

2018

JCC SUMMER CAMP PARENT HANDBOOK



Welcome!

Welcome to Camp JCC Summer camps. We are so excited to have your child(ren) join us for an exciting summer at the JCC. It is our goal to provide an engaging, fun and safe environment for all children that encourages them to develop their interests and abilities, while they build friendships and a sense of belonging to our community. By providing activities that require teamwork and cooperation, we teach campers core Jewish values that emphasize respect for individuals and responsibility to the community as a whole.

Important Contacts for JCC Summer Camps:

To get a message to your child's camp counselor, to discuss child's attendance / enrollment, payment or for general questions **contact the Camp Office at 614-559-6251 or email the Camp Registrar, Tasha freeman at tfreeman@columbusjcc.org.**

For questions regarding camp policies, to discuss staff related questions or behavior management issues contact **Halle Schwartz Children, Youth, Teen and Camping Director at (614) 559-6279 or at hschwartz@columbusjcc.org.**

Camp Ora: Raenn Lindon - rlindon@columbusjcc.org, 614-559-6241

Camp Chaverim: Kaley Rosenthal - krosenthal@columbusjcc.org, 614-559-6253

Camp Hoover: Heather Stone – hstone@columbusjcc.org 614-559-6275

Camp Arye: Kaitlyn Doss - kdoss@columbusjcc.org, 614-559-6266

Camp Yeladim East: Leslie Rosen, lrosen@columbusjcc.org, 614-559-6289

Camp Yeladim New Albany: Nikki Henry, nhenry@columbusjcc.org 614-855-4889

Camp Yeladim North: Molly St. Pierre, mstpierre@columbusjcc.org, 614-764-2414

Registration/Enrollment

Registrations must include payment and payment plan. The JCC also reserves the right to deny or limit service due to non-payment or prior outstanding financial obligations to the JCC. Spaces in camp are limited. Once the limit is reached, registrations and/or reservations will be denied unless space becomes available.

Enrollment

Children will be considered enrolled in JCC Summer Camps after payment and all required forms are received. The following are required for all children attending Camp

- Camp Registration Form
- Current Immunization Record, Insurance card and health History form (online forms at campdoc.com)
- Medication Permission forms (for any prescription medication or over the counter product to be administered to your child)
- Permission to apply sunscreen (preschool Only)
- Transportation permission form
- Photo Release Form
- Receipt of JCC Summer Camps Parent Handbook and Policies

Financial Policies

Payment

A deposit of \$100.00 is due at the time of registration. Balance of payment will be due by June 15th, unless you enrolled in the six month payment plan in January 2018.

Cancellation/Withdrawal and Refund Policy

1. Cancellations and withdrawals must be requested in writing to Tasha Freeman at tfreeman@columbusjcc.org
 - Cancellations and withdrawals on or before May 21, 2018: full refund less \$100 deposit. Any drops after May 21st follow the below refund policy.
 - Two FULL weeks prior to the week you are dropping 50% refund less \$100.00 deposit.
 - One FULL week prior to the week you are dropping: 25% refund less \$100.00 deposit.
 - Less than SEVEN days notice results in no refunds of dropped week.

- Unused camp days cannot be refunded or substituted with additional camp days. No refunds, other than according to the above schedule, are given for vacations, sick days or other absences from camp.
- Refunds are processed after camp is concluded, unless a complete drop is requested prior to the start of camp. No refunds will be processed during camp.

Scholarship Assistance

If you are having financial difficulty, please contact Louise Young at lmyoung@columbusjcc.org for scholarship information. Scholarship applications must be submitted by April 17, 2018 in order to be considered for the 2018 camp season.

Typical Day at Camp

8:30am – Car Pool (Hoover 8:00am)

9:00am – Morning opening with songs and Ruach

9:30am – 12:00pm – Chugim, specialties, swim lessons, snack, and more

12:00pm – 1:00pm – Lunch (Ora ends at 1:00pm)

1:00pm - 3:30pm – Chugim, Free swim, specialties, snack and afternoon closing

3:30pm- 4:00pm – Buses leave, prepare to go home, car pool

Swim lesson at camp Chaverim and Hoover

As with all things, we are welcoming change to the JCC Aquatics Department this summer. With these changes, we are hoping to make this the **BEST** summer yet! We will have even more Red Cross-trained swim instructors this year, as well as new techniques and skills to help your little ones thrive in an Aquatic Environment!

In evaluating your swimmer’s skills, we will be again using a mixture of Red Cross evaluations, along with SwimGen to provide the best-possible communication about your swimmer’s lessons. With these evaluation platforms, there are resources that you, as parents/guardians, can use to stay up to date on what we do at the pool!

- **Red Cross Swim App** (Available on Android & iOS): This app allows you to view the skills your swimmer must complete to move through the Red Cross Learn to Swim levels, as well as safety tips, and badges they can earn as they move through the program! This app is great to take on vacations so you can work on the cues and skills your child is learning in our lessons!
- **SwimGen**: SwimGen is a lesson evaluation system used by our instructors and you to track your child’s progress in lessons. By simply going to www.swimgen.net/search/columbusjcc and typing in your child’s first and last name, it will pull up every progress report they have received in lessons at the JCC! If you’d like try give it a test run, click the link and type in “Jenna Kreider” to see my sample report cards and get used to the system!

Your child will be evaluated three times throughout summer camp, once at the beginning, once in the middle, and once at the end! This will give you the opportunity to track the progress they make by attending lessons each day.

If you have any questions, please feel free to reach out to me! My e-mail address is jkreider@columbusjcc.org, and my office phone number is (614)559-6213.

Just Keep Swimming,
Jenna Kreider
Aquatics Director, JCC of Greater Columbus

Camp T-Shirts

JCC Summer Camps provides one t-shirt at the time of enrollment.

Drop Off & Pick Up

All camp drop off and pick up (except PM Ora pick-up) will take place behind the JCC near the Rosenfeld Pavilion. All traffic should enter through the JCC entrance on EUCLAIRE and proceed behind the JCC to the parking lot in front of the pavilion. Traffic moves counterclockwise through the parking lot.

Parents wishing to park and walk their child(ren) out to the camp ground may do so. There will be absolutely **NO PARKING** allowed in the vicinity of the Rosenfeld Pavilion. Please park in the main JCC lot and walk your camper through the lobby to the campgrounds.

Drop Off - JCC Summer Camps begin at **8:30am** each day.

Car Pool line begins for Camp Ora, Arye and Chaverim at 8:30am

Children can be dropped off behind the JCC in car pool line

Camp Hoover drop off begins at 8:00am from JCC North, Main Campus and New Albany bus leaves at 8:15am

Camp Ora can be dropped off in the car pool line at the preschool or behind the main JCC.

Camp Yeladim campers must be escorted to their classroom by an adult each morning, and can be dropped off beginning at 8:50 a.m. Children arriving before 8:30 am will join our Extended Morning Care.

Pick Up

Campers will be seated to the side of the pick-up area, supervised by camp staff. When you approach the front of the carpool line, a staff person will meet your car and ask which camper(s) you will be picking up. Please be aware that if the staff person does not recognize you, you may be asked for ID. Your camper will then be called and will be brought to your vehicle.

JCC Summer Camps ends at 4:00pm, (Camp Ora ends at 1:00pm)

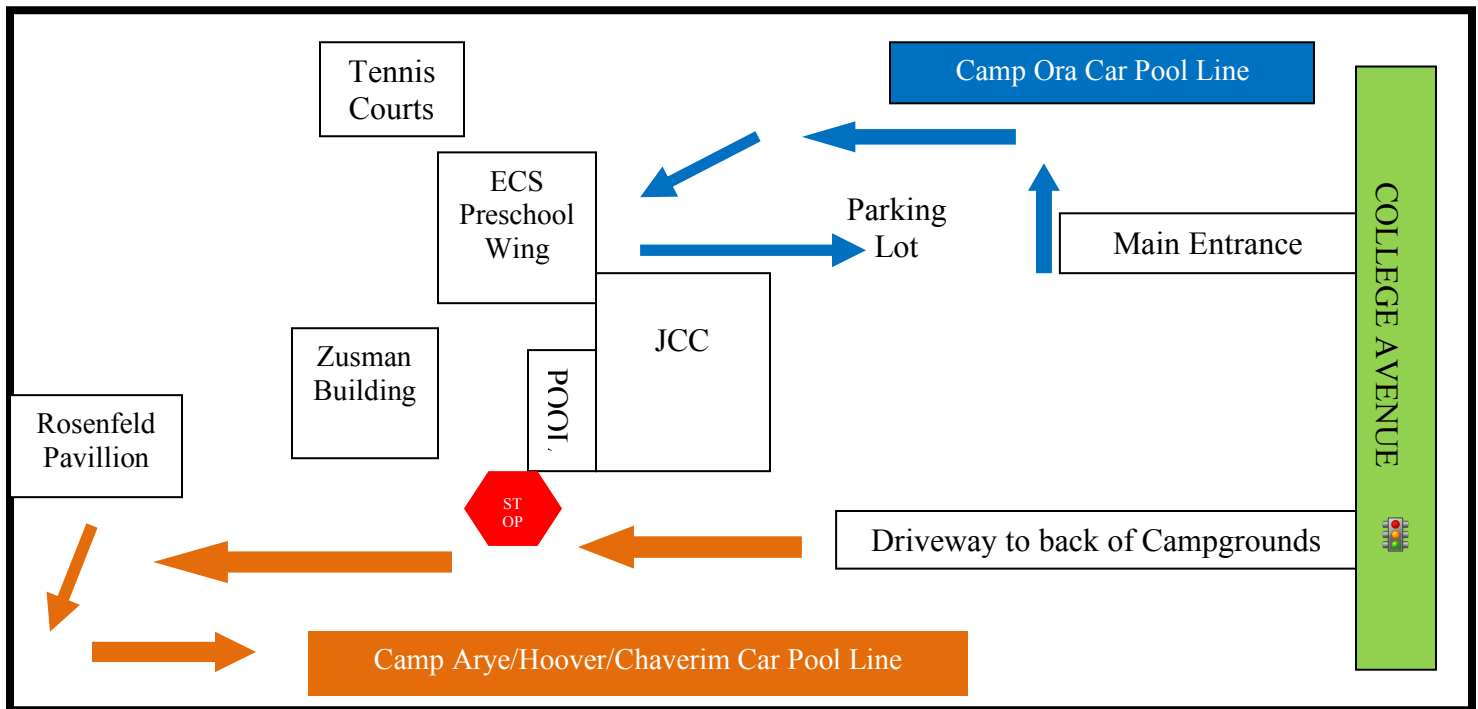
Car Pool line begins at **3:45pm**.

Parents who wish to pick their children up before normal dismissal must contact the camp office to make arrangements for early pick up. Children needing aftercare will be located in the Zusman Building. Parents must walk in to pick up child and sign child out.

On the Emergency Contact/Authorized Pick Up Form there is space to list emergency contacts and the other people authorized to pick up your child. Campers will be checked out only to an authorized adult. Please make sure that anyone picking your child up is prepared to show photo ID upon request by a JCC staff person.

If, for any reason, your child will be picked up by someone other than those people listed on the Emergency/Pick Up form, you must provide advanced notice in **writing**. **When sending a note about dismissal changes, it must include the name of the person picking up, the date and your signature.** Whoever is picking up your child must be prepared to show a photo ID. If someone who is not listed comes to pick up your child and we have no note/message, and cannot reach you, we will refuse to release your child. **In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file.**

Map of Summer Camp Drop off points



Transportation to Camp

- JCC Summer Camps offers transportation from JCC North and JCC New Albany to any of our locations.
- Buses leave each morning from their location at 8:30am and returns by 4:00pm
 - Hoover Bus leaves Main and JCC North at 8:15am
 - Camp Ora returns at 1:00pm.
- Each bus has two JCC Staff members.
- Please note if you child requires a star seat (five point harness) the bus company will provide to each camper.
-

JCC North – 6121 Olentangy River Rd, Worthington, OH

JCC New Albany – 150 E. Granville Road, New Albany, Ohio

What to Bring Each Day

Please make sure that all items your child brings or wears to camp are labeled with his or her name. The JCC is not responsible for lost or stolen items. Your child should come to camp each day with the following:

- Backpack
- Baseball cap or sun visor
- Dairy Lunch that will be refrigerated (unless you are purchasing a JCC Lunch)
- Water bottle
- Insect repellent (optional)
- Sunscreen – **please put sunscreen on your camper before they arrive at camp in the morning. Sunscreen will be applied through the day.**
- Swimsuit worn under clothing
- Towel
- Sneakers - closed toe shoes
- Underwear to change into after swimming
- One 2-gallon sized Ziploc bag labeled with your child's name for wet clothing/bathing suits

Camp Attire

- Campers are encouraged to wear comfortable, casual clothes, t-shirts, shorts and sneakers.
- **Camp Hoover – Closed toe shoes is a requirement for the ropes course.**
- **Please label all of your camper(s) items.**

PLEASE DO NOT SEND portable CD players, iPods, iPads or other MP3 players, electronic games, toys, cell phones, cameras, trading cards or money to camp with your child. Also, please discourage your child from bringing anything that he/she does not want lost or damaged.

Communication

Through the week you will receive information and pictures detailing your child's activities and informing you of upcoming events

Absences

If your child is going to be absent from camp, please contact the camp office at 559-6251 or by e-mail at tfreeman@columbusjcc.org prior to 9:00 am. Although we realize campers miss camp for all reasons, there is no refund, credit or extension for missed days of camp.

Rain Days/Hot Days – In the event of rain, children should bring all necessary items, as if it were sunny day. In some cases, regular programming is alerted and special programs are prepared in advance. Field trips may also be planned. The Director of children, Youth, Teen and Camping will use their best judgment to determine whether or not to keep campers outside. Parents will be notified via email of plans.

Late nights/almost sleepovers

Camp Chaverim – Late nights give the opportunity for campers to be at camp til 7:00pm for additional camp fun. Dinner is provided. Almost sleepovers campers will stay til 8:00pm. Please note there is no transportation from Main JCC to New Albany or North.

Camp Hoover - Late nights give the opportunity for campers to be at camp till 9:00pm. Please note there is no transportation from Camp Hoover to Main JCC, New Albany or North

Visitors at camp

You are welcome to visit camp at any time. Please contact your camp director to make arrangements. Camp personnel have been instructed to questions all non-familiar people on the campground.

Counselors and Groups

Each camp group has two counselors. All JCC Summer Camp staff members attend one week of staff training before camp begins. A criminal background check is completed for all camp staff.

Swimming

All campers will participate in swim lessons 5 days each week. (Hoover does not) These lessons will be taught by the JCC certified Red Cross WSI. Campers will be given a swim test to determine their level of ability as well as the color wristband they receive. The wristband indicates their swim level and tells all camp staff the areas your child may and may not swim in. This helps to keep your camper safe.

Camp Hoover – Does not provide Swim lessons but each camper will take a swim test. For more information regarding Summer Swim lessons contact Jenna Krieder, Aquatics Director at 614-559-6213 or at kkreider@columbusjcc.org.

Lunch, Food and Snacks

Camp Ora/Arye/Chaverim –

Lunch is provided for full day campers in our program year round Campers can purchase lunch for a weekly fee. Lunch menu and cost is located on website

Camp Hoover – Lunch is provided on Wednesday for all campers.

JCC Summer camps provide campers with snacks during camp.

Allergies –Any camper with an allergy will be provided an appropriate snack.

Packing Lunch – All Lunch must be Dairy or Parve (parve food include anything vegetarian)

If you need suggestions for packing lunched please call the camp office.

Forgotten Lunch Policy – If a lunch has been forgotten a lunch will be provided at an additional cost.

Kosher Rules

Our JCC is supervised under the Vaad Haair in Columbus Ohio. If you want to purchase a special treat for your campers bunk please contact the camp director.

Judaic Content

JCC Summer Camp is a Jewish day camp. As such, Jewish beliefs and customs are at the core of our camp program. In addition to learning about Jewish customs and beliefs, we also celebrate Shabbat each Friday. These activities are a source of great joy and pride in our community, and we hope that all of the people from diverse backgrounds participating in our programs will gain an appreciation for the depth and beauty of our heritage.

Israel Shaliach Program – The Jewish Agency’s JAFI, JCCA and JCC Summer camps partner each summer to bring in a Shaliach “from Israel to increase Jewish awareness, knowledge, pride while promoting the understanding and love of Israel to our community.

Lost and Found

Camp Arye/Hoover/Chaverim - Lost and Found items can be found in the Zusman Building

Camp Ora/Yeladim – Items can be found in the preschool office

Photographs

We may take photographs of your child for promotional purposes of JCC programs or events. Your signature on the Camp registration form provides us with permission to use your child’s photograph for these purposes.

Please inform us in advance if you do not want your child’s image used for any reason. There is a check box on the registration form.

