

MAAYAN MIDWEST

PARENT HANDBOOK

2025



Welcome to the Maayan Midwest Family!

Camp Maayan's exceptional staff is diligently planning every detail to make this the most memorable camp experience ever.

Please take the time to read through this handbook and familiarize yourself with camp procedures and policies. We are sure you will find it informative as you prepare for the upcoming camp season.

With the understanding that this will be your daughter's home away from home, we are making every effort to get to know and accommodate each and every camper. As such, we hope you will take the opportunity to contact us with regard to any issues, both individual and familial, you feel would be beneficial for us to know.

Our camp office can be reached by calling 847-440-4940 or emailing office@mmwcamps.com.

We are looking forward to a sensational summer!

Sincerely,

Rabbi Yossi Manne
Director

Mrs. Toba Shifrin
Program Director

Table of Contents

Travel Information

GETTING TO & FROM CAMP.....	4
TRAVEL TO CAMP.....	4
TRAVEL FROM CAMP.....	4

Luggage & Belongings

LUGGAGE.....	5
BELONGINGS.....	5
LOST & FOUND.....	6
DRESS CODE.....	6
CAMP PACKING LIST.....	6

Camp Life & Policies

LAUNDRY.....	7
CANTEEN.....	7
BUNK PLACEMENT.....	7
BIRTHDAYS.....	7
VISITATION.....	7
TRIPS & OFF-GROUNDS.....	8
STAFF TIPS.....	8
CAMP CANCELLATION/REFUND POLICY.....	8

Communication

CONTACT BEFORE CAMP.....	9
CONTACT DURING CAMP.....	9
CAMP NEWS/UPDATES.....	9

MM Technology Policy.....	10
----------------------------------	-----------

Health

LICE CHECK.....	10
MEDICAL FORMS.....	10
MEDICAL INSURANCE.....	10
CONTINUED MEDICAL CARE.....	11
SPECIAL MEDICAL NEEDS.....	11
ALLERGIES.....	11
MEDICATION PACKAGING REQUIREMENT.....	11
OVER-THE-COUNTER MEDICATION ADMINISTRATION.....	12
IMPORTANT REMINDER: UPDATE ALLERGIES.....	12
CHECK LIST.....	13

Contact.....	13
---------------------	-----------

Travel Information

GETTING TO & FROM CAMP:

We have contracted with Kwik Travel to organize flights for travel to and from camp. The travel agency is able to lock in a better price than an individual. Even if flights are available for the same price elsewhere, booking with the agency includes the benefit of their unique access to the airlines to rebook and/or make changes in the event of a delay or cancellation the day of travel.

Kwik Travel Contact

Mrs. Leah Katz

kwiktrvl@sbcglobal.net

773-588-3455

TRAVEL TO CAMP: June 26, 2025

Chartered buses are available for reservation from both Chicago (at the WiFi Building, 8170 McCormick Blvd) and Midway airport. The cost to ride the bus is \$65 round trip from both locations. There is no bus option available from O'hare Airport.



Midway Airport Travel:

Campers are asked to book flights arriving at Chicago Midway between 10:30 AM and 1:00 PM on the first day of camp. MMW staff will be at baggage claim to greet each camper and then travel together to camp. There is no staff supervision at the airport before 10:30 am.

Chicago Bus:

The Chicago bus will begin loading from the WiFi building in Skokie at 11:30 am and depart at 12:00 pm.

Private Drop-Off:

Camp runs on CENTRAL STANDARD TIME

Camp Address: 17585 McKenzie St, Cassopolis, MI 49031.

If using Waze/google maps, please put in "Camp Matziv MMW Retreat"

Parents bringing their child(ren) directly to camp are asked to arrive between 2:00-4:00 PM (CST). There will be no entrance to the campgrounds before 2:00 PM (CST)

TRAVEL FROM CAMP: JULY 22, 2025

Chicago Midway (MDW):

All flights should be scheduled to depart from Midway (MDW) between 1:30 pm and 3:30 pm. MMW staff will accompany campers to their flights. There is no staff supervision in the airport after 3:30 pm, with the exception of campers whose flights were scheduled for before 3:30 pm and delayed.

