

CAMP J PARENT MANUAL SUMMER 2021

Samantha Goldberg	Camp Director	813-769-4748	samantha.goldberg@jewishtampa.com
Matthew Fischel	Assistant Camp Director	813-769-4728	matthew.fischel@jewishtampa.com

Dear Camp Families,

We are excited to welcome your family to Camp J 2021! Camp J offers a multitude of indoor and outdoor activities to provide campers the opportunity to participate in a safe and comfortable environment. Our goal is for every child to have a meaningful experience while they are here. We design and provide differentiated activities 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 that they will treasure forever.

Our Goals

In planning Camp J, our staff strives to expose your camper to meaningful experiences that contribute to personal development, happiness, and the security of your child. By utilizing all facets of our 33-acre campus and the varied talents of our trained staff, we are able to offer a summer of fun, stimulation, and growth.

Through a varied schedule of activities, your child will learn new skills and strengthen those that he or she already has. We will help your child meet new friends as we foster development and encourage him or her to recognize his or her own potential. Our camp provides opportunities for critical decision-making, assumption of responsibilities, and universal sharing

Camp Open House

The open house for all summer sessions will be held on **Thursday, June 3rd from 6:30-8:30 PM.** We encourage all campers and their parents/caregivers to stop by and meet this year's staff while they rediscover our fantastic Cohn Campus. Daily activity schedules and field trip calendars will be available to you at this time. This is a great opportunity to relieve potential anxiety, ask questions, and provide input.

Location

We will utilize much of our 33-acre campus throughout the summer, including indoor and outdoor spaces.



Table of Contents

General Camp Information	3
Camp Sessions	3
Camp Programming	3
Sample Daily Schedule	3
Swimming	3
Field Trips	4
CIT Program	4
Weather	4
Registration and Payment	5
Communication	5
Remind App	5
Newsletter	5
Cell Phone Policy	6
Procedures	6
AM & PM Care	6
Transportation from BGF	6
Arrival	6
Dismissal	7
Security and Pick-up Authorization	8
Absences and Illness	8
What to Wear	8
What to Bring	8
Lost and Found	9
Food	9
Lunch and Snacks	9
Pizza Fridays	9
Birthdays	10
Medication	10
Medical Emergencies	10
Communicable Disease Management	10
Mandated Reporting	11
Staff, Outside of Camp	11
Tipping Policy	11
Camper Behavior Policies	12
Code of Conduct	12
Approach to Behavior	12



Camp Session

Camp J 2021 operates from June 7 through July 30.

Daily operating hours: **9:00 AM to 4:00 PM**, Monday through Friday.

Session 1: June 7 - June 18

Session 2: June 21 - July 2

Session 3: July 6 - July 16

Session 4: July 19 - July 30

Morning Flagpole: 9:00 AM

Closing Round-up: 3:45 PM

Please do your best to arrive in time for Morning Flagpole each day. If you are running late, you will need to bring your child(ren) into the building through the front entrance and accompany them to the camp office before they can join their respective groups.

Camp Programming

Camp J provides a series of diverse activities for your child's enrichment. There are six distinct groups within the school-age camp structure: Rishon (New Beginnings)- Kindergarten, Kochavim (Stars)- 1st grade, Chaverim (Friends)- 2nd grade, Bonim (Builders)- 3rd grade, Tsofim (Scouts)- 4th and 5th grades, and Sabra (Natives)- 6th, 7th, and 8th grades. Each group has its own distinct, age-appropriate programming.

Sample Daily Camp Schedule

7:30 - 9:00: AM Care—located in Roth Hall (Advance Registration Required)

8:45 - 9:00: Arrival and Attendance

9:00 - 9:15: Morning Flagpole

9:25- 10:00: Archery

10:05: Morning Snack

10:15 - 10:50: Canoe

11:00 - 11:35: Music

11:45 -12:20: Zipline

12:30 - 1:05: Lunch

1:15 - 1:50: Art

2:00 - 2:35: Swim

2:40: Afternoon Snack

2:45 - 3:20: Sports

3:30 - 4:00: Round-up at Flagpole

4:00 - 6:00: PM Care—located in Roth Hall (Advance Registration Required)

Swimming

Campers will swim in the JCC pool on a daily basis as swimming is an integral part of our camp program. It is not only a fun and refreshing experience for our campers, but it is also an opportunity for each camper to improve his or her individual swimming skills. During each



child's first week of camp, he or she will be evaluated by our experienced swim instructors. Our trained aquatic staff will provide each parent with a written progress report designed by the *American Red Cross* at the conclusion of each session. Our pool staff consists of lifeguards and water safety instructors (WSI) certified by the *American Red Cross*. Each instructor helps campers adapt to the water and develop stronger swimming skills.

