



CAMP J PARENT MANUAL SUMMER 2019

IMPORTANT CONTACT INFORMATION

NAME	TITLE	PHONE NUMBER	EMAIL
Pam Cotner	Camp Director	813-769-4748	Pam.Cotner@jewishtampa.com
Ashley Klein	Assistant Camp Director	813-769-4728	Ashley.Klein@jewishtampa.com
Marissa Rosenthal	Camp Administrator	813-769-4722	Marissa.Rosenthal@jewishtampa.com

Dear Camp Families,

We are excited to welcome your family to Camp J 2019! Camp J offers a multitude of activities, indoors and out, ensuring 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.

Our Goals

In planning Camp J, our staff strives to expose your camper to meaningful experiences, which will contribute to the personal development, happiness, and security of your child. By utilizing the many attributes of our 33-acre campus and the many talents of our trained staff, we offer your child not only a summer of fun but one of stimulation and growth.

Through a variety of activities, your child will learn new skills and strengthen those he/she already has. We will help your child meet new friends and foster development of her/his capabilities. Our camp provides opportunities for decision-making, assumption of responsibilities, and sharing.



Camp Open House

The open house for summer sessions 1, 2 and full session will be held on **Thursday, June 6 from 6:30-8:30 PM**. We encourage all campers and their parents/caregivers to stop by to meet this year's staff and check out our fantastic Cohn Campus. Group rosters and activity schedules will be available to you at this time. This is a great opportunity to relieve potential anxiety, ask questions, and provide input regarding any unresolved issues.

Location

Camp J on the Cohn Campus is located at 13009 Community Campus Drive Tampa, FL 33625. We will utilize much of our 33-acre campus.

Camp Session

Camp J operates from June 11 through August 2. We are a day camp program, operating from 9:00 AM to 4:00 PM, Monday through Friday. Flagpole begins at 9:00 AM; closing round-up is at 3:45 PM.

- Session 1: June 11 - July 5
- Session 2: July 8 - August 2

Please do your best to make sure your child is here on time every day. If you are running late, you will need to bring them into the building to the camp office to join their group.

Camp Programming

Camp J provides incredibly diverse activities for your child. 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) are 4th and 5th graders, and Sabra are our 6th, 7th and 8th graders. Each group has its own distinct programming.

Aquatics

Camp J campers will swim in the JCC pool. Swimming is an integral part of our camp. It is not only a fun and refreshing experience for our campers, but an opportunity for each camper to improve his/her individual swimming skills. During a child's first week of camp, he/she will be evaluated by our swim instructors. Our trained aquatic staff will provide each parent with a written progress report at the conclusion of each session. 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.

Field Trips

Although campers spend most of their time on campus, we also venture outside into the community for our weekly field trips. In order for your child to participate in off-campus activities, you must sign all required waivers and permission slips. If you choose not to have



your child participate on field trips days, we ask that you make other arrangements for them. Since details must be planned in advance, we ask that you promptly respond to all communications regarding these trips.

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.

Camp Registration and Payment

Prior to the start of camp on June 11, you will have received many documents and forms that require your prompt attention. Your cooperation in completing the documents requested is sincerely appreciated. Remember that all camp fees must be paid by **May 1**.

All forms must be completed and returned to our office no later than May 15 in order for a camper to start on June 11th. No forms will be accepted at open house.

List of Forms:

- A Letter to My Counselor Form
- Medical Authorization
- Getting Acquainted Questionnaire
- Emergency Contact Form

If you have any questions regarding this documentation, please do not hesitate to call the camp office at (813)264-9000, ext. 4722 or 4728. Our fax number is (813)265-8450.

Communication

We want to ensure you have all of the information you need for 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: @rishon
- Kochavim: @cohnkochav
- Chaverim: @cohnchaver
- Bonim: @cohnbonim
- Tsofim: @cohntsofim
- Sabra: @cohnsabra

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



Communication with parents/caregivers is the key to success. We encourage open communication with the parent/caregiver and child to ensure the best possible summer for all concerned. Please feel free to call Pam Cotner or Ashley Klein to discuss any situations, questions, or concerns that your family may have. The more information you provide to us, the more we can do for our campers. It is very important that we always have an up-to-date number where a person responsible for your child can 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.
- If your child requires disciplinary action, you will be contacted via phone. If the disruptive behavior continues, or an unusual pattern of behavior is evident, a parent conference will be scheduled with the director and staff. Please refer to the disciplinary policy section of this manual for more information.
- We agree to tell you if 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. Electronics are expensive and can get lost or stolen and 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/her. If you would like to call to see how your child is doing at camp, those calls are always welcome as well. You can call the camp office at 813-769-4722.

We will always stay in contact for updates, reminders, and any other communication that needs to be conveyed via emails and phone calls. From us, you will receive a weekly newsletter, detailing the previous week's happenings, announcing upcoming activities, and explaining procedural matters.

AM & PM Care

Many working parents/caregivers require additional care for their children before and after camp. Our camp program offers additional daycare hours from 7:30 to 9:00 AM and 4:00 to 6:00 PM.

