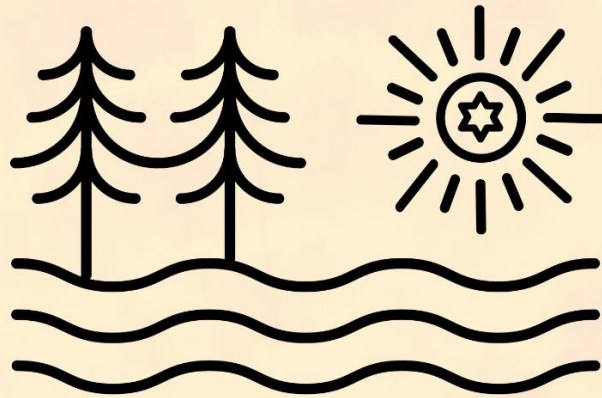


# 2026 Parent Manual



## BB DAY CAMP

**Please take time to read through this packet. The information inside is designed to help prepare you and your child for BB Day Camp, answer many of your questions, and give insight into how we strive to make BB Day Camp the best summer camp experience available.**



[Table of Contents](#)

- Welcome Letter, pg. 3
- Summer Calendar, pg. 4
- Communication, pg. 5
- Camp Life, pg. 6
- Health Care, pg. 10
- Transportation on the bus, pg. 13
- What to Bring and What to Leave, pg. 14
- Security and Emergency Procedures, pg. 17
- Behavior Policy, pg. 18

## Welcome Letter

Dear BB Day Camp Family,

What an exciting 2026 summer season we have planned, full of amazing activities and memorable experiences! We want to take this opportunity to welcome you to BB Day Camp, whether it is your first summer or your 9<sup>th</sup>.

Please carefully read this manual and share it with your child(ren). The most successful campers are those who are prepared for the camp experience. Sharing the information contained in this manual is a great way to prepare your child for Camp.

Since 1921, BB360 (formerly known as B'nai B'rith Camp) has provided the finest summer experience for today's campers while preparing them to be tomorrow's community leaders. Our BB Camps have consistently proven to be a great place for youth to learn about themselves, their environment, and how to relate to others. We can't wait to continue this tradition with you at our BB Day Camps!

Our goals for campers include:

- ▶ Building their unique Jewish identity
- ▶ Growing self-confidence, self-motivation & self-reliance
- ▶ Discovering new things about themselves and the world around them
- ▶ Building friendships and learning to create community
- ▶ Having fun!

We look forward to a safe and enjoyable camping season. If you have any questions, please feel free to contact us.

With ruach (Camp Spirit),

Haddi Meyer  
BB Day Camps Director  
[Hmeyer@bbcamp.org](mailto:Hmeyer@bbcamp.org)

Michelle Koplan  
CEO  
[Mkoplan@bbcamp.org](mailto:Mkoplan@bbcamp.org)

## 2026 Summer Calendar

	<b>BB Day Camp Portland</b>	<b>BB Day Camp Vancouver</b>
<b>June 23<sup>rd</sup>-27<sup>th</sup></b>	Week 1	Week 1
<b>June 30<sup>th</sup>-July 4<sup>th</sup></b>	Week 2	Week 2
<b>July 7<sup>th</sup>-11<sup>th</sup></b>	Week 3	Week 3
<b>July 14<sup>th</sup>-18<sup>th</sup></b>	Week 4	Week 4
<b>July 21<sup>st</sup>-25<sup>th</sup></b>	Week 5	Week 5
<b>July 28<sup>th</sup> -Aug 1<sup>st</sup></b>	Week 6	Week 6
<b>Aug 4<sup>th</sup>-8<sup>th</sup></b>	Week 7	Week 7
<b>Aug 11<sup>th</sup>-15<sup>th</sup></b>	Week 8	Week 8

## Communication

**Haddi Meyer**, BB Day Camps Director

[Hmeyer@bbcamp.org](mailto:Hmeyer@bbcamp.org)

503-496-7447

**Sarin Kaufman**, Financial Aid

[Skaufman@bbcamp.org](mailto:Skaufman@bbcamp.org)

Maintaining open lines of communication with parents is of prime importance to us. If you have questions or concerns, please contact us via phone or email. We strive to respond as quickly as possible. However, please keep in mind that the camp directors and staff spend much of their time “on the ground” with the campers, not in the office.