Chicago Bus:

The Chicago bus is scheduled to arrive at the WiFi building at 12:30 pm. The camp will provide timing updates on the day of travel via email.

Private Pick Up:

Parents are asked to arrive between 8:30 am and 9:30 am (CST). There will be no entrance to the campgrounds before 8:30 am. Please be prompt as the boys' camp begins shortly after girls' departure.

*Please be sure to fill out a TRAVEL FORM, which is available on your login along with the other forms. All forms are due May 13th.

Luggage & Belongings

LUGGAGE

- Each camper/staff member is allowed two large suitcases when traveling to/from camp and an additional personal item.
- Each piece of luggage should be clearly labeled with your daughter's name and phone number and the camp's address.
- If you would like to send packages before camp we will be accepting packages no more than 7 days prior to the camp start date. We will only accept and distribute packages until the 1st day of camp, July 2nd. Please make sure the package is labeled with a name and grade.
- **Due to limited space, we cannot allow cases of water on the buses to camp.** Water will be available for purchase through the canteen.

BELONGINGS

- We suggest campers and staff carefully consider what belongings and items they bring to camp.
- Campers and staff members have the option of leaving certain items such as wallets and other valuables in a protected safe for the duration of camp. These items will be collected upon arrival and returned upon departure.
- Maayan Midwest does not take responsibility for and is not liable for any money or items not placed in the camp safe.
- Maayan Midwest is not responsible or liable for any personal property lost, stolen, or damaged at the hands of another camper or staff member while at camp. Action will be taken by the camp staff with the responsible party to help facilitate an easy and quick resolution.
- Any item found in a bunkhouse that is not in line with the camp's technology policy or the camp culture will be removed by the camp head staff. Pending further investigation, the item might be mailed home, disposed of, or returned only upon departure from camp.
- Any sharp or potentially dangerous items should not be brought onto the campgrounds.

LOST & FOUND

- Please label all personal belongings (clothes, glasses, cameras...).
- Lost and Found items will be kept in the camp office and campers will be able to come to the office for a lost item. All items will be displayed in the dining room area on visiting day and on the last night of camp.
- Please refrain from bringing clothes or belongings you would be upset to risk damaging or losing.
- Any unclaimed items left in camp will be donated or discarded two weeks after camp.

DRESS CODE

Before shopping for camp please read the dress code guidelines carefully and adhere to them.

Campers not dressed according to dress code will be asked not to wear those items and we will ask you to send new clothing.

- Skirts must cover/reach below the knees at all times.
- All shirts should cover the collar bone.
- Sleeves should cover the elbows at all times.
- Socks that cover the ankle or knee socks should be worn at all times
- Closed shoes (sneakers/gym shoes) must be worn daily for activities. For everyone's safety, flip-flops/slides are not permitted to be worn at camp.

CAMP PACKING LIST

*Please be sure all items correspond with safety, dress code, and belongings guidelines.

**The list below is only suggestive, use your own discretion when packing.

***Please label all items brought to camp.

Clothing:

2 sweatshirts (1 heavy; 1 lightweight)
4 nightwear (1 warm)
1 swim dress
1 terry robe for swimming
2 one-piece bathing suits
15 t-shirts
7 skirts
3 Shabbos outfits
1 set of junk clothes
1 school uniform
15 pairs of socks
15 pairs of underwear
1 pair Shabbos shoes
1 pair sneakers
1 pair weekday shoes
1 pair pool/shower slippers
Raincoat & rain boots
3 bath/pool towels

Miscellaneous:

Siddur
2 complete sets linen
(including pillow & blanket)
2 hand towels
1 laundry bag
1 mesh bag
Shelf storage box/drawer
Brush
Soap
Shampoo
Toothbrush & Toothpaste
Nail clipper
Deodorant
Sunscreen
Bug repellent
Flashlight/batteries
Hangers
Trip Bag

Camp Life & Policies

LAUNDRY

- Maayan Midwest will facilitate laundry once a summer. Please send enough clothes for 10 days that are all clearly labeled.
- Laundry will be collected by bunk and done by a local laundry service.

