP-OFF/PICK-UP SCHEDULE

FAMILY COMMUNICATION TO CAMP

If a family cannot drop off or pick up their son at the designated time, they should call the camp directly at (978) 388-4732 to make other arrangements.

CAMP COMMUNICATION TO FAMILIES

If, for any reason, there is a change to the posted drop-off/pick-up schedule from the camp, the camp will send a camp-wide electronic communication when notice of at least 24 hours is available. The camp will contact all families by phone if the notification time-frame is less than 24 hours.

NO-SHOWS/ABSENTEES

Campers who are registered for a session at Camp Bauercrest are expected to arrive within the designated time frames specified above. Calls will be made to parents/guardians and/or emergency contacts to determine if/when absent campers will be brought to camp. No refunds will be given if camp is not notified in time to fill the slot with a camper on the waiting list – generally within 24 hours of the designated start time.

COMMUNICATION AND CONTACT

At Bauercrest, we understand that the camp experience is not just for your camper, but for the entire family. We know that effective communication is vital to everyone's success.

Personal Information and Data Security

Camp Bauercrest complies with 201 CMR § 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth. A copy of the *Camp Bauercrest Personal Information Protection Policies and Procedures* document is available upon request.

Written Communication from Campers

Campers are expected to write two letters to their parents each week, and we ask you please send campers with pre-addressed and pre-stamped envelopes. **If you have not received any mail for more than one week, please contact Ken or Stacy, or call the camp directly at (978) 388-4732.**

We do not allow campers to communicate with their family by phone. This proves counterproductive in most instances, and can exacerbate a situation that would have otherwise resolved itself.

Electronic Communication – Emails and Pictures

All of our electronic communication services (one-way emails, photos) are through CampInTouch, the user portal of our database CampMinder. You can also use the portal for registrations, payments, and form submission. Please save your username and password from registration. If you run into any problems, please feel free to call camp at (978) 388-4732 or email Stacy Pollack at stacy@bauercrest.org.

Communication from Staff and Administration

FIRST YEAR CAMPERS – We know that the start of your son's camping "career" can be both an exciting and anxious period for camper and parents alike. To assist with the transition, parents of first year campers will receive an email with photo **from the Executive Director, Head Counselor or Camp Mom** within the first 48 hours after the start of camp. We will have checked in with your camper and their counselors to give you a general update to how your son has adjusted to this new experience and be able to take or answer any follow-up questions from you.

CAMP MOM – Stacy Pollack is Bauercrest's official Camp Mom. The Camp Mom role was created to provide families with a resource during the summer for general camper inquiries. The Camp Mom is the person to contact to find out how your son is doing here at Bauercrest. Email her at stacy@bauercrest.org or call her at the office (978) 388-4732 or on her cell phone at (781) 205-9625.

DIRECTOR'S REPORTS – All of our families will receive a report from Ken Cotton once per week about the latest happenings and plans for camp programming. The Director's Reports will give a current and consistent view throughout the summer so you'll have a better sense of what is going on and all the experiences we are planning for our campers.

OBJECTIVES AND EXPECTATIONS FOR STAFF AND ADMINISTRATION COMMUNICATIONS

Staff will update the administrative team daily on your son's adjustment to camp life, participation in activities/electives, and any noted achievements. The Camp Mom (Parent Liaison) role eliminates the need for staff to communicate directly with parents. We want our counselors' primary focus to be on the supervision of campers, while our administration will have greater focus on necessary follow-up and correspondence with families.

Parents Having a Concern during the Camp Season

If a parent has a concern about his/her child, the following procedure should be followed:

- Email stacy@bauercrest.org, or ken@bauercrest.org, or call the camp office at (978) 388-4732. We will get back to you as soon as we can.
- Please provide as many details as needed, so the staff member can do as much investigation as possible before returning your call.
- The parent will receive a response from an administrator in a timely fashion (usually later that day, but certainly within 24 hours).

Inquiries and Grievances

Parents may request copies of health care and discipline policies, as well as our forms for filing a grievance against the staff or administration of Camp Bauercrest. All inquiries and grievances will be reviewed by the Camp Director.

BAUERCREST CAMP LIFE AND PROGRAMMING

Age Groups and Bunk Assignments

After initial camp registration, additional forms for medical information, activities, community handbook, and bunk requests are sent to families. This information is announced and posted for parents after the first of the year and into the early spring months.

Bunk placements are determined primarily by grade. We do our best to honor bunk requests and do our best to integrate campers in terms of years at camp and geographic dispersion whenever possible. We do not intentionally separate campers unless a separation is requested or required.

GROUP ENTERING GRADE:

4th or below	Freshman
5th	Sophomore B
6th	Sophomore A
7th	Junior B
8th	Junior A
9th	Senior
10th	Waiter
11th	Counselor Intern (CI)

Bunk Requests and Assignments

Families will be notified of bunk assignments one week prior to the start of camp. However, changes may occur due to unforeseen circumstances. Should this happen, all parties affected will be contacted by our administration.

For the Freshman through Junior groups (all campers through entering 8th Grade), beds will be pre-assigned to campers. Bed assignments will not and should not be changed on drop-off day.

Seniors, Waiters and Counselor Interns will be able to choose bed locations on their move-in day during pre-camp on a first-come, first-served basis. However, requests for lower bunk or single bed assignments must be indicated in the Bed Request section of the Bunk Request Form, which are online forms available in the CampInTouch Forms Library.

