

# PARENT HANDBOOK 2019



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# I. WELCOME!

Dear Parents:

It's hard to believe that summer is almost here! Your campers are about to embark on an incredible celebration of healthy, active living. They'll be cooking amazing dishes, joining action-packed activities, and spending their summer in a joyful Jewish environment. We hope they're getting excited.

We designed this handbook to help prepare you and your campers for the summer. It includes information on how to submit medical forms, policies and procedures, a packing list, pick-up and drop-off information, and other important details. Please review everything and submit all the required forms using our online system (described below) **by May 20th**.

If you have any questions, please call us at 212.913.9783 or send us a note at [questions@campzeke.org](mailto:questions@campzeke.org).

With great anticipation,

*The Camp Zeke Team*

## II. KEY FORMS, DATES & DEADLINES

Please access and submit the forms discussed below on our online portal, [CampInTouch](https://zeke.campintouch.com) (<https://zeke.campintouch.com>). You can also view account balances, change credit card information, and see pictures and blog posts during the summer. To access the portal, use the same email address and password that you used for the camp application (or go to [CampInTouch](https://zeke.campintouch.com) and click “retrieve/set password” if you can’t remember it).

**Please note that all forms must be completed by May 20th. For everyone’s safety, we cannot allow campers to enter camp grounds without completed forms.**

### OUR REQUIRED FORMS:

#### I. Digital Forms: Complete in [CampInTouch](https://zeke.campintouch.com)

1. Health History
2. Camper Profile
3. Terms and Conditions
4. Transportation Form
5. Phone Call Opt-In (Optional)
6. Capital Projects Form
7. Camper Code of Conduct

#### II. PDF Forms: Download, complete, and then upload to [CampInTouch](https://zeke.campintouch.com)

8. Immunization Form
9. Parent Authorization and Insurance Cards
10. Physician’s Exam

#### III. Forms Outside of CampInTouch

11. **Pill and Vitamin Form:** If your camper takes any prescriptions, over-the-counter medications or vitamins, please complete the J Drugs form on page 11 and send the form straight to J Drugs.

*J Drugs is a prepackaging service that eliminates errors in medication distribution. Prepackaging is strongly advised by the American Camp Association and widely considered the safest and most reliable form of medication distribution in overnight camp.*

**Detailed instructions and the J Drugs order form can be found on pages 10 and 11.**








### III. GOING AWAY FROM HOME



**Camp is an amazing adventure!** Campers learn to live independently while forming life-long memories and the closest of bonds with new friends. Obviously, some kids have a little anxiety in the days leading up to camp. To help ease the transition and make for a truly remarkable and magical experience, we have a few pointers for parents:

- ✈ **Overall concerns:** If your camper exhibits concerns about going away, encourage the open expression of feelings. You might explain that these concerns are normal and natural, and most campers feel exactly the same way. Remind him or her that Camp Zeke's warm and caring staff are there to help in any situation, and we're going to check in with them all the time to make sure that they're happy and everything is going well.
- ✈ **A set period of time away from home:** Your camper should understand that he or she is coming for a pre-determined length of time. A "let's try it out" and "you can leave whenever you want" approach doesn't work. Although it might provide temporary comfort to children who are anxious, it creates problems at camp by preventing kids from fully immersing themselves in camp life.
- ✈ **Consistency at home:** Reassure your camper that everything at home will be the same as when they left – pets will be cared for, possessions will be protected from siblings, and his or her room will stay the same. If for any reason this cannot be promised, let our office know about the circumstances. We can be more helpful when we are informed.
- ✈ **Mental wellness:** Please inform the camp directors if your child has been under any psychological/psychiatric care at any time prior to camp, or if something might occur at home during the summer. This includes illness or death in the family, poor school grades, divorce, moving to a new house or city, etc. Camp Zeke is more than adequately prepared to deal with most children and the common problems of growing up. Our knowledge of the facts will help lead your camper to success.
- ✈ **A cheerful goodbye:** When seeing your camper onto the bus or dropping them off at camp, make the parting brief, pleasant, and cheerful. Prolonged good-byes and abundant tears will be emotionally upsetting to your camper (and you!). This also applies to visiting day for six-week campers.

## IV. CAMP POLICIES

**Our goal is to provide campers with unforgettable summers that are full of amazing memories and warm friendships.** We have a few key rules at camp, which all campers must know to have the best possible summer. Please review these with your camper(s).