### **How long will it take for someone to get back to me?**

You should allow up to 48 hours for us to return your phone call or respond to your email in non-emergency situations. We are often able to work faster than this, but your patience is greatly appreciated. Messages received after noon on Friday may not be returned until early the following week.

### **Can I have my child’s counselors’ cell phone number so I can check-in?**

When counselors are supervising children, they are not allowed to be on their cell phones. If you would like to check-in with your child, please call the Site Director, which can relay messages to your child or update you on your child’s wellbeing. Counselors are advised not to share personal contact information with parents.

### **How do I switch or add weeks once Camp starts?**

We are happy to switch or add weeks once Camp begins if space is still available in the session. All session weeks change requests should be made in writing with an email to the Site Director or BB Day Camps Director with the full name and grade of your camper, the session week(s) you would like to change, and the payment method (if adding a session week). There is no guarantee that there will be space when you make the request, but we will respond to you with confirmation as soon as possible. The deadline to add or switch session weeks is the Thursday prior to the beginning of that session week.

## Communicating with You

### **When will Camp communicate with me during the summer?**

- Each Wednesday, prior to your child’s enrolled session week, we send out an email detailing the upcoming week. This will include special activities, what to bring each day, and any other important information you need to be aware of.
- At the end of each week, if your camper is enrolled with us during that specific week, we will email you a link to a private photo album. We also include a short survey that we ask all parents to fill out for us as we continue to strive for excellence.

## Camp Visitation

We do not allow any visitors at Camp during the day. We find that children have more successful camp experiences if their days are uninterrupted by family visits. Families and visitors will only be allowed on Camp on a case-by-case basis.

## Telephone Calls

An important part of Camp for your child is learning to function independently and grow. For these reasons, **no campers** will be permitted to make phone calls home. From years of experience, we have found that phone calls only inhibit the progress of a camper that is having difficulty adjusting to Camp.

**If your camper is in 5<sup>th</sup> grade or lower, we ask that cell phones and smartwatches are left at home. Middle schoolers and CIT's may have their electronics in their back backs.** If there is an emergency or reason your camper needs to contact you, the Site Director will reach out. If there is a message you need to send to your camper in the middle of the camp day, please contact the Site Director, and the message will be forwarded to your camper's counselor. Phones found with a camper will be collected and handed back to the camper at the end of the day.

## Photos

We post and share camper photos at the end of each weekly session in a shared private Google photo album. During the registration process, you may have given permission for Camp to post photos of your child on public BB Day Camp social media platforms, and to use your child's image in publications and publicity. If you prefer to revoke this permission, please email the BB Day Camps Director with your request.

## Camp Life

## Drop-off and Pick-up

Drop-off begins at 9 am and ends at 9:30 am. Pick-up begins at 3:30 pm and ends at 4:00 pm. Before and aftercare add-ons are available and run from 8 am-9 am and 4 pm-5 pm respectively. Specific Drop off and pick up procedures will be shared the week prior to your camp session.

For the safety of our campers, we ask that authorized adults show their ID to the staff person leading pick-up. Please have your ID ready. **Campers will not be allowed to go home with any person not on their authorized adults list.** If you need to add someone to your authorized adults list, please email your Site Director or the BB Day Camps Director.

If you need to pick up your camper before the camp day has concluded, please inform the Site Director of this at or before the morning drop-off. While we understand that sometimes these things are inevitable, we ask that you please avoid scheduling appointments during the camp day, especially on Field Trip days. Information regarding trips can be found on page 8 of this manual.

