



# CAMP J PARENT MANUAL

## SUMMER 2018

### IMPORTANT CONTACT INFORMATION

| NAME                | TITLE                 | PHONE NUMBER | EMAIL                        |
|---------------------|-----------------------|--------------|------------------------------|
| <i>David Siskin</i> | Youth & Camp Director | 813-291-2252 | David.siskin@jewishtampa.com |
| <i>BGFJCC</i>       | Front Desk            | 813-575-5900 |                              |
|                     |                       |              |                              |

Dear Camp Families,

We are excited to welcome your family to Summer Camp 2018 where we encourage families to Do It Your Way! Camp J offers a multitude of incredible specialty camps that will help your children develop a range of skills in a fun environment. New to Camp J is Camp Keff which is a traditional style camp for children entering K – 1<sup>st</sup> grade. We strongly believe in providing campers with the opportunity to participate in a well-balanced and safe camp day of recreational, social, cultural and educational activities. Our goal is for every child to have a meaningful experience while they are here. We ensure that all of the activities provided are differentiated to meet the needs of all children. Our supportive and well trained staff is constantly striving to ensure that your child feels at home. At Camp J your camper will make life-long friends, explore new adventures and create memories they will treasure forever!

#### *Where is Camp J located?*

Camp J is located on the campus of the Bryan Glazer Family JCC of Tampa. We will utilize the indoor JCC facilities. J Loft is home base for all of our specialty camps which is located on the 3<sup>rd</sup> floor of the JCC. J Place is home base for Camp Keff which is located on the 1<sup>st</sup> floor. Before & After Camp care is provided in J Loft from 7:30-9am and 4-6pm.



#### FORMS CHECKLIST:

Please ensure that you have completed the online registration. All forms must be completed before your camper can join us. (All forms are available at [www.bryanglazerfamilyjcc.com/camp](http://www.bryanglazerfamilyjcc.com/camp)).

1. BGFJCC Summer Camp Community Agreements
2. BGFJCC Summer Camp Swim Permission
3. Camp Terms of Agreements - 1
4. Camp Terms of Agreements - 2
5. Camp Terms of Agreements - 3
6. Camp Terms of Agreements - 4
7. Camp Terms of Agreements - 5
8. Camp: Liability Statement

#### *How will Camp J staff communicate with me?*

We will always stay in contact for updates, reminders, and any other communication that needs to be conveyed via emails and phone calls. It is very important that we always have an up to date number that we can reach you at. In addition, every Friday we send home a weekly camp newsletter with photos and stories about the campers' week and all the fun we've had.

#### *Get text to your phone this summer for all of our updates and reminders!*

We want to ensure you have all of the information you need for Camp J. To receive messages via text, text @campjbgf to 81010. You can opt out of messages at any time by replying, "@STOPALL".

#### *Every parent will be notified when the following occurs:*

1. Their child is identified as having an illness, fever, or any other significant medical need.
2. Their child has experienced any type of injury that requires medical attention.
3. Their child has had a behavioral issue where we believe parent/guardian's immediate involvement would be beneficial.

#### *What should I do if my child is absent?*

We understand that sometimes situations arise where your child may not be able to attend Camp on a particular day. If this should happen, please call David at 813-291-2252 prior to 9 am and let him know. If no one should answer, please leave the message on his voicemail so that he can appropriately notify staff.

#### *What should I do if we are running late?*

If your child arrives late to camp, they must be signed in at the Front Desk.



### *What should I do if I need to pick my child up early?*

If your child needs to be picked up early, please email [david.siskin@jewishtampa.com](mailto:david.siskin@jewishtampa.com) or call David at 813-291-2252 and we will have your child waiting in the lobby where you can meet them and sign them out.

### *What should I do if I am going to be out of town while my child is at camp?*

If you should find yourself out of town during Camp, please notify the Camp Office in writing of who will be responsible for your child during that time, including an emergency phone number.

### *The Camper Schedule - Specialty*

#### Summary

**7:30 - 9:00 am:** Morning Care—located in the J Loft area (Advance Registration Required)

**9:00 - 9:15 am:** Arrival and Attendance

**9:15 am-12:00 pm:** Daily activities begin

**12:00 pm – 1:00 pm:** Lunch

**1:00 - 2:00 pm:** Free Swim

**2:00 - 4:00 pm:** Daily activities

**4:00 - 6:00 pm:** Aftercare (Advance Registration Required)

### *The Camper Schedule – Camp Keff*

#### Summary

**7:30 - 9:00 am:** Morning Care—located in the J Loft area (Advance Registration Required)

**9:00 - 9:15 am:** Arrival and Attendance

**9:15 am-11:00 am:** Instructional swim/Free Swim

**11:00 am – 12:00 pm:** Lunch and free play in J Place

**12:00 - 1:00 pm:** Activities with Ms. Mig and counselors

**1:00 - 2:00 pm:** Gym games/specialists

**2:00 - 4:00 pm:** Activities with Ms. Mig and counselors

**4:00 - 6:00 pm:** Aftercare (Advance Registration Required)

### *WHAT DOES MY CHILD NEED TO BRING TO CAMP?*

Each morning, please make sure your child:

- brings his/her bathing suit (**Keff campers please come dressed in bathing suit**)
- is wearing socks and sneakers (not sandals, Keens or Crocs).
- has sunscreen
- has gone to the bathroom just before he/she leaves home
- is well enough to attend camp for the day.