-  **Food:** Please do not bring or send candy, gum, or other foods to camp. Some members of our community have severe food allergies, so this rule is strictly enforced.
-  **Calls Home:** The camp policy regarding campers calling home is based on the understanding that phone calls can be the most challenging form of contact for campers. Our camp environment is a happy, self-contained community. Phone calls often create a sudden intrusion causing campers to experience feelings that override the good intentions that motivated the phone call. Hearing a parent's voice can be difficult even for a well-adjusted camper. So we do not encourage phone calls.
  -  Before camp starts, parents can schedule two calls per three week session using the Phone Reservation System on CampInTouch – or they can choose not to schedule any calls at all, which is the approach we recommend and the approach most parents take.
  -  Unless a call has been scheduled by parents, campers are not allowed to call home. Campers do not schedule calls from camp.
  -  Phone calls are not allowed during the first week of each session, which is an adjustment period. Calls begin in the second week of each session.
  -  You can always call the office to check in on how your camper is doing, and our unit heads are always available to update you about your camper's progress.
-  **Electronic devices:** Driving into camp, you will notice a sign that reflects our aspiration for campers: "At Camp Zeke, we unplug so we can really connect." **To this end, we are a screen free camp and devices with screens are strictly prohibited.** This includes phones, tablets, kindles, iPods, cameras, handheld game systems, and all other devices with screens.

Any camper using a cell phone (or a device to access the internet) will have the device confiscated and returned after camp. If there is a second violation, the camper will be suspended for a day. Parents will be required to pick up and return the camper at parents' expense.
-  **Photography:** We have a photographer who takes countless pictures throughout the camp experience to capture all the memories. We post them all in our parent portal, which you will have access to throughout the summer. For privacy reasons and to avoid any photography in the bunks we do not allow campers to bring cameras to camp.
-  **Bullying:** We strive to protect every member of the Camp Zeke community from bullying. In addition to creating a culture of kindness, Camp Zeke has a three-strike policy for bullying behavior. For the first incident, the offending camper will participate in a meeting with camp leadership staff. If there is a second incident, the camper's parents will be notified. If there is a third incident, the camper will be sent home.

- ✈ **Valuables:** Please do not let your child bring any valuables to camp. If you would be upset if a particular item is lost or broken, the item should stay at home.
- ✈ **Money in camp:** Campers do not need any money in camp. Please note that none of our field trips require money either – we always provide food/snacks and cover all admissions fees. Indeed, most of our trips won't involve opportunities to spend money. For example, we might go on a hiking adventure or take a hands-on tour of a local farm.
- ✈ **Supervision:** Each camper must be in range of sight or hearing of a staff member at all times. Our top priority is keeping campers safe and healthy, followed closely by ensuring they have a fun, friendship-filled, and memorable summer.
- ✈ **Dress code:** Our dress code helps maintain a safe and comfortable environment. We reserve the right to ask anyone to change if deemed necessary by the camp staff.
  - ✈ **Footwear:** During the day, campers are required to wear socks and closed-toed sneakers. This prevents injury and enables campers to move freely around camp. Campers may wear sandals at the pool and lake. They may also wear dressy sandals on Friday night for Shabbat and during certain other special evening activities. If your child chooses to wear heels, they may not exceed two inches.
  - ✈ **Tops and Bottoms:** Clothing should not contain inappropriate slogans or images. We do not permit revealing clothing for boys or girls, including visible bra-straps, see-through clothing, crop tops with tummies showing, Speedo-style bathing briefs for boys, etc.
  - ✈ **Sunblock:** Sunblock is part of our dress code – you aren't fully dressed without it!
  - ✈ **Bathing suits:** Two-piece swimsuits are permitted during general swim. One-piece swimsuits or tankinis should be worn during instructional swim to maximize mobility. For boys and girls, no overly revealing suits, please!
  - ✈ **Shabbat:** On Friday nights, we wear blue and white for our Shabbat celebration. You can get a bit dressy if you'd like!
- ✈ **Camp property:** Anyone who intentionally damages or defaces camp property is liable for such damage, and families will be charged accordingly. This includes writing names on cabins or beds.
- ✈ **Privacy:** To protect each camper's privacy, campers are only permitted in their own bunks. Under no circumstances may boys or girls enter the opposite gender's bunk. Campers may not bring cameras or take photographs in bunks, bathrooms, or other private areas.
- ✈ **Prohibited behaviors:** Campers are suspended from camp if they bring any of the following items: vape pens, drugs, tobacco, alcohol, firecrackers, weapons, or other dangerous instruments. Campers may also be sent home if they are out of their cabin at night, have preexisting behavioral or medical conditions that were not communicated to camp, or engage in criminal or sexual behavior. Inappropriate language is not tolerated. Within the camp's discretion, a camper who is suspended may be allowed back in a subsequent session.

## V. MEDICAL INFORMATION

Our medical staff carefully reviews each camper's medical history prior to the start of camp. The more we know about each camper's health history and habits, the better we can care for them. Please err on the side of giving us more information. It will make for a more successful summer.

As noted on page 4, **you will need to submit the following medical forms by May 20th:** Health History Form; Camper Profile; Immunization Form; Parent Authorization Form; and Physician's Exam Form. All of these forms are available on [CampInTouch](https://zeke.campintouch.com/) (<https://zeke.campintouch.com/>).

### Medical Insurance

All health and accident expenses will be covered by each family's medical insurance. Parents are responsible for providing proof of medical insurance for their children. If a provider does not accept your family's insurance, it is your obligation to pay the costs of the medical service. Please provide insurance information on the **Parent Authorization Form** on [CampInTouch](#).