We ask that you respect camp hours. If you are running late, please call the Site Director or BB Day Camps Director and inform them. Any campers who have not been picked up by the end of our pick-up window will be brought inside for aftercare. Any campers who are not enrolled in aftercare will be enrolled and charged for aftercare if they are not picked up by 4:00, without prior communication of lateness with the BB Day Camps Director or Team. **Any campers who are not picked up by 5:00 will be charged a late fee of \$3 per minute.**

## Group Assignments

Campers are assigned to groups based on the grade level they will be attending in the Fall. Some groups might have a mixed grade group; for example, 1st and 2nd graders may be together.

The online application allows requesting up to three friends to be grouped with. If you missed this, you may add requests by completing the bunk request form in your [CampInTouch](#) account. We do our best to honor requests and try to guarantee at least one friend request as long as they are in the same grade and registered for the same weeks.

## Our Counselors & Staff

BB Day Camp staff is comprised of teens, young adults, and professionals. We welcome staff from a variety of religious and cultural backgrounds. Many of our staff grew up attending BB Day Camp, BB Overnight Camp, and/or other camps or have worked with children in other capacities. We screen staff carefully for their maturity, good judgment, kindness, and respect. All staff are CPR and first aid certified. Before campers' arrival, staff participate in a week-long hands-on training where camp leaders and experts from the community cover various relevant topics, such as bullying, child development, child abuse, neurodivergence, and emergency procedures.

Throughout the summer, the BB Day Camp Leadership Team supervises staff members very closely. We maintain an open and caring environment where campers are encouraged to communicate openly with their counselors and with the leadership staff. Please help us by encouraging your camper to be open and communicative with the staff as well.

## Judaism at Camp

BB Day Camp is a gateway into Jewish life; a catalyst to build long-term relationships and friendships; a place where campers can explore Jewish ideas, principles, practices, and values; a place where campers encounter other people across the spectrum of Jewishness and explore the ideal of Jewish peoplehood in their lives; and a special space for convening important Jewish conversations.

At BB Day Camp, we live Jewishly, whether at morning circle, meals, or infused in everyday activities. Our campers feel comfortable and love the *ruach* (spirit) that is evident throughout Camp. As a community camp, serving children of all Jewish denominations and many children from multi-heritage households, BB Day Camp creates an atmosphere where all campers and staff are comfortable exploring their Judaism and Jewish values.

Jewish songs and music, cultural dances and sports, weekly mitzvah projects, games, and community art projects are all centered around the seven Jewish values that are our north star with camp programming. These values are as follows:

**Kehila** (Community)

**Simcha** (Joy)

**Chaverut** (Friendship)

**Tikkun Olam** (Repairing the world)

**Dor L’Dor** (Heritage)

**Ometz Lev** (Courage)

**Shalom** (Peace)

We end every week with a camp Shabbat on Fridays with a full, immersive BB Day Camp community experience. This is done with special Shabbat elective activities (Shabb-options), challah baking for every age group, a weekly all-camp art project, special time for each group to collectively reflect on their week with bonding activities and then join the full community for a Shabbat celebration, special community guest and song session.

These programs and the ongoing Jewish spirit that pervades BB Day Camp in program areas, such as music, sports, arts and crafts and drama, allow our campers to explore and develop their Jewish identity.

## Sample Daily Schedule

8:00	Early Care
9:00	Drop-off begins
9:30	Group time
10:00	Opening Circle
10:15	Sivuv (Weekly club electives)

11:00	Nosh (snack from home)
11:15	Activity block 1 (Scavenger hunt, art project, gaga)
12:00	Lunch from home
12:45	Activity block 2 (Science, Teva [nature], unit program)
1:30	Chugs (Elective activities)
2:15	Nosh (snack from home)
2:30	Group time
3:15	Closing Circle
3:30	Pick-up begins
4:00	After Care until 5

## Field Trips

In Portland, our trip days are Mondays, Tuesdays, Wednesdays, and Thursdays. Tuesday field trips are for campers in grades 3<sup>rd</sup>-10<sup>th</sup>. They range from Oaks Park to Top Golf to berry picking and beyond. Monday and Wednesday field trips are for grades 6<sup>th</sup>-8<sup>th</sup>. Monday trips are urban exploration trips, visiting parks and other Portland icons, like the Portland Art Museum. Wednesdays are Mitzvah Trips. Campers visit or volunteer with various organizations and learn about what they do and what communities they support. Thursday trips occur every other week and are all-camp trips to a splash pad or a local swimming hole. Unless otherwise noted, each Thursday Trip will be to the lake. Non-trip Tuesdays and Thursdays are special all-camp programs, such as Summerween (Halloween in summer) or Maccabiah (color wars).

