



capital camps
מחנות קפיטל

Summer 2021 Family Guide

**Winter Office
(Until June 10th)**

11300 Rockville Pike, Suite 407
Rockville, MD 20852

Summer Office

(June 14th – August 18th)
12750 Buchanan Trail East
Waynesboro, PA 17268

Tel: 301-468-2267

Email: info@capitalcamps.org

Website: www.capitalcamps.org

Table of Contents

About our Agency	2
COVID Preparedness	3
Home-Camp Partnership	3
What to Bring/Packing List	5
Missing An Item.....	6
Laundry	6
No Screens Technology Policy	7
Bar/Bat Mitzvah Review	7
Obligations and Core Values	8
Communicating with Camp	9
Food	10
Birthdays at Camp	10
Bunks Requests and Placement	10
Security/Emergency Contingencies (World Events)	10
Health Care	11
Support of Capital Camps	13

Agency Mission

Capital Camps & Retreat Center provides fun, challenging and creative camp and retreat experiences that build vibrant Jewish communities and nurture individual growth.

Camp Mission

At Capital Camps, we inspire our campers and staff to grow as individuals and to build Jewish communities through meaningful challenges and shared experiences.

History of Capital Camps

Capital Camps' proud history began in 1985, when the Greater Washington Jewish community approved the creation of a Jewish residential camp. On the former site of Camps Wohelo, Comet and Comet Trails, and with funds from the Washington DC Jewish community, private donations, and proceeds from the sale of Camp Kaufmann on the Eastern Shore of Maryland, Capital Camps was born. In 1988, the camp opened with 190 campers and 30 staff. During summer 2021, approximately 725 campers will spend their summer with us, along with 160 staff members.

Our Villages – communal living areas – are derived from their predecessors when the camp operated as three separate, yet connected, entities. In summer 1990, Camp Kaufmann opened for 8th – 10th graders. The following year, Camp Reich opened for campers in middle school and Camp Benjamin welcomed our youngest campers. In 2004, following an in-depth strategic planning process, a formal partnership with the Baltimore Jewish community, and significant fundraising efforts across the region, the property was redeveloped. This resulted in all new camper cabins, an aquatics center, visual and performing arts building, dining hall, and the addition of Macks Village – a tent community for our 10th grade campers. Several years later, our indoor gym was re-furbished, resulting in a new Leadership Center, now home to our CITs (12th graders).

Capital Camps is a member agency of the Jewish Community Center Association (JCCA) and the official overnight camp of six JCCs, from Baltimore to Virginia Beach. We are a beneficiary of the Jewish Federation of Greater Washington and an affiliate member of JCamp180 and the Foundation for Jewish Camp.

Accreditation

Capital Camps is an American Camp Association (ACA) accredited program and received a perfect score of 100% during our last visit in 2018. Approximately 25% of overnight camps in the United States achieve this distinction. For more information regarding ACA and its accreditation process, please visit the [ACA Website](#).

Camp Leadership

Camp Director	Lisa Handelman
Assistant Camp Director	Melissa Grossman
Assistant Camp Director	Austin Theis

Agency Administration

Interim CEO	Havi Goldscher
Chief Operations Officer	Ron Siegel
Finance & Administration Director	Ruth Burka
Office Administrator & Registrar	Penny Hartzman
Donor Relations Manager	Samantha Notowich
Administrator	Julie Krakower

COVID-19 Preparedness

The information surrounding COVID-19 is constantly changing and evolving. Although experts agree that there can be no guarantees that COVID-19 will not enter Camp, we have instituted multiple levels of protection to help mitigate risk including: face coverings, hand hygiene, physical distancing, frequent surface sanitization, the use of testing, strict cohorting, and the creation of a stable environment (or camp bubble). These policies adhere to [CDC](#) guidelines, the [American Camp Association \(ACA\)](#) field guide, and the Pennsylvania Department of Health and are based on the recommendations of the Capital Camps Medical Advisory Committee as well as learnings from our own experience in running Cabins@Capital. As we prepare for summer 2021, we'll continue our dialogue about our safety planning. The most up to date information can be found in our [COVID-19 Playbook](#).

Capital Camps' COVID-19 Response Team is comprised of Havi Goldscher (Interim CEO), Ron Siegel (COO), Lisa Handelman (Camp Director), Dr. Shira Weiss (Medical Director), Sarah Gamerman (Head Nurse), Natasha Oksenhendler (Head Nurse), and members of our Medical Committee led by Dr. Brent Berger. With parents, campers, and staff all working together to keep our camp as safe as possible, we are confident in our ability to have a great summer. Questions regarding contents of this Playbook or anything related to COVID-19 preparedness at Camp should be directed to our Camp Director, Lisa Handelman at LisaH@capitalcamps.org.