## *ITEMS TO BRING TO CAMP*

**All items sent to camp must be labeled with the child's name**

- Underwear and shorts labeled with camper's name
- Towel (1 is sufficient) labeled with camper's name
- Sun block
- Hat labeled with camper's name (optional)
- Lunch with a boxed beverage, in a brown bag with your camper's name
- Plastic bag for wet items
- Water bottle labeled
- Backpack or camp bag to hold all the camper's items labeled

## *OPTIONAL ITEMS*

- Sun glasses (unbreakable)
- Frozen water bottle (half-fill with water, freeze, then add water in the morning before the child leaves for camp)
- Extra sweatshirt or pants
- Pool shoes

## *DO NOT BRING:*

- **Glass** containers or bottles
- Valuable items (e.g. portable video game, iPod, cell phone, etc.)
- Expensive jewelry
- Toys

We cannot be responsible for lost items, so please do not send anything of value to camp.

## *Lost and Found*

Lost and found items will be kept in J Loft each afternoon for pick-up. Items not claimed by the end of summer will be sent to Goodwill.

## *Camper Security*

Safety is our number one priority at the Bryan Glazer Family JCC.

All visitors must check in with a photo ID at the Front Desk upon arrival and we would be happy to show you around Camp. Doing so allows us to maintain a level of security for all campers during the summer.

Please submit to the Camp Office the names of anyone who has permission in advance to pick up your child from Camp. This will help us maintain the safety of your child. This information can also be logged into your Active account.

### *Lunch*

Campers need a dairy or vegetarian lunch Monday through Friday. Please send your child's lunch in a brown paper bag with your child's name and camp group name on it. On Friday campers will enjoy a Pizza lunch & Challah together as a way of welcoming Shabbat as a community.

**Below you can find a list of examples:**

|                                   |                                           |                                              |
|-----------------------------------|-------------------------------------------|----------------------------------------------|
|                                   | Apple butter sandwich                     | Bagel and cream cheese                       |
| Bagel, lox, and cream             | Bean burrito                              | Cheese                                       |
| Cheese and crackers               | Cheese lunchables                         | Cheese quesadilla                            |
| Cheese sandwich                   | Cold cheese or veggie pizza               | Cold pizza bagels                            |
| Cottage cheese and fruit          | Cream cheese and jelly sandwich           | Cream cheese and olives                      |
| Cucumber sandwich                 | Egg salad                                 | English muffin sandwich                      |
| Falafel                           | Fish sticks                               | French toast                                 |
| Fried egg sandwich                | Frittata                                  | Hard-boiled eggs                             |
| Hummus                            | Looking for suggestions for lunches?      | Mac and cheese                               |
| Muffins                           | Nuts and seeds                            | Pasta salad                                  |
| Peanut butter and banana sandwich | Peanut butter and chocolate (eg. Nutella) | Peanut butter and jelly                      |
| Pita pockets                      | Polenta                                   | Potato, noodle, or other kugels (casseroles) |
| Raw vegetable and onion           | Salads (fruit or other)                   | Sour cream and bananas                       |
| String cheese                     | Tofu spread                               | Tofu/Soy deli sandwich                       |
| Tuna salad                        | Vegetables and cheese in a pita           | Veggie and cheese wraps                      |
| Veggie burgers                    | Veggie stir fry                           | Yogurt and fruit                             |

\*\*Please do not send: chicken, beef, pork, shellfish, lamb, or any type of sauce containing those things\*\*

### *Weathering the Weather*

At camp, we take the weather very seriously but do not let it spoil our fun. Camp is open rain or shine. You can help your camper stay comfortable by sending them in appropriate attire. The counselors will keep the campers busy with activities, such as stories, play small group games, arts and crafts, and other creative activities. In the event of a hurricane watch or warning, all campers will be immediately transported to the closest safe location until the storm has passed and it is all clear.

### *Swimming*

Camp J campers will swim in the JCC pool. Our pool staff is made up of lifeguards and water safety instructors (WSI) certified by the American Red Cross, with skills in helping campers adapt to the water and to develop stronger swimming skills. Camp staff will be in the water with the campers during their pool times.



### *Medical Information*

It is very important to all of us that campers coming to camp are in good health and free of any infections. In addition, in order to help keep all Camp J campers healthy and safe, we ask the following:

- Please keep your child at home whenever there are symptoms of illness, especially contagious diseases.
- If a child shows signs of illness during the day, the child will be sent to the camp office. If a child needs to return home, the parents will be notified. We ask that parents make prompt arrangements for the child's return home.
- Please notify the camp office if your child is suspected of being exposed to any contagious diseases. We will send home information sheets to the entire camp as warranted by the Health Department regarding contagious diseases.