Dugma (6<sup>th</sup>-8<sup>th</sup>) campers go on all Monday, Tuesday, Wednesday and Thursday field trips. 3<sup>rd</sup>-5<sup>th</sup> grade campers go on all Tuesday and Thursday field trips. K-2<sup>nd</sup> graders go on Thursday field trips only, and instead of attending Tuesday trips, have a visit from a special guest. CITs weekly trips vary with which age group they are embedded with, though they are sometimes included on Wednesday trips.

Trip days are subject to cancellations, and while we do our best to ensure all the trips listed above happen each week, factors such as the weather, trip site closures, and other considerations outside of our control may cause us to alter the schedule for the week.

We ask that you please avoid scheduling appointments or other things that require an early pick-up during Field Trip days, but we understand that sometimes these things are unavoidable. If you need to pick your camper up early on a day they are off site, please be prepared to pick them up from the field trip location.

While we do our best to return to camp by 3:00 on Field Trip days, occasionally traffic is simply not on our side or unexpected delays cause us to return to camp later than we expect. If this occurs, we will do our best to communicate lateness as early as possible via a text blast through CampInTouch.

## Lake Trips

On weeks 1, 3, 5 and 7 of camp all campers hop on the bus for an all-camp trip to swim and play at a local swimming hole. **All campers must wear a life jacket when swimming in the lake, regardless of their swimming abilities.** While we provide life jackets for all campers, campers are welcome to bring a life jacket

from home provided that it fits them properly and covers their shoulders, back and chest. Puddle jumpers (which cover only the chest and have attached floaties on the arms) are not allowed. Water wings are also not allowed. We have certified lifeguards on staff each summer who monitor the water and all those swimming.

Campers who do not wish to swim in the lake have access to a jungle gym, splash pad, open fields and nature paths with counselor supervision, as well as crafts, games, and sports equipment we bring with us.

## Special Guests

Each week we bring in a special guest from the area to visit Camp. Special guests range from on-site laser tag to baby goats to comedy magicians and everything in between. They visit on Tuesdays with K-2<sup>nd</sup> grade campers.

## Health Care

### Medications

Any medications and over-the-counter health items to be used at Camp must be listed in the Camper's Health Form and should be turned in on your camper's first day to the Site Director. Parents must pick up all medications on their camper's last day of the summer.

Site Directors will be responsible for storing and administering all medications. **Campers are not allowed to keep any medication in their possession (except for asthmatic inhalers and EPI pens).** Campers may keep inhalers with them in their backpacks if an extra spare inhaler is kept in the Camp Office. Epi Pens will be kept with the camper's counselor, or supervising staff member. All staff are trained to administer Epi Pens.

**Please do not place your children on "medication vacations."** For a successful experience, campers need to be able to concentrate and focus while at Camp.

On field trip days (if the Site Director is not attending), the Site Director will measure and secure the medication and provide an orientation to the appropriate staff regarding the dispensing of medication during the trip. Dispensing of medication and all first aid treatment is communicated to the Site Director upon return.

### Illness and Injuries

Parents will be called for any injury to the head, significant injury, or if a camper is unwell enough to stay at Camp. Insignificant injuries or illnesses will be reported to parents via email.

In case of emergency, or if a camper needs to go to the hospital, parents will be called after tending to immediate needs.

### Health Insurance

**BB360 does not provide accident or health insurance for campers.**

For accident, injury, or illness that involves health care outside of Camp, charges and fees will be billed through BB360 to the camper's parents. If your insurance requires the use of designated facilities, you must make the appropriate arrangements with the hospital and your insurance carrier prior to your child's arrival at Camp.