Health & Medication

Before camp begins each camper must fill out their personal health information at campdoc.com. **(Camp Ora/Yeladim have paper forms)** Campdoc is an electronic health record system for camps that is secured, confidential and private. Only JCC Summer camps health staff will have access to camper information

In order to help us prevent the spread of illness among our staff and children, please keep sick children at home. **We are required to exclude sick children with the following symptoms or signs of illness for 24 hours.** At all times of operation, the JCC is staffed with at least one person trained in identification and management of communicable disease. All staff adhere to routine practices of hand washing and disinfecting procedures. The following policy has been dictated by the Ohio Department of Human Services and is adhered to by our JCC. A complete communicable disease chart is posted in the Camp office. These precautions shall be taken for children suspected of having a communicable disease:

- **Fever of over 100 degrees.** If your child develops a fever, he or she must be fever free, without fever medication, for 24 hours before returning to our program.
- **Diarrhea or vomiting.** more than one abnormally loose stool within a 24 hour period) - Child should not return to camp until diarrhea has ceased for at least 24 hours
- **Contagious situation** such as strep throat, viral blisters (chicken pox), impetigo, conjunctivitis or lice. These illnesses must be treated for 24 hours before child returns to our care.
- **Severe coughing** - Child may return to camp when coughing ceases.

- **Difficult or Rapid Breathing** - Child may return to camp when condition ceases.
- **Yellowish Skin or Eyes** - Child may return to camp when color returns to normal.
- **Conjunctivitis (Pink Eye)** - Child may not return to camp until 24 hours after the start of treatment with antibiotics.
- **Untreated infected skin patches/Unusual spots or rashes** - It will be left to the discretion of the Nurse, Early Childhood or Camp Director whether or not a doctor should be contacted for examination and further instructions.
- **Unusually dark urine and/or gray or white stool** - Child may return to camp when an explanation can be provided.
- **Stiff Neck** - Child may return to camp with an explanation and further instructions from a physician.
- **Sore throat or difficulty in swallowing** - Child may return to camp when symptoms have ceased or when an explanation can be provided.
- **Evidence of lice, scabies, or other parasitic infestation** - Child will be checked by the office before they will be permitted back into the camp.

The JCC shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian. As the Center is not equipped to accommodate sick children, no child shall remain longer than two hours after contact has been made. A mildly ill child, one not exhibiting the above stated symptoms, will be allowed to rest in the Nurse's office. Please be advised that the JCC reserves the right to request a physician's note of re-admittance upon the child's return to camp.

Regarding medications - please be aware that the state of Ohio requires all childcare facilities to:

1. Obtain a signed consent form to administer any over-the-counter, homeopathic or natural, and prescription medications. This form must specify dosage, times and dates to be administered. Consent forms for prescription medications must have a physician's signature on them, and just to be safe, we may also require a physician's signature on requests to administer over the counter medications.
2. Dispose of any medication that is left with us past the date specified on the consent form. (We cannot keep medicine here without an up-to-date, signed consent.)
3. Dispense only medications that are in their original, labeled containers. We must therefore throw away any medication that is brought in any other container.

Sunscreen, hand sanitizer, hand lotion and Chapstick are considered to be medications by Ohio. We must obtain a separate, blanket permission form, signed by the parents, in order to use these items on your child. (Camp Ora Only)

Injuries

A Camp Nurse (RN) with First Aid and CPR training is on duty at all times. If your child has a minor injury (small cut or scrape), you will be notified with a written incident report when your pick up your child. If a serious injury should occur which might need medical attention, the camp staff will call you immediately so that you can take your child to a doctor or dentist. In an emergency situation the camp staff will call emergency services. You, or your emergency contact, will then be contacted. After the EMTs arrive, it is up to them to decide what actions will be taken. You will be responsible for medical charges.

Child Abuse

The JCC staff is legally required to report any instance of observed or suspected child abuse or neglect.

Responsibilities of Program, Parents, and Children

Program's Responsibilities

- To provide a positive, safe and enriching environment that meets the developmental needs of children.

- To provide caring staff who show genuine respect for children and provide positive role models.
- To keep parents informed through regular newsletters, flyers and personal communication.
- To promptly notify parents about concerns regarding your child's health or behavior.

Parent's Responsibilities

- To observe the rules and policies of the JCC.
- To share concerns with staff members about your child's behavior and work with staff to find an agreeable solution.
- To keep your child's file complete and up to date. **It is your responsibility to inform us immediately of any changes in your contact information.**
- To inform the camp staff when your child will not be in attendance.
- To inform the camp staff if someone else will be picking up your child or if your child will be picked up early.
- To read this handbook, newsletters and other communication sent home.