### Key Health and Safety Policies

- ✈ **Glasses:** Please send a second set of glasses with each camper. Also, please make sure to indicate that he or she wears glasses or contacts on the **Health History** form on [CampInTouch](#).
- ✈ **Special dietary needs:** We are nut-free, sesame free, and offer vegetarian, vegan, gluten-free, egg-free and lactose-free options at every meal. If your child has any other special dietary needs, please let the camp office know now so we can work out a plan. Also, make sure to indicate the dietary needs on the **Special Food Needs** form on [CampInTouch](#).
- ✈ **Contagious disease:** Please advise camp of any contact your child has had with any contagious disease after June 10<sup>th</sup>. If your child has a cough, cold, rash, fever, lice, conjunctivitis/pink eye, or any throat problem in the days before camp begins, please contact us so we can make a plan for when they can join us in good health!
- ✈ **Head lice:** When campers arrive at camp, our medical staff or a lice service checks them for lice and nits. If any are found, we hire a lice treatment service to come to camp and treat the camper and his or her belongings on site. We ask parents to reimburse us for the cost of this service (\$250).
- ✈ **Sick campers:** If your camper is feeling under the weather at camp, he or she will receive comforting and professional care. Our Health Center is staffed 24 hours a day by medical professionals. They are supported by a team of local doctors, if specialists are needed. Camp is a few minutes from a complete network of health care providers and roughly 50 minutes from a major hospital.
- ✈ **Health Center:** Camp Zeke's Health Center is a warm, welcoming environment that's centrally located. Our medical staff live in the Health Center and are right there when campers call.
- ✈ **When do we call home?** We err on the side of contacting parents. We will always call to inform parents if: a camper has been in the Health Center overnight; a camper has been placed on



prescription medication; or a camper has been taken out of camp for medical care. Parents will not be notified if a child spends less than 24 hours in the Health Center or receives a routine diagnosis and treatment, which could include a cut, bug bite, sore throat, or headache.

- ✈ **Camper health and safety orientation:** All campers will receive health and safety orientation at the start of camp, which covers topics including: daily hygiene and hand washing, food safety, Lyme disease prevention, poison ivy identification, appropriate behavior and relationships, safety rules, and what to do in the event of an illness or injury.

## Medications

- ✈ **J Drugs:** To ensure that all medication is administered in the safest possible way, we require use of J Drugs for all prescriptions, daily over-the-counter medicines and vitamins.
  - ✈ J Drugs pre-packages medications and vitamins in individual doses, which is the distribution method recommended by the American Camp Association and considered the best practice among overnight camps.
  - ✈ J Drugs is a **free service** to our families. The deadline for ordering medications is May 20th. Please note that J Drugs charges a \$25 expedited service fee for medications ordered after May 20th.
  - ✈ J Drugs will bill your insurance company directly. Please note that you will be charged directly by J Drugs for co-pays, deductibles, or the cost of non-covered medications, vitamins and over-the-counter medications. J Drugs charges the same rates as any normal pharmacy for medications and vitamins.
  - ✈ To obtain medications through J Drugs, please submit the form on the following page.
  - ✈ Please obtain a prescription for any medication, vitamin or supplement you order.
  - ✈ J Drugs accepts all major insurance plans.
  - ✈ Please call J Drugs with any questions about filling medication and vitamin orders: 718-258-6686
- ✈ **Administration of pills:** All camper medications are kept in our Health Center under the nurses' supervision. Outside of special circumstances, the nurses will administer medications during meals (around 8:45 am, 1:00 pm and 7:00 pm). If this schedule is not possible, please let us know on the medical forms. **With the exception of emergency medications, campers may not keep or carry medications of any kind themselves.**
- ✈ **Inhalers and EpiPens:** Certain emergency items, such as inhalers and EpiPens, should be kept by campers at all times. Campers who use inhalers, EpiPens, and similar emergency items must bring a spare to be kept at the Health Center. Please provide all emergency medicine information on the **Health History** form on [CampInTouch \(https://zeke.campintouch.com/\)](https://zeke.campintouch.com/).
- ✈ **As-needed medications:** Camp Zeke stocks most over-the-counter drugs, which the nurses administer as needed. You do not need to use J Drugs for any of the following medications: Acetaminophen, Benadryl, Claritin, Ibuprofen, Lactaid, cough drops, decongestant (Sudafed PE), antacid and all first aid supplies. Note that vitamins and **any over-the-counter medications taken on a daily basis** must be ordered using J Drugs.