## Heat and Sun Protection

Your child will spend a great deal of their camp day outdoors. The following list includes basic items that can be used to protect them from the sun and high summer temperatures:

- **A reusable water bottle is a must**, as campers use them daily
- **Sunscreen**, preferably waterproof and with a high sun protection factor (SPF)
- A hat, preferably with a wide brim
- Sunglasses
- A cooling towel
- A small portable fan or mister

## Adjusting to Camp

Whether your child is a new camper or has been a camper for many years, it is normal for them to worry about what might happen at camp or miss home while there. As a parent or guardian, you might also be anxious about your child's experience at camp. Read below for some tips on how to help your child both before and during camp.

## Before Camp:

- Be positive about the camp experience.
  - Talk with your child about all the fun things they will do at BB Day Camp. Look at the weekly information email together and pick out the top three things they are looking forward to!
- Practice separation and self-care.
  - If your child has never spent full days away from home, now is a great time to start practicing with long play dates at Grandma's or a friend's home. It is also helpful to establish a goodbye process or action. Use these practices to brainstorm ways your child can comfort themselves when they get homesick.
- Avoid making deals.
  - It can be tempting to make a deal with your child that you will keep them at home if they want after a few days of Camp. This kind of deal sets a child up to fail because it starts them with negative ideas about Camp. Instead, please encourage them to have fun and try new things and remind them that they can do things that scare them.
- Share your worries with other adults, not your child.
  - Just like your child, it is normal for you to feel anxious about sending them away or miss them while at Camp. However, continuously telling your child how much you, grandma, and the

family pet will miss them often makes children feel guilty about going and having fun at Camp. Instead, say, “I love you and can’t wait to hear about your new friends, the activities, and your counselors.”

## During/After Camp:

- Trust them to make it through the day.
  - It is easy to want to stay longer or come early to visit, but this makes the transition to independence harder. Once they see you, whether they are having a good time or not, it triggers them to want to come home. Teaching them to go home at the end of the day gives them the confidence to do it again the next day.
- Ask them about their day and talk about their counselors and group.
- Have fun yourself!
  - As we have mentioned, it is completely normal for you to miss your child. Just as you encourage your child to have fun at camp and try new things, we would like to encourage you to do the same.

## Transportation on the Bus

Shorten your commute and get your kid to camp by bus this summer! We have three bus stops, one in NW, one in NE, and one in SE Portland. Pick-up and drop-off times and exact locations will be given to registered families the week before their camp session begins. Busing costs \$54 per camper a week. As the vehicle we are using for this service is a passenger van, there are only **13 seats available for the bus each week**.

## Requirements to ride the bus

- Children must meet the weight and height minimums to sit in a backless booster seat or not require one at all to ride to camp.
- Any required booster seats must be provided by parents.
- Parents of any camper riding the bus must opt-in to texting to receive bus related updates, such as traffic delays.

## Registering for the bus

Once your camper is enrolled for the week of camp you would like to add-on busing for, you can fill out the form titled **PDX Day Camp Bussing Registration**.

There are limited spots available on a first-come, first-serve basis. When spots are full, applicants will be added to a waitlist in the order their application was received. A waitlist form will open once the bus is at capacity for any given week.

## Bus stop policy

For each stop, there is a ten-minute window the bus will arrive in, assuming regular traffic delays. The bus will depart at the end of that ten-minute window, on the dot. During the **AM bus route**, if a registered camper is not at the stop at the designated departure time, the bus will leave without them, and it will be the parent's responsibility to get their camper to camp.

During the **PM bus route** campers will not be left at a stop if one of their authorized adults is not there to receive them. In the event of a missed pick-up, the camper will remain on board throughout the rest of the route and be returned to camp, where the parents of that camper will be expected to pick them up by 5:00. If they are picked up after that, the late fee of \$3 per minute will be charged as per our policy.

**If you miss PM bus pick up** for your camper more than once without prior communication with the camp director team, *the camper will be removed from the bus route* and expected to be picked up from Congregation Neveh Shalom during the regular pick-up window for camp. In the event of a removal from the bus route, a refund will not be issued.