CANTEEN

Canteen is an exciting part of camp. Each camper has an account that parents can fund to enable campers to buy items in the canteen. Canteen money can be used to purchase cases of water and used for trips. Canteen accounts can be funded through your Campminder account.

BUNK PLACEMENT

Bunk assignments are made by camp head staff after much careful deliberation. If you have not submitted a bunk request on your camp application, please email the camp office so we can best take all information into account and assure a positive summer experience. Deadline to submit bunk requests is June 1st.

BIRTHDAYS

Birthdays at camp are always a treat! There are many options available, including purchasing a birthday cake, sponsoring slurpees or ice cream for the bunk, etc. If you are interested, please contact the camp office 7+ days before the date.

VISITATION

Visiting Day:

Visiting day will b'ezeras Hashem be on Sunday, July 6th. Parents, sisters, and brothers under Bar Mitzvah age are invited to join. This is a great opportunity to join your daughter and experience "a day in the life of a lucky MMW camper". Being that many of our campers will not have visitors, camp will run on a regular schedule.

Visiting:

For safety and security reasons, no visitors will be allowed on grounds during non visiting days. Exceptions and arrangements can be made through the camp office with 3 days notice.



TRIPS & OFF-GROUNDS

TRIP PERMISSION AUTHORIZATION/INJURY POLICY: By sending my child to Maayan Midwest, I hereby authorize Maayan Midwest [referred from here-on as “MM”] to take my child off MM grounds to go on trips organized as part of the camping program. This may include swimming and/or boating sites. In addition, my child may participate in any activity organized by MM, including but not limited to land sports, lakefront activities, rope course, paintball, indoor activities, bicycling, hiking, cookouts, etc. and we assume the inherent risk of such activities and programs. We will not hold MM responsible in the event of injury, property damage or loss as a result of such activities.

I understand that MM is not responsible for loss or damage to my child’s property incurred during the session or during the transportation to and from the campgrounds.

I understand that MM has the right to dismiss any camper, without refund, who threatens the safety of themselves or others; who willfully damages MM property; who willfully disregards rules of MM; who steals or intentionally damages the property of other people in MM; or who requires significant supervision beyond that which MM can provide. Should my child be dismissed, I understand that I must arrange transportation for my child to leave MM, at my own expense, within 24 hours, and that I am responsible for any additional expenses required to ship luggage home.

*This authorization is implicit with your signature on the camp application, and for medical issues on the medical form.

STAFF TIPS

We have a mature, dedicated, and fun loving group of division heads, counselors, and junior counselors. Their priority is to genuinely care for each camper and serve as positive role models. They take their responsibilities seriously, while reaping the joy of generating excitement and positivity each day. A tip is a wonderful way to show hakoras hatov to the staff members who care for your camper on a daily basis.

Please log into your Campminder account and fill out the Staff Tips form online.

Suggested Tipping:

Counselor: \$50 Junior Counselor: \$30 Waitress: \$20

CAMP CANCELLATION/REFUND POLICY

Due to the seasonal nature of summer camp and the limited space available, we will be unable to issue credit or refunds for late arrival, early departure or absences, or to any camper who is dismissed by the administration prior to the end of the camp season.

It is understood and agreed that if a camper leaves the camp grounds without the express permission of the Camp Director; or if a camper damages or defaces camp property; or if a camper’s conduct does not meet camp standards, the camper will be dismissed at the discretion of the Director, without a tuition refund.

- Cancellation from Dec. 1st through March 1st will result in a \$250 cancellation fee.
- Cancellation from March 1st through May 1st will result in a \$500 cancellation fee.

- No refunds for cancellations after May 1st or for campers leaving early during camp.