Home-Camp Partnership

We rely on a deep partnership with our camp families each and every summer. Before camp starts, we take the time to get to know our new camp families. We host ongoing open houses, camp tours and are happy to set up an individual time to connect and answer questions. Prior to summer, we ask all our campers to complete an "all about me" form and we ask parents to complete an "all about my camper" form. These forms are a way to share information directly with your child's counselors. We have a full Camper Care Team including nurses, doctors, inclusion specialists, educators and a team of Yoetzot (Camper liaison; part of our Camper Care Team, professionals working in the mental health field). Our year-round staff with expertise as general, special and Jewish educators, recruitment, professional development and many years of hands-on camp experience is here to guide you through the process. Our Yoetzot are available in the months leading up to summer to talk individually with parents as needed. During the summer, the Yoetzot also serve as parent liaisons calling and returning parents' phone calls. Jewish wisdom teaches that it is our job as parents and educators to help our children discover their own path in life, to help them learn to "swim" on their own and be independent. At Capital Camps, we collaborate with parents to provide a safe nurturing environment to help our campers on the path to becoming confident, independent individuals.

First Time Campers – Preparing for Camp

Signs that your child is developmentally ready to go to camp include: showing an interest in going to camp, having had sleepovers with family or friends, having successful experiences with babysitters and being able to navigate new experiences. The following three steps will help prepare your child for camp:

1. Review Daily Living Routines – have your child start to take care of their personal hygiene. Teach them how to turn on the shower, use soap/shampoo, and brush their hair and teeth. While our counselors will supervise and assist your child, encouraging independence for age-appropriate daily living routines can help your child transition to camp.
2. Reinforce Social-Emotional Resources – Talk with your child about what going to camp means, about living in a community, getting along with others and following directions. If your child expresses concern about missing you, let them know that it is okay and normal to miss parents and at the same time have a great time at camp. Express confidence in those at camp who are there to help your child navigate this new adventure.

3. Express that YOU are ready for them to go – Share with your child that you are confident in their ability. Your expectations can drive the experience. Don't tell your child that they can call you or come home if they get sad or homesick. This sets up the idea that this is part of camp. Instead, talk about all of the fun things they will be doing, both familiar things and new activities. Focus on the positive things that they will get from camp.

All Campers – Returning Home

At Capital Camps, the last days of each session are full of tradition. For our full-session campers, there is a banquet, slide show, candles and celebrating the number of years at camp, especially recognizing our 5-year and 10-year campers. Our Rookie and Mini campers also experience special programming to celebrate their time at camp. The following tips can help smooth the transition from camp to home:

1. Many of our campers like to stay up later the last night of camp in an attempt to make the magic of camp last a little bit longer. They may arrive home in need of a shower, a nap and a good meal.
2. Some of our campers will show signs of a post-camp phenomenon aptly named 'camp sickness'. Campers may express a range of conflicting emotions, happy to be home but missing camp. Some need time alone to readjust and others may seem to need more parental attention.
3. Listen, wait and show your pride. You and your camper successfully separated and had unique experiences. The stories, inside jokes and special memories will usually be shared throughout the year. Let your camper know how proud you are of all they accomplished at camp and help them count down the days until next summer.
4. Help your camper ease back into the world of technology. Racing back to screens instead of taking the time to readjust can make the transition harder. Encourage your camper to 'plug back in slowly' by asking them to share stories, songs and special moments from camp.
5. Luggage and clothing require parental attention. Just like returning from a vacation that included an overnight stay at a hotel, it is best to unpack luggage in a garage or mudroom. Leave the luggage away from personal space. Don't put luggage on beds. Wash all clothing, even items that were not worn.

Packing List

We suggest that each camper bring the items below to camp. Clothing is washed by camp's internal laundry service approximately once each week. The packing list below is based on a 3-4-week session. *Parents of 12-day campers should adjust quantities accordingly.* Laundry for 12-day campers will be done approximately halfway through the session. Please note our screen-free policy.