## Bus behavior policy

All campers are expected to maintain the same behavior expectations listed in this Parent Manual. Campers must remain buckled while on the bus and may not eat while on the bus. Water from a closed bottle is okay. Campers are expected to use inside voices while in the vehicle, and nothing is to be thrown while inside the vehicle.

## Bus cancelation policy

If you wish to cancel your bus enrollment, you must do so in writing to the BB Day Camps Director. You will have until the Wednesday before the week of camp to cancel. After that day, you may choose to cancel your enrollment on the bus, but the fee to ride will not be refunded.

## What to Bring and What to Leave

### Packing List

Campers must come to Camp with the following items in a backpack or on their person:

- Closed-toed shoes they can move in or open-toed shoes with a back strap
- Appropriate and comfortable active clothing
- Sunscreen
- Reusable water bottle\*

- Two hearty snacks
- Packed lunch
- **For younger campers:** A complete extra outfit inside a zip-lock bag\*\*
- Any special items listed in the weekly email

The following items are not required, but are encouraged:

- Sun hat
- Sunglasses
- If needed, a small comfort item that can live in their backpack, like a stuffed animal.

**On field trip days**, campers must come to Camp wearing their **BB Day Camp T-Shirt**. This policy keeps our campers safe, as the T-shirts allow our staff to identify campers easily while in public spaces. Each camper will receive a shirt on their first Tuesday of their first camp session. The Wednesday mitzvah trip does not require camp shirts.

\*If your camper does not have a water bottle with them on a day they are going off site, they will be provided a BB Camp reusable water bottle for \$15. This amount will be charged to your CampInTouch account.

\*\*If your camper does not bring a change of clothes and requires a new garment at some point in the day, you will be charged the following rates for a replacement garment. This amount will be charged to your CampInTouch account.

- \$15 T-shirt
- \$30 Shorts

## Allergy Safety at Camp

BB Day Camp strives to create a safe environment for all campers and staff. **BB Day Camp is a peanut and tree nut sensitive program.** We ask that you do not pack products that contain peanut or tree nut ingredients in your child’s lunch. Items containing peanuts and tree nuts will be set aside for the wellbeing of all campers and returned at the end of the day.

### **Common foods that are tree nuts or tree nut adjacent include:**

Brazil Nuts	Almonds	Cashews	Chestnuts	Hazelnuts	Macadamia Nuts
Pecans	Pine Nuts	Pistachios	Walnuts	Coconut	

### **Sneaky sources of tree nuts/peanuts include:**

Pesto	Nutella	Z Bars	Chewey bars	Lara Bars	Curry Bases
-------	---------	--------	-------------	-----------	-------------

As the summer progresses, camper allergy protections may change with the body of campers we have on site. You will be updated with any changes to our allergy policy as soon as we know of them. With severe contact

anaphylaxis, we may place stricter restrictions on food items at camp, such as prohibiting foods that have “may contain” or “made in a facility that also processes” labels on them.

Sun butter and sesame butter are excellent alternatives to peanut butter. If you pack a look-a-like to a non-camp safe food, please make sure your camper can articulate what they have in their lunch, or please include a note specifying that your lunch is camp safe. We appreciate your commitment to helping us provide a safe environment for all.

## Kashrut Policies

BB Day Camp follows the Kashrut policies of our host campuses. For BB Day Camp Portland and Vancouver, we follow the following procedures:

- Absolutely no meat, shellfish, or items containing lard (please look at packaged product ingredients, as many utilize lard in their processing.)
- Dairy, vegetarian, fish, and vegan meals are fine with or without a kosher hechsher
- Commercially prepared food such as pizza, soup, or sandwiches (dairy, vegetarian/vegan) are fine.

## Money

Campers do not need to bring money to Camp unless specified in the weekly email. We ask that you do not send money with your child on field trip days to purchase snacks or other items, as it distracts the other campers, and they will not be allowed to make purchases. CIT’s can bring money to camp on Field Trip days but may not use that money to buy things for younger campers. Violation of this rule will result in this privilege being revoked.