## J DRUGS PHARMACY ORDER FORM/CAMP ZEKE

Please mail, fax or email this form to: 1205 Avenue J, Brooklyn, NY, 11230

TEL: 718-258-6686 – FAX: 718-258-1230 – EMAIL: [JDRUGSRX@GMAIL.COM](mailto:JDRUGSRX@GMAIL.COM)

Camper: Last Name		First Name		Date of Birth
Address: Street	City	State	Zip	Guardian E-mail Address
Parent/Guardian Last Name		First Name	Home Phone	Summer Contact Number
Cell Number	Dates of Attendance		Allergies	

### Insurance Card

### Front of Card

PLEASE CONFIRM THAT  
ALL DATA IS LEGIBLE  
(If you have more than one insurance please include  
copies of all cards)

### Insurance Card

### Back of Card

PLEASE CONFIRM THAT  
ALL DATA IS LEGIBLE  
(If you have more than one insurance please  
include copies of all cards)

Name of Medication	Strength	Quantity/Time of Day: (Please circle and fill in )
		wake-up breakfast lunch dinner bedtime other: ____ # of tabs: ____/____/____/____/____/____
		wake-up breakfast lunch dinner bedtime other: ____ # of tabs: ____/____/____/____/____/____
		wake-up breakfast lunch dinner bedtime other: ____ # of tabs: ____/____/____/____/____/____
		wake-up breakfast lunch dinner bedtime other: ____ # of tabs: ____/____/____/____/____/____
		wake-up breakfast lunch dinner bedtime other: ____ # of tabs: ____/____/____/____/____/____

(if there are more medication than lines provided please attach a second page)

### **PAYMENT: VISA AMERICAN EXPRESS OR MASTERCARD:**

I hereby authorize J Drugs to charge my credit card all co-payments associated with the medication that I order. I agree to pay for any items that are not covered by my insurance plan.

Card Holder Name	Card Number	Expiration Date
Card Holder Signature	Date	

**Please mail, fax, or email this forms to the address listed above and attach all prescriptions.**

**Please send this straight to J Drugs rather than to Camp Zeke.**

## VI. CLOTHING & PACKING

Here is a list of everything you should bring to camp! If an item requires special laundering or you will be upset if it gets lost or dirty, please leave it at home. The weather can get a little chilly at night, so be sure to pack warm clothing. We have athletic equipment like yoga mats, tennis racquets, and baseball gloves, but you may also bring your own.

This list is intended as a guide, not a checklist. Not everything is relevant to every camper. We welcome you to use your judgment based on your knowledge of your child.

**Luggage:** On opening day, once emptied, all camper luggage is removed from the cabins and safely placed in storage. No suitcases, duffle bags, or plastic drawers (except those plastic drawers that fit under the bed) remain in the cabins as extra storage for campers. Please label each piece of luggage (including sleeping bags and hand luggage) with two sturdy name tags.

**Laundry:** We provide laundry services. Each camper has his or her personal clothing and linens washed weekly.

**Camp Zeke Store:** You can buy all sorts of Camp Zeke gear and other useful camp stuff and the [Camp Zeke Store](http://www.everythingsummercamp.com/camp-zeke?camp_code=CAMP907ZK) ([http://www.everythingsummercamp.com/camp-zeke?camp\\_code=CAMP907ZK](http://www.everythingsummercamp.com/camp-zeke?camp_code=CAMP907ZK)), which is run by an independent retailer.

**Please label everything with your camper's name!** You can just use a regular permanent marker. If you want to get really advanced, you can find some [popular labeling options here](http://www.everythingsummercamp.com/iron-on-labels) (<http://www.everythingsummercamp.com/iron-on-labels>)

### Linens

- ☐ 3 bath towels (to use for showering)
- ☐ 3 beach towels (to bring to the pool and lake)
- ☐ 2 face towels (for hand and face washing)
- ☐ 2 wash cloths (to use in the shower)
- ☐ 2 fitted sheets (twin size)
- ☐ 2 flat sheets (can also be used as light blankets)
- ☐ 2 pillow cases (bring an extra if you want your bunkmates to sign it!)
- ☐ 1 pillow (or two if you prefer)
- ☐ 1 blanket (light to medium weight)
- ☐ 1 sleeping bag (optional)
- ☐ 2 laundry bags (so you have an extra when your clothes are being washed)
- ☐ 1 mattress pad or egg crate (optional for those who like to pad their mattress)

### Clothing

- ☐ 14 pairs of underwear (older girls include bras)
- ☐ 14 pairs of socks
- ☐ 12 t-shirts, tank tops, or short sleeve shirts
- ☐ Camp Zeke tee shirt (we'll give you one at camp too)
- ☐ 3 long sleeve shirts (for cool evenings)

- ☐ 2 sweatshirts (for very cool evenings)
- ☐ 1 light jacket (for even cooler evenings)
- ☐ 8 shorts (gym, cargo, Soffes, etc.)
- ☐ 3 pairs of long pants or jeans (for cool evenings, hiking)
- ☐ 1 raincoat/poncho (must have a hood)
- ☐ 3 pairs of pajamas (or sleeping shirts, etc.)
- ☐ 2 nice blue and white Shabbat outfits (skirts, nice shorts, collared shirts, or slacks)
- ☐ 4 bathing suits (for instructional swim, please have two suits you can very comfortably move in; girls, one piece suits and tankinis are recommended, and boys, leave the Speedos at home)
- ☐ 4 swim shirts (to protect against the sun – we spend a lot of time on the water!)
- ☐ swimming goggles (required for instructional swim)
- ☐ 1 sun hat (baseball hat, cowboy hat, etc.)
- ☐ 2 blue athletic tee shirts and 2 yellow athletic tee shirts for Olympics, so you're ready to join either team! Campers can also bring other blue and yellow items for added Olympic spirit (tutus, headbands, hats, etc.) The accessories are totally optional of course.
- ☐ 2 pairs of sneakers (for everyday wear, sports)
- ☐ 1 pair of boots (for hiking and rainy days)
- ☐ 1 pair of water shoes (optional, if you want them for the lake)
- ☐ 1 pair of sandals/flip-flops (for walking to the pool or waterfront or the shower)
- ☐ 1 pair of Shabbat shoes for Friday nights (no heels over 2 inches!)