Field Trips

Although campers spend most of their time on campus, we also venture out into the community for weekly field trips. In order for your child to participate in any off-campus activity, you must sign all required waivers and permission slips. If you choose not to have your child participate on field trip days, he or she will need to stay home to remain in accordance with our COVID policies. Children may not be picked up from a field trip destination by a parent/caregiver; all children attending field trips must use our transportation to and from the destination. Because field trips require detailed planning in advance, we ask that you promptly respond to all communications regarding these trips.

CIT: Counselors in Training Program

This fun and exciting program is designed to develop leadership and camp counseling skills through hands-on experience. Under the guidance of Camp J staff, CITs work hands-on with Camp J groups. Once per session, CITs will participate in their own team building exercises off-campus. CITs also participate in all Camp J field trips for their assigned group. CITs meet with the Camp Leadership Team frequently for training and opportunities to reflect on their experiences.

Inclusion

Our goal with each camper is to be inclusive, proactive, and supportive. We provide services to meet the needs of campers with varying abilities to the most comprehensive extent possible. Parents may inform us of their child's individual needs (physical, emotional, cognitive, or sensory) to allow appropriate planning time.

Weathering the Weather

We are always cautious and calculated with inclement weather on campus, but we do not let it spoil our fun. Camp is open rain or shine all summer long. You can help your camper stay comfortable by sending them in appropriate attire. All counselors are provided with an "inclement weather schedule" to keep active and engaged indoors when necessary— including extremely hot days when a UV advisory is in effect. 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 all is cleared. Whenever the weather is not fit for our regular outdoor pick-up, we will notify all parents/guardians via the Remind App that a "Rainy Day Pickup" will be taking place.



Camp Registration and Payment

Prior to the start of camp on June 7, you will receive many documents and forms that require your prompt attention. Your cooperation in completing all of the documents requested is sincerely appreciated. Remember that all camp fees must be paid **29 days prior to the start of whichever session(s) in which your camper is registered.**

All forms must be completed and returned to the camp office no later than May 21 in order to start on June 7. Forms will not be accepted at open house.

List of Forms:

- Letter to My Counselor Form
- Medication Authorization
- Campers Code of Conduct

If you have any questions regarding the documentation, please do not hesitate to call the camp office at 813.264.9000, ext. 4728. Our fax number is 813.265.8450.

Communication

We want you to always feel connected and informed about life at Camp J. To receive messages via text, text **@campjcohn** to **81010** for all Camp J at the Cohn campus messages. To receive messages for your child's specific camp group text the following to **81010**:

Rishon: **@campjrish**

Kochavim: **@campjkoch**

Chaverim: **@campjchav**

Bonim: **@campjbonim**

Tsofim: **@campjtsof**

Sabra: **@campjsabra**

You can opt out of messages at any time by replying "@STOPALL"

Every parent/guardian with a child enrolled in camp will be added to the online mailing list for our weekly Camp J Newsletter, *J Days*, via the email address provided in Active during registration. The weekly newsletter will contain updates about special events, field trips, procedural changes, day-to-day activities, camper highlights, and links to pertinent forms. Pictures and videos will also appear in the newsletter; your child will only be in an online photo/video if they have photo/video authorization.

Communication with parents/caregivers is the key to success at Camp J. We encourage open communication with the parent/caregiver and child to ensure the best possible summer camp experience. Please feel free to message or call the Camp Director or Assistant Director to discuss any situations, questions, or concerns that you may have. The more information you provide, the more we can do to best support our campers. It is of the utmost importance that the contact phone numbers provided include a responsible party that can always be reached.



You will be notified if:

- Your child is identified as having an illness, fever, or any other significant medical need.
- Your child has experienced any type of injury that requires medical attention.
- Your child has had a behavioral issue where we believe parent/caregiver's immediate involvement would be beneficial.
- Your child requires disciplinary action. If the disruptive behavior continues, or an unusual pattern of behavior is evident, a parent conference will be scheduled with the director and appropriate staff. Please refer to the disciplinary policy section of this manual for more information.
- Your child is experiencing a challenge in their adjustment to camp. You can help by talking with your child before they leave for camp and telling them that there is always someone they can reach out to, whether it be their counselor, a trusted activity leader, the Senior Counselor, or the Director. We are all here to help!