We do our best to honor **one** bunk placement request for each camper. However, in isolated circumstances, it may be impossible to do so given the number of campers of a given grade, age, or circumstance. Decisions are based on many different criteria and the process is intended to set up our campers for success. We try to maintain a good balance of new and returning Bauercrest campers..

Without submitting an online Bunk Request form, we cannot guarantee that a camper will receive a particular request. Families requesting a bed accommodation for any reason should indicate the request and reason in the Bunk Living section of the Camper Profile Form or in the Bed Request section of the Bunk Request Form. Single beds can be requested but are never guaranteed. Older

campers (Seniors through CI's) should all expect to have a bunk bed as this layout provides older campers with more space to move around the bunk.

Counselor Intern (CI) Program

2018 marks the first year the CI's will go to Israel. We will be going with Y2I, Youth to Israel <http://y2i.org/> from July 1-July 15th. The CI's will return Monday, July 16th ready to begin their leadership training and their final summer as a camper.

While the CI's are still campers, Bauercrest makes a considerable investment in building the leadership and service-oriented potential in these young men to maximize their capabilities as counselors and leaders, both at Bauercrest and beyond.

CI's will receive formal leadership training throughout the season. This training has been produced in conjunction with professional educators and public service leaders in our area. Camp administration and these representatives will co-lead some of these sessions.

The CI's will also devote a portion of their schedule to interacting with the various age groups. Activities will include: league referee, occasional rest period and supervised evening coverage, participation in evening activities and elective periods, and moving into a bunk to shadow veteran counselor staff and experience bunk life from the counselor perspective.

Opening Day for CI's and Waiters

WEDNESDAY JUNE 27TH, 2018

CI's and Waiters are expected to show up one day before campers to receive additional training. They should arrive between 9:00 – 10:30am. **CI's will not be allowed to have or drive a vehicle on campus.**

SPECIALTY PROGRAMS AND ELIGIBILITY

Camp Bauercrest offers a wide variety of athletic and non-athletic specialty programs. The table below provides our most current listing of specialty programs. The table presents age requirements for eligibility to participate, swimming requirements to participate (for waterfront programs), and any associated fee to participate. Campers have the opportunity to sign-up for a given elective/specialty program at the beginning of each week (usually Sunday nights), noting a first, second, and third choice. If a camper does not receive his first elective choice in a given week, he will have the opportunity to participate in that choice in the following week.

CAMP BAUERCREST SPECIALTY PROGRAM ELIGIBILITY AND FEE TABLE

PROGRAM	AGE/GROUP MINIMUM	SWIMMING REQUIREMENT	
Sports Performance	None	N/A	
Weight Room	Junior B – Entering 7 th Grade	N/A	
Sports Electives <ul style="list-style-type: none"> ● Basketball ● Baseball/Softball ● Football ● Soccer ● Lacrosse ● Volleyball/Newcomb ● European Handball ● Floor Hockey ● Golf ● Tennis 	None	N/A	
Rowing/Sailing/Canoeing/Kayaking	None	Red Cross Level 3	
Waterskiing/Wakeboard/Tubing	None	Red Cross Level 3	
Swim Instruction (Required)	None	Assessment Required	
Arts & Crafts	None	N/A	
Project Adventure Low Ropes Challenge	None	N/A	
Video	None	N/A	

Digital Photography	None	N/A	
Archery	None	N/A	
Inter-Camp All-Star/Travel Teams <ul style="list-style-type: none"> • Softball • Baseball • Basketball • Soccer • Tennis Swim Meets/Water Carnival	None – team formation and travel depend on tournament schedule and team participation from other camps	Red Cross Level 3 for swim meets and water carnival	

*****If there are any activities that your son should not participate in for any reason, please let the camp director know.*****

PACKING FOR CAMP

Personal Property Policy

Our campers' safety and well-being is of the utmost importance. We reserve the right to search their belongings at any time on camp property or off-site while camp is in session if we have any cause for concern.

Packing List

It is important to prepare for your camp experience by packing all of the necessary clothes, equipment, and other belongings that will help make your camp experience as comfortable it can be! We provide a packing list on our website at www.bauercrest.org as well as on your CampInTouch Forms Library so you can see what we recommend to bring.

Other Personal Items

Campers may bring books, musical instruments, and other such personal items in line with the Technology Policy (see below). Because of the nature of camp, we cannot guarantee the safety of personal items. While missing items are often covered by a family's homeowner insurance policy, Camp does not offer any coverage.

Furniture

Every camper will receive a working locker (with shelves and hanger area) and bed. Please bring your own hangers. It is recommended that every camper bring his own storage drawers. Drawers must fit within an appropriate area, with dimensions of no more than 3 feet tall and 2 feet wide and 1.5 foot deep. This size restriction will be strictly enforced. We recommend plastic three-drawer models (some have wheels). No additional furniture is allowed. On Opening Day, family members are given time to unpack and help prepare their child's area.

Technology Policy-

At Bauercrest, we prefer face-to-face communication, so please leave your phones, iPads, and other electronic devices at home. **It is our policy that no electronics are allowed to be used by any regular camper if they have receive a signal of any kind or have a screen and storage of personal content or use.**

The only exception to our cell phone policy is that CI's, on a very limited basis, as a privilege for their hard work and service to camp, can use them in their bunks. We do still encourage them to find the connection in person. Like all privileges, it can be further restricted, and even removed based on the circumstance.