#### **Toiletries**

- ☐ comb and brush
- ☐ clips, barrettes, hair bands
- ☐ toothbrush and toothpaste
- ☐ plastic drinking cup (optional, if you use one to rinse)
- ☐ soap and soap dish or body wash for shower
- ☐ shampoo
- ☐ conditioner, gel, etc.
- ☐ deodorant
- ☐ Q-tips
- ☐ razor and shaving cream (for shavers)
- ☐ nail clipper
- ☐ pads, tampons (for older girls)
- ☐ three bottles of sun block (these get used up fast)
- ☐ insect repellent
- ☐ tissues
- ☐ caddy to store toiletries

#### **Miscellaneous**

- ☐ flashlight, extra batteries
- ☐ backpack or small duffel for trip day
- ☐ pens, pencils, stationery, envelopes, stamps
- ☐ family addresses, printed labels, pre-addressed and stamped envelopes
- ☐ 2-3 sturdy refillable water bottles (item most commonly lost at camp!)

### **Totally Optional**

- ☐ funny costumes (we have many themed activities at camp, you never know what will come in handy!)
- ☐ fan to clip on near bed (can be electric or battery operated for an added breeze)
- ☐ battery operated clock
- ☐ sports equipment (we have it all, but if you want your own baseball glove, yoga matt, tennis racket, Frisbee, Nerf ball, cleats, basketball, soft “safety” baseball to play catch around the cabins, etc.)
- ☐ athletic protector and mouth guard for campers who will take wrestling and Brazilian Jiu Jitsu
- ☐ dance shoes (for those who love to move)
- ☐ cleats (for soccer, baseball/softball, etc.)
- ☐ musical instrument (but please don’t bring anything too valuable!)
- ☐ lovies (teddy bears, stuffed Zeagles, blankies – everyone has them!)
- ☐ playing cards, baseball cards, magic cards, etc.
- ☐ summer reading books









**Again, please label everything with your camper’s name!**

### **WHAT NOT TO PACK**


- ⊗ any device with a screen including iPods, cell phones, laptops, tablets, portable DVD players, phones, cameras, and similar devices
- ⊗ disposable cameras
- ⊗ money
- ⊗ hard baseballs – campers should bring soft “safety” baseballs to play catch around the cabins (we only use hardballs with proper safety equipment on the baseball field)
- ⊗ tube tops, strapless dresses
- ⊗ inappropriate clothing (see page 7 for policy)
- ⊗ expensive clothing requiring special washing
- ⊗ shoes or sandals with heels higher than two inches
- ⊗ Heelys or any other shoe with a wheel
- ⊗ chewing gum, candy, food of any kind, bottled water (not to be confused with a water bottle!)
- ⊗ super soakers
- ⊗ valuable jewelry
- ⊗ hair straighteners and curlers
- ⊗ anything that would upset you or your camper if lost or broken

## VII. CAMPER TRAVEL

Camp Zeke offers bus transportation to and from several locations, including New York City, Westchester County, New Jersey, Maryland, and Virginia. Like most parents, we believe “Camp starts on the bus!” So we encourage you to send your camper by bus. Of course, you’re also welcome to drive your camper to camp. Camp Zeke does airport pickups for our many campers who come from further away. Regardless of how you’re arriving, please fill out the camper travel form on [CampInTouch \(https://zeke.campintouch.com/\)](https://zeke.campintouch.com/).