Child's Responsibilities

- To observe the rules and policies of the JCC.
- To adhere to the Behavior Guidelines outlined in this handbook. To participate and have fun!

Behavior Guidelines and Discipline Policy

The JCC wants your child(ren) to have a great time when they participate in the Camp program. We feel that it is our responsibility to engage the children in fun and meaningful group activities that give them a sense of belonging and freedom to express themselves. We understand that praise and positive reinforcement are effective methods of behavior management. We also understand that we must act as role models for the children by paying attention to their interests and treating them with respect and kindness. We will set clear guidelines for them and will be consistent in our interactions with them.

We will make every effort to help children understand acceptable and unacceptable behaviors; however, it is important that children enrolled in our camp are able to follow behavior expectations and to fully participate in program activities.

Parents/Guardians are required to inform the JCC in writing of any special circumstances that may affect the child's ability to participate fully and to stay within the guidelines of acceptable behavior – including behavioral problems, psychological, medical or physical conditions. In these circumstances, one-on-one counselors, provided by parents/guardians, are welcome in our program to help assist the child to participate and follow our behavior expectations.

Behavior Expectations

- Children must cooperate with staff and follow directions.
- Children must respect other children, staff, JCC equipment and building, as well as outside properties visited.
- Children must stay with their designated group, adhering to our supervision requirements.
- Children must refrain from any behavior that threatens the safety or well being of any staff person or child in our program, including themselves.

Threatening behaviors that are unacceptable include, but are not limited to:

- Making fun of or insulting someone
- Making obscene gestures or comments
- Punching, kicking, slapping, biting or using physical violence of any kind
- Using foul language
- taking someone's things or stealing
- Writing nasty things about someone; shouting at someone; gossiping about someone
- Inappropriate physical contact; violation of personal space; threatening someone with physical violence...

Discipline Policy

Step One

1. Children who fail to meet the stated behavior expectations, or who participate in unacceptable behaviors as described above, will be given a verbal warning by their group leader. At that time, staff will point out the unacceptable behavior, will discuss how this behavior affects others, and will offer suggestions for the child to use an alternative, positive behavior. Children will be guided in an age-appropriate manner. Younger children may require more coaching than older children, who will only receive one verbal warning. Parents will be notified of behavior.

Step Two

2. If a child continues to have difficulty with his or her behavior, the child's parent/guardian will be notified with an incident report and/or a phone call during program hours. The child will be asked to take responsibility for the behavior by describing the behavior to his or her parents/guardians. **We ask that parents assist us in helping children to be accountable for their own behaviors.** A child that admits to and takes responsibility for his or her mistakes is taking a step toward changing the behavior. At this point, the child will help to decide on a consequence for the behavior that will be designed to help change the behavior while in our program. (For example, a child that throws a ball at someone's head may become a referee for that game in the future, making sure nobody breaks the rules; or the child may be asked not to participate in a favorite activity for a time.)

Step Three

3. **If the child's behavior continues to be disruptive or threatening**, the child will be subject to suspension. Parents/guardians will be called immediately and asked to pick up the child right away. Depending on the nature of the event, the child may be dismissed for the remainder of the day or suspended for more than one day. Our staff will work closely with parents to help a child succeed in camp, however, it is ultimately the parents' responsibility to deal with any major difficulties that a child is having. If after repeated interventions and attempts to help a child learn positive behaviors, the child continues to be unable to function in a group environment, that child may be asked to leave our program permanently.
4. **Behaviors that may lead to immediate dismissal, suspension or expulsion from our program include, but are not limited to:**
 - vandalism or destruction of property;
 - running away from designated group area;
 - theft etc...
 - fighting or other violent or dangerous behavior; possession of a weapon of any kind;

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 - Less than SEVEN days notice results in no refunds of dropped week.
- Unused camp days cannot be refunded or substituted with additional camp days. No refunds, other than according to the above schedule, are given for vacations, sick days or other absences from camp.
- Refunds are processed after camp is concluded, unless a complete drop is requested prior to the start of camp. No refunds will be processed during camp.

Please keep the Parent Handbook & return the following receipt with your application forms.

Receipt of Parent Handbook

I, _____, parent of
(parent/guardian's name)

(child's name)

(child's name)

I have received a copy of JCC Summer Camp Parent Handbook for 2017. I understand that it is my responsibility to read this document carefully. I understand and agree to the policies described within the Parent Handbook.

Signature

Date