



# **CAMP SIMCHAH PARENT HANDBOOK**

**Classic Junior (Grades 1-3)**  
**Classic (Grades 4-7)**  
**Leader-in-Training (Grades 8-9)**  
**Counselor-in-Training (Grade 10)**

Hello Parents and Campers,

Welcome to *Summer at the J!* We're thrilled you'll be joining us for what promises to be a summer full of fun, friendships, learning, and a lifetime of memories. Our trained staff are here to ensure that JCCNS campers have a positive summer camp experience each and every day. Whether you'll be joining us for one week or all nine, the JCCNS is sure to be your summer home!

Our 11-acre campus boasts a beautiful outdoor pool, lower fields, tennis courts, basketball courts, indoor pool, dance studio, ropes course and gymnasium. And our daily enrichments of arts and crafts, sports and games, and instructional swim will keep campers' summer schedules engaging and balanced. Mix in some exciting new skills-based programs, and a great lineup of spirit days, and you have the perfect recipe for a fun-filled summer!

This year, Simchah Classic Jr. will serve rising 1<sup>st</sup>-3<sup>rd</sup> graders and Simchah Classic will serve rising 4<sup>th</sup>-7<sup>th</sup> graders. And we've got programs in store for teens as well, including our Leader-in-Training (LIT) program for rising 8<sup>th</sup> and 9<sup>th</sup> graders, and Counselor-in-Training (CIT) program for rising 10<sup>th</sup> graders.

Please review the parent handbook and be sure to submit all camper forms to the JCCNS no later than June 1, 2018. Please note, no child can be admitted to camp until all camp forms have been submitted.

We look forward to seeing you at the **Summer at the J Kick-Off Pool Party on Sunday, June 24<sup>th</sup> from 1-3PM**, where you will have a chance to meet camp staff, pick up your camp t-shirt, and go for a swim in our outdoor pool!

Please do not hesitate to reach out with any questions. We are here to assist!

*Leah Reich*

Dir. of Camps, Youth & Family Programs

*Jessie Stephens*

Asst. Director of Camps, Youth & Family Programs

# Summer at the J Basic References

## Jewish Community Center of the North Shore

4 Community Road, Marblehead, MA 01945  
Main Line: 781-631-8330

### Statement of Purpose

The Jewish Community Center of the North Shore (JCCNS) is a social service agency established to provide for the spiritual, physical, cultural and social wellbeing of the Jewish community, in particular, and the entire community generally, to foster the perpetuation of Jewish values and to foster the highest ideals of American citizenship. The JCCNS has, and will continue to serve people of all races, religions, ethnic backgrounds, cultural heritage, sexual orientation, national origin, marital status, political beliefs, and disability.

JCCNS programs provides a safe, warm environment for day care and enrichment opportunities for today's diverse family needs. *Summer at the J* is licensed by the Marblehead Board of Health. Copies of policies for staff background checks, camp health care, and discipline are available upon parental request.

### IMPORTANT CONTACT INFORMATION

NAME/TITLE	PHONE	EMAIL
Leah Reich Simchah Camp Director	781-476-9907	<a href="mailto:lreich@jccns.com">lreich@jccns.com</a>
Jessie Stephens Simchah Assistant Camp Director	781-476-9901	<a href="mailto:jstephens@jccns.com">jstephens@jccns.com</a>
Heather Greenberg KinderCamp Director	781-476-9923	<a href="mailto:hgreenberg@jccns.com">hgreenberg@jccns.com</a>
Scott Kaplan Summer at the J Camp Controller	781-476-9916	<a href="mailto:skaplan@jccns.com">skaplan@jccns.com</a>
Melissa Caplan Inclusion Director	781-476-9925	<a href="mailto:mcaplan@jccns.com">mcaplan@jccns.com</a>
Christopher Havens Camp Aquatics Manager	Outdoor pool: 781-631-2802	<a href="mailto:chavens@jccns.com">chavens@jccns.com</a>

## Summer at the J Basic Policies

### NON-DISCRIMINATION POLICY

The Jewish Community Center of the North Shore shall not discriminate in providing services to children and their families on the basis of race, sexual preference, religion, cultural heritage, political belief, marital status, national origin and disability.

### LICENSING

*Summer at the J* camps are licensed by the Marblehead Board of Health. All camps meet and exceed all of the health and safety guidelines set forth by the state of Massachusetts.

