



PARENT MANUAL

Simon Family JCC
757-321-2338
5000 Corporate Woods Drive
Virginia Beach, VA 23462

www.campjcc.org

Camp JCC 2018



Dear Parents,

Welcome to Camp JCC! You have chosen a day camp with great traditions and an outstanding staff! Camp JCC offers an atmosphere of relaxation and fun.

Camp JCC prides itself on safety and quality programming. Our specialists and counselors include professional Early Childhood Staff educators, college graduates, college students, and high school students. Specialists in aquatics, arts and crafts, Israeli life, Judaics and sports and recreation will provide days of skills-oriented and socialization activities. Our Israeli Scouts and a visit from the Israeli Scout Friendship Caravan will add a special Israeli flavor to our summer programs.

Our entire staff is interested in your child and working to make this summer's experience the best one ever! I am always available to answer a question, accept a great idea or just talk about your child's day. Please call the camp office (757-321-xxxx), and leave a message including the best time for me to contact you.

Open communication is an important aspect of Camp JCC. Every week, we will post camp news on our website as well as e-mail you a Camp JCC newsletter. It will inform you of what happened during the week and what will be coming up for the week ahead. Please be sure that we have your correct e-mail address. As things come up we will also send notes home. Please check bags every day!

Again, we welcome you and your child to Camp JCC!

B'Shalom,

Elyssa Brinn, Lower Camp Unit Head

Chris Fenley, Lead Specialist (Art, Fishing)

Michelle Fenley, LCSW, Yachad Program (Inclusion Coordinator)



Dear Parents,

We are excited to announce that we are improving our communication efforts with each of you by launching Parent Square at Camp JCC. ParentSquare is a two-way private communication platform designed for preschools and K-12 schools, and, in our case, Day Camp. It provides a safe way for administrators, counselors, staff, groups and parents to connect and effectively communicate.

With ParentSquare you will be able to:

- Receive all Camp and bunk communication via email, text or mobile app
- Share and download photos
- Post calendar items and view the school calendar online
- Easily sign up to volunteer and/or bring items
- Access important resources and links online

All camp, grade level and bunk information now will be sent from one centralized place to your computer or mobile phone via email and/or text or you can download the FREE App!

Register for ParentSquare

You will soon receive an invitation email or text to join ParentSquare. Please click the link to activate your account and register. It takes only a minute. This is what you need to do:

- Create a password
- Click the box to agree to the terms
- Click Register

I look forward to build on our great school community as we incorporate the use of technology for two-way communication at our school and in the classrooms.

Getting Ready For Camp

Camp is a fun and safe place to be. Though most children adjust easily to the camp experience, some may need a little encouragement from home as you prepare for the first day.

- ☺ Talk about the wonderful activities and camp as a safe and fun place during the day.
- ☺ Talk with other children who have been at camp before.
- ☺ Keep the night before the first day of camp as calm as possible. A good night's sleep goes a long way towards a positive attitude.
- ☺ Give your camper a warm send-off.
- ☺ Send a note in his/her lunch or backpack telling your child you know they are having a great day.
- ☺ Reduce stress; send bathing suits, towels and all necessary items.
- ☺ Label all clothing and belongings.
- ☺ Put an extra pair of socks in your camper's bag to keep for emergencies.
- ☺ Trading cards, electronics and toys... **are not allowed at camp.** We have plenty of engaging activities for campers to participate in!

Please make every effort to attend the Camper/Counselor Meet and Greet on Wednesday, June 13th at 6:00 pm. If you have a first time camper and cannot make the event, please feel free to contact the camp office and make arrangements to visit camp before the first day.



What Should My Child Bring To Camp?

Camp JCC has a schedule of camp activities planned with your child in mind. Their daily attire should be comfortable and allow them to safely participate in all activities even getting dirty, if necessary.