Forbidden Items

Items that are not allowed at camp are any devices that can message, email, access the internet, or view movies or other displays. Such items include the following:

- Cell phones
- Smart phones

- Video iPods
- Tablets and e-Readers with wifi
- Televisions and DVD players
- Personal Gaming Devices (PSP, Nintendo DS, Gameboy, etc.)

Permitted Items

Here is a list of electronic items that are permitted at camp:

- Radio
- iPod Nano or Shuffle
- CD/MP3 player
- Camera (cameras on smartphones, tablets, or other restricted devices do **not** carry an exception)
- Kindle (As long as it does not have WiFi)

CampInTouch (MyBauercrest)

Bauercrest partners with CampMinder to provide such services as one-way emails, newsletter postings, and an online photo gallery. These are tools we use to share the camp experience with our families so you can see and hear all of the great things going on here at camp. The photo gallery and newsletter services DO NOT guarantee that parents will see their child's photo on the website, in any specific activity, or with any regularity. We have a photographer assigned to take daily photographs, and the website will be updated every other day with the latest photos. Letter-writing is the primary method for parents and campers to communicate; these other services are to supplement this communication to enhance the experience for all.

VISITING POLICY

Parent Visitation

The camp has a firm policy on parent visitation. **Family and friends are allowed to visit only on Visiting Day. Parents must contact the camp directly if there are any circumstances requiring a visit to camp other than the designated visiting day.**

Visiting Day (Sunday July 22, 2018)

Visiting Day is a time for our families to experience Bauercrest alongside their child, interact with staff, and enjoy a great day on the Hill.

Visiting Day is Sunday, July 22 from 11am - 4:00pm. All campers will stay in camp to enjoy the day with their families and experience Bauercrest together with our all-camp BBQ, waterfront activities, free swim in the pool, sports games, camp games, and more! We will send further details so you know what to expect from the day.

We recognize that some families have conflicts with other camps' Visiting Days. In this case, we urge you to call the camp at least two weeks prior to discuss possible alternatives. Again, Visiting Day is only for Full Season and Extended Session campers, as First Session campers leave on the morning of Visiting Day. All Second Session campers should report to camp at 4pm to move in and be ready for our special evening activity.

Leaving Camp

Our parents have entrusted us with their most precious possession and we do all we can to provide them the best care while they are our responsibility. Therefore, the following guidelines are intended to avoid any problems on transition days:

- All campers are to be released only to an authorized person. Parents/guardians must complete and sign the Emergency Contact Form authorizing release of the camper to anyone other than a custodial parent or legal guardian. Identification will be required for release of campers to authorized persons.
- Authorized persons are to be directed to a designated administrator to sign their camper out.

- If a custodial parent requests that a camper not be signed out to a non-custodial parent, such a request must be in writing with proper legal documentation.
- When a last-minute change occurs in who will be picking up a camper, the new instructions are to be verified with the camp director by a custodial parent or authorized person.
- No camper may leave camp at any time without prior authorization from a custodial parent and the Director.

We do realize special life events do take place during the summer. We do ask that arrangements are made that will interrupt camp as little as possible. Please contact the director to make these arrangements well in advance.

For the safety of your son and all campers, visitors cannot drive down the hill at any time other than a designated drop-off day. **All visitors should proceed directly to the Big House before entering the rest of camp. Security is of the utmost importance to all of us, and we would like to welcome you to camp.** Lastly, only someone approved by the camper's custodial parent or guardian (specified on the pre-camp form) may sign out a camper. If parents want someone (e.g., because of schedule conflicts) not specified on the pre-camp form to pick up their child, a request must be submitted in writing to the Director, and the named individual(s) must show proper identification upon arrival at camp.

FOOD

Food service at Bauercrest is provided by Food Beverage Associates Inc. It is our camp's goal to provide hearty, nutritious meals for all campers of all diets. Campers will have vegetarian choices and secondary options at each meal, and children with documented dietary requirements from your child's physician will be accommodated as well.

Peanut-Free and Tree Nut-Free Policy

As in many educational settings today, there are a significant number of children coming to camp with severe food allergies. Given this determination, we feel it appropriate and necessary to address the issue as it relates to food that is brought into the bunks and how it is prepared and served in our dining hall. **There will be no food allowed in camp that contains peanuts, tree nuts, or their by-products.**

MESS HALL

It is our camp's goal to provide three hearty, nutritious meals daily as well as snacks throughout the day. Our meals are served and prepared kosher-style. We recognize that every camper may not like every main course and we will have alternatives available. Should your son have specific dietary restriction (medical or by choice), please be sure to address this with the administration prior to your son being dropped off, so that preparations can be made. Our menu follows all USDA nutritional standards.

Care Packages and Bunk Food

At Bauercrest, personal snack foods and any food packages are not allowed at camp. This policy exists to further ensure bunk cleanliness and the general health of our campers, which is often compromised by the storage and consumption of these foods. All campers will be allowed to bring one case (24 bottles) of plastic sports drink or water to camp. Sunflower seeds and gum will be permitted as long as the campers continue to dispose of them properly. No soda or aluminum cans are allowed.

Camp Snack Provisions

Each camper will have the opportunity to receive snack foods daily. Healthy snacks, fruit, juices, and water are available in the mess hall throughout the day, as well as cold water all over camp for campers to drink.

ALL SNACK FOOD MUST BE CONSUMED AND DISPOSED IN THE MESS HALL OR IN LOCATIONS DESIGNATED BY STAFF AND ADMINISTRATION. AT NO TIME IS SNACK FOOD TO BE TAKEN FROM THE MESS HALL.

