



CAMP J PARENT MANUAL SUMMER 2023

Dear Camp Families,

Welcome to the Camp J family! Camp J offers a multitude of fabulous specialty camps that help children develop a range of skills in a fun environment. We strongly believe in providing a well-balanced and safe camp day that is full of recreational, social, cultural and educational activities. Our goal is for every child to have a meaningful experience while they are with us which is why we differentiate our activities to meet the needs of individual campers. Our enthusiastic and well trained staff works hard to make meaningful connections with each camper. Camp J is the perfect place to make life-long friends, explore new adventures and create memories to 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 pristine facility 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 she/he 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

The open house for this summer will be held on **Thursday, June 1st** via zoom. Please stay tuned for more information.

Location

Camp J at the Shanna & Bryan Glazer JCC is located at 522 N. Howard Avenue Tampa, FL 33606. We will utilize the indoor JCC facilities and aquatic center. The J Place is the home-base for



Camp Keff. The gym and J Loft are home base for all of our specialty camps. AM & PM camp care is provided from 7:30am - 9:00am and 4:00pm - 6:00pm.

Sample Daily Camp Schedule

Specialty

7:30 am - 9:00 am: AM Care—(Advance Registration Required)
8:45 am - 9:00 am: Arrival and Attendance (outside in field area)
9:00 am - 9:15 am: Morning Meeting (outside in field area)
9:15 am - 12:00 pm: Daily activities
12:00 pm - 1:00 pm: Lunch
1:00 pm - 2:00 pm: Free Swim
2:00 pm - 4:00 pm: Daily activities
4:00 pm - 6:00 pm: PM Care (Advance Registration Required)

Camp Keff

7:30 am - 9:00 am: AM Care—(Advance Registration Required)
8:45 am - 9:00 am: Arrival and Attendance (outside in field area)
9:00 am - 9:15 am: Morning Meeting (outside in field area)
9:15 am - 11:00 am: Free swim
11:00 am - 12:00 pm: Lunch and free play in J Place
12:00 pm - 1:00 pm: Activities with counselors
1:00 pm - 2:00 pm: Gym games/specialists
2:00 pm - 4:00 pm: Activities with counselors
4:00 pm - 6:00 pm: PM Care (Advance Registration Required)

Please do your best to make sure your child is here on time every day. If you are running late, you will need to message us on Remind and wait in the lobby with your child until a counselor can pick up your child.

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. 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, she/he will be evaluated by our swim instructors. Our pool staff is made up of lifeguards and water safety instructors (WSI) certified by the American Red Cross. Camp staff will be in the water with the campers during their pool times.

Communication

Download the REMIND app and join class code @campj23

Important information will be sent through the remind app and you can also message the Camp Director and Assistant Camp Director directly through this app.

It is very important that we always have an up-to-date number and email address where a person responsible for your child can be reached. Please make sure to fill out all registration paperwork accurately.

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 have a "no-cell phone/electronics" policy at camp. If you need to contact your child either call, email or message the camp director or assistant camp director through remind.



We will always stay in contact for updates, reminders, and any other communication that needs to be conveyed via emails and phone calls. In addition, every Friday we send home a weekly camp newsletter with photos and stories about the campers' week.

AM & PM Care

For an additional fee, our camp program offers additional AM & PM hours from 7:30 AM to 9:00 AM and 4:00 PM to 6:00 PM. Parents/caregivers must pick their children up no later than 6:00 PM. AM & PM care will drop off and pick up on the field. Please send a message through remind once you arrive if campers are not on the field. **Parents/caregivers arriving after 6:00pm will be charged a late fee of \$1.00 per minute.**

Drop-off and Pick-up

Parents/caregivers should drive through the front gate on Howard Avenue. Members can use their badge to get through the gate. We recommend that non-JCC members purchase a \$10.00 camp access badge that they can use to enter the main gate and/or J Loft - otherwise non-members will need to give their name to the security guard each morning, which can be time consuming. After entering the main gate, drive straight to the back gate that exits onto Armenia and turn left towards the grassy area. Staff will meet campers there each morning to prepare for our morning meeting at 9 AM. Campers should be picked up in the same location by 4 PM unless they are going to PM care.

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

Please send an email, message through remind or call the Camp Director at 813-291-2254 or Assistant Director 813-291-2206 prior to 9 AM and let them know. 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 my child up early?

If your child needs to be picked up early, please message us through remind to let us know when you will be arriving and your camper will be brought out to your car by the grassy area where we do drop off/pick up.



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 to the camp staff 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. You can put this information on your registration packet to be finished before camp begins. This information can also be logged into your Active account.

At drop-off and pick-up times, please keep in mind that our counselors are focused on the safety of campers and are not able to have long conversations with you during this time.

Camper Illness / COVID Policies and Procedures

***IMPORTANT:** Please see our COVID Policies and Procedures document*

What to Wear/What to Bring

Each morning, please make sure your child:

- is well enough to attend camp for the day.
- has gone to the bathroom just before she/he leaves home
- is wearing socks and sneakers (not sandals, Keens or Crocs).
- has a backpack or camp bag containing the following items:
 - bathing suit **AND** towel (**Keff campers please come dressed in a bathing suit**)
 - bag for wet bathing suit
 - sunscreen
 - water bottle
 - kosher/dairy lunch
 - AM/PM snack

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

Optional Items:

- pool shoes
- Sun glasses (unbreakable)



- hat
- spare change of clothes (**recommended for Keff campers**)

Please do not bring:

- **Glass** containers or bottles
- Valuable items
- Expensive jewelry
- Toys
- NO electronic tablets or cellphones allowed

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

Lost and Found

Lost and found items will be kept in the office 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 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.
 - Example lunches include: bagel with lox and cream cheese, bean burrito, veggie pizza, cheese and crackers, yogurt with fruit, cheese sandwich, apple butter sandwich, cheese-only Lunchables, veggie and cheese wraps, veggie burgers, potato, noodles or other kugels, tuna salad, tofu/soy deli sandwich, etc.
- Please also pack an AM and PM snack. Campers may be extra hungry due to the large amount of activity at camp so always pack extra!
- Water coolers are readily available throughout the campus at all times during the day for campers to fill their water bottles.
- On Friday, campers will enjoy a pizza lunch and Challah as an afternoon snack as a way of welcoming Shabbat as a community.

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.

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.

Please note that bug spray and sunscreen 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/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 her/him 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 JCC, environmental problems, parents/caregivers’ suspicions, and statements made by the child.

Staff Contact Outside of Camp Business

Our counselors undergo stringent interviews, background checks, drug tests, and complex training. The effort we put into screening and selecting our staff is one we do not take lightly. 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. When hiring them as babysitters, 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.

Should you choose to exchange contact information with counselors we recommend that you oversee any after-hours/off-season contact between staff members and your child. You take full responsibility with regards to any contact outside of camp.

Tipping Policy



We are thrilled when parents/caregivers want to recognize the hard work and excellent job that our staff does for our campers. However, the JCC has a *no tipping policy*, of which counselors are made aware. 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.

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; conversation and discipline is 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. 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 to ensure that we are working 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 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 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 mutual 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 allows consistent supervision.

We 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 1st** to meet our staff and have an overview of our camp day.

Thank you for your cooperation and support!

Sincerely,

BGFJCC Camp Staff