- 1 medium/lightweight jacket/fleece
- 1 raincoat/poncho
- 2 sweatshirts (1 heavy/fleece)
- 4 long-sleeved shirts
- 14 t-shirts (2 per day), include 2 green, 2 blue, 2 red, and 2 yellow shirts for *Maccabiah* (color war)
- 1 white t-shirt for tie-dying
- 16 pairs of underwear
- 14 pairs of socks
- 3 pairs of long pants
- 8 pairs of shorts
- 2 lightweight pajamas
- 1 heavyweight pajamas/sweats
- 3 bathing suits
- 2 hats/bandanas
- 2 pair sneakers (**mandatory**)
- 1 pair shower shoes
- 1 nicer outfit (dress, etc.) for dance/banquet
- 1 pair old shoes for messy activities & mud course
- 1 outfit for messy activities and mud course

optional



- Small Posters/pictures
- Baseball glove/tennis racket/lacrosse stick
- Musical instrument
- Swim goggles/ear plugs
- Flip flops/sandals for Shabbat, cabin and ~~pool~~ Shabbat
- Books, Journal
- Digital Camera
- Battery-operated fan with extra batteries
- Croakies/eyewear retaining cord
- Screen-free music player*
- Hammock/Chair (Kaufmann & Macks only)



- Sleeping bag
- Pillow

- Blanket
 - 2 sets of twin sheets with pillowcases
 - 3 beach towels
 - 2 bath towels
 - 2 hand towels
 - Tissues
 - Soap (in a container) or body wash
 - Shampoo and conditioner
 - 2 toothbrushes
 - Toothpaste
 - Deodorant
 - Feminine hygiene products
 - Comb/brush
 - Carrying device/shower caddy for toiletries
 - Flashlight with extra batteries
 - 2 labeled water bottles (**mandatory**)
 - Stationery, envelopes, stamps & pens
 - Sunscreen
 - Insect repellent
 - One large Laundry bag
 - Backpack/daypack
 - Duffle bag/large back-pack for trip
 - Washable masks - at least 24 double-layer cloth masks **OR**
 - Disposable masks
 - Session 1 - at least 52 masks
 - Session 2 - at least 44 masks
 - Gallon-size Ziploc bag to hold used cloth masks
-
- - 2 white shirts/t-shirts
 - 2 dressier shorts/pants
 - 1 white dress/skirt (optional)
 - Kippah (optional)
 - Talit (optional)

Missing an Item?

In the event that your child is missing an essential item (hat, sunglasses, etc.), please contact the camp office to receive shipping instructions, or to check if we can provide it immediately. If your child requires personal hygiene items, batteries, stamps, etc., we will do our best to provide them and bill you accordingly.

Clothing and Footwear

Modesty and Appropriateness – We promote an emotionally safe environment and encourage campers to dress appropriately. This means avoiding clothing/swimwear that is too revealing or displays slogans promoting drugs, inappropriate behavior, or demeans a specific group/religion. If we deem clothing/swimwear unacceptable, the camper will be asked to change his/her clothes.

Footwear – Footwear worn *outside* the cabin must be closed-toed, except during Shabbat. During Shabbat, sandals and flips-flops are permitted. Sandals and flip-flops may also be worn in the cabin and at the pool.

Eye Care/Eyeglasses/Contact Lenses

We suggest that campers bring an extra pair of glasses and/or prescription, as well as an extra case to store their glasses/contacts. We will contact parents if new glasses are needed.

Luggage Allowance, Luggage Tags, Cubbies and Plastic Shelves

We supply two color-coded luggage tags per camper. The tags represent a specific village at camp and are labeled with each camper's name and village. Please remove any luggage tags from previous summers. **As space is limited, each camper is permitted to use two soft-sided duffel bags, a sleeping bag and a carry-on backpack. Plastic shelving units or drawers are not permitted. In addition, hard-sided trunks are not permitted.**

Sleeping Bags (except Rookie)

As all campers participate in an overnight experience out of the cabin, please send a sleeping bag marked clearly with your child's name to camp. Sleeping bags will not be used as a substitute for blankets, so please make sure both are sent to camp.

Laundry

Camp fees include laundry. Campers must bring their own laundry bags. Please do not send delicate or precious items, as we utilize an industrial washing system. Camp is not responsible for shrinkage, discoloration or items lost during the laundry process. Children should bring two sets of bedding (twin size), so that they can be changed and washed weekly.

Labeling and Lost & Found

Labeling – All clothing and personal items must be clearly marked with your child's full name in a visible location. Unlabeled items are less likely to return home. Campers must assume responsibility for the proper care of personal belongings. We maintain a lost & found and make every effort to return items left behind, as long as we can identify the owner. While not required, several parents have found using iron-on or stick-on labels to be helpful. Some companies that camp families use include: [Mabel's Labels](#), [Oliver's Labels](#), [Name Bubbles](#), and [Label Daddy](#).

Lost & Found - We make every attempt to return lost & found items throughout the session. At the end of camp, we collect all *labeled* lost items and we will contact you if we find your child's lost item. Any items not picked up by October 1 will be donated. We will donate any items without names. Underwear/socks are disposed of and are not included in this process.

No-Screens Technology Policy

The intention of our technology policy is to:

- Allow campers to fully embrace the connections they make with other campers and promote socialization between campers;
- Provide campers a much needed break from the world of technology and stress of social media;
- Reduce the stress associated with the damage or theft of electronics;
- Ensure that our campers are not exposed to inappropriate material;
- Remove the divide between "the haves, and the have-nots" in each cabin.