CAMPER HEALTH

Health Forms

These forms require input from parents and physicians. Campers must have a full physical examination within 12 months of the camper's arrival to camp. Health forms need to be signed by parents and physicians. Insurance policy dictates, without exception, that the health form is fully completed for each child and counselor entering camp. Camp Bauercrest requires that the following forms be completed, signed, and submitted for each camper:

- Health History;
- Physical Examination and Immunization;
- Health Insurance and Permission to Treat; and
- Parent Authorization to Administer Prescription Medication – for any prescription medication or over-the-counter remedy taken on a regular basis.

Any family refusing permission to treat must submit such a request in writing to camp administration, to be kept in the camper's medical file. A waiver form is available with upon request to clear both Camp Bauercrest and our medical provider, Dr. Alice Merkrebs and Newburyport Pediatrics, of any liability.

Immunization Policy

Camp safety and public health are important to Camp Bauercrest. The vaccination of all members of the camp community ranks as a key component to maintaining a safe environment and decreasing the risk of transmission of preventable diseases at Bauercrest. All campers and staff are required to show proof of up-to-date, age-appropriate immunizations (as listed by the American Academy of Pediatrics) unless a valid health reason prohibits it. Campers and staff will be unable to attend camp without all required immunizations.

Pre-Camp Prevention and Notification

Please take care of any preventive needs before camp including dental work, as we want to avoid any disruptions. Notify the Director if your child has been exposed to any contagious disease within three weeks of the start of camp. If your son is not feeling well upon arrival at camp, we will ask to keep your camper home until he feels better.

Preventative Health Care Procedures for Opening Day

If your child has been ill (sore throat, cough, fever of 100 degrees F) within seven days of drop-off day, please do not bring your child to camp on opening day. We ask that you contact our offices at (978) 388-4732 so that we can discuss the best timing for a postponed arrival.

Upon their arrival at Bauercrest, families will be directed to designated locations for lice checks and temperature checks. Families will not be allowed to move their sons into the bunks until a health check clearance card is given to the bunk counselors. If a camper is found to have lice or exhibits any of the symptoms mentioned above, the family will be instructed to bring their son home until proper treatment and remedy alleviate all symptoms for at least 48 hours.

We recognize the additional time it will take for families to complete the move-in and check-in process, but we feel these additional measures are in the best interest of our entire camp community. We appreciate your patience and understanding.

Medications

To better serve our campers and ensure a more effective and efficient method for dispensing medication, Camp Bauercrest has entered a partnership with CVS/Pharmacy located in Amesbury, MA, to implement a **mandatory** pre-packaged medication program for families bringing any medications to camp. There is no fee for pre-packaging your son's medications. Further, it is important to note that this pre-packaging program is in compliance with the Massachusetts state regulations regarding medication packaging for summer camps.

Camp Bauercrest does require camp families with medications to have all camper medication dispensed, pre-packaged and sent to camp prior to their arrival. The Bauercrest Health Center staff will only dispense medication packaged by the CVS/Pharmacy in Amesbury. This medication includes:

- Prescription medications in pill form (daily or as needed)
- Prescription medications in liquid form (daily or as needed)
- Prescription inhalers, ointments, eye drops, and nose sprays
- Non-prescription medication such as vitamins and supplements

The benefits to families are:

- Ensures the safety of our campers with proper doses and saves our nursing staff to take care of your kids rather than counting medication.
- No need to bring medications to camp or send them each month – they will be delivered directly to the camp
- Minimization of waiting/registration lines in the Health Center on Opening Day
- Physician Authorization forms will not need to be processed on opening day as prescriptions will have already been processed through CVS
- Pre-packaging ensures accurate dispensing of medications

Parents are responsible to check that their child's prescriptions are written for exactly how and when the medication is to be given.

The forms listed below are posted to the Bauercrest Forms Library:

- CVS document with answers to Frequently Asked Questions
- CVS Patient Profile Form
- Camp Bauercrest Parent Authorization for Medication Administration Form.
 - ***An authorization form must be completed for each medication.***

Note that Bauercrest stocks most over the counter items such as Tylenol, Advil, Benadryl, etc. to use at their discretion for a child's given symptoms and condition. For any questions of what we provide, please feel free to call the camp at (978) 388-4732.

Off-Site Access to Health Care and Off-Site Emergencies

A camp nurse will travel with campers and staff on all-camp trip days. Our staff trained in American Red Cross CPR and First Aid are also present on all trips along with travel first aid kits. Emergency contact information for each camper is sent with the trip leader. When a camper who requires a prescribed medication participates in an out-of-camp trip, his prescribed medication is sent with the trip leader in its original pharmacy package in a locked box and dispensed to the camper by the qualified designated staff member.

When traveling to another camp, Bauercrest administration and staff will provide advance notice to the host camp regarding any special health care needs for an individual camper. Bauercrest will work with the administration and healthcare staff of the host camp to ensure that any dietary or medical needs are met.

When off-site, administration and staff maintain direct communication with Bauercrest health care staff with regard to routine health care inquiries and dispensing of medications. In the event of an off-site emergency, a staff member will initiate 911 emergency procedures described herein. Health center staff, camp administration, or a designated staff member will contact the camper's family immediately. With primary focus on attending to the medical needs of the camper, the family may be notified after the 911 emergency procedure is initiated.

Behavior, Special Needs, Special Medical Needs, and Modifications

Bauercrest administration, in conjunction with qualified medical resources and families, will evaluate the camp's ability to meet special medical needs prior to the enrollment of a camper with such needs.

