



Machane Miami Parent/Camper Handbook 2019

1) Camp Dates and Hours

- a. Camp dates are June 19th-August 7th
- b. Camp hours are 9:00-3:30 Monday-Thursday and 9:00-2:00 on Friday
- c. Early Drop-off: Available from 8:00-9:00
- d. After Care: 3:30-5:00 and 2:00-3:30 Fridays

2) Medical Release Form and Protocol:

- a. If your child feels sick, injures themselves, or requires any kind of medical attention, we will first attempt to contact you directly, time-permitting. Counselors have been instructed to bring any and ALL medical occurrences to the attention of an adult director.
- b. A Medical Release Form was signed as part of the registration process for all children so that we can represent all campers if a child needs medical attention or a medical decision to be made while off campus. Please refer to the camper application for further details.

3) What to bring to camp:

- a. **All campers:** Siddur, Snacks/Drinks, Lunch (unless you buy Hot Lunch) Bathing Suit/Towel (can be left at camp and will be sent home on Friday), and Sunscreen
- b. **Girls:** Leggings (on Monday and Tuesday for Dance/Gymnastics days) Cover-ups (on Monday/Wednesday/Thursday as they are required to and from the pool and water park)
- c. **Preschool:** shoebox containing a full change of clothes, mat for napping (Nursery 3 and Pre-K), blanket for napping (Nursery 3 and Pre-k.)
- d. Please clearly label all items, including clothes and towels, water bottles, and lunch bags with your child(ren)'s names.

4) Contacting Camp Directors

- a) To discuss a concern or suggestion, please call the camp director. Please keep in mind that during camp hours it may be difficult to reach the camp director.
- b) Division heads can be reached on their cell phones:
 - a. Rabbi Ruvain Becker, Boys Director: (520) 591-8211
 - b. Mrs. Mimi Serle, Girls Director: (561) 703-3634
 - c. Mrs. Devorah Heisler, Preschool Director (305) 492-2693
- c) If unable to reach the camp director by phone, please e-mail or text your concerns.

Rabbi Rabovsky

Email: info@machanemiami.org

Phone: (786) 506-9071 (*call or text*)

Reena Rabovsky

Phone: (414) 403-3316

5) Carpool

- a) Please pull your car all the way up until the furthest vacant carpool spot, and wait until a staff member escorts your child. We receive/dismiss carpools in order: Front cars first. Please go around the carpool line, and do not make a left once you have entered the parking lot.
- b) Morning carpool begins at 9:00 am. If a camper arrives before 8:55 am, extended care charges will be charged to the credit card on file.
- c) Morning carpool ends at 9:15, and afternoon carpool ends at 3:45 (2:15 on Friday). Parents arriving after these times will be required to escort/pick-up their child(ren) to/from the aftercare room.

6) Extended Care

Below are the rates for extended care:

Morning Care 8:00-8:55 \$6 (first child) \$4 (each sibling)

Full Aftercare 3:45-5:00 \$10 (first child) \$8 (each sibling)

Partial Aftercare 3:45-4:30 \$6 (first child) \$4 (each sibling)

Friday Partial Aftercare 2:15-3:00 \$6 (first child) \$4 (each sibling)

Friday Full Aftercare 2:15-3:30 \$10 (first child) \$8 (each sibling)

- a) Parents must escort their child(ren) to/from the extended care room. Do not leave before signing your child in/out.
- b) Extended care follows a strict billing schedule (times are precise), and parents will be billed accordingly. For example: **8:55** means 8:55, not 8:54. Parents dropping-off their children at 8:54 will be charged the “partial Morning Care” rate. **3:45** means 3:45, not 3:46. Children not picked-up by 3:45 will be brought to Aftercare, and parents will be billed accordingly.
- c) Parents arriving past 5:00 will incur a \$10 penalty per 10 minute period they are late. In other words, at 5:01 you will be charged an additional \$10, and at 5:11 you will be charged \$20.

4) Camper Release

- a) Parents wishing to release their child to anyone besides themselves or their designate are required to make prior arrangements with the camp director.
- b) Proper identification must be shown every time a camper is picked up—regardless of whether the person is the parent or a designate.

5) Trips/Outings

- a) Buses with seat belts and air-conditioning are used for all trips. Before each departure, all campers have a seat belt check.
- b) We need parent chaperones on select trips. If you are able to volunteer, please let us know.
- c) Space on the bus is limited; we cannot guarantee a space on the bus for parent volunteers.
- d) Parents who arrive after the buses have departed may meet the camp at our destination. Departure for trips and outings will be kept on schedule—the camp is unable to wait for late campers. No staff will be available on campus to watch your child.

6) Swimming & Sunscreen

- a) Please apply sunscreen to your child at home every morning. Although we are conscious to limit time in the sun, even minimal unprotected exposure in the South Florida sun can be harmful.
- b) On swimming/waterpark days, campers should arrive with **sunscreen applied at home** since we have limited time before leaving campus in the mornings.
- c) Reminder List for Swimming/Waterpark Days: a bathing suit, towel, sunscreen, goggles (if sensitivity to chlorine), water bottle (for all trips)—all labeled with camper’s name.

7) Water Bottles

- a) Pack an inexpensive water bottle every day. On trips days, this is especially crucial so that your child will be able to drink on the bus. (On campus, there are water fountains both inside and outside the main building).