Communication

CONTACT BEFORE CAMP

- All camp contact and forms will be sent electronically via email or will be available on Campminder. Your Campminder account was created when you applied to camp. All subsequent forms and information can be found on your profile page.
- All camp forms are due by May 13th.
- All submitted forms and information are entirely confidential, and medical information/forms are handled in line with PHI requirements.
- Please don't hesitate to contact the camp office for any comments, questions, or concerns regarding payment, forms, or care of your daughter at office@mmwcamps.com or [847-440-4940](tel:847-440-4940)

CONTACT DURING CAMP

Packages:

Camp Maayan is not able to accept packages during camp. Please do not send any packages after camp begins, as they will be returned to sender or refused. Packages received before the first day of camp will be accepted and distributed. If you would like to send toiletries or other items prior to camp, please schedule them to arrive no earlier than Monday before camp starts.

Email:

Emails to campers will be printed out daily and delivered with the regular mail. Please limit emails to 2-3 times a week. Emails can be sent through your CampMinder account. Parents have the option of creating guest accounts through Campminder so extended family/friends can send emails as well, or you can have the letters sent to you directly and upload it in Campminder on your own.

Calls:

The camp office will be open from 9:30am – 4:30pm, Sunday – Thursday, and 9:30am – 2:00pm on Fridays. The camp office can be reached for any comments, questions, or concerns, or to get in touch with any head staff members.

- No campers can be reached through the camp office.
- Campers will have access to the camp phones once a week to call home.
- Phone calls will begin the second week of camp. A schedule will be sent with each bunk's time slot once camp starts.

Staff members will have designated times and places in which use of cell phones are allowed. Staff will also have access to the camp phones at designated times.

CAMP NEWS/UPDATES

We look forward to sharing all the fun we are having with you! A Maayan WhatsApp

group will be created with pictures uploaded to it. We will send an invite link closer to camp in order to join. Weekly videos will be sent out via email.

MM Technology Policy

We are grateful to you for having entrusted your most precious possession, your daughter, to us. Our goal is, B"H, have her return home with an even stronger appreciation of torah values and kedusha than that with which she came to camp. We are heartened by the concern that our esteemed parent body has shown in regard to modern technology and we aspire to do our utmost to protect our campers and staff members from all undesirable influences.

- All campers are to give their phones to the head staff upon arrival. Phones will then be kept in the camp safe and returned upon departure.
- All/any devices with internet access will be collected by the head staff upon arrival to camp, to be kept in a safe and returned upon departure from camp.
- Any screenless mp3 players - such as the 24/6 solo (**not** the family player) - or camera without internet capabilities may be brought into bunkhouses after review and expressed permission from the camp head staff upon arrival.
- As stated above, any item found in a bunkhouse that is not in line with the camp's technology policy or the camp culture, will be removed by the camp head staff. Pending further investigation, the item might be mailed home, disposed of, or returned only upon the departure from camp.

Health

Lice Check

Every camper and staff member must be checked prior camp. Please fill out the lice check form and upload it to your Campminder account before your daughter's arrival in camp. There will be a \$25 fee per camper to have one of our staff members check them upon arrival if the form is not submitted.

Medical Forms:

A Health History Form and a Physician's examination/immunization form must be submitted for each camper and staff member. Physician's examination/immunization form must be signed by your doctor and can be uploaded to your Campminder account or emailed to the camp office. As per Michigan law, no camper/staff member will be admitted to camp without completed medical forms. All forms must be received by May 2nd.

to



Medical Insurance:

All medical insurance information must be completed on the health history form and uploaded in Campminder. The camp will submit your insurance information as needed (outside doctors, blood tests, x-rays, etc.); the bill is the parent's responsibility.

Campers from out of the country must purchase Traveler's Medical Insurance and provide us with the information on the medical forms.

Continued Medical Care:

If your child takes over-the-counter medications, please send enough for the whole camp session. All medications, including Tylenol, Advil, Motrin, must be kept in the infirmary as per the Department of Health Regulations.