Camp administration asks that parents be forthright in documenting and communicating any pre-existing behavior patterns or medical needs their son may have which could potentially compromise the quality of camp life for their son and others. Patterns and needs observed by our staff during the camping season will be communicated to administration. As deemed necessary, administration will be in contact with families to report and discuss these observations.

The requirements for success at camp are similar to those at school. A family cannot expect a child to simply stop using medication that is considered necessary for school success when their child attends camp. The Bauercrest staff and campus are limited in their ability to meet the requirements of certain children with special needs or special medical needs. These limitations include, and are not limited to: 1-1, 24hr behavior aid and assistance, personal care assistance, living/environmental accommodation for some respiratory and immunodeficiency disorders, medical or therapeutic care for chronic or progressive disorders requiring the daily care of an assigned nurse, occupational therapist, physical therapist, respiratory therapist, language interpreter, or sight companion.

Parents/guardians of children with special needs and/or special medical needs are encouraged to contact administration prior to the commencement of the camp season to discuss the necessary resources and processes to be in place that will ensure the health, well-being, safety, and success of their child while at camp.

In accordance with the policies of the Americans with Disabilities Act, Camp Bauercrest makes readily achievable accommodations to assure that wherever possible, campers with disabilities have the opportunity for full participation in the camp experience. However, the communal nature of camp may limit our ability to meet the needs of all individuals and provide the positive experience we want each child to have here at Bauercrest.

Health Center

The Camp Bauercrest Health Center is open 24 hours each day, with marked service hours for any regular treatment. The health center is equipped with ten beds and an isolation room. The phone number to the Health Center is (978) 388-0090.

Insurance

Every effort will be made to contact a parent or your insurance company before we service your child's health needs at any expense. The possibility exists that we will not be able to reach a camper's parent or personal physician. We will provide care for the camper in regard to safety and their well-being. Families will ultimately be responsible for all medical costs.

Health Care Staff

Our nurses are registered nurses (RN) or licensed practical nurses (LPN). Our camp doctor, Dr. Alice Merkrebs of Newburyport Pediatrics, visits camp twice a week to examine campers in need of further evaluation. The local hospital is Anna Jacques Hospital in Newburyport, MA, located only 10 minutes away from Bauercrest.

Confidentiality

Any medical treatment or condition is on a need-to-know basis for our staff. Please feel free to discuss any problems or concerns with our medical team about confidentiality.

Medical Records

Camper medical records are kept for a period of five years from the time they are delivered to the Camp. Current season records and records going back one year are stored in the Health Center. Archived records are stored in the Camp Administration Building.

Over-the-Counter Medications

Over-the-counter medications are available at the Health Center. These include Tylenol, Advil, Sudafed, Robitussin, and Dimetapp. It is important that you include any allergies to prescriptions or over-the-counter medications on your son's health history form. Campers may not possess any over the counter medications in their bunk. For more details, please feel free to call the camp.

Dental and Orthodontic Care

Children's teeth should be cleaned and cared for by a dentist prior to entering camp. Our medical policy does not cover orthodontic or ordinary dental care. If your child's braces break or need any other attention, you will be called so arrangements can be made for you to pick him up and take him to his own orthodontist.

Parent Notification of Injury/Illness to Child

Camp Bauercrest administration or nursing staff will notify a parent or guardian of illness or injury to their child, where the child:

1. Is going to a hospital emergency room
2. Is showing visible signs of a psychological or psychiatric disorder, exhibited through perceived abnormal or inappropriate behavior
3. Has been or will be treated by the camp doctor or hospital physician for a diagnosed injury or illness requiring:
 - a. Surgery
 - b. Stitches
 - c. Bandaging for severe bleeding
 - d. Bandaging/casting for orthopedic treatment
 - e. Burn treatment
 - f. Attention to severe bruising

4. Will be staying in the infirmary overnight
5. Is running a temperature greater than 100 degrees for more than one day; or a fever that cannot be easily reduced with Tylenol, ibuprofen, or equivalent medication.
6. Has been harmed/injured physically or emotionally resulting from:
 - a. Severe verbal altercation
 - b. Fighting
 - c. Horseplay
 - d. Any in-camp or out of camp activity during the season
7. Is not eating properly or is showing signs of not eating properly, such as:
 - a. Significant weight gain/loss
 - b. Excessive vomiting
 - c. Signs of an eating disorder – related to psychological or psychiatric disorder
8. Is showing signs of disrupted sleeping patterns or a sleeping disorder

In the case of medical emergency, Bauercrest will act in the best interest of the camper to seek immediate medical care. As such, the Camp may first seek immediate treatment before contacting the family.

If a child will need to see a doctor in the case of a medical non-emergency, the Camp will first contact the family in order to provide the option for the family to have the camper seen by its family doctor. If the family determines that the child will be seen by its family doctor, the family will provide the means of transportation by having a parent, guardian, or other family-designated contact pick the child up at camp and bring him back to camp.

BUNK AND CAMP LIFE

Supplemental Trip Money

There will be occasions when campers will purchase their own meals at a trip destination (e.g. amusement park, beach, stadium, or food court). In these cases, Bauercrest will provide a stipend to each camper for meal purchases. Bauercrest will ensure that campers have adequate funds for any trip meal purchases. The cash amounts or vouchers provided by the camp will be determined based on the costs for food and beverage purchases at the location.

