



2019

Camp Simchah Family Handbook

Camp Simchah Junior (campