



PARENT HANDBOOK

2018

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**“I don’t know all Ten Commandments.
The only ones I remember are ‘settle down’,
‘act your age’ and ‘take that out of your mouth’.”**

OUR GOALS

In planning our 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 his/her capabilities. Our camp provides opportunities for decision-making, assumption of responsibilities, and sharing.

CAMP OPEN HOUSE

This summer's open house for sessions 1,2,3, and full session will be held on **Sunday, June 3rd 10:00 am until 12:00 p.m.** We encourage all campers and their parents 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, and this is a great opportunity to relieve potential anxiety, ask questions, and provide input regarding any unresolved issues.

CAMP SESSION

Camp J operates from June 4th through August 3rd. We are a day camp program, operating from 9:00am to 4:00pm, Monday through Friday. Flagpole begins at 9:00am; closing round-up is at 3:45pm. **PLEASE MAKE SURE YOUR CHILD IS HERE ON TIME EVERY DAY. IF THEY ARE LATE, YOU WILL NEED TO BRING THEM IN TO THE BUILDING TO THE CAMP OFFICE TO JOIN THEIR GROUP.**

COMMUNICATION

Communication with parents is the key to success. We encourage open communication with the parent and child to ensure the best possible summer for all concerned. Please feel free to call Pam Cotner or Jennifer Poiley to discuss any situations, questions, or concerns that your family may have. Just as we love informed parents, we love our staff to be informed. The more information you provide to us, the more we can do for our campers.

Prior to the start of camp on June 4th, 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 1st**.

THE BELOW FORMS MUST BE COMPLETED AND RETURNED TO OUR OFFICE NO LATER THAN **MAY 1st IN ORDER FOR YOUR CHILD TO BEGIN CAMP ON JUNE 4TH.**

NO FORMS WILL BE ACCEPTED AT OPEN HOUSE!

- 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 office at (813)264-9000, Ext 4728 or 4748. Our fax number is (813)265-8450.

Communication during camp continues to be a two way street. From us, you will receive a weekly newsletter, detailing the previous week's happenings, announcing upcoming activities, and explaining procedural matters.

It is imperative that you keep us apprised of any situations, which may develop in your child's life (illness, injury, absence, family issues, someone else is picking up your child; you are running late, phone number changes, etc.).

Parents will be contacted immediately if your child receives an injury that may require medical attention, is ill and unable to participate in activities, or exhibits symptoms of an illness, which could be contagious, thus threatening others in the program. If your child should sustain any minor injury during camp that requires treatment, you will receive an incident report at time of pickup.

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 have an open door policy at the Tampa JCC's & Federation summer camp. If you need to speak at length with your child's counselor for any reason, please schedule an appointment through the camp director. 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, and for the safety of the children, please check in at the Camp Office when you arrive. No one will be permitted to walk around the site without permission.

Our camp office is open from **8:30am until 4:00pm**, Monday through Friday, to answer your calls. Our number is (813) 264-9000, Ext 4722 .Our automated switchboard will handle all your-calls before and after hours. Please do not hesitate to call with any questions.

PRE-CARE AND AFTER-CARE

Many working parents require additional care for their children before and after camp. Our camp program offers additional daycare hours from 7:30am to 9:00am and 4:00pm to 6:00pm. Parents must pick their children up no later than 6:00pm. **Parents arriving after 6:00pm will be charged a late fee of \$1.00 per a minute.**

TRANSPORTATION

Camp J offers transportation for those children not living in the vicinity of our campus. Bus and van transport 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 8:00am. Parents must wait with their children until the adult bus counselor checks them in. The bus will leave at 8:15am and arrive at the main campus around 8:45am. The bus will return to the South branch at the end of the day at approximately 4:30pm. Parents must pick up their children by 4:45pm.

It is absolutely imperative that the staff is notified in advance of any change in the schedule of your child's pick up. This includes those not riding 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 1:00pm. The safety of our children is paramount, and your cooperation is essential. The South branch telephone number is (813)835-6614; main campus (813)264-9000, Ext 4722.

WHAT TO WEAR - WHAT TO BRING

Play clothes, which are easy for your child to take on and off, are recommended. All campers should bring a bathing suit and towel for swimming. All campers should wear sneakers and socks. Flip flops, crocs and sandals are permitted at swim times only as they are not appropriate for camp activities.

A change of socks, shorts, undergarments and T-shirt is also recommended for each backpack, since accidents do happen. Each camper has his/her own cubby for storage of this extra gear. Use of backpacks on wheels is discouraged. Each child is given a camp T-shirt. This shirt should be worn every Friday for "Camp Spirit Day" and to go on field trips as well.

Children should not wear or bring anything of value to camp. If these personal possessions are brought to camp, it is at your own risk. The Tampa JCC & Federation assumes no responsibility for lost items. Also, children are not permitted to bring any toys or video games to camp, as they are a distraction to other campers and counselors.

Please label all items with your child's first and last name! Our lost and found area is located in the camp office. Items clearly labeled will be returned. Unmarked items will be held for two weeks, and then donated to a charitable organization.

CELL PHONES & ELECTRONICS

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 your child. 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 813-264-9000, Ext 4722.

We agree to tell you if your child is experiencing a challenge in their adjustment to camp. You can help by talking with you 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!

FOOD

The JCC has a kosher food policy and asks that lunches brought to camp be anything that is dairy or non-meat. 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. Please make sure your child has eaten breakfast prior to coming to camp for the day.