### REGISTRATION, REFUNDS AND FEES

All camp fees are payable by June 1<sup>st</sup> unless other arrangements have been made. Registration for camp is not complete until the entire fee is paid and all required forms have been completed and returned. Any enrollment (including previously registered campers adding on days/weeks/hours) after June 1st must be paid in full at time of registration. Any changes made after June 11<sup>th</sup>, 2018 will be subject to a \$25 change fee. No refunds will be made after June 11<sup>th</sup> unless a child is withdrawn for medical reasons with a doctor's documentation. There will be no refunds made for absenteeism due to illness or vacation. Please note, the JCCNS requires that a credit card be on file, although alternate payment methods can be used.

### FORMS

All forms must be completed and returned in order for a registration to be considered complete, including all required health forms. It is important that campers coming to camp are in good health and free from contagious infections and illness of any kind. A medical examination should be arranged with your family physician and must be submitted to the JCCNS prior to your child beginning camp. A MA School Health Record Form and Certificate of Immunization are included in your forms packet and are available online on the JCCNS "Summer Camps" page. For more information regarding the *Summer at the J* Health Policy, please reference pages 7-9 of the parent handbook.

### DROP-OFF AND PICK-UP

Morning drop-off is in front of Epstein Hillel School (EHS) at the far end of the upper parking lot. Unless you have signed up for extended care, all drop-offs must occur at 8:55AM. *Summer at the J* is not responsible for your camper before that time. After you drop-off your camper/s at EHS, he/she will be signed in and will wait with the counselors from his/her camp group, who will then escort all campers to the lower field for flagpole.

***7:30am drop-off will take place in the JCCNS's J Adventure room.***

***8:55am drop-off will take place in front of EHS.***

***1:00pm pick-up will take place in front of EHS.***

***4:00pm pick-up will take place in the JCCNS main entrance circle.***

***6pm pick-up will take place in the JCCNS's J Adventure room.***

As your child's safety is our top priority, no child may be picked up during or at the end of camp by anyone other than his/her parent or those listed on the child release form without previous arrangements from parents, IN WRITING, made with the Camp Director.

### **LATE POLICY**

It is vital that parents/guardians be on time for pick-up. *Summer at the J* is open from 7:30am to 6:00PM, Monday through Friday. Families are expected to pick up their child by the time designated on their registration form. We ask for your complete cooperation in this matter so we can maintain compliance with the State Licensing Board, respect staff schedules, and, most importantly, ensure the welfare of the children placed in our care. If a parent/guardian arrives after their designated time without prior notice, the staff member in charge of staying with your child will verify and document the time of your arrival. **There will no longer be a 5 minute grace period. You will be charged \$10 for any portion of the first 10 minutes. You will then be charged an additional \$10 for any portion of each 10 minute block of time thereafter.** Parents should establish some form of emergency back-up procedure for pick-up, in the event that it is needed.

Please note that a waiver of this fee will only be granted in extreme emergency situations, and is at the discretion of the Camp Director. **The JCCNS reserves the right to terminate the child's contract with us for continued lateness.**

### **EXTENDED CARE POLICY**

To ensure proper supervision, extended care is contracted time, **not** a drop-in center. Extended hours are offered from 7:30am to 9:00AM and 4:00pm to 6:00PM. **These hours are firm and no exceptions will be made.** Registration must be prior to June 1<sup>st</sup>, 2018. Please use the registration form available at [www.jccns.org/camp](http://www.jccns.org/camp) to indicate the specific hours of interest. Please refer to the camp guide for extended care fees.

### **ABSENTEEISM**

We ask that parents please notify the Camp Director, preferably via email and with as much advanced notice as possible, when their child/ren are going to be absent or late on any regularly scheduled day. As camp fees are based on pre-registration, refunds are not given due to absenteeism.

### **SCHEDULE CHANGES & FEES/WITHDRAWAL POLICY**

We ask that you notify the camp of any changes to your child's schedule at least one week prior to its effective date. There is a change of enrollment form on our website. Schedule changes made after June 11<sup>th</sup> are subject to a \$25.00 processing fee per change. **No refund or credits will be given for withdrawal from the program, unless it is for medical reasons that are verified by a physician's certificate.**

### **UNSCHEDULED/EXTRA HOURS**

We strive to accommodate all families' needs in providing emergency care. However, we can only provide this care when space allows. We ask for as much prior notice as possible when extra care is needed. We strongly encourage families to develop a list of back-up names for emergency use, which you will be asked to list on the Emergency Release Form (see form packet on the website).

### **TRANSPORTATION PLAN**

Transportation is available at the rate of \$50 per week with two pick-up locations: North Suburban JCC, Peabody and Temple Ner Tamid, Peabody. Please indicate transportation needs on your registration form. At any time that transportation is needed, children will be transported on a school bus. The JCCNS will be responsible for the children's safety and welfare from the time they board the bus until they are picked up at the end of the day. The following policies will be strictly adhered to for the protection and safety of your children:

- The Camp Director and the bus monitor must receive any and all information that may assist them in transporting a child, including, but not limited to, any medical or behavioral problems.
- Each child must be in his/her seat at all times. There will be no changing of seats once the bus departs.

- There will be a JCCNS monitor, other than the bus driver, on the bus at all times.
- Children will be released only to authorized persons or brought to *Summer at the J*.
- There will be a first aid kit on the bus at all times.
- Children’s files, including emergency numbers, will be on the bus at all times.
- There will be a cell phone on the bus at all times.

**JEWISH CULTURAL PROGRAMMING**

**Holidays** -We celebrate Jewish holidays with age-appropriate activities such as arts and crafts, stories, songs, games, and foods that represent the holiday.

**Shabbat** - We will join KinderCamp to celebrate Shabbat on Fridays with traditional Shabbat songs.

**MEALS**

While we are a community with varying observances, we feel that it is important for our entire population to feel comfortable with our dietary policy. Please send dairy or vegetarian lunches with your children. We also ask that you do not send in peanut butter or any nuts with your child.

- Water - Please send your child with a labeled water bottle each day. Water bottles will be refilled throughout the day.
- Snacks - Please send your child with a dairy/vegetarian snack that is nut-free.
- Lunch - Parents must supply lunches unless otherwise notified. Please label lunches clearly with first and last names. Pizza lunch is available on Fridays. Orders must be submitted by Wednesday of that same week. Order forms will be available online.

Here are some nutritional possibilities:

FRUITS	VEGETABLES	DAIRY PRODUCTS	GRAINS/MISC
Apples	Cucumbers	Hard Cheese	Pita Bread
Kiwi	Tomatoes	Cottage Cheese	Bagels
Pineapple	Lettuce	Yogurt	Rice Cakes
Oranges	Celery	Cream Cheese	Crackers
Grapes	Peppers		Tuna Fish
Melon	Carrot Sticks		Boiled Eggs
Berries	Cauliflower		
Bananas	Broccoli		

**CLOTHING POLICY**

What your child wears to camp is extremely important. Clothes must be comfortable and allow the child to participate in an active and varied program. Below is our suggested daily clothing list. **All campers must wear SNEAKERS.**

- Bathing suit and towel
- Comb or brush in a zip-locked bag
- Hat and extra set of clothes
- Rain gear, jacket or sweater, as determine by weather conditions
- Sunscreen
- Labeled Water Bottle
- Sports specific equipment, if needed

**All clothing should be labeled to allow for the return of any lost items. Any articles found on the camp site without proper labelling will be placed in a central 'Lost and Found' at the JCCNS.**

#### **ELECTRONICS/GUM/CANDY POLICY**

No cell phones, MP3 players, hand held games, gum or candy will be permitted at camp. Other items of value should be left at home.

---

### **Health Care Reference & Policies**

*Summer at the J* does not have the facilities to care for sick children. In general, your child should be kept home if a parent feels that his/her child should not go outdoors; if your child requires individual and specialized attention; and/or if your child's illness is infectious. Included in these parameters are conditions such as diarrhea, vomiting, fever, etc. For contagious illnesses, a signed and dated statement from your pediatrician will be needed stating when it is safe for your child to return to the program and any medical instructions. *Summer at the J* follows the Massachusetts Department of Health recommendations for appropriate action for illness. Camp staff will call and ask you to pick up your child as soon as possible for any of the following reasons:

- If your child is not well enough to participate fully in all activities
- A cold with fever, sneezing, heavy cough, or nasal drainage
- A temperature of 100 or above. Please note, your child cannot attend camp for one full calendar day after she/he has had a temperature of 100.5 or above. For example: If your child has a fever, diarrhea or vomiting anytime on Monday, he/she may not return to the program until Wednesday, providing he/she is symptom free.
- Continuous diarrhea
- Vomiting
- An eye or throat infection. If your pediatrician diagnoses any of these problems and gives your child an antibiotic, your child should be kept at home until he/she has been on the medication for a full calendar day. See example in bullet three above.
- Any suspicion of a contagious disease or condition such as: conjunctivitis, impetigo, strep throat, head lice, pinworms, and/or any suspicious rash.