## Cell Phones

Cell phones and other mobile devices are not allowed at Camp. We provide an enriched and screen-free summer experience for your child at Camp. Bringing a cell phone leads to homesickness, conflicts with campers, and campers not fully immersing themselves at Camp. You have made the decision to send your child to Camp, so that together, we can provide your child with the best possible experience of personal, social, and spiritual growth. Do not send your child to BB Day Camp with a cell phone. We will confiscate all camper cell phones and smart watches. Dugma and CIT campers may have their phones or smart watches in their backpacks, where they must stay with special exceptions at their counselors' discretion.

## Electronics

Devices with the following capabilities are strictly prohibited at Camp:

- Connect to wi-fi for internet browsing
- Watch a video or movie

Mobile devices, phones, smart watches, laptop computers, tablets, and gaming devices, are strictly prohibited at Camp, unless specific individual arrangements are made in advance.

## Toys, Games, and other Entertainments

We understand the excitement of bringing a toy or game from home to share with friends at camp! If campers wish to bring a toy, book, cards or other items from home, the following considerations must be minded:

Toys, games and other entertainments must fit inside the camper's backpack and be able to remain there throughout the day. There are opportunities for campers to use items from home, such as during drop-off, pick-up, and during specific chugs and field trips (such as the lake, or to a park), however if toys and such become a distraction or pose challenges, staff may use their own discretion to decide if the item needs to return to the campers backpack.

Electronic entertainments (Nintendo Switches, handheld game devices, iPads, Nintendo DS, PSP) are not allowed out of backpacks if they come to camp for any reason.

Any personal items are the responsibility of the camper to look after and maintain. **BB Day Camp is not responsible for lost or otherwise missing toys, cards, games, books, and other entertainments from home.** Should an item from home be lost, our staff will do what they can to assist in locating the missing item, but we cannot guarantee recovery of what has been lost.

## Clothes

We suggest campers wear comfortable and practical clothing. Open-toed shoes without a back strap are not allowed, and restrictive clothing and/or items that cannot get dirty are not recommended. We do our best to encourage individual responsibility for personal property.

**Labeling camper clothing with first and last name is strongly recommended.**

Note: Returning lost items that are not labeled is nearly impossible.

**Name tapes or name stamps should be attached as follows:**

1. Shirts, tops, sweaters, jackets, sweatshirts: in the neckband
2. Bottoms, shorts, underwear, pants: inside center back of waistline
3. Towels: on the outside corner
4. Socks: on toe section of the sock
5. Shoes: marked with indelible ink or labels
6. Water bottles: a label on the side or bottom

## Lost and Found

BB Day Camp does not assume responsibility for lost or damaged items. Unclaimed items go to the lost and found. We display lost & found weekly. During the week, every effort will be made to return clearly labeled lost items to their owner. If your child comes home and is missing items, please contact us immediately. All unclaimed items will be donated to charitable organizations shortly after the summer.

We ask that you please make sure that every single item of clothing has your child's name attached to it. Also, please make sure that all non-clothing items such as hats, backpacks, goggles, water bottles, lunch boxes, and all other personal effects are clearly labeled.

## Security and Emergency Procedures

### Security

Camp buildings are secured with authorized access only. Only Camp and building staff are authorized to enter. Campers and/or parents are screened at entry. Authorized adults picking up early, dropping off late, or visiting Camp for any reason will enter at the main entrance and check-in at the front. We ask that parents follow these procedures to ensure safety. Camp staff are instructed to report anyone without credentials on campus.

### Emergency Procedures

Since safety is our top priority, emergency preparedness is always an area of intensive focus. We continue to work closely with national agencies and local first responders to develop specific policies and procedures in various emergency situations. We train our staff in emergency readiness and practice throughout the summer.

In the event an emergency occurs, we will use an automated call/text system to communicate with families. The system allows us to relay information quickly to camp families via pre-recorded calls, text messages, and emails. We will also use this system in non-emergency situations, such as alerting families that their child's bus has safely arrived at or departed from Camp. Parents' contact information will automatically be uploaded into the system; no additional sign-up is required.