We have a "NO cell phone/electronics" policy at Camp J. Electronics are expensive and can get lost or stolen on our campus; the physical camp environment is not kind to such items. If you want to get a message to your child, you can call the camp office and we will make sure to get that message to him or her. If you would like to call for an update on how your child is doing at camp, we are happy to provide you with individualized details. You can call the camp office at 813-769-4728 or message us on the Remind app. We will always stay in contact for updates, reminders, and any other communication that needs to be conveyed via emails, texts, and phone calls.

AM & PM Care

Many parents/caregivers require additional care for their children before and after camp. Our camp program offers additional daycare hours from 7:30 AM to 9:00 AM and 4:00 PM to 6:00 PM. Both AM & PM Care take place in Roth Hall. Parents/caregivers must pick their children up no later than 6:00 PM. **Parents/caregivers arriving after 6:00 PM will be charged a late fee of \$1.00 per minute.**

Transportation from BGF

Camp J on the Cohn campus offers transportation for those children not living in the vicinity of our campus. Transportation is provided from the Bryan Glazer Family JCC in South Tampa. There is constant supervision of campers whenever they are being transported to and from camp. Please remind your children to stay seated and practice safe behaviors. Bus riders should arrive no earlier than 8:00 AM. Parents/caregivers must wait with their children until the bus counselor checks them in. The bus will leave promptly at 8:15 AM and arrive at the Cohn campus around 8:45 AM. The bus will return to the Bryan Glazer Family JCC at the end of the day, at approximately 4:30 PM. Parents/caregivers must pick up their children by 4:45 PM.

Arrival

- All campers, excluding those enrolled in AM Care, should arrive on campus between



8:45 AM and 9:00 AM. **The drop-off zone for parents/caregivers is at the rear of the campus.** Please follow the directed route to the roundabout and watch for our designated signs.

- If you are not a member of the JCC and therefore do not have a member badge, you must obtain a Camp J car tag to display in your windshield in order to get through our security gate for drop-off and pickup.
- Parents/caregivers should drive slowly and carefully, following the pattern of orange cones. Parents/caregivers are always welcome to park and bring their children to our opening ceremony at the back of the campus. We especially encourage this option on their first day of camp. Parents/caregivers arriving after 9:00 AM must park their vehicle near the main entrance and accompany their children into the building to sign them in with a staff member in the camp office.

Dismissal

- Campers will be dismissed from 4:00 PM to 4:10 PM **at the rear of the campus** (around the preschool building). Please do not pull up in front of the main entrance. Staff will be on hand to escort the children to your car. Parents/caregivers should not park their cars and search for their children unless they have additional business on campus. Children not picked up by 4:10 PM will be escorted to the office and parents/caregivers will be contacted. At 4:15 PM, the children will be brought to the PM care program. Children will only be released to those authorized for pickup, in writing, by a parent or caregiver.
- Any child being picked up early must be signed out in the camp office. Please call in advance if possible so we can have your child ready to go when you arrive.
- It is absolutely imperative that the camp office is notified, in writing via email to the Director or Assistant Director, in advance of any change in the schedule of your child's pick-up. If your child is not riding the bus on a particular day, requires pick-up by a previously unauthorized individual (ID will be checked), or there is an unusual situation that would require special attention, you must notify the office of any changes by 1:00 PM. The safety of our children is paramount, and your cooperation is essential.

The Bryan Glazer Family JCC phone number where the bus arrives is (813) 575-5900.

Rainy day arrival and dismissal will be at the main entrance of the JCC. You will be notified via the Remind App in the event of a rainy day procedure

What should I do if my child is going to be absent?

We understand that situations arise where your child may not be able to attend camp on a particular day. In the event of an absence, please notify the Camp Director or Assistant Camp Director prior to 9 AM. If no one should answer, please leave a detailed message so that the appropriate staff can be notified.



What should I do if I need to pick up my child before dismissal?

If your child needs to be picked up early, please message us via the Remind app or call the Camp Director or Assistant Director in advance, if possible, so we can have your child ready to go when you arrive.

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 J, please notify the camp office in writing regarding who will be responsible for your child during that time, including an emergency phone number.