Should your child develop symptoms of illness while at camp, a staff person will place a call to the parents informing them of their child's condition and request that they be picked up as soon as possible. If we are unable to contact either of the child's parents, we will then contact the next person listed on the child's emergency release form until we can contact someone who can pick up the child.

#### **PLAN FOR DISPENSING MEDICATION (PRESCRIPTION & NON-PRESCRIPTION) & PLAN FOR RECORDING OF THE DISPENSING OF MEDICATION**

If your child must receive medication at *Summer at the J*, these procedures must be met:

- Authorization to administer medication form needs to be submitted for any prescription, non-prescription, or emergency medication that a child will or might take at camp.
- Medication will only be administered per written order of child's parents or legal guardian by the Health Care Supervisor.
- Medication must be given from the parent to a staff member; campers are not allowed to carry medication.
- Medications will be used only from original container.
- Medication must be clearly labeled with child's name, doctor's name, and instructions.
- Medication will be kept in the locked cabinet in the nurse's office or will be refrigerated in the nurse's office if necessary.
- Unused medication will be returned to parents.
- A log sheet will be kept in the child's file and in the camp medical log book of when medication was given, to whom it was given, who gave it, and how much was given. Non-prescription medications will be administered, from their original container, with written instructions from their doctor and written permission from parent or legal guardian.

#### **PLAN FOR THE CARE OF MILDLY ILL CHILDREN**

A child determined to be ill will be isolated in the nurse's office. The child's temperature will be taken. The child's parent or legal guardian will be called if necessary. Medication such as Tylenol will be given to child from its original container, with written instructions from their doctor and written permission from parent or legal guardian.

#### **PROCEDURES FOR IDENTIFYING & PROTECTING CHILDREN WITH ALLERGIES &/OR OTHER EMERGENCY MEDICAL SYSTEM INFORMATION**

The child information form will include allergy information. If a child has allergies, staff will be notified immediately verbally and in writing. Medication for allergies will be administered with written permission by parents, guardian, or by doctor. Allergic substances and materials will be avoided by the child with the assistance of staff. Children's' allergy information will be posted in the nurse's office and distributed to all staff.

#### **PROCEDURES FOR EMERGENCY CARE**

If an individual requires immediate hospital care, the camp nurse or director will contact the camper's parents/guardians to notify them that the injured camper is being taken to the hospital by ambulance. If the camper's parents/guardians are not available, camp staff will call the people listed on the emergency care form, followed by a call to the child's doctor. The camper's file, which includes medical information and emergency care permission forms, will be shared with emergency medical personnel.

IF THE INJURY IS SLIGHT, the camp nurse will administer first aid to the child. The nurse will document the injury or illness in the camp medical log along with completing an accident report form. The nurse will be responsible for notifying parents of minor injuries/illnesses.

#### **CONTAGIOUS ILLNESS**

If your child should show signs of any contagious illness, the camp directors or camp nurse will notify a parent. The parent will have two hours to pick-up the child. If the parent is unable to pick-up, or we are unable to reach the parent, we will arrange for the child to be picked up by one of the three names on the Emergency Release Form in the child's file. If your child is too sick to participate in ANY of our scheduled activities, he/she should stay home until he/she is well enough to participate fully in his/her camping day. Included in these parameters are conditions such as diarrhea, vomiting, and fever. Any and all contagious diseases and viruses need to be reported **immediately** so that we can inform all other families about potential exposure. A few examples are: chicken pox, measles, mumps, scarlet fever, whooping cough, or strep throat.

**RE-ENTERING CAMP FOLLOWING AN ILLNESS**

If a child is absent due to a contagious disease, they will only be accepted back into the program after the following: they have been on an antibiotic for 24 hours; they have been fever-free for 24 hours; and, when deemed appropriate by the Directors, a written note from the child's physician. We would ask you to use your own good judgment. If your child is not able to fully participate in his/her daily camp schedule, he/she should not be at camp.