- Our Security and Emergency Management Committee (comprised of lay leaders, industry professionals, and staff) meets regularly to review our safety and security systems, protocols, and best practices. The Committee actively works in partnership with local law enforcement, the Department of Homeland Security, our Regional Security Director, and our Camp operations team to ensure that our practices and protocols continue to exceed all safety standards.
- During our summer season, BB Day Camp partners with an outside security firm to help maintain security on our campuses.
- We maintain strong relationships with the Police, the Fire Department, local first responders, the Department of Homeland Security, and other agencies throughout the year.
- We maintain an Incident Command protocol and train our staff each season on implementation in the face of crises or emergency situations.

If a family emergency occurs at home, and you need to get in touch with your child at Camp, please call your Site Director or the BB Day Camp Director.

## Behavior Policy

The success of the camp community depends on the cooperation and involvement of all participants. Every effort is made to establish a positive atmosphere and inspire constructive behavior among campers and staff. We encourage our campers and staff to respect themselves and others, our Camp and equipment, and our earth and environment. BB Day Camp is committed to providing a safe camp environment in which relationships are characterized by dignity, respect, and equitable treatment.

The BB360 Board of Directors has established codes of conduct and behavior management. **Infraction of any of the following policies or practices may be cause for immediate expulsion of the camper from Camp with no refund of camp fees.**

- Campers must stay with their assigned group with appropriate supervision.
- Campers may not leave Camp, except under the appropriate supervision of Camp staff during scheduled programs.
- Campers must attend all scheduled activities, meals, and programs unless excused by the Camp Directors or medical staff, and then only if appropriately supervised.
- Campers must not bully, threaten, or cause any physical harm to other campers or staff. This behavior will not be tolerated.

## Behavior Contracts

BB Day Camp is dedicated to creating a positive summer experience for every camper. If a camper's behavior is taking away from their camp experience, or that of other campers, a discussion regarding that behavior will occur between the camper and the counselor. If the behavior persists, the counselor, with assistance from the Site Director, will write up a behavior contract that all parties must sign. Parent(s) will be contacted prior to a child being placed on a behavior contract. The BB Day Camps Director reserves the right to expel the camper if the child violates the behavior contract.

## Health Hazards and Fire Risks

BB Day Camp is a smoke-free environment, including vapes and e-cigarettes. Campers may not possess or use any matches, lighters, or open flames for any purpose at Camp or any Camp activity except as supplied and supervised by BB Day Camp staff.

## Weapons

Weapons are not permitted at Camp or during off-site programs. In addition to those listed in the contraband list, a weapon includes any items, body parts, or words used inappropriately which may pose a threat, intimidation, or harm to others. Any knives and other tools supplied by BB Day Camp are only to be used under direct staff supervision during specified programs.

## Contraband List

The following items are considered weapons and are not allowed at camp

- Any item designed to cause harm as its specific purpose (guns, brass knuckles, swords, clubs, sling shots, bow and arrows).
- Blades of any kind, including pocketknives.
- Burn books, or other means of collecting and disseminating cruel words about staff or campers.
- Fireworks, Pop-Its, or other incendiary items.
- Pornography

The following things are also contraband and are not allowed to be in any campers' possession.

- Loose glitter
- Slime
- Silly String
- Silly Putty
- Confetti
- Animals/pets

## Graffiti and Vandalism

Parents of campers involved in any vandalism or graffiti at Camp or during any Camp activities will be required to pay for any materials, parts, or labor necessary to repair or replace damaged property. Campers involved in such behavior may be required to participate in the repair of the damage.

## Expulsion from Camp

The BB Day Camps Director reserves the right to expel any camper for infractions of Camp rules, inappropriate behavior or language, or verbal or physical abuse of campers or staff. In such a case, the parents or designated emergency contacts are responsible for arranging for the child to vacate Camp. There will be no refund of any camp fee when a camper is expelled under such conditions.

## Camp Cleanliness

Individuals must act as responsible members of the Camp community for the wellbeing of everyone. As part of this process, campers are expected to contribute to Camp's overall cleanliness and appearance.