Camper Security

Please submit, in writing, the name and relation of anyone who has permission/authorization to pick up your child from camp. If not submitted to the camp office in advance of pick-up, we will not release a child to an unauthorized individual. This procedure will help us maintain the safety of your child throughout the summer.

During drop-off and pick-up times, our counselors are focused on the safety of the campers. Thus, we will be unable to engage in prolonged conversation at those times. To ensure the safety of the children, please check in at the front desk with a photo ID when you arrive.

Camper Illness

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

- Please keep your child at home whenever he or she displays 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/caregivers will be notified. In this event, we ask that prompt arrangements be made 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.

What to Wear – What to Bring

Each morning, please make sure your child:

- brings his/her bathing suit
 - (Rishon campers should arrive wearing a bathing suit, if possible)
 - All girls must wear bathing suits that **cover the midriff area- no bikinis** (ie. whole piece or 2 piece with tank top)
- is wearing socks and sneakers (not sandals, Keens or Crocs)



- has sunscreen
- has gone to the bathroom just before she/he leaves home

Please bring these items to camp:

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

- Change of underwear, shorts, and socks labeled with camper's first and last name (Highly recommended for Rishon campers)
- Towel (1 is sufficient) labeled with camper's name
- Sunscreen, labeled
- Hat labeled with camper's name (optional)
- Sufficient, dairy lunch with your camper's name
- Plastic bag for wet items
- Water bottle/canteen, labeled
- Backpack or camp bag to hold all of the camper's items, labeled (wheeled bags are discouraged)

Optional Items:

- Sun glasses (unbreakable)
- Extra sweatshirt or pants
- Pool shoes

Please do not bring:

- Glass containers or bottles
- Valuable items (i.e. portable video games, iPod, iPad, cell phone, etc.)
- Expensive jewelry
- Toys
- **NO** electronic tablets or cellphones allowed

We are not responsible for lost items; please do not send anything of value to camp.

Lost and Found:

Lost and found items will be kept in a designated area of the art room each afternoon for pick-up. Items not claimed by the end of summer will be sent to a charitable organization.

Food

- Please make sure your child has eaten breakfast prior to arriving at camp.
- The JCC has a kosher food policy and asks that all lunches brought to camp be **dairy or vegetarian (meat-free)**. A list of suggested dairy/vegetarian items will be sent out for your review. Insulated lunch bags with ice packs are preferred as there is no place for refrigeration on campus. On Fridays, Camp J will provide pizza, salad, dessert, and beverages for your child's lunch. If your child can't or won't eat pizza, please pack a lunch for your child. Please contact the Camp Office if you would prefer to pack a lunch on those days so we don't include your child in the pizza count.
- Each camper will receive a morning and afternoon snack, but we recommend packing additional snacks if your child is a picky eater or has snack preferences. Water is readily



available throughout the campus at all times during the day. A reusable water bottle is recommended to keep hydrated throughout the day. Campers enrolled in PM care should bring additional snacks to account for the late afternoon.

Birthdays

If your child's birthday falls during the summer, he or she will be acknowledged in the weekly Camp J newsletter, and Camp J will provide your child with cupcakes to be shared with his/her entire group. We ask that parents/caregivers do not bring any celebratory food into camp. Birthday party invitations may be distributed **only** if there is one for each child in the group. Unfortunately, we are unable to provide personal email addresses or phone numbers.

Medication

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

- **Medication Authorization Form**

In all cases where medication needs to be given to a camper, the parent/caregiver must hand deliver the instructions and medication to the camp office. For the safety of your child, we are not able to dispense any medication delivered by the campers themselves.

Medical Emergency

In the case of a severe medical emergency, it is our policy to contact 911 prior to calling the parent/caregiver. Parent(s)/caregiver(s) will be notified as soon as the situation allows. If we are unable to locate you and emergency treatment is necessary, your child will be transported to the nearest hospital. A senior staff member will accompany your child and stay with him or her until a parent/caregiver 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 or she appears to show signs of illness. You will be promptly contacted and asked to pick up your child immediately. In some cases, a doctor's note may be required for the child to return to camp. Parents/caregivers of the children in the group will be notified in the case of exposure to communicable disease.

Please keep your child at home if he or she has had a fever within the past 24 hours or is deemed unfit for the camp day. Your cooperation with this matter will help avoid extraneous phone calls to you during the work day.



Mandated Reporting

In the state of Florida, 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 JCC, environmental problems, parents/caregivers’ suspicions, and statements made by the child.