**POLICY FOR CAMPERS AND STAFF WITH FLU SYMPTOMS**

Adults and children with a fever and one of the following: cough, sore throat or runny nose, should stay home from camp for at least 7 days from the onset of illness (or 24 hours after the end of illness if symptoms persist longer). They should not return to camp before the end of the exclusion period even if asymptomatic because viral shedding can continue for 7 days. A health care provider's note recommending a child's return to camp before the end of the full exclusion period does not supersede the public health guidelines. However, individuals who have recovered from influenza-like illness do not need to be "cleared" by a health care provider before returning to work or school after the end of their 7 day exclusion period.

**FIRST AID**

First Aid trained staff are always present at *Summer at the J*. If care is provided to a child by a staff, the staff will notify the parents, in writing, of the injury and the first aid administered. If the staff feels it is necessary, a phone call will be made to the parents to inform them of the nature of the injury and the first aid administered. First Aid kits are maintained by the Aquatics Department and contents are in accordance with the Marblehead Board of Health licensing requirements.

**EPI-PENS**

Please bring 2 epi-pens for your child. One will remain with the counselor and the other will remain with the nurse. The epi-pen must come to camp in the original container with the child's name, physician, date, dosage and expiration date. If the child's epi-pen is out of date at any time, the child will not be allowed to attend camp until an up to date epi-pen's is in our care. Any child with an epi-pen is required to have a Medication Consent Form. This will help explain symptoms and history of the child's allergy. All epi-pens will be kept in a secure place. Expired epi-pens will be returned to parents for proper disposal.

**PROCEDURES IF PARENTS CANNOT BE CONTACTED**

If parents, guardians, or emergency contacts cannot be reached in the event of an injury, the camper's emergency care health care authorization form will be given to the emergency care provider so that care can be provided. As soon as possible, parents, guardians, or emergency contacts will be notified of the incident and any care being administered.

## Summer at the J Child Guidance Policy

Our professional staff use positive techniques of guidance, redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior rather than competition, comparison or criticism. Consistent, clear rules are developed in conjunction with campers, where appropriate and feasible, and are discussed with them to help them understand. When appropriate, staff describe the situation to encourage the camper's evaluation of the problem rather than impose the solution, and assist them in recognizing another camper's feelings, thereby encouraging empathy.

Guidance techniques are non-punitive and are accompanied by rational explanations of expectations. Our staff will get down on the camper's eye level and provide guidance in a calm but firm manner. Limits are set for campers but the environment is arranged so that a minimal number of "no's" are necessary. A social time-out may be used to provide an opportunity for the camper to step away from the activity or group for a short period of time. No excessive time-outs will be implemented.

The program prohibits:

- Spanking or other corporal punishment of campers
- Subjecting campers to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment
- Depriving campers of meals or snacks, or force-feeding children
- Disciplining campers for soiling, wetting or not using the toilet, forcing campers to remain in soiled clothing or forcing campers to remain on the toilet, or using any other unusual or excessive practices for toileting.

### SUSPENSION/TERMINATION POLICY

Consistent inappropriate behavior, highly unusual behavior, or violent behavior may result in a one day suspension from *Summer at the J*. Suspension is at the discretion of the Camp Director. If a behavior continues with no improvement after consultations with parents and behavior modification by staff, the Camp Director may determine that the camper's placement in the *Summer at the J* program is inappropriate for his/her developmental needs. If *Summer at the J* cannot meet the developmental needs of a camper, the decision to terminate participation in *Summer at the J* would be a last resort. Parents would be consulted and involved throughout the decision making process. Failure to cooperate and work with staff concerning behavioral issues may be grounds for suspension or termination from the program. Staff will make every effort to assist in finding more appropriate placement for the camper. **Parents will be notified in writing of the decision to suspend or terminate participation in *Summer at the J* by the Camp Director. This notification will include the reasons for the suspension/termination and any written documentation, such as incident reports.** Upon parental request, the Director will also notify the parents of any referral services that would be helpful.