CAMP T-SHIRTS - All campers will receive a camp T-shirt at the Camper/Counselor Meet and Greet or on their first day of camp. We request that all campers wear Camp T-shirts every Friday. Camp T-shirts are mandatory for all camp trips. Please let the office know a preferred size, as early as possible.

Daily Camp CLOTHING – Appropriate length shorts, t-shirt, hat, bathing suit, towel and sneakers should be your camper’s daily attire for the summer. A bathing suit should be worn under clothing when they arrive in the morning. Another bathing suit (if your camper swims two times per day) and underwear should be packed daily in a plastic bag which can then be used to bring wet clothes home. Due to the terrain at camp, **closed toe shoes** are required. Please, no sandals – campers cannot run in them and they are a potential cause of accidents.

***All Lower Camp** campers should bring an extra change of clothes, socks, and underwear in a labeled Ziploc bag to Camper/Counselor Meet and Greet or the 1st day of camp, to remain in their bunk for the summer.

Extras - We provide frequent water breaks and trips to the water fountain, but feel free to send your child with their own water bottle, making sure it is labeled with their name. A sweatshirt or light jacket is also suggested for cool mornings and inclement weather.

SUNSCREEN & BUG SPRAY – We encourage parents to apply sunscreen and bug spray to their campers **BEFORE** coming to camp. Also, send any bottles (**labeled with your child’s name**) to be reapplied during the camp day. *Bottles CANNOT be shared with other children.

****REMEMBER TO LABEL EVERYTHING****

**** Camp JCC is not responsible for lost objects****

Lost And Found

Thank you for your help in labeling all of your child’s belongings that come to camp. We do our best to return all misplaced items to campers throughout the summer. Any remaining items will be placed in a Lost and Found bin at the Camp Office for campers and parents to check regularly. Items left at the end of the camp season will be kept through the end of September at which point any remaining unclaimed items will be donated to charity.

Parent Partnership – Important Information

Drop-Off/Pick-Up Procedures

The camp day begins promptly at 8:45 am each morning. Please do not drop your camper off earlier than 8:30 am as staff may be participating in daily meetings or activities. Please make every effort to bring your child to camp during drop-off hours, so as not to disrupt the group's daily schedule. A staff member will facilitate the pick-up/ drop-off process, but if you need to speak to a member of our camp leadership team or your camper's counselor, please feel free to park and come inside. Your child's safety is our main concern! This being said, **only adults on the authorized pick-up list will be allowed to pick-up your camper from camp.** In addition, if your child is going home with another child, please communicate this to your child's counselor in written form at the start of the day.

Lower Camp Drop-Off

Parents/ Guardians are asked to park your car in the Hebrew Academy of Tidewater (HAT) parking lot located at the back of the building and walk your camper to his/her classroom. Please look for one of your child's counselors and sign your child in. Older siblings are not allowed to walk younger siblings in.

Upper Camp Drop-Off

Parents of campers in Upper Camp will enter the JCC parking lot and proceed towards the HAT entrance. Here, camp staff will direct your car to the drop off lane. In order to ensure an easy transition please remain in your car and a staff member will open the car door and escort your camper(s) to their group. **Please wait for a camp staff to open the door so that they may help your child get out of the car and to their group safely.**

Lower/ Upper Camp Pick Up

All people authorized to pick up children may be asked to show a form of I.D. Please make sure to have it with you for all pick-ups. You will receive Camp JCC vehicle identification cards to be placed on the right side of your front windshield when you drive up to camp. This will allow staff to know which campers are departing. In order to ensure an easy transition please remain in your car and a staff member will escort your camper(s) to your car. **Note: all children between the ages of 16 months and 22 months must be picked up inside the building. (Parents should park and come in to pick up their camper(s)).**

The camp day ends promptly at 3:30 pm (or 12:30 pm for our half day campers.) If you need to speak to a member of our camp leadership team or your camper's counselor, please feel free to park and come inside.