-  **Bus Locations:** Campers who travel by bus (our recommendation!) will receive an email in the days before camp with a confirmation and directions for their pick-up location. The bus rates from each location will be available on the CampInTouch travel form at the link above.
-  **Checking in:** Once your camper’s luggage has been loaded onto the bus, your child will be checked in and asked to board. We ask that parents not board the bus. This helps minimize confusion and speed the check-in process for others waiting. So exchange those cheerful hugs and kisses before the final check in!
-  **Driving to camp:** If you choose to drive to camp, please notify us on the Camper Transportation Form. You should arrive at camp between 2:00 pm and 3:00 pm, and plan leave before the buses arrive. You will have time for a quick goodbye and then your camper will be whisked away to start his or her amazing summer. Please note that no pets or outside food are allowed.
-  **Unpacking is a Cabin Ritual!** If you drop off your campers, please do not plan to unpack them. This is one of our first cabin rituals and bonding activities.
-  **Flying to camp:** If your camper is flying to camp, please book a flight that arrives to Newark International Airport around 12:00 pm on opening day, and tell us the exact flight details on the CampInTouch transportation form at the link above. Our staff will be wearing bright yellow Camp Zeke shirts and waiting to welcome your camper inside the airport. Please plan to fly out on the last day of the session around 3:00 pm from Newark International Airport. Rates for airport pickup will be posted on CampInTouch.
-  **Luggage:** Please have your camper’s name on every piece of luggage twice. When you get to the bus or arrive at camp, we will tag your camper’s luggage to indicate which cabin it will be sent to. Our (incredibly strong) staff will bring your camper’s luggage directly to his or her cabin.
-  **Health:** The health and safety of our campers is our top priority. Once campers arrive at camp, there is a brief health screening. If your child exhibits symptoms of lice or has a temperature of 100 F° or higher, they will not be allowed into their cabin. They may only join the Camp Zeke program after being symptom free for 24 hours. If your child has a cough, cold, rash, fever, lice, conjunctivitis/pink eye, or any throat problem in the days before camp begins, please contact us so we can make a plan for when they can join us in good health!
-  **Departure:** You will get a reminder about departure day and confirmation about whether we expect you to pick up your child at camp or at one of our bus pick-ups. The reminder will indicate the time

you should pick up your camper. If your camper is returning by bus, the time will be a one hour window. We cannot give an exact time because of traffic considerations.

-  **Pick Up:** Campers may only be picked up by a parent or legal guardian who is listed in CampInTouch, unless the parent or guardian contacts the office in advance to inform us of other arrangements. Please note that you may need a valid photo ID to check out your camper at the bus drop-off or at camp.

## VIII. COMMUNICATION WITH CAMPERS

- ✈ **Letters:** Campers love getting letters! Please address envelopes to:

Camp Zeke  
Name of Camper  
PO Box 253  
Lakewood, PA 18439

- ✈ **Email:** You will be able to send your camper emails using [CampInTouch](https://zeke.campintouch.com/) (<https://zeke.campintouch.com/>). CampInTouch charges for emails sent into camp. We have purchased five emails per week for each camper. If you would like to send more than five emails a week, please see the rates on CampInTouch.
- ✈ **A first letter or email to your camper:** It is essential that your camper receive a letter or e-mail within the first two days of arrival. If you send us an email, please do so the day before camp begins. If you send a letter, please note USPS mail takes three or four days to arrive, so plan accordingly.
- ✈ **Letters home:** Please provide an adequate number of stamps and self-addressed envelopes for your camper to write home. You should expect at least one letter each week from your camper(s).
- ✈ **Packages from home:** We do not allow campers to receive gift packages at camp. The camp community is about friendships and bonding rather than gifts and physical possessions. When a camper receives a package of gifts, other campers can feel left out and it distracts from the cabin community. Of course, if your camper needs an essential item, our office will be glad to coordinate with you to receive the package.
- ✈ **Camper photos and camp blog:** On many evenings, we will post blog posts and photos of your camper to [CampInTouch](#). Stay on the lookout!
- ✈ **Calls Home:** The camp policy regarding campers calling home is based on the understanding that phone calls can be the most challenging form of contact for campers. Our camp environment is a happy, self-contained community. Phone calls often create a sudden intrusion causing campers to experience feelings that override the good intentions that motivated the phone call. Hearing a parent's voice can be difficult even for a well-adjusted camper. So we do not encourage phone calls.
  - ✈ Before camp starts, parents can schedule two calls per three week session using the Phone Reservation System on CampInTouch – or they can choose not to schedule any calls at all, which is the approach we recommend and the approach most parents take.
  - ✈ Unless a call has been scheduled by parents, campers are not allowed to call home. Campers do not schedule calls from camp.
  - ✈ Phone calls are not allowed during the first week of each session, which is an adjustment period. Calls begin in the second week of each session.
  - ✈ You can always call the office to check in on how your camper is doing, and our unit heads are always available to update you about your camper's progress.



## IX. CAMP OFFICE HOURS + PHONE

During the summer, you can reach the camp office by calling the same main number you call all year: **212-913-9783**. Our staff answer phones and respond to inquiries from 9:00 am to 5:00 pm. When possible, please call between these hours. Outside of these hours, we check messages and elevate emergencies and special situations to senior staff members as necessary. Our office is open six days a week and closed on Saturday, which is a special day of rest and rejuvenation at camp.

## X. VISITING

For campers staying for the full summer, there will be one visiting day on Sunday, July 21, 2019. Parents may visit their campers from 11:00 a.m. to 3:00 p.m. We plan to open visiting day at exactly 11:00 am and ask parents not to arrive before then.

During visiting day campers get the chance to show their parents around camp. You are welcome to go for a hike, take a swim in the lake, and enjoy lunch at Café Zeke. Please note that no outside food is allowed due to allergy concerns.