For those of you who choose to provide your kids with a little extra, we will collect envelopes at drop-off and keep them in our safe, then distribute the cash to the campers in addition to the \$10 they receive from us. We just ask that you include a note as to how much you'd like your child to have for each trip, and if possible, please send exact change. For instance, if you'd like your child to have an additional \$10.00 per trip, and your child is coming for one session, you would send \$30 in \$10 bills. Please note that the extra cash is entirely optional; some families choose to send it, while others don't. The only reason we even bring it up is that in the past, camper would bring cash but not be able to keep track of it. This way, at least we can help out by keeping it safe and in one place.

We cannot emphasize enough that money should not be left with campers in the bunk and that we are not responsible for funds left with your child.

Discipline

It is the goal of Camp Bauercrest to ensure the safety of all campers and protect the spirit of the community in which we live. The camp has a very clear distinction between rights and privileges and we shall have absolutely no tolerance for severe infractions towards preserving our safe environment. The following list includes a few, but not all, actions that constitute grounds for disciplinary action, up to and including, expulsion:

- Bullying, harming or abusing another camper;
- Stealing or damaging the camp's or someone else's property;
- Bringing a weapon to camp;
- Writing graffiti or engraving of any kind;
- Violating safety procedures;

The following will result in immediate dismissal from camp and no refunds will be awarded.

- Possessing or using drugs, drug paraphernalia, cigarettes, vaping paraphernalia, marijuana edibles, alcohol, or cigars;
- Smoking of any kind;
- Leaving the bunk at night without permission;
- Possessing or using fireworks, lighters, and matches;
- Possession of a weapon of any kind

BAUERCREST STEP-BY-STEP OF DISCIPLINE

- Upon an infraction of camp rules, the camper will be spoken to by the supervising counselor and redirected of how to act properly and handle the situation within the rules.
- If the issue continues, the counselor will elevate the issue to the Group Leader and/or Head Counselor for advice and have them intervene as well to further coach the child to change their actions. This can include removal from the activity and or changing their schedule to a more fitting activity. Depending on the infraction, parents will be notified of what took place and the corrective action plan to resolve the issue.
- If the issue continues beyond this or becomes more severe, it is the discretion of the Head Counselor to escalate the matter to the Director who will make call to parents or guardians, intervene him/herself on the matter, construct a behavior contract agreement with the child as a last effort to communicate the issue, and have a supervision protocol to do our best to correct the action.
- If the issue remains and interferes with camp, the Director will talk with parents and come to a decision regarding the dismissal of camp.
- If a camper is asked to leave camp, Bauercrest will not award a refund of any kind.

Anti-Bullying Policy

INTRODUCTION AND STATEMENT OF PURPOSE

Camp Bauercrest does not tolerate bullying or harassment of any kind. Respect for others is expected of all members of the Camp Bauercrest community. Among Camp Bauercrest's aims are the provision of a safe, secure, and positive environment in which each camper can develop the knowledge, skills, self-confidence, and maturity to respect and care for himself and others. To this end, the camp aims to establish a community of trust in which everyone feels valued and safe, and where individual differences are appreciated, understood, and accepted. The camp is committed to maintaining an environment where campers are free from bullying of any kind. Bullying can include, but is not limited to:

- Harmful remarks, rumors, or threats about or towards another camper;
- Gestures or physical altercation against another camper;
- The display or transmission of images; written, verbal, or electronic statements;
- Other unwelcome or demeaning acts with respect to a person's appearance, gender, race, religion, ethnic origin, sexual orientation, disability, or other characteristics.

Campers whose statements or actions, on or off camp property, constitute disrespect, mockery, intimidation, harassment, or bullying (including cyber bullying) will be subject to disciplinary action, up to and including dismissal from camp. Additional legal definitions and consequences can be found below.

DEFINITIONS UNDER THE LAW

The following definitions are drawn from the Massachusetts law against school bullying (M.G.L. c.71, § 37O). Note, however, that the camp reserves the right to take disciplinary action with respect to any form of bullying, cyber bullying, or retaliation, regardless of whether the conduct meets the formal, legal definition of those terms.

Aggressor: An aggressor is a camper who engages in bullying, cyber bullying, or retaliation.

Bullying: Bullying is defined as the repeated use by one or more campers of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target, that

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to himself/herself or of damage to his/her property;

- Creates a hostile environment at camp for the target and fellow peers;
- Infringes on the rights of the target at camp; or
- Materially and substantially disrupts the process or the orderly operation of the camp.

Bullying may include conduct such as:

- Physical intimidation or assault, including intimidating an individual into taking an action against his/her will;
- Oral or written threats;
- Teasing, putdowns, or name-calling;
- Stalking or threatening looks, gestures, or actions;
- Cruel rumors; false accusations; and social isolation.

Cyber bullying: Cyber bullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber bullying also includes:

- The creation of a Web page, blog, or other online presence in which the creator assumes the identity of another person;
- The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above inclusive of the definition of bullying; and
- The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in the definition of bullying.

Cyber bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating Web sites that ridicule, humiliate, or intimidate others; and posting on Web sites or otherwise disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment: Hostile environment is defined as a situation in which bullying causes the camp environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a camper's routine.

Retaliation: Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target: Target is a camper against whom bullying, cyber bullying, or retaliation has been perpetrated.

BULLYING, CYBER BULLYING, AND RETALIATION ARE PROHIBITED

The camp will not tolerate any form of bullying, nor will it tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying is prohibited on camp grounds; at a camp-sponsored or camp-related activity, function, or program, whether on or off camp grounds; in a vehicle owned, leased, or used by the camp; through the use of any technology or electronic device owned, leased, or used by the camp; during the camp season or during the off-season for camp.