8) Dress Code/ T-shirts

- a) Camp T-shirt must be worn for all trips. Preschool campers should wear their shirts on Friday's for their "In Trip Day."
- b) For safety concerns, the T-shirt rule is strictly enforced: A camper without a camp T-shirt on trip days or a dry shirt on swim days will be given a washed camp t-shirt (which must be returned) to be worn for the day. If a T-shirt is not returned, parents will be charged \$10 (cost of the T-shirt) to the credit card on file.
- c) **Boys Division:** Machane Miami dress code is in accordance with the regular Toras Emes policy. Boys wear tzitzis and yarmulke (or hat). Closed toe shoes should be worn. Pants or shorts are acceptable. All shirts must have sleeves.
- d) **Girls Division:** Machane Miami dress code is in accordance with the regular Toras Emes policy. Girls entering 4th grade and up are required to wear skirts that cover the knees, and shirts with elbows and collar bones covered. For transportation to and from the pool, or in any public place, cover-ups must be worn on top of bathing suits. All campers must wear shirts with sleeves, and closed toe shoes with socks.
- e) **Preschool Division:** all campers should wear closed toe shoes. All campers must be toilet trained.
- f) **Visitor Attire:** Parents and all visitors, including childcare providers, whether they enter the building or wait outside, need to come dressed in a respectful manner, in accordance with the Jewish laws of tznius (modesty). Women should wear dresses, or skirts and shirts with sleeves. Men should wear a yarmulke.

10) Lunch & Snacks

- a) Hot Lunch is catered by Almani's Catering and Jerusalem Pizza. A full menu can be viewed by visiting our website <https://machanemiami.org/lunch-menu/>. Lunches must be ordered by 7:00 Sunday evening in the week prior to the hot lunch.
- b) Snack is not provided at camp, and campers should bring a morning and afternoon snack each day.
- c) Campers may not share snacks. There are various reasons for this, including allergies, germs, different levels of kashrus observance, and various levels of health observance. Siblings may share snacks with each other.
- d) Machane Miami is **Nut Aware** and snacks with any kind of nuts are not allowed. Failure to comply with this policy may seriously endanger another camper. Before sending a snack, it is crucial to review ingredients for all types of nuts and peanuts.

11) Birthday

- a) You may coordinate with the Division Head to bring a nut-free, pareve, store-bought cake or cupcakes for your child's birthday to share with the bunk.

13) Technology

- a) We strongly discourage children from bringing any form of technology to camp.
- b) Campers may not use phones during camp (to call or send/receive texts). In an emergency situation, a camper will be provided with a phone. Please do not text your child; contact the camp director with any important messages to relay.
- c) Campers are not allowed to take pictures with phones or electronic devices.
- d) Violations will cause phones to be confiscated and brought to the camp office for parents to pick up. Machane Miami will not be responsible for confiscated phones.
- e) Do not allow your child to bring any handheld gaming systems to camp or any other valuable that would be costly to replace.
- f) We do not take responsibility for any lost, broken, or stolen possessions at camp.

14) Medication

If your child needs any medication (routine or emergency) to be administered while at camp, it must be clearly labeled with child's name and accompanied by a signed form with dosage.

15) Lost & Found

Label all articles of clothing and personal belongings! Lost and Found will be located in the camp office. All unclaimed objects will be donated at the end of every session.

16) Canteen

- a) Canteen will operate during lunch for campers in the Boys and Girls Divisions.
- b) Please notify the Camp Director in writing to make changes to what your child is permitted to purchase.

17) Kids in the Kitchen

Our goal is to encourage delicious and nutritious eating by using camper participation—from contributing a designated item to the food preparation. We will send a reminder notice and email to bring designated foods for these activities.

18) E-mails and Text Messages

- a) Email and text-messages are used to remind and inform parents of important schedule notes and changes.
- b) To remove yourself from the camp emailing list, please email the Camp Director.
- c) If you are not receiving camp emails, please let us know immediately.

19) Emergency Closing

If camp is forced to close due to inclement weather (hurricane, tropical storm, flood, etc.), national emergency, or power outage, fees cannot be refunded. Camp will resume the day after power has been restored and/or the danger has passed.

20) General Conduct and Discipline Policy

- a) A camper who feels mistreated or threatened by another camper should immediately notify his/her counselor.
- b) Behaviors such as bullying and physical/verbal/relational aggression are treated with severity and will not be tolerated.
- c) The Camp Directors reserve the right to terminate or suspend any camper or deny his/her participation in any activity, if his/her conduct, influence, or behavior is deemed unsatisfactory as deemed by the Camp Director. Parents will be responsible for paying for any property damage caused by their child(ren).
- d) The Discipline Plan is as follows:
 - First Occurrence- Camp Director will contact both parents of the children involved and explain what happened. Camper may receive a one day suspension (without refund). Parent of the recipient of the incident will be assured that the situation is being dealt with appropriately.
 - Second Occurrence- Camp Director will contact both parents of the children involved and explain what happened. Camper will receive at least a one day suspension (without refund). Parent of the recipient of the incident will be assured that the situation is being dealt with appropriately.
 - Third Occurrence- Camp Director will contact both parents of the children involved and explain what happened. Camper will be expelled (without refund). Parent of the recipient of the incident will be assured that the situation is being dealt with appropriately.

21) Gratuities

There is a recommended tip of \$6 per counselor and \$4 per assistant counselor per week of attendance.