Outside of a special situation, we ask that parents only visit campers on visiting day (not on other days). Please contact us if you have any special circumstances. Please note that only parents who listed as contacts in CampInTouch, and guests who those parents accompany, are allowed to visit campers.

## XI. PHOTOS

Throughout the summer, we have a camp photographer who takes pictures of campers and loads them into [CampInTouch](https://zeke.campintouch.com/) (<https://zeke.campintouch.com/>) so you can see what your kids are up to! We will occasionally use these pictures on our website and materials. Likewise, we will be filming footage for our Camp Zeke movie this summer, starring your campers!

## XII. CAMPER CONTACT INFO

At the end of each session, we are glad to provide emails and phone numbers of other campers so friends can keep in contact over the year. If you prefer that your family's information not be included in this list, please let us know.

## XIII. EXTENDING SESSIONS

If Taste of Zeke or Session One campers are having too good a time to go home, they may request that we contact their parents to see if they can re-register and extend their stay.

## XIV. COUNSELOR NO-TIPPING POLICY

Our counselors are instructed to neither solicit nor accept gratuities or tips. If you would like to recognize an outstanding counselor, we encourage you to make a donation to the camp scholarship fund in their honor or send an email or letter of praise to our office.

## XV. POST-CAMP COMMUNICATION

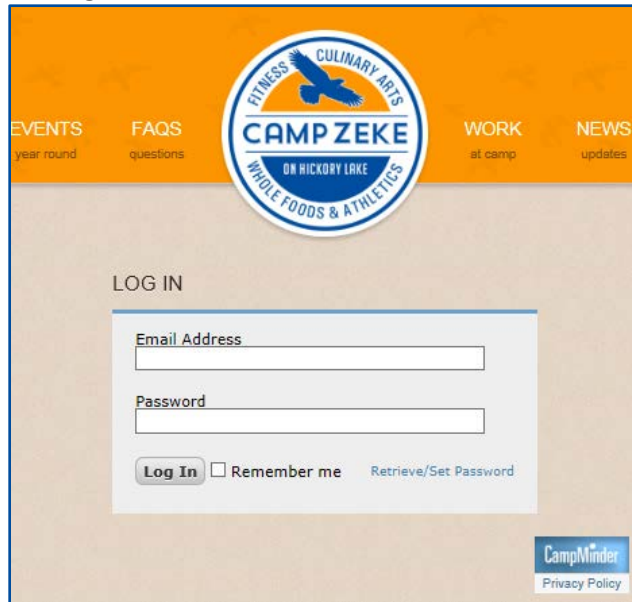
When it comes to in-person reunions, emails, and social media contact between campers and former staff, we believe it is essential for parents to know if communication is taking place and to take full responsibility for monitoring any communication or meetings that do take place. While such communication is generally healthy and positive, and while we hand-pick our staff and consider them outstanding, we cannot guarantee their behavior when they are not under our supervision and program structure.

**WE CAN'T WAIT FOR OUR  
ADVENTURE TO BEGIN!**

# XVI. CAMPINTOUCH TUTORIAL

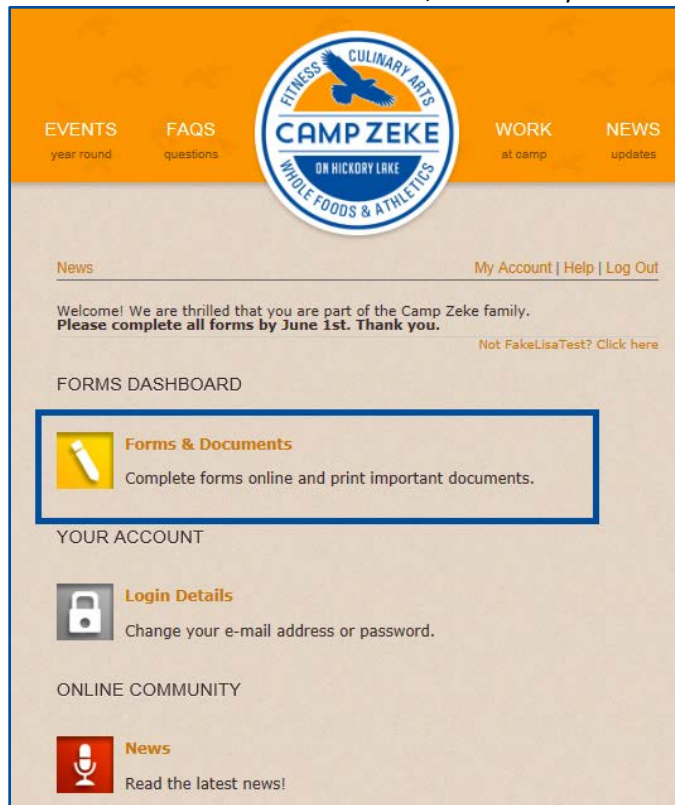
How to use the [CampInTouch](https://zeke.campintouch.com/) (<https://zeke.campintouch.com/>)

## 1. Log into dashboard:



The image shows the Camp Zeke login page. At the top, there is a navigation bar with links for EVENTS (year round), FAQs (questions), WORK (at camp), and NEWS (updates). The Camp Zeke logo is centered, featuring a blue eagle and the text "FITNESS CULINARY ARTS CAMP ZEKE ON HICKORY LAKE WHOLE FOODS & ATHLETICS". Below the logo, there is a "LOG IN" section with two input fields: "Email Address" and "Password". Below these fields are three buttons: "Log In", "Remember me" (with a checkbox), and "Retrieve/Set Password". In the bottom right corner, there is a "CampMinder Privacy Policy" link.