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 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.

ARRIVAL

All campers not in pre-care should arrive on campus between 8:45 and 9:00am. The drop off zone for parents is in the front of the main building, to the right of the main entrance. Staff will be on hand to escort the children to their home base area.

Parents should drive slowly and carefully, following the pattern of orange cones. Parents are always welcome to park in a parking place and bring their children into the building, especially on their first days of camp. Parents arriving after 9:00am should park their vehicle and accompany their children into the building. Parents arriving after 9:15am must sign their campers in at the office.

DISMISSAL

Campers will be dismissed from 4:00pm — 4:10pm from the back side of the property (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 should not park their cars and search for their children unless they have additional business on campus. Children not picked up by 4:10pm will be escorted to the office and the parent will be contacted. At 4:15pm, the child 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 guardian.

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 staff is notified in writing in advance of any change in the schedule of your child's pick up. This includes pick up by an unauthorized person (ID's will be checked), or any situation out of the ordinary. The safety of our children is paramount, and your cooperation is essential! **On rainy days campers' arrival and dismissal will be at the main entrance of the JCC.**

OUR STAFF – YOUR CHILDREN AND CONTACT OUTSIDE OF CAMP

Our pledge is to put your children in the company of the most trustworthy and capable young adults we can hire—counselors 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. 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. While we cannot keep you from allowing your child to visit with one of our staff members, in so doing you take full responsibility. We also know at 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.

CAMP PROGRAMMING

Camp J provides an incredible diversity of activities for your child. There are five distinct groups within the school-age camp structure: 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. *** Age groups may be changed to ensure your child's camp experience to be most memorable.**

RISHON (First Beginnings)

Rishon is designed just for children entering Kindergarten. It offers children a chance to be a part of an authentic, "big kid" camp experience within the safety of a nurturing unit all their own. Rishon camper schedule will encompass a well-blended day of activities that will make their transition from preschool camp to "big kid" camp seamless. Campers will experience their first overnight, camp field trip, have instructional swim daily and participate in many more Camp J activities.

KOCHAVIM (Stars)* and Chaverim (Friends)*

Our 1st & 2nd graders are enrolled on a rotating schedule of activities, designed to give them experience in a wide range of activities. Groups are co-ed in composition with a Senior Counselor, Junior Counselor and CIT on hand to guide them through the day. Snacks are provided in the morning and afternoon. They swim once a day and receive instructional swim in addition to recreational time Other activities, such as canoeing, music, sports, arts & crafts, etc. are rotated daily to provide a variety of experience every day.

BONIM (Builders)*

This group of 3rd grade follows an activity schedule ensuring a well rounded camp experience, in addition to the swimming once daily (instructional and recreational). There is little time for idle hands, as these campers move from activity to activity on a fast paced schedule. Bonim will go on 4 off campus field trips per session in addition to one overnight each session at the JCC.

TSOFIM (Scouts)*

Our Tsofim program for 4th & 5th graders provides all the fun of a great camp experience. Tsofim campers will follow an activity schedule which will allow them the opportunity to choose weekly "majors" in Arts and Culture and Outdoor Challenges. Every day they will enjoy swimming which will include some instructional swim as well as recreational. Campers will take weekly field trips and will have one overnight per session.

SABRA (Native Israelis)*

The Sabra program for middle-school provides the campers with a combination of camp activities on and off campus. The Sabra group will enjoy the variety of activities we offer, as well as special programs for their specific age group. Overnight trips further enhance the Sabra experience. Based on adequate registration, our 2nd session program will allow our Sabra campers a taste of overnight camping. An adventure that will surely be the highlight of their summer!

AQUATICS

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.

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 all 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 arrangement for them. Since details must be planned in advance, we ask that you promptly respond to all communications regarding these trips.

ILLNESS

Children who are sick should not attend camp until they are recovered from their illness. It is your responsibility to the program to advise the Camp Office of any and all potentially contagious diseases that may be affecting your child. If any child shows signs of ill health at any time of the day, he/she will be isolated and the parent notified. Arrangements must be made at that time by the parent for the child's pick up from the campus. There will be no refunds due to illness.

MEDICATION

The Camp Office will only dispense over-the-counter medicine to a child with expressed permission from the parent. When prescription medication is to be dispensed, the medication must be in its original container, bearing the pharmacy's label, indicating the child's name, doctor, medicine name, and dosage instructions. Parents must fill out the Authorization for Medication Form, which may be obtained from the Camp Office. In order for us to reapply sunscreen and bug repellent on your child, you must complete the applicable portion of the Authorization for Medication Form.

EMERGENCIES

In case of emergency, the parents are notified first. If it is not possible to reach a parent, the child will be taken to the nearest hospital for treatment. We will continue to attempt to reach a parent and all emergency numbers until contact is made.

DISCIPLINE

It is the JCC policy to use positive praise and encouragement whenever possible in eliciting proper behavior. Corporal punishment is not permitted at the JCC. Parents 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 will be notified immediately and the JCC reserves the right to require parents 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.

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. No refunds will be given if the child is suspended for any length of time.

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 guardian is called and documented in child's file.
- Suspension from the camp for a specified length of time.
- Suspension from camp for entire program.

I hope this manual has answered many of your questions regarding our camp policies and procedures. Please join us for our open house on Sunday, June 3rd from 10:00 am – 12:00 pm to meet our staff and have an overview of our camp day.

“Camp”cerely,

Pam Cotner
Camp Director