### *Medication:*

In the event that your child needs to take any prescribed medication while at camp, we require the following forms be filled out:

- Request for Administration of Medication Form

We strongly prefer not to dispense over-the-counter medications. Should this become necessary, it will be dealt with on a 'case-by-case' basis. Over-the-counter medications cannot be given for more than three days consecutively.

In all cases where medications need to be given to a camper, the parent/guardian must hand deliver the instructions as well as the medication to the Camp office. For the safety of your child, we are not able to dispense any medication delivered by the camper.

Please note that bug spray and sun screen are considered topical medications, and we need a request for medication form in order to apply bug spray and/or sunscreen to your child. We ask that, for your child's safety, you provide the sunscreen and bug spray for them, and our staff will help them apply it.

### *Medical Emergency:*

In the case of a severe medical emergency, it is our policy to contact 911 prior to calling the parent/guardian. Parent(s)/guardian(s) will be notified as soon the situation allows. If we are unable to locate you and emergency treatment is necessary, your child will be transported to the closest hospital. A senior staff member will accompany your child and stay with him/her until a parent/guardian can assume responsibility.

In the event of an accident or injury, you will receive a copy of the incident report.

### *Illness Management of Communicable Disease:*

Camp J is not equipped to care for sick children. Your child will be immediately isolated and sent home if he/she appears to show signs of illness. You will be asked to come and pick up your child immediately. In some cases, a doctor's note may be required for the child to return to camp. Parents of the children in the group will be notified of exposure to communicable disease.



Please keep him/her at home if he/she has had a fever within the past 24 hours or you deem your child not fit for the camp day. This will help avoid extraneous phone calls to you during the work day.

### *Mandated Reporting*

In the state of FL, all professionals who care for children are “mandated reporters” of suspected child abuse, and as such, are required by law to report “reasonable suspicion” of child abuse to either a law enforcement agency or a county child protective agency. This law was created to protect children and to provide services to families. Child abuse (including physical abuse, sexual abuse, and emotional and physical neglect) must be reported when a legally mandated reporter, such as our camp staff, has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment, drawing when appropriate on his or her training and experience, to suspect child abuse. Our staff is experienced and trained in assessing situations that may lead them to make a child abuse referral, which includes, but is not limited to, the following: physical indicators of abuse, behavioral/psychological indicators displayed by the children during their time at the BGF JCC, environmental problems, parents’ suspicions, and statements made by the child.

### *Tipping Policy*

We take a great deal of pride in the quality of our Camp JCC staff and we hope that your child’s experience with them will be a memorable and wonderful one. We are thrilled when parents want to recognize the hard work and excellent job that our staff does for our campers. However, the BGF JCC of Tampa has a no tipping policy, of which counselors are made aware during our staff orientation. Should you want to recognize the service provided by a certain staff member or the staff as a whole, we welcome your contribution/donation to Camp JCC in their honor. Please contact the BGF JCC main office at 813-291-2252 for more information.

### *Camp J’s Approach to Behavior*

At the BGF JCC, we believe that all campers possess a wellspring of potential and unique gifts. As a result, we approach behavior management with a progressive approach focused on engagement. In our experience, young people bring positive energy, and make positive choices, when engaged and inspired. We therefore hire skilled educators who can foster an environment committed to experiential learning, and further train them to manage behavior with positive discipline when necessary. This discipline system includes the following steps:

1. Our educators set clear expectations: These begin with youth-sourced agreements for group or classroom expectations, as well as clear boundaries and parameters for behavior and relationships.
2. Our educators redirect behavior whenever possible: Children crave attention, and our educators are trained to quickly, quietly and subtly re-direct behaviors that may negatively impact the group through looks, their presence, or by bringing positive attention to young people making choices that positively impact an activity.
3. Our educators are direct when needed: Our educators are trained to be consistent when young people are breaking classroom agreements and expectations. When necessary, they will clearly, concisely and quickly address behaviors that are negatively impacting a group, and assign logical consequences if necessary.
4. Our educators converse and mediate: Behaviors stem from a myriad of contexts, often unrelated to the immediate circumstances. Children who are struggling to engage with an activity or maintain our



agreements may need some one-on-one time with our educators to discuss their feelings, frustrations or circumstances, and decide on a mutually beneficial course of action. At this stage, it may be helpful to loop families in on the conversation.

5. Our educators are supported by seasoned administrative staff: Our administrative team consists of Master's-educated professionals who have been proudly working with children for many years. When needed, they provide our staff with support, modeling, or an additional hand to manage circumstances and behaviors. Additionally, our commitment to providing an infrastructure of staffing that more than meets our required ratios between young people and staff allow consistent and ever-ready supervision for any circumstances.