## 2. Home screen: From this screen, select the yellow icon: **FORMS DASHBOARD**.



The image shows the Camp Zeke home screen. At the top, there is a navigation bar with links for EVENTS (year round), FAQs (questions), WORK (at camp), and NEWS (updates). The Camp Zeke logo is centered. Below the logo, there is a "News" section with a link to "My Account | Help | Log Out". A welcome message reads: "Welcome! We are thrilled that you are part of the Camp Zeke family. Please complete all forms by June 1st. Thank you." Below this, there is a link "Not FakeLisaTest? Click here". The "FORMS DASHBOARD" section is highlighted with a blue box. It contains a yellow icon of a notepad and pencil, followed by the text "Forms & Documents" and "Complete forms online and print important documents." Below this, there is a "YOUR ACCOUNT" section with a lock icon, followed by the text "Login Details" and "Change your e-mail address or password." At the bottom, there is an "ONLINE COMMUNITY" section with a microphone icon, followed by the text "News" and "Read the latest news!"

3. **Required forms:** All forms are listed here.

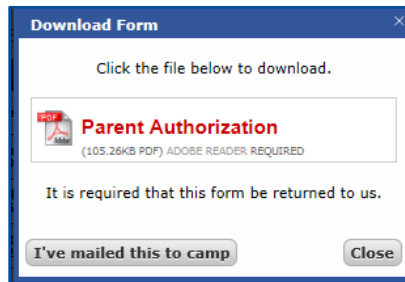
Form	Due	Status
<b>Camper Photo</b>		Required
Immunization (110.91kb PDF)		Uploaded Apr 21, 2014
Mental Health (100.59kb PDF)		Uploaded Apr 21, 2014
Parent Authorization (105.26kb PDF)		Uploaded Apr 21, 2014
Physician's Exam (129.68kb PDF)		Uploaded Apr 21, 2014
<b>Transportation</b>		Required
<b>Verification Form</b>		Required
Affirmation of Parent Handbook		Rcvd. Apr 21, 2014
Camper Application		Rcvd. Apr 21, 2014
Health History		Rcvd. Apr 21, 2014

4. The **Camper Application** will already be completed.
5. **Health History, Camper Profile, Camper Photo, Transportation and Affirmation of Parent Handbook and Photo Policy** can be completed online. Some forms have multiple pages which is indicated by numbers on the top of the screen:



6. **All other forms** are PDF downloads that require parent/doctor signatures or copies of insurance cards, and must be scanned and uploaded into the system or faxed to us at 716-712-5953. Download each of these forms by clicking the down arrow icon on the left side of each row.


- a. You will then see a pop-up to download that specific form.



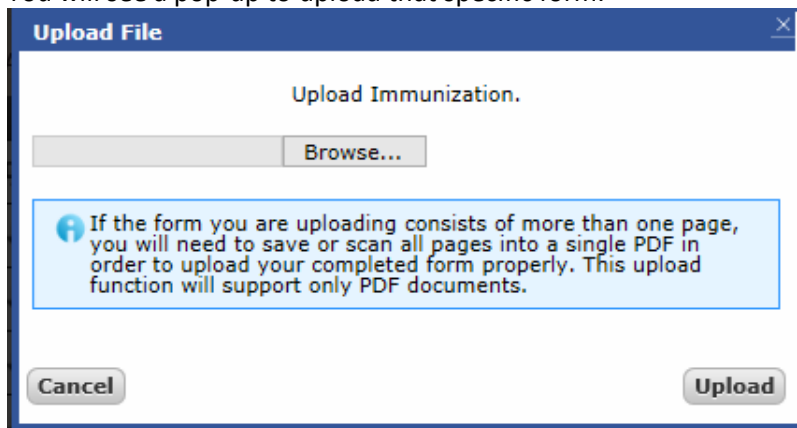
- b. Click the PDF icon to open each file and save it on your computer.



- c. Print, fill out, and sign each form.

7. **Uploading complete forms:** Once complete, scan final forms into your computer and upload them into the system by clicking the  icon on the right side of each row. Or, you may fax them to us at 716-712-5953. If you fax your forms, you will receive a confirmation within a few days.

- a. You will see a pop-up to upload that specific form.



- b. Click **browse** to locate your document and choose **upload**, it may take a few moments for your file to load into the system, especially if it is large.

8. **Confirm** that your form is properly loaded in by ensuring it says “Uploaded” and the date.