**A child may be terminated from the program on the following grounds:**

- *Summer at the J* is unable to meet the developmental needs of a camper resulting in chronic disruption and/or unsafe situations for them or other campers.
- Non-payment of tuition or late fees.
- Parental failure to cooperate and work with staff and administration concerning policies and procedures.
- Chronic lateness after closure time (6:00pm - see late fee policy).

## **POLICIES AND PROCEDURES ON INSTITUTIONAL ABUSE AND NEGLECT**

The Jewish Community Center of the North Shore, as an agency, is committed to the safety and well-being of all children of all ages, races and religions. As a part of this commitment, the staff is made aware of the signs and reporting procedures involving cases in which a child is suspected of having been abused or neglected. Abuse is defined as the non-accidental commission of any act by a caretaker who causes or creates a substantial risk of harm to a child's physical or emotional well-being, including sexual abuse. Neglect is defined as the failure of a caregiver, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision or other essential care. Training in this regard takes place during the staff's orientation sessions at the beginning of each summer.

*ALL QUESTIONS SHOULD BE REFERRED TO: Department of Social Services, Salem/Cape Ann: 978-825-3800*

## **CHILDREN WITH DISABILITIES**

*Summer at the J* services campers with disabilities. The camp department of the JCCNS will make every effort possible to accommodate the needs of all campers. In determining whether to accept or serve a child with a disability, the JCCNS shall, with parental consent and as appropriate, request information related to the child's participation in the Center's program for the Local Education Agency, Early Intervention Program or other health or service providers.

***Any child on an IEP, has a medical or developmental diagnosis or receives any specialized services should be registered through our Inclusion Program. Once camp begins, if it is determined that your child requires the Inclusion Program, the Camp Team may pause participation and your child will be put on a waitlist until the needed supports are able to be provided.*** For any questions related to children with disabilities, please contact our Inclusion Director, Melissa Caplan, at [mcaplan@jccns.com](mailto:mcaplan@jccns.com) or 781-476-9925.

## **BEHAVIOR MANAGEMENT PLAN**

It is understood that parents will communicate and work with staff regarding behavior management and behavior modification plans. *Summer at the J* rules are meant to protect the group and individual campers, and set reasonable and positive expectations that maximize each camper's growth and development.

Campers who behave appropriately and those who respond to corrective cues will be positively encouraged and reinforced with verbal reinforcement such as, "Jon is doing such a good job waiting quietly at the snack table..."

Discipline is usually a social time out, away from the group. The inappropriate behavior is discussed with the camper and how to alleviate the situation is worked out. The camper is offered choices for better behavior. The camper will have an opportunity to verbalize his feelings and every effort will be made so that the camper understands the reasons behind the rules.

When overt negative behavior such as tantrum behavior is displayed, the camper is removed from the area and allowed to calm down away from the program area. Accompanied by the specialist/group leader, a discussion is held to resolve the situation. If negative behavior persists, parents are consulted.

## **BULLYING POLICY**

*"Bullying" for the purposes of requirements related to Chapter 92 of the Acts of 2010 legislation is defined as the following:*

*The repeated use by one or more students [aggressor(s)] of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to him/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of requirements related to this law, bullying shall include cyber-bullying. See section 5 of the legislation for more details on the definition of cyber-bullying and more.*

Because of the inclusive nature of JCCNS summer camps, some campers are more at risk for bullying or for being bullied. We take our core values of kindness and inclusiveness seriously. Any signs or incidents of bullying will be communicated to and documented by the Camp Director. The Camp Director will work in accordance with the behavior management plan and child guidance policy to ensure the safety and comfort of all campers in the program. The MA Department of Elementary and Secondary Education definitions, referenced policies and resources will be used as a guide. Bullying can result in permanent termination from the program.

## **REPORTING ABUSE OR NEGLECT**

All camp staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

## **NOTIFICATION OF INJURY**

The center must notify you immediately of any injury which requires emergency care. The program must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

## **UNAUTHORIZED ACTIVITIES**

*Summer at the J* will not allow campers to participate in any activities (fundraising, publicity including media interviews and photographs, etc.) unrelated to the direct care of campers without written, informed consent from parents or guardian.

## **USE OF PICTURES FOR PUBLICITY**

During the camp program, staff members and/or professional photographers take photos and videos for electronic, print newsletters, and general marketing purposes that may include your child/children. Parents/Guardians may refuse any or all use of those photos and videos related to specific campers, provided a written request is received by the Camp Director prior to the start of camp.