Late Drop-off/Early Pick-up

Please contact the camp office if your child will be arriving to camp late or if he/she needs to be picked up early. If picking up your child early, once you arrive at camp, please check in at the camp office and we will bring your child to the office for pick-up. **Please do not attempt to find your child's group.**

Absenteeism

If your child will not be attending camp on a given day, please inform the camp office at (757)321-2342 by 8:00 am so that we can notify our group counselors. When leaving a message notifying an absence, please state the child's name and camp group. **Unfortunately, we do not offer make-up days or refunds for absence due to sickness or other reasons.**

Staff

Our specialists and counselors include our professional Early Childhood Staff, teachers, Kids Connection Staff, college graduates, college students, and high school students. Many of our staff will be returning for their second or third summer. The health and safety of the campers is the primary concern of all staff at Camp JCC. We have a camp nurse and an onsite infirmary to meet the campers' needs. Our staff members participate in a comprehensive training program prior to the camp season, where they receive CPR and First Aid training as well as training on such topics as child development, program planning, leadership, and health and safety.

Safety/Emergencies

The Simon Family JCC and Camp JCC have an *Emergency Action Plan* to address a variety of situations which may arise during the camp day. Each situation has its own set of procedures and guidelines to be followed to ensure the safest place for your child's summer experience. In addition to having security on-site, all staff are trained in emergency procedures.

Communication

Camp JCC strives to achieve consistent and open communication with our camp families. Every Friday, the office will post on the Camp JCC website (www.campjcc.org) as well as send a Camp JCC Newsletter through e-mail. It will inform you of what happened during the week and what will be coming up for the week ahead. **Please be sure that we have your correct e-mail address.** Camp JCC staff always encourage parents to write notes and call camp with any questions, comments, or concerns. When sending notes to the camp office, please include the camper's name and group.

Both parents in a family are important to us at Camp JCC. Therefore, if your child/children is/are part of a single parent or blended family, please speak with the Camp Director personally to ensure that information is available to both parents in a prompt and efficient manner.

Questions regarding your camper or your camper's counselor should be directed to the Camp Director during camp hours. An answering machine will be available to take your messages during off-camp hours (757-321-2342). Your calls will be returned by the next camp day.

Food/Lunch

Camp JCC makes every effort to adhere to the Kashrut Policy of the Jewish Community Center. The Simon Family JCC will only serve kosher snack. When sending your child's lunch, we request kosher style lunches. Campers should bring a well-balanced lunch and there will be no sharing of food among campers or staff.

To this effect, Camp JCC is **nut allergy friendly**. This means that our camp **does not allow** peanuts or peanut products to be sent in lunches. We do this to protect the safety of our campers and staff with severe allergies. All food that is offered at camp (i.e. snacks) will also adhere to this policy. **As a precaution, please be sure to inform us of any food allergies that your child has.** Staff will do our best to accommodate your child and when possible offer alternative choices for children with food allergies. We cannot guarantee a completely peanut free environment, but we will do our best! You may send your child with a snack from home, but if you have concerns or specific camper needs to discuss, please speak with the Camp Director.

Note: In order to respect other campers and be cautious of possible allergies, please remind your child not to share their lunches.

Kosher- Style Guidelines

There are a few basic guidelines that pertain to the lunches that campers bring. We appreciate efforts made in following these two basic concepts:

- 1) Meat and dairy foods are not eaten together at the same meal. Example: If you pack a salami sandwich for your child please do not add a slice of cheese to the sandwich.**
- 2) According to the rules of keeping kosher no pork or shellfish products are eaten. Example: Please do not pack a ham sandwich for your child.**

While we cannot prevent a child from coming to camp with a non-kosher lunch, we appreciate all efforts made to accommodate this request.

If you are sending in food for a group celebration, the food items must come in their original package and must be marked with one of the symbols below and be approved by senior staff.



Health and Safety

Our primary objective at Camp JCC is to provide the safest environment for our campers each and every day. A camp nurse is on-site each day. If any child should show signs of illness at any time during the day, he/she is taken to the infirmary and, in case of serious injury or illness, his/her parents will be notified.