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 (not available for Camp Session 1, Camp Session 2 pending enrollment)

- Camp J on the Cohn campus offers transportation for those children not living in the vicinity of our campus. Transportation is provided from South Tampa (parking lot of Rodeph Sholom at 2713 Bayshore Blvd.) 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 bus habits.
- South Branch bus riders should arrive no earlier than 8:00 AM. Parents/caregivers must wait with their children until the adult bus counselor checks them in. The bus will leave promptly at 8:15 AM and arrive at the main campus around 8:45 AM. The bus will return to the South Branch 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 not in AM Care should arrive on campus between 8:45 and 9:00 AM. **The drop-off zone for parents/caregivers is different this year.** It is in the back of the building at the roundabouts. Please watch for our designated signs.
- Parents/caregivers should drive slowly and carefully, following the pattern of orange cones. Parents/caregivers are always welcome to park in a parking place and bring their children to opening ceremony at the back of the campus. We encourage this on their first day of camp. Parents/caregivers arriving after 9:00 AM should park their vehicle and accompany their children into the building. Parents/caregivers arriving after 9:15 AM must sign their campers in at the office.
- 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 the camp office, 813-769-4722 prior to 9 AM and let them know. If no one should answer, please leave the message so that the appropriate staff can be notified.

Dismissal

- Campers will be dismissed from 4:00 to 4:10 PM from the back side 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 the parent will be contacted. At 4:15 PM, the children will be brought to the aftercare program and additional charges will accrue. Children will not be released to anyone not designated in writing by the parent or caregiver.
- Any child being picked up early on a given day must be signed out in the camp office. If you call in advance, 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 Pam.Cotner@jewishtampa.com and Ashley.Klein@jewishtampa.com, in advance of any change



in the schedule of your child's pick-up. This includes those not riding the bus on a particular day, pick-up by an unauthorized person (ID's will be checked), or any situation out of the ordinary. The office should be notified of any changes by 1:00 PM. The safety of our children is paramount, and your cooperation is essential. The South Branch telephone number, where the bus arrives, is (813) 835-6614.

***On rainy days campers' arrival and dismissal will be at the main entrance of the JCC.**

Camper Security

Please submit to the camp office in writing 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.

During drop-off and pick-up times, our counselors are focused on the safety of the camper; therefore, we will be unable to confer with you. To ensure a smooth visit for campers and parents/caregivers, and for the safety of the children, please check in at the front desk with a photo ID when you arrive. No one will be permitted to walk around the site without permission.

Camper Illness

It is very important to all of us that campers coming to camp 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 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/caregivers will be notified. We ask that prompt arrangements are 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
- is wearing socks and sneakers (not sandals, Keens or Crocs).
- has sunscreen
- has gone to the bathroom just before she/he leaves home
- is well enough to attend camp for the day.



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
- Towel (1 is sufficient) labeled with camper's name
- Sun block
- Hat labeled with camper's name (optional)
- Dairy Lunch 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 (wheeled backpacks discouraged)

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

Please do not bring: Glass containers or bottles

- Valuable items (e.g. portable video game, iPod, cellphone, etc.)
- Expensive jewelry
- Toys
- **NO** electronic tablets or cellphones allowed

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 the camp office each afternoon for pick-up. Items not claimed by the end of summer will be sent to charitable organization.

Food

- Please make sure your child has eaten breakfast prior to coming to camp.
- The JCC has a kosher food policy and asks that lunches brought to camp be anything that is dairy or vegetarian (meat-free). 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.
- Each camper will receive a morning and afternoon snack. Water is readily available throughout the campus at all times during the day. Those campers remaining on campus for aftercare should be sent with an extra snack.



Birthdays

If your child's birthday falls during the summer, 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 party food into camp. Home party invitations will be distributed **only** if there is one for each child in the group. Unfortunately we are unable to provide email addresses to anyone.

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

In all cases where medications need to be given to a camper, the parent/caregiver 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.

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 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/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/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/caregivers of the children in the group will be notified of exposure to communicable disease.

Please keep him/her at home if she/he 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 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 company of the most trustworthy and capable counselors we can hire who are well- suited to the task of caring for campers. The effort we put into screening and selecting our staff is part of that pledge. Our staff works with your children in the context of a visible, well scrutinized environment that has many built-in checks and balances. Counselors are supervised by senior staff 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 baby-sitters, nannies or child companions outside of camp. In general we discourage our staff from having contact with your children after camp since we cannot supervise it. If hiring them, there are mandatory forms to be filled out by both the staff person and family. This releases the JCC from liability stating that our staff is not employed by us after the camp day ends.

We hire our staff for the camp season. We do not take responsibility for their behavior off-season. As a parent you are, of course, free to make your own choice in this matter. We also know that many children exchange contact information (e.g., e-mail 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. You take full responsibility to oversee any contact that results.

Campers Code of Conduct

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

- Campers must stay with their counselor and in the 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 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. We therefore 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 that we may work together to help our 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 re-direct 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 breaking 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 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 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 more than meets our required ratios between campers and staff allow consistent and ever-ready supervision for any circumstances.

We at Camp J hope this manual has answered many of your questions regarding our camp policies and procedures. Please join us for our open house on Thursday, June 6 from 6:30-8:30 PM. to meet our staff and have an overview of our camp.

“Camp”cerely,

Pam Cotner
Camp Director