The only permitted electronics are screen-free music players (e.g. iPod shuffles) and digital cameras. All cell phones and other music and video players, tablets, e-readers, iPods with screens, portable game devices, and walkie-talkies are prohibited. Please leave all other electronics at home. These devices have a way of getting lost/broken at camp. On average, American adolescents spend more than 7.5 hours each day using electronic devices, and the proliferation of built-in wireless technology has made it increasingly difficult for Capital Camps to find a grey line permitting some electronics instead of others. Camp is one of the few places where kids can truly unplug, and we have made this decision to both honor and recognize this space, while embracing direct parent feedback.

Details Regarding Permitted Electronics:

Digital Cameras

Our staff photographers capture thousands of images each summer for our website and digital albums, and we encourage your child to bring a camera to capture his/her own memories (be sure to pack enough memory cards and batteries!). We encourage you to take an active role in your child's life online and help him/her to make good decisions about what photos are/are not appropriate to post on Facebook, Instagram, Snapchat, and other social media sites.

Parents and campers, together, are responsible for the age-appropriateness of content on portable devices. If camp deems content on a device to be inappropriate, the device will be confiscated and returned at the end of the session. Camp is not responsible for loss, theft, or damage to any personal items.

Screen-Free Music Players

Approved Screen-Free music devices are: the iPod Shuffle, [Hifi Walker mp3 player](#), [Iriver MP3](#), [Agptek mp3 player](#), and the [Sewobye mp3 player](#).

Details Regarding Prohibited Electronics:

Portable Game Devices - Includes iTouch, Gameboys, PSPs, Nintendo DS, etc.

Tablets, Netbooks, and Laptops - Includes iPads, Kindles, Nooks, Netbooks, portable DVD players

Cell Phones - The use or possession of cell phones at camp is strictly prohibited.

Bar/Bat Mitzvah Review

If your child is preparing for their Bar/Bat Mitzvah, we can assist with their review during the summer. Please complete the Bar/Bat Mitzvah Review form, located online with your summer forms. Please note that we only *review* material already learned and do not teach new material. Campers who are participating in Bar/Bat Mitzvah Review MAY bring a music player/phone with a screen in order to listen to recordings while practicing. The music player/phone must be turned in to Capital Camps staff at the drop off. The device will be stored in our safe, brought out for the Review session, and then returned to the safe. Devices will be returned to parents at pick-up at the end of the session.

Obligations and Core Values

Obligations represent a simple but important bond between our agency and your family. They affect every decision and program we operate and are foremost in our minds at all times.

1. **Safety** – The safe return of each child to their homes is the basis for our relationship with our camp families. You trust us to care for your child and we place this trust above everything else – period.
2. **Role Models** – Our staff must be exemplary role models at all times. They must care and nurture your child. There are no exceptions.
3. **Fun** – Camp is about campers having fun. If it is not present, none of the serious identity-building activities can take place and be absorbed.

Camper Code of Conduct

Every member of the Capital Camps family is important. Our staff members at camp are committed to ensuring a healthy and supportive environment for all campers. To support this endeavor, we ask our campers and parents to review and agree to a set of mutual expectations and that they make positive choices that can create a warm, safe and nurturing environment for our entire community. By reviewing and agreeing to the statements, you affirm your commitment to our partnership to ensure all campers have a successful summer.

Please complete the forms on your dashboard.

Core Values

Four core values provide a stable foundation that we integrate into our programs

1. **Community** – *Kehillah*
Experiencing life as part of a larger community is integral to camp's unique ability to create engaged members. We provide opportunities to experience communal living with unrelated peers, to understand responsibility for others and to appreciate how individual actions affect the larger community – both in and out of camp.
2. **Challenge and Risk** – *Etgar v' Hishtadlut*
We believe in challenge by choice and the idea that growth takes place when an individual takes the risk of moving outside their comfort zone. At camp, we guide children through the highs and occasional lows associated with communal living and decision-making. Taking risks in a supportive environment is critical to positive developmental growth.
3. **Empowerment** - *Hasmachah*
By inspiring campers to think critically and learn leadership skills, they achieve a more complex sense of self and greater self-confidence. Our program is designed to consciously and subconsciously empower participants in age-appropriate ways throughout the summer and their entire camp career.
4. **Jewish Education** – *Chinuch*
Immersion in a world where Judaism is fun, vibrant and an everyday part of life is essential for Jewish engagement. A love of Judaism and Jewish life is woven seamlessly throughout camp life and allows campers to take ownership for their own spiritual journey. Jewish education takes many forms at camp and our pluralistic approach ensures everyone's comfort level is respected.