Staff Contact Outside of Camp Business

Our pledge is to put your children in the care of trustworthy and capable counselors. We employ this pledge by thoroughly screening our staff prior to selection. Our staff works with your children in the context of a visible, well scrutinized environment with built-in checks and balances. Counselors are supervised by senior staff, and guided by clear, firm policies regarding behavior. Their actions are also visible to co-workers and campers. By hiring them, we do not recommend them as babysitters, nannies, or child companions outside of camp. We generally discourage our staff from having contact with your children after camp since we cannot supervise. If you choose to hire a staff member to babysit, there are mandatory forms to be filled out by both the staff person and family. The aforementioned forms release the JCC from liability by stating that our staff is not employed by the JCC after the camp day ends.

We hire our staff for the camp season and do not take responsibility for their behavior off-season. You are undoubtedly free to make your own choices in terms of off-season communication with staff. We also know that many children exchange contact information (e.g., email address, profile names, cell phone numbers) with counselors without our or your specific awareness or permission. We recommend that you, as the parent, supervise your child’s online activities just as you do other aspects of their life in your home, and oversee any off-season contact of our staff members and your child. It is the responsibility of the parent to monitor any contact that results after the camp season ends.

Tipping Policy

We take a great deal of pride in the quality of our Camp J staff and we hope that your child’s experience with them will be wonderful and memorable. We are thrilled when parents/caregivers want to recognize the hard work and excellent job that our staff does for our campers. 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 J in their honor.



Camper Code of Conduct

The following is our Camper Code of Conduct. Please review the code with your child.

- Campers must stay with their counselor in assigned areas.
- Campers should show courtesy and good manners to all staff and fellow campers.
- Campers must keep their hands and feet to themselves. Quiet zones in the facility should be observed.
- Campers must be respectful of camp property and fellow camper's property.
- Campers must use appropriate language.
- Campers should follow the camp rules as set forth by the staff.

We reserve the right to implement the steps below as necessary based on the severity of the behavior problem. We want everyone to have a fun and safe summer at our campus. Every effort will be made to deal with all situations in a professional and sensitive manner.

Failure to obey the above rules may result in the following consequences:

- Verbal warning given by counselor, which is neither humiliating nor frightening and is age appropriate.
- Time away from current activity.
- Removal from the group and conversation with the Camp Director/Assistant Director along with a written discipline report.
- Parent or caregiver is called and documented in the child's file.
- Suspension from the camp for a specified length of time or, if necessary, the entire program.

Camp J's Approach to Behavior

At the 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, children bring positive energy and make positive choices when engaged and inspired. Therefore, we hire skilled staff who can foster an environment committed to experiential learning and further train them to manage behavior using positive praise and encouragement.

Corporal punishment is not permitted at the JCC. Parents/caregivers will be notified of any behavior problems in order for both sides to work together and help your children. Behaviors that are either disruptive or dangerous, such as biting or frequent physical aggression, will not be permitted. Parents/caregivers will be notified immediately and the JCC reserves the right to require parents/caregivers to pick up any child who is especially unruly. The director reserves the right to cancel any camper enrollment or dismiss a camper whose conduct, influence, or behavior is deemed unsatisfactory to the best interest of camp. There will be no refunds given for such a dismissal.



This behavior system includes the following steps:

- **Our staff set clear expectations:** These begin with youth-sourced agreements for group or facility expectations, as well as clear boundaries and parameters for behavior and relationships.
- **Our staff redirect behavior whenever possible:** Our staff are trained to quickly, quietly, and subtly redirect behaviors that may negatively impact the group through looks, their presence, or by bringing positive attention to children making choices that positively impact an activity.
- **Our staff are direct when needed:** Our staff are trained to be consistent when children are not following camp 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.
- **Our staff converse and mediate:** Behaviors stem from myriad contexts- often unrelated to the immediate circumstances. Children who struggle to engage with an activity or maintain agreements may need one-on-one time with staff to discuss their feelings, frustrations, or circumstances, and decide on a mutually beneficial course of action.
- **Our staff are supported by seasoned administrative staff:** Our administrative team consists of highly experienced 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 exceedingly meets our required ratios between campers and staff allows consistent supervision for any circumstance.

We hope this manual has answered many of your questions regarding our Camp J policies and procedures. Please join us for our open house on **Thursday, June 3 from 6:30-8:30 PM** to meet this year's staff and get more insight on Camp J.

"Camp"cerely,

The Camp J Team