If your child has year-round prescription medications, it must have a prescription label with the doctor's name, details of dosage, time and frequency as well as reason for use. Prescriptions must remain in the original containers. No unlabeled meds will be dispensed. The Medication Form must be filled out and uploaded to Campminder.

Special Medical Needs:

If your child has any specific medical/physical needs, please contact Shaindy Koenigsberg, our camp nurse, at skoenigsberg@mmwcamps.com, prior to camp. This information is crucial to the well-being of your child. All information will be kept strictly confidential.

The camp medical staff must be informed of any communicable diseases to which a child has been exposed three weeks prior to camp attendance.

Note: As previously stated, we expect parents to inform us of any situation that may affect their child's stay in camp. These situations include, but are not limited to, conditions requiring year-round medication, physical, psychological, medical or social matters. If dismissal from camp is related to not being informed about any of these types of situations, no refund will be issued.

Our priority is looking out for the well being of your child. In the event of a serious medical situation, we will make every attempt to contact you. In the event that you cannot be reached and time is of the essence, we will do whatever we must, under doctor's instructions, to ensure that your child gets the best care possible.

Allergies:

Please make sure to inform the nurse of any food or drug allergies and the treatment recommended by your pediatrician or allergist (Benadryl, Epi-Pen). For seasonal allergies, it is a good idea to start treatment a month prior to camp to facilitate relief during the summer. We will be glad to maintain your daughter's treatments throughout the summer.



Medication Packaging Requirement:

To streamline our process and reduce errors, **all daily prescription and over-the-counter medications must be pre packaged and labeled for all 30 days of camp before arriving at camp.** For example, if your child takes acne medication, claritin and melatonin daily, these medications should be pre-packaged and labeled by a pharmacy for a 30 day supply and sent with your child to camp. This can be done through services such as **JayDrugs, Amazon Pill Pack, 1StopRx, Remedies,** or any other pharmacy that offers pre-packaging services. **Most insurance plans cover this service.** However, if your insurance does not, please contact us and we will assist you further. Generally, the process is simple. Your physician sends the prescription for a 30 day supply to one of the above pharmacies. **Please note, if your child's medication is not pre-packaged from a pharmacy for the full duration of camp, it will not be administered.** Exceptions to this rule are inhalers, ointments, and creams (such as steroid cream, acne cream, eczema cream, etc). Inhalers and creams can stay with the campers in their bunkhouses. We encourage you to reach out to your physician to send your child's prescriptions to one of the above pharmacies at your earliest convenience to ensure your child's medication is processed on time for camp.

Campers with medication that needs to be refrigerated or injected by the camp medical team should please reach out to us before camp to ensure we can make the proper arrangements.

Over-the-Counter Medication Administration:

To prevent delays in treatment, our medical team will administer standard over-the-counter (OTC) medications as needed, unless otherwise specified in your camper's digital health chart or in an email to our camp medical team. These may include, but are not limited to:

- * Cold medications (Mucinex, Sudafed, Robitussin/cough syrup, DayQuil)
- * Motion sickness medications (Dramamine, Meclizine)
- * Pain relievers (Acetaminophen/Tylenol, Ibuprofen/Motrin/Advil)
- * Silvadene, Aloe Vera for burns

Important Reminder: Update Allergies:

Please take a moment to **update your child's digital health chart with any food or drug allergies in Campminder** to ensure their safety during their stay at camp.

Further, any child with an epipen must bring **2 epipens** to camp. One epipen must be kept on the camper at all times and the other will be kept in the infirmary).

Check List

I have completed the following forms and information by May 13th!

- ☐ Authorization Form (on Campminder)
- ☐ Health History (on Campminder)
- ☐ Verification form (on Campminder)
- ☐ Physician's examination/Immunization form
- ☐ Insurance Card form
- ☐ Medication Form
- ☐ Travel information

Contact

847-440-4940
office@mmwcamps.com
www.mmwcamps.com

Year Round Address:
8170 McCormick Blvd
Suite 100
Skokie, IL 60076

Summer Address:
17585 McKenzie St.
Cassopolis, MI 49031

Looking forward to an incredible summer together!