The camp also prohibits bullying that does not meet any of the criteria in the paragraph immediately above, but that nonetheless creates a hostile environment at camp for a targeted camper; infringes on the rights of a targeted camper at camp; or materially and substantially disrupts the process or the orderly operation of the camp.

CAMP DISCIPLINE POLICY

The range of disciplinary action for bullying is the same as for other forms of camper misconduct subject to applicable procedural requirements.

- Upon an infraction of camp rules, the camper will be spoken to by the supervising counselor and redirected of how to act properly and handle the situation within the rules.
- If the issue continues, the counselor will elevate the issue to the Group Leader and/or Head Counselor for advice and have them intervene as well to further coach the child to change their actions. This can include removal from the activity and or changing their schedule to a more fitting activity. Depending on the infraction, parents will be notified of what took place and the corrective action plan to resolve the issue.

- If the issue continues beyond this or becomes more severe, it is the discretion of the Head Counselor to escalate the matter to the Director who will make call to guardians, intervene him/herself on the matter, construct a behavior contract agreement with the child as a last effort to communicate the issue, and have a supervision protocol to do our best to correct the action.
- If the issue remains and interferes with camp, the Director will talk with parents and come to a decision regarding the dismissal of camp.

It is important to bear in mind that stricter standards of behavior may apply under Camp Bauercrest’s policies in order that we may prevent inappropriate verbal and physical conduct before a camper has been subject to bullying as it is defined under the law. For example, although the law defines bullying as “repeated use” of certain expressions, acts, and/or gestures, the camp reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if the camp determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.

REPORTING BULLYING OR RETALIATION

Any camper who feels he or any other camper has been the subject of bullying or retaliation should immediately report the matter to the Head Counselor or any other staff member with whom he would feel more comfortable making the report. Any parent or guardian who believes that a camper has been the subject of bullying or retaliation should immediately report the matter to the Executive Director. Camper and parent/guardian reports of bullying may be made anonymously, although no disciplinary action will be taken against a camper solely on the basis of an anonymous report. Any staff member who has witnessed or otherwise become aware of any bullying or retaliation must report it immediately to Executive Director.

A camper who knowingly makes a false report of bullying or retaliation will be subject to disciplinary action, up to and including dismissal. If a parent or guardian knowingly makes a false report of bullying or retaliation, the camp may terminate the enrollment of any children of that parent or guardian. An employee who knowingly makes a false report of bullying or retaliation—or who fails immediately to report an instance of bullying or retaliation of which they are aware—will be subject to disciplinary action, up to and including dismissal.

CAMP RESPONSE TO ALLEGATIONS OF BULLYING OR RETALIATION

Once any allegation of bullying or retaliation is received, the staff will investigate the charge, led by the Head Counselor. The investigation will follow the procedures for all disciplinary infractions and will take into account all of the relevant circumstances, including the nature of the allegations and the ages of the campers involved.

If the Executive Director determines that bullying or retaliation has occurred, he shall:

- Take appropriate disciplinary action, which may include the full range of disciplinary sanctions for camper misconduct, up to and including dismissal from the camp, balancing the need for accountability and the need to teach appropriate behavior;
- Notify the parent/guardian of the target and of the aggressor of this finding and of the camp’s procedures for responding to it;
- Assess the target’s need for protection and take appropriate steps as necessary to restore a sense of safety at camp for this person;
- In consultation with the camp’s medical staff, refer aggressors, targets, and family members of such campers for counseling or other services, as appropriate; and
- Report to the administrator of another camp if an incident of bullying or retaliation involves campers from another camp and Camp Bauercrest is the first to be informed of the bullying or retaliation.

RESOLUTION AND FOLLOW-UP

Upon the close of the investigation and determination of applicable disciplinary action, camp personnel will promptly provide notice to the parent/guardian of the target and the aggressor. Notice will indicate what action is being taken to prevent any further acts of bullying or retaliation.

If appropriate, within a reasonable time period following closure of the complaint, the Director, or his designee, will contact the target to determine whether there has been any recurrence of the prohibited conduct.

For all reports of bullying or retaliation, the camp will retain a report of the complaint, containing the name of the complainant, the date of the complaint, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

NOTIFICATION AND TRAINING

The camp will provide written notice of the relevant camper-related sections of this policy to campers and parents/guardians at least

annually. The notification to campers will be in age-appropriate terms. Relevant portions of the policy will be included in the camp handbook.

The camp will provide training on this policy for staff annually, including bullying prevention, conflict recognition and resolution, a review of the reporting obligations for all staff, and the processes that the camp will follow in response to a report of bullying or retaliation. The policy, or relevant portions thereof, will be included in the employee handbook.

REVIEWING AND UPDATING THIS POLICY

The policy will be updated at least once every two years. In connection with that update, the Director or his designee will be responsible for reviewing the policy, reviewing the file of reported incidents of bullying or retaliation in at least the preceding two years, and undertaking such other steps as may be appropriate to evaluate the effectiveness of this policy and the camp's compliance with the plan and any laws or regulations relating thereto.