If the Camp Infirmary deems a child unfit for camp, you must pick up your child at camp. The child must be free from all symptoms in order to be able to return to camp (i.e. fever-free without the use of medication for 24 hours). Please feel free to call the Camp Infirmary at any time at (757) 321-2327.

The following procedures have been established and will be in effect for the camp season. These policies will allow for optimum health and safety in all areas of camp, especially for our campers.

*The following are possible signs of infection and require the child to **remain home for 24 hours after the start of medication** or present a doctor's note confirming that the symptoms are due to allergy and not related to anything contagious or infectious:*

- Children with diarrhea (defined as three very loose stools in one hour);
- Any productive cough or continuous coughing;
- Children verbally complaining of sore throats or earaches.
- Vomiting;
- Pink eye;
- Any contagious rash (chicken pox, impetigo, etc.). Children must remain home until all pox are scabbed over (and will be sent home if they return before), or may return with a doctor's note.
- Temperature of 100.4 orally (99.4 armpit). Until they have been without a fever for 24 hours (without Tylenol or other fever-lowering medication.)
- Any discharge from the eyes which is green in color.

Head lice. Contact physician and JCC immediately. Head lice are tiny tan-colored bugs that are easily transmitted through eggs (nits). The nits are tiny, oval-shaped and grayish-white. They adhere to the hair strands about 1/2 to 1 inch from the scalp. The noticeable symptom of lice is itching (and a child's constant scratching). Treatment involves a fairly simple shampooing and combing with an over-the-counter kit or other remedies. Although it is rare to have a lice infestation, it can occur. Children with head lice will be sent home for treatment and all other parents will be notified and asked to double-check their children. In the rare instance that this occurs, we will issue guidelines for eradicating these organisms. No one really knows where lice originate; they are not a reflection of uncleanness as was assumed in the past. In the event of an occurrence of head lice at the JCC, we will do head checks on all the children and staff. **A child treated for head lice may not return to the JCC until treatment has taken place and all nits have been removed from the hair and with a doctor's note confirming this.** This is to reduce or prevent "survivor re-infestation". The Director/Camp Infirmary needs to check your child prior to returning to camp. Staff will check your child's hair in a soothing, caring manner and will give final approval for return to camp. In case of lice diagnosis at camp, a child will be sent home immediately. The child may not ride the bus or return to camp until they have been checked by the Camp Infirmary/Director. Please make arrangements with the infirmary to have your child checked.

The Staff reserves the right to determine when a child needs to be removed and picked up from Camp JCC according to the guidelines above. If a child becomes sick, they will be separated from the other children and a responsible adult will be asked to pick up the child.

Contagious Diseases

Camp JCC requires that parents notify the camp if their child has been exposed to, or has a contagious disease such as chicken pox, head lice, conjunctivitis, etc. Parents will be notified in writing if their child is exposed to a potentially contagious disease while at camp.

Dispensing of Medication

Administration of any medication or nutritional supplements must have prior written parent authorization. (A copy of the Medication Administration form is downloadable from the Camp JCC website.) Prescription medication will only be administered with a written order from the child's physician and must be in the original container with the child's name, the name of the drug and directions for its administration and storage on the label. Medications will only be dispensed according to the doctor's instructions. A parent or legal guardian must deliver daily medication to Camp on Monday, June 20th or the campers first day of camp. It is the responsibility of the parent/legal guardian to get all medication to the Camp Infirmary. **Medication is not allowed to be transported by campers.** Please provide the exact amount of medication needed for your child's full stay at Camp.