Communication with Camp

Parent calls/emails to administration – We are here to help, so please do not hesitate to contact us if you have any questions or concerns. We do request that you limit your calls to office hours (see below). In the event of an emergency outside these hours, we can be reached at 717-977-8449.

Camp Office: 301-468-2267 or info@capitalcamps.org

Office Hours: Sunday – Thursday 9 am – 8 pm

Friday 9 am – 5 pm

Shabbat (Saturday) Closed

Campers are not permitted to make or receive telephone calls while at camp, except for camper birthdays. See below for details regarding birthdays at camp. Past experience has shown that phone calls disrupt campers from adjusting to camp.

Mail and Packages

Mail (including email) is distributed every day except Shabbat. The local U.S. mail service does experience a significant increase in volume during the summer – please be patient and recognize that we deliver everything we receive and send everything that is written to you. You will receive notification via email regarding your child’s specific cabin name after the start of the session.

Please address all mail as follows:

[Camper Name]

Capital Camps

[Insert name] Village - [insert name] Cabin

12750 Buchanan Trail East

Waynesboro, PA 17268

Write the name of the Village:

- Benjamin Village (entering 2nd-5th grade)
- Reich Village (entering 6th-7th grade)
- Kaufmann Village (entering 8th-9th grade)
- Macks Village (entering 10th grade)
- LIT (entering 11th grade)
- CIT (entering 12th grade)

Email – Emails are only accepted via our registered family website. Emails may be sent through the [website](#), but please note that campers do not have access to email back and will be writing back via snail mail. All emails sent by 9:00 am will be delivered the same day, except Shabbat.

Packages - We only accept **FLAT envelopes 10” x 13” x 1” or smaller**. Larger packages or boxes are returned to sender. All packages are opened by office staff. We discourage families from sending packages frequently, as they have the potential to promote disharmony within the cabin. Capital Camps reserves the right to screen packages and remove any items deemed unfit for camp. If an item is removed from a package, you will be contacted over email. You may pick up these confiscated items on the last day of camp.

Do not mail or pack:

- Food – we provide well-balanced, kosher meals and snacks. In order to remain Kosher, and to protect our campers with food allergies, no outside food may enter the facility. This includes chewing gum. Food in the cabin is also an open invitation to unwanted animals and insects!
- Inappropriate Materials – magazines/books containing nudity and/or graphic content.
- Hair Chalk – this has the potential to spread lice and is therefore not allowed at camp.
- Slime/Silly Putty/Other Sticky Items

Food

All food is kosher and prepared in accordance with Jewish dietary laws. Our chefs prepare a variety of nutritious, kid-friendly meals. Many campers have specific dietary needs, and we are happy to make accommodations whenever possible. There are always alternative meals for those with allergies or restrictions. Salad bar, sunflower butter (instead of peanut butter) and jelly, fresh fruit and vegetarian alternatives are consistently available for campers and staff. **If your child has special dietary needs (allergies, vegetarian, etc.), please complete the Dietary Form, located in your online forms dashboard.**

Nut-Prohibited Facility – For the safety of campers and staff, we are a nut-prohibited facility. It is essential that your child not bring (and you not send – see package policy) any products containing nuts. Safety is our highest priority, as we have individuals with significant allergies present. All food prepared in our facility is nut-free.

Birthdays

Birthdays at camp are a special event. We celebrate each birthday during a meal and as a cabin group. If you would like to speak to your child on his/her birthday, we will be happy to schedule a call with you. Please complete the Summer Birthday Phone Call form to indicate whether or not you would like to have a birthday call with your child.

Calls take place at the following times:

Sunday - Thursday: all birthday calls take place after dinner (approximately 7:15 pm).

Friday - Saturday: all birthday calls take place on **Friday** after lunch (approximately 1:15 pm).

We know that you may want to celebrate your child's birthday as well. If your child is celebrating a birthday during camp and you would like to send a gift, please ensure that the package fits within our package guidelines and that it is clearly marked with the date it should be delivered to your child.

Bunk Requests and Placement

Prior to camp, campers may request a maximum of **two campers** as cabin mates, and requests must be reciprocal in order to be fulfilled. We will do our best to honor all requests. However, space is limited and cabins are balanced with new and returning campers. Please apprise us of any bunking issues or concerns [via email](#). Once campers have arrived, we gather everyone together to announce cabin assignments and introduce them to their bunkmates. We do not share bunk assignments in advance. You will receive an email on the first day of camp indicating your camper's cabin placements after they have arrived to camp.

