



“A Summer of Fun—A Lifetime of Memories!”
T: 973-929-2901 • F: 973-463-3998 • www.cdr.jccmetrowest.org •

Trip Procedures 2016

Trip Departures from Camp:

Campers and staff will meet prior to getting on bus to review final trip instructions and review code of conduct before boarding the buses. Bus assignments will be given out at this time.

Bus Behavior:

Campers may sit with friends on the bus, but must remain seated with seat belts on at all times. If a CDR staff has to ask a camper to sit down more than once or speak to them about inappropriate behavior, the camper will be required to sit with a staff member for the remainder of the bus ride. Any misbehavior on the bus can result in loss of privileges for the current trip or future trips. Parents will be notified of incidents involving poor behavior.

Long Bus Trips – Alufim, Giborim, LIT and Maccabi:

Campers may bring personal belongings on the bus such as: books, cards, games, or other items to occupy their time during the bus ride only. An earpiece must be used while listening to music on the bus and music must be appropriate. Campers are responsible for all personal items. Camp is not responsible for lost, misplaced or stolen items.

Contact with Camp:

The CDR staff in charge of the trip will carry a cell phone at all times. The staff member will contact the camp office after arriving at destination, at mid-day, and after boarding the bus to return to camp.

Administering Medication (Medical Forms and Permission Slips):

All medications that will be given to a camper during a trip will be given to the CDR staff in charge on the day of the trip, along with a list of all campers who require medication (including times for medication and proper dosages). If other campers suddenly fall ill and need medication, the Trip Leader will have copies of all camper medical forms and the Authorization to Administer Medication as listed on the forms. Please send medications to camp by giving it to your Bus Counselor or bringing it to the camp office. Call and confirm that we have received the medication. Camp will refrigerate, secure and / or store all medications. All medications must be properly labeled, in the original container, with a note specifying dosage, time, and frequency, anticipated duration of treatment and dispensing directions. Pharmacy labels are required on all prescription medications.

Emergency Procedures (Accidents)

Upon arrival at a trip destination the trip leader will locate the availability and accessibility of emergency assistance. If there is an emergency the Unit Leader will be notified immediately. Other CPR certified staff will also respond to the emergency call over the walkie talkie. If necessary, 911 will be called. If there is first aid needed, but it is not an emergency the Unit Leader will seek help from medical professionals at the trip site. If there is no help available, the Unit Leader will call the camp nurse for advice.

Special Rules and Procedures for Overnight Trips: Shomrim, Alufim, Giborim, LIT and Maccabi

On all overnights Campers must:

- Keep the noise level down, especially at night
- Stay in rooms or in assigned area at the assigned time

Staff will be on duty throughout the night making sure the campers comply with these rules and to ensure there are no other problems during the night.

(over)

Inappropriate behavior of a camper may result in:

- Being sent home (parent will be asked to come pick up his/her child)
- Loss of future privileges
- Dismissal from the camp program

The Trip Leader and Camp Director will decide appropriate action.

Special Late Return: (LR)

If, on the weekly schedules that are sent home it says that there is a (LR) late return, this means an authorized person must come pick up the camper at CDR or the JCC. Usually these pick-ups are around 7pm-8pm. The time will be included in the reminder email sent home before the trip. If a trip is running late or is in traffic, Camp Deeny Riback will make an attempt to contact families with an updated time of arrival.

Eligibility Requirements:

Each trip is carefully selected and “pre-tripped” to ensure it is appropriate for all participants. Specific information on eligibility requirements, the nature of specific activities that the campers will engage in (including risks), and the degree of difficulty or physical challenge required, as they pertain to individual trips, can be found in that trip’s permission form/waiver, available on the CDR website prior to each trip.

Inability to Continue on a Trip:

In the event a camper is unable to continue on a trip because of a non-behavioral issue (injury, illness, family emergency,) the parent or legal guardian will be responsible for making arrangements with the camp to pick up the camper from the location of a trip, Regardless of time spent on the trip, there will be no refunds.

In the event the camper is unable to continue on a trip because of a behavioral issue, the policy set forth in the code of conduct will be enforced. The parent or legal guardian will be responsible for making arrangements with the camp to pick up the camper from the location of a trip, Regardless of time spent on the trip, there will be no refunds.

Signature

Both the camper and his/her Parent/Guardian(s) must sign this Trip Procedures form and return it to the Camp Office. This indicates that the camper and parent(s) understand all of the Trip Procedures. If you have any questions, please feel free to call Camp Deeny Riback at 973-929-2901 and ask to speak with your campers Unit Leader.

Camper Print Name: _____ Parent Print Name: _____

Camper Signature: _____ Parent Signature: _____

Date: ____/____/2016