When any prescription or non-prescription oral medication needs to be administered, every attempt will be made to verbally contact the parent prior to giving it to the child. This is a precaution relative to overdosing and recommended by the Academy of Pediatrics. All non-prescription oral medications (cough syrup, Tylenol, etc.) or nutritional supplements also require completion of the Medication Administration Form AND require the written authorization/signature of the child's physician, along with that of the parent/guardian. Consents are valid for one year. The only controlled medications that will be allowed on any camp bus at any time are epi-pens and emergency inhalers. If your child requires either of these two medications, please contact the camp director prior to the first day of camp for your son/daughter.

Emergency Treatment

Camp JCC has a camp nurse on site. In addition, all aquatics staff and senior camp counselors are trained in CPR and first aid. Camp JCC staff are equipped and prepared to administer basic emergency aid. No medicine is given internally unless specifically prescribed by the child's physician or requested by parents in writing.

Commercial medicinal preparations and bandages for bruises, insect bites, etc. are applied externally when needed. In case of more serious illness or injury, the parents are notified. If your child is highly allergic to insect/bee stings, please be sure to make that clear in writing. Please provide suitable medication from your doctor (i.e. EpiPen, antihistamine, etc).

If the child needs to go home due to illness, Camp JCC staff request that a parent or someone on authorized pick-up list pick up the child as soon as possible. If it is impossible to reach the parents or the emergency contacts in an emergency, the child will be taken to the nearest hospital for emergency treatment. Emergency transportation will be provided through 911 vehicles. **PLEASE MAKE SURE WE HAVE ACCURATE AND UP TO DATE PHONE NUMBERS FOR PARENTS AND EMERGENCY CONTACTS.**

Heat Policy

If extreme heat is a factor at the camp, campers will be hydrated by liquid refreshment, activities will be conducted in shaded areas, inside and extra water opportunities will be offered throughout the day.

SIMON FAMILY JCC SUMMER DAY CAMP BEHAVIOR GUIDELINES FOR CAMPERS

*Please have your camper read the following guidelines and behavior policy:

I agree to follow the rules and behavior guidelines of the JCC Summer Camp. Program rules include, but are not limited to the following:

- Campers are respectful of fellow camp participants, all camp staff, and JCC grounds.
- Campers speak to others in a respectful manner and tone of voice.
- Campers follow directions.
- Campers do not cause or threaten physical harm towards others.
- Campers understand that disrespectful behaviors include, but are not limited to, hitting, punching, kicking, biting, spitting, swearing, lying and refusing to listen to the JCC staff.
- Campers act in a manner that will reflect positively on themselves and the JCC.
- Campers will leave electronic devices at home as they are not part of the camp experience.
- Campers will help create a bully-free camp. Bullying is defined as "systematic and chronically inflicting physical hurt or psychological distress" on campers or staff, in person, online or via telephone.
- Campers agree to follow all camp rules including those that are not listed on this behavior agreement.
- Campers will have fun!

BEHAVIOR POLICY

All members of the JCC camp community, including staff and campers are expected to behave responsibly and appropriately at all times. Each camper and staff member will sign a copy of the behavior guidelines.

The purpose of the behavior policy is to help children understand and modify unacceptable behavior and/or attitudes. When an individual behavior is displayed that is not in the best interest of the camp program or the camper, steps will be taken to guide the child to appropriate behavior. Our counselors are trained to use positive reinforcement and our camp program is aimed at creating a safe, caring, and fun environment for everyone.

- Praise and encouragement of positive behavior will be given whenever possible.
- Children shall never be subjected to fear, mental or physical abuse, or humiliation.
- Lunch, snack and swim WILL NOT be denied.
- No child shall be disciplined for toileting accidents.
- Behavior modification will be constructive and educational in nature and may include diversion, separation from the situation, and discussion about the situation.
- Separation, when used, shall be brief and appropriate to the child's age and circumstances. No child will ever be left alone.
- Verbal abuse or derogatory remarks about a child's person, his/her family, race, religion or cultural background will NOT be tolerated.
- One child shall at no time be allowed to discipline another child.
- Parents may be consulted for suggestions that have worked in the past for an individual child.