Security/Emergency Contingencies

Capital Camps has never been the target of any specific threat or action, however, the safety and security of our entire community is paramount. While we do not disclose all of our security measures, in a typical year please note the following:

- Only visitors with advanced, written authorization, are permitted to enter camp.
- All Camp visitors must report to the Welcome Center.
- Visitors must present a photo ID to confirm identity.
- If authorized to enter camp, visitors are issued a visitor pass that must be displayed at all times.
- All visitors must obey the requests of our security and administrative personnel.

Security – Our camp is staffed by security personnel 24 hours/day, 7 days/week.

Emergency Contingencies – In the unlikely event of a local/national crisis, we implement a series of protocols to secure the safety of participants. These protocols have been developed in consultation with leading experts in the camping field and the local Jewish community. Protocols include, but are not limited to, engagement with local, state and/or federal law-enforcement and/or paramedics. To ensure that we successfully protect the safety and security of our entire community, please note the following guidelines:

- Parents should not come to camp and remove their children. In the event of an emergency, we will notify parents appropriately via postings to our website and through email/text messages. The mass arrival of parents may cause unnecessary panic;
- Please do not call camp, as this will tie up our available phone lines. We will contact you as soon as possible (we utilize both text alert and email services);
- In addition to our protocols, we are proud to employ several mental health specialists and to partner with the Jewish Social Service Agency (JSSA) and other organizations, which are able to provide extra resources if necessary.

Health Care

Our goal is to create an environment that integrates healthy living and first-class diagnosis and treatment. Parents are our partners in caring for our campers. **All parents are asked to complete the Local Emergency Contact Form.** This provides a local contact in case of emergency. To create a healthy and safe environment at camp, we employ nurses, doctors and camper care specialists. We continually assess the risks and needs of our camp community in order to ensure quality care. To maintain our high standards, camp families must adhere to our medical policies. Please do not send your child to camp with a fever, if feeling unwell, or if recovering from a communicable disease. Every camper is screened upon arrival and you will be asked to come pick your child up if we deem him/her unsuitable to participate in our program. Please call the nurse and seek guidance if you are unsure as to whether or not you should send your child to camp.

Information exchange is critical to our ability to address physical and mental health needs. If your child is coping with a new, existing, or complicated issue, please share that information with our administrative staff, camper care specialists or nurses. This information will be treated in the strictest of confidence. A lack of information limits our ability to provide your child a safe and successful summer.

If medical care outside of camp is needed, we will contact parents and arrange for an appointment. Families are responsible for all out-of-camp payments and for any/all medical services. We attempt to submit insurance cards at the time of service. Insurance information, including the subscriber's name, must be included on the camper health form. In addition, please be sure to complete the Required: Medical Insurance and Billing Information on your forms dashboard. Our local healthcare providers accept most insurance plans, but if not, Camp will pay for the service and bill the family directly.

Medications

All medications (with the exception of inhalers and epi-pens) must be sent to camp via our third-party medication service, Finksburg Pharmacy, an independent retail pharmacy specializing in blister packaging to ensure efficient and error-free dosing. Enrollment for this program is on page 3 of the Physician's Exam Form and the Medical Insurance and Billing Information Form. These forms are included with your online forms. Registration is free through **May 1, 2021**. After this date, a **\$25.00 late registration fee is assessed**. Campers enrolled after **May 1, 2021** can register without charge up to two weeks following registration. Please contact the Pharmacy directly (410-526-1055) or our camp office prior to the summer with any questions.

Over-the-Counter and Prescription Medications

Per American Camp Association (ACA) standards, campers are not permitted to have prescription or over-the-counter (OTC) medications in their possession. Under medical staff supervision, we provide OTC medications, including Allegra, Tylenol, antacids, Benadryl, Sudafed, Imodium, Mylanta, Lactaid, etc. **Please do not send OTC medications to camp.**

All medication is distributed by our medical staff. All morning, noon, and evening medications are distributed at meals. Bedtime medications are distributed through the health center immediately following evening programs. If your child requires a new prescription while at camp, you will be notified by phone, and camp will submit your insurance information. Parents/guardians are responsible for any/all reimbursement for co-pays and medications. If your child is

prescribed medication during camp, when you pick them up at the end of their session, we recommend that you ask if any medication is leftover.

The camp schedule is busy and changes often. Medications that help a child focus, for example, should be taken as they would during the school year. Environment can also affect medications, e.g., perspiration may alter effectiveness. **Please do not adjust your child's medication prior to/during your child's camp experience without including our medical staff in the discussions.**

Vaccinations

To ensure the safety and health of our camp community, all campers must receive the following vaccinations in order to attend camp: DTap or TDap (Diphtheria, Tetanus, Pertussis, IPV (polio), Hepatitis A, Hepatitis B, Chicken Pox (Varicella), and MCV4. MCV4 is required for campers 11 years old and older; a second dose is required for campers 16 years old and older. The date of these vaccinations, along with the physician's signature, must be noted on your camper's Physician Exam, located with your online forms.