CONCLUSION

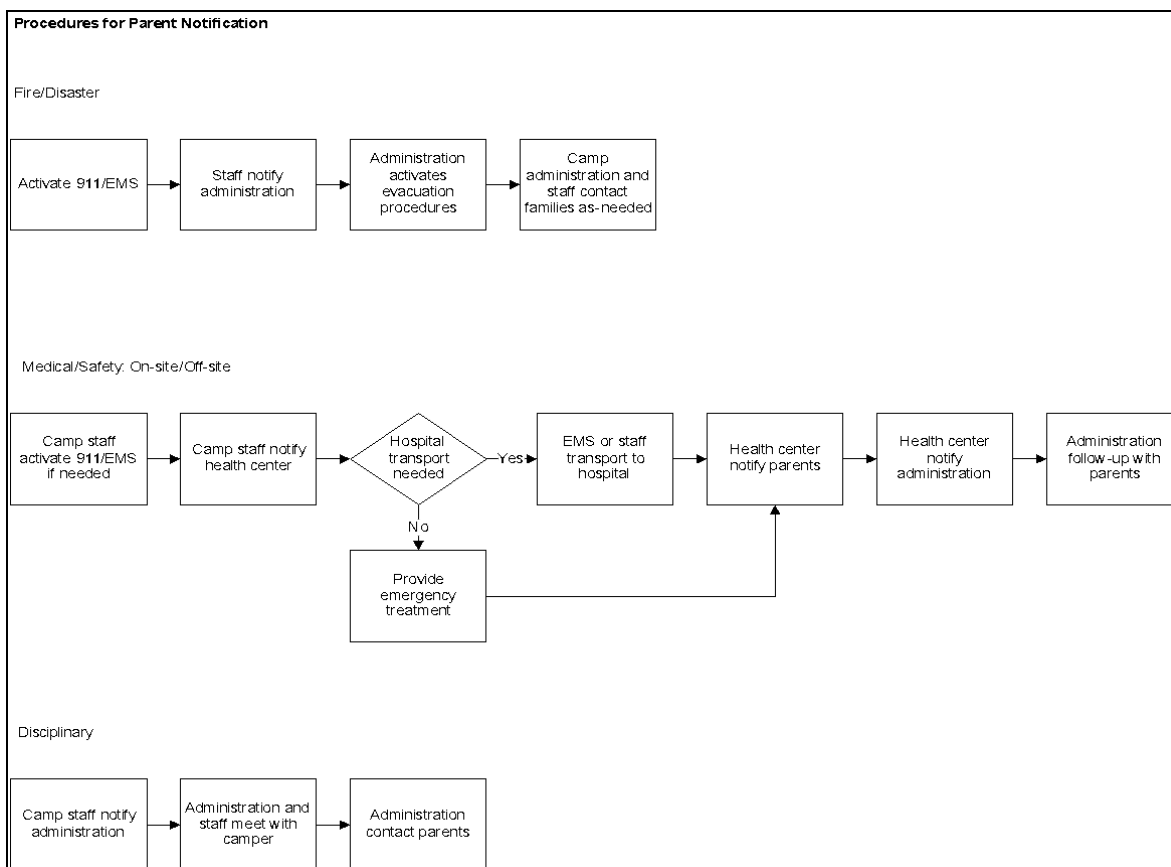
This plan is intended to:

1. Prevent bullying and cyber bullying among our campers;
2. Encourage campers and their parents to have confidence in the camp's procedures and to come forward promptly whenever a camper is subject to conduct that is prohibited by this or any other camp policy; and
3. Implement appropriate discipline and other corrective measures when they are found to be warranted.

Emergency Contact Notification

Fire and emergency evacuation procedures are reviewed and tested with campers and staff at the beginning of each session. In the event that the camp must be evacuated for any emergency, Camp Bauercrest staff/administration will immediately notify families and designated emergency contacts. The camp will be notified by alarm and the local EMS and procedure with the appropriate plan to keep all of our campers and staff safe. Evacuation and transportation plans are in place with our transportation provider.

The diagrams below display the processes in place for any event requiring parent notification.



Additional Camp Services

A. Bar Mitzvah and Academic Tutoring

Subject to the availability of tutors, Bar Mitzvah and Academic tutoring will be offered for \$45 an hour. These services will be billed with payments to be made at Visiting Day or pickup day. Checks should be made out to your son's tutor. Families should contact Assistant Director Erica Weinstein erica@bauercrest.org by June 22nd to coordinate any tutoring services. We will review any prescribed education plan or parental request in order to assign an appropriate tutor. The assigned tutor will produce the tutoring schedule.

B. Laundry

Laundry is sent out weekly. Each camper's clothes are sent to the laundry in a separate bag and the laundry is returned no more than three days later. Campers create an inventory list of all items they send. Please pack for a minimum of 14 days (from the beginning of camp until the first laundry is returned). **Label your child's apparel clearly with a permanent marker or labels.** We do all we can to ensure that your son does not lose his clothing, but the camp is not responsible for any lost or misplaced materials.

Closing Day And Gratuities

Closing Day

We stagger the pick-up times (and reverse them, out of fairness, from Opening Day) to minimize the rush on camp. Please be respectful of the designated times as we stagger pick up time at camp to keep the traffic flowing.

These time frames refer to pick up days on **July 22nd and August 16th**

- 8:00AM Last name begins with R-Z
- 8:45AM Last name begins with H-Q
- 9:30AM Last name begins with A-G

Please be sure to pick up all medications in the Health Center. All parents must plan to arrive at camp no later than 11:00am.

Gratuities

Our staff is proud to work hard for our families to deliver the best summer possible, and while **not required by any means**, we do approve of our staff accepting gratuity. Parents wishing to tip should do so on the last day, and if your counselor needed to leave early, you can also leave your gratuity at the office. Thank you in advance for your generosity!