The following procedures are in place in the event that a camper demonstrates disruptive behavior:

1. **First Occurrence** – Phone Call Home: The first time an incident happens will result in a phone call home; a Senior Staff Member will explain to parents what happened, and how the behavior was handled. In the case where kicking, biting or other severe behavior occurs, the child may automatically be given one day suspension from the program, with no refund for that day.
2. **Second Occurrence** – Phone Call Home: The second time an incident occurs will result in a second phone call home from the Camp Director or other senior staff member. A parent meeting will be required with the Camp Director and Senior Staff. A minimum one day suspension may be given (with no refund), and it will be explained that the next occurrence will result in the child’s removal from the program without refund.
3. **Third Occurrence** – Immediate Removal: The third incident will result in immediate removal from the program without a refund. The Camp Director will make final determination regarding removal from camp.

***These steps are not always followed in this order, as the nature of the behavior can determine which steps may be taken.**

CHILD ABUSE PREVENTION POLICY

The Simon Family JCC advocates a positive guidance policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, shaming, withholding food or restroom privileges, confining children, or verbal or emotional abuse.

Affectionate touch, and the warm feelings it brings, is an important factor in helping a child grow into a loving and peaceful adult. However, Simon Family JCC staff and volunteers will be sensitive to each person’s need for personal space (i.e., not everyone wants to be hugged). The Simon Family JCC encourages appropriate touch, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

Based upon its concern for children, parents and Simon Family JCC staff, the following standards related to reporting procedures, staffing, standards, code of conduct and resources for parents and children, have been developed.

****Note:** The Simon Family JCC, like many other public institutions, is mandated by law, to report suspected child abuse. All camp staff has been trained in recognizing the signs of child abuse and are aware of the procedure to follow.

“CHILD ABUSE is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, and even death.”

Procedures:

1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported will immediately inform their supervisor.
2. The Simon Family JCC will make a report to Child Protective Services and will request that the situation be investigated.

3. In the event the reported incident or suspicion involves a staff person or volunteer, the responsible supervisor director will suspend the person from all responsibilities, and if appropriate, withhold pay until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor.
5. The Simon Family JCC staff and volunteers may not make contact with children or parents involved in a child abuse incident without permission of the JCC Camp Director, Erika Eskenazi.
6. Whether the incident or alleged offense takes place on or off JCC premises, it will be considered job related (because of the youth-involved nature of the JCC).
7. All incidents or alleged offenses will be documented on the day of occurrence.

LICENSING INFORMATION FOR PARENTS

Standards for Religious Exemption of licensed child day centers address certain health precautions, adequate play space, a ratio of children to staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

If you would like additional information about the standards for Religious Exemptions of child day programs or would like to register a complaint, please contact the Eastern Regional Office of Social Services at:

Eastern Regional Office
Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23462-5496
(757) 491-3990

PUBLIC LIABILITY INSURANCE

The Simon Family JCC is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Simon Family JCC as a result of negligence.

CAMP JCC IMPORTANT INFORMATION

Camp Team

Elyssa Brinn
Michelle Fenley, LCSW
Chris Fenley
Zack Krell
Jordan Parker
Natalie Delachica

Unit Head-Lower Camp
Yachad Program (Inclusion Coordinator)
Lead Specialist
CIT Coordinator
Teen Coordinator
Swim Lesson Coordinator

Camp Contacts

CAMP PHONE (757) 321-2342

Camp Address

5000 Corporate Woods Drive Suite 100
Virginia Beach, Virginia 23462

Camp Hours

Lower Camp (half day): 8:45 AM – 12:30 PM
All other campers: 8:45 AM – 3:30 PM

*Before Care: 6:30 AM – 8:45 AM at the JCC
*After Care: 3:30 PM – 6:00 PM at the JCC
*These extended programs are by registration only.

Camp Dates

Camper/Counselor Meet and Greet JUNE 13th at 6:00 pm

JUNE 18 - AUGUST 10, 2018



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