Health Forms

Medical forms are required by Pennsylvania state law and the American Camp Association (ACA). It is essential that these forms are completed in their entirety by the parent/guardian and the child's physician. As children's health can change dramatically from year to year, we require a new health form each year. Forms need to be based from a physical exam within the past 18 months. For summer 2021 that means a physical between 1/1/2020 and 5/1/2021. Accuracy and thoroughness are essential for the care of your child. Medical forms can be found in your Forms Dashboard and must be completed by May 1, 2021. Medical forms for campers enrolled after May 1, 2021 are due within 14 days of enrollment. For the safety of our community, health forms are reviewed prior to camp by our medical team. Without a fully-completed and reviewed medical form, your child will not be permitted to enter camp.

Notifications and Health Center Overnights

We contact parents/guardians if a camper:

- Requires prescribed medication
- Needs to sleep in the health center overnight
- Has a fever for more than 24 hours
- Must be seen at the hospital or by a doctor outside of camp
- Any sign of symptoms relating to COVID-19

You will not be contacted for minor visits to the Health Center. If a camper is required to spend more than two days in the health center, we may determine that he/she must return home for additional recuperation and return to camp once his/her pediatrician grants permission. This helps prevent the spread of infection and invariably provides a more appropriate recovery environment.

Specific Medical Issues

Epi-pens and Inhalers do not need to be submitted to our third-party medical service (Finksburg Pharmacy); however, they do need to be listed on the Medications Page of the Physician's Exam.

All campers who bring epi-pens to camp are required to bring an insulated case for each epi-pen. Our medical team recommends [Frio](#) bags. For questions, please reach out to Penny at 240-283-6157.

Children who carry epi-pens and inhalers regularly - If your child carries an epi-pen and/or inhaler on a regular basis, he/she should continue to follow that daily routine. Upon arrival to camp, epi-pens and inhalers will be checked by our medical staff to ensure that they are in usable condition. Additionally, we keep epi-pens in strategic locations throughout camp (pool, lake, ropes course, athletic fields, dining hall), but they are designed for those with no diagnosed allergy. If your child arrives at camp without his/her epi-pens and/or inhaler, we will contact you to send them via overnight mail.

Children who do not carry epi-pens and inhalers regularly - If your child uses an epi-pen and/or inhaler but does not carry it with him/her on a regular basis, he/she must bring two new, non-expired epi-pens and/or inhalers, sealed in original boxes (with prescription label visible) at the beginning of camp. The epi-pens and inhalers will be given to our medical staff when the camper arrives at camp.

Allergy shots may be administered at camp depending on the comfort level of the volunteer physician on site.

Head Lice is a common condition, especially in a closed community such as camp or school. While head lice are not known to transmit disease, secondary bacterial infection of the skin resulting from scratching can occur with any infestation. With this in mind, and following the guidance of our camp and medical committees, we require that all campers and staff be lice free in order to participate in our program. As the task of detection and treatment can be extremely time consuming, we use a third party vendor to examine every camper and staff member upon arrival at camp, as well as to provide initial treatment when necessary. Capital Camps will cover the cost of treatment. This includes the initial treatment by our provider and any follow-up treatment by camp's medical staff. Should head lice be detected on your child, you also have the option to pick your child up on the same day the lice are detected, and treat them at home. Campers are permitted to return to camp when the infestation has been removed. In advance of camp, please select your desired treatment method via the Head Lice Treatment Authorization form, located in your online forms.

Support of Capital Camps

Giving Back

Since its founding 34 years ago, Capital Camps has benefited from a strong culture of philanthropy and volunteerism. From our first summer in 1988 with only 190 campers, and even prior to that in previous iterations: Camp Kaufmann (1952-1984), Camp Wohelo (1929-1986), Camp Comet (1962-1986), and Camp Comet Trails (1964-1986), each generation of Capital Camps families has provided generously for the campers – both present and future. We believe that, as the beneficiaries of previous families' vision and generosity, we must be responsible stewards of this special place, not only for our own children and their cabin mates, but also for future generations.

Similar to many Jewish overnight camps, tuition does not cover the full cost of each child's summer at Capital Camps. We rely on our community to ensure that we are able to meet our strategic goals – attracting and retaining the most talented staff, providing a diverse group of campers, maintaining our outstanding facility, and continuing to enhance Jewish camp experiences.

Getting Involved

There are many opportunities to become involved in the vibrant life of Capital Camps & Retreat Center according to your interests and availability. Volunteer roles allow parents, grandparents, alumni, friends, and community members to become active participants and to support our work on behalf of our campers. Capital Camps has historically had an extraordinary level of parent volunteer support, in part because there is a place for everyone. We hope you will participate in our culture of volunteerism here at Capital Camps.

Volunteer opportunities generally fall into two categories: service on our [Board of Directors](#) and/or on a committee of the Board. These committees are: Alumni, Camp, Development, Finance, Financial Aid, Governance, Medical, Property, and Retreat and there is frequently overlap among these committees. [Click here](#) to apply to serve on one of our committees or fill out our Board interest form.

All of our fundraising efforts rely heavily on our Development team along with a group of active volunteers to bring it to fruition. We are so grateful for our dedicated volunteers and hope you will consider joining our incredible team!

Annual Campaign

Our most significant fundraising effort is our Annual Campaign. The Annual Campaign raises funds for initiatives that are already budgeted for, during the current fiscal year, and are crucial to the future financial health of Capital Camps & Retreat Center. Every year, our Annual Campaign is a top philanthropic priority for our team. While camp tuition **only covers 70% of the cost of camp for each child**, we rely on individual donations to ensure that camp is accessible to all in our community, providing campers with programming that is fun, meaningful, and strengthens their Jewish identity.

Our Annual Campaign also protects and maintains our six core values: Financial Aid, Special Needs (Atzma'im), Israel Programming, Building Jewish Identity, Leadership Development, and Establishing Lifelong Impact. As we strive for 100% camp parent participation, **each gift, regardless of size, is welcomed with tremendous gratitude.**

In 2020, we raised approximately \$842,020 for our Annual Campaign. Leading our efforts were our Board members, Camp and Alumni Parents, Alumni, and Year-Round Staff. We are so grateful for our community's support.

FAQs: Giving

Q: We already pay tuition for our children to attend camp. Why am I being asked to contribute to the Annual Campaign?

A: Our Annual Campaign helps to bridge that gap to cover the remaining 30% of cost not covered by tuition for each camper. Additionally, the generosity of our community enables Capital Camps to provide financial aid for families in need, giving them the ability to attend camp and experience an impactful summer.

Q: How much should I give to the Annual Campaign? How much of a difference will my gift really make?

A: Gifts at any level are significant. We ask all families to participate in the Annual Campaign in any way they can. Typically, the Annual Campaign gifts range from \$18 to more than \$25,000 with our leadership level beginning at \$1,000.

Q: When should I make my gift to the Annual Campaign?

A: Our fiscal year begins on January 1 and runs through December 31 of each year. We encourage all families to make their pledges as soon as possible, knowing that the earlier we receive your gift, the sooner we can put it to work for our campers and counselors. You will receive a letter from our Development team making an official request for your contribution, or you can visit us anytime at <https://capitalcamps.org/donate>.

Q: Instead of making a one-time gift, can I give smaller donations throughout the year?

A: Of course! We receive support from both one-time and monthly donors. Some families prefer to set up a monthly donation plan through our [Monthly Mensch program](#), which supports camp throughout the year ensuring that all children have the opportunity to experience an impactful summer.

Q: Will I be asked to make additional gifts to Capital Camps?

A: While there are always other giving opportunities at Capital Camps, we encourage current parents to make their first gift each year to the Annual Campaign. After the conclusion of your child's 2021 camp experience, you will receive an email providing an opportunity to support our Staff Appreciation Fund, which allows CCRC to provide important training, staff development and staff engagement opportunities. Additionally, the Board of Directors may authorize a capital campaign specifically for large building and/or endowment projects.

Q: We receive financial aid. How can we give a meaningful gift?

A: We consider every gift that is made to the Annual Campaign a meaningful one. We strongly encourage participation in the Annual Campaign from each family at Capital Camps. **Each gift, regardless of size, demonstrates a vote of confidence in the camp, its staff and administration, and its programs.**

Q: What else can I do to ensure the financial stability of Capital Camps?

A: First, as a parent and an ambassador for Capital Camps, your enthusiasm for Capital Camps helps attract and retain great families, campers and staff. Your annual financial contribution is a fantastic way to demonstrate that enthusiasm.

Second, we hope that you will encourage others, such as grandparents and community leaders, who want to support Capital Camps and its mission, to contribute to the Annual Campaign.

Third, the success of the Annual Campaign, and all of our initiatives, depends greatly on our volunteers. We hope you will join us in one of the many ways you can volunteer.

Tax-deductible contributions may be made online at capitalcamps.org/donate, or by mail:

Capital Camps - 11300 Rockville Pike, Suite 407 - Rockville, MD 20852

If you have questions regarding other philanthropic opportunities, please contact Samantha Notowich, Donor Relations Manager, at samanthan@campandretreat.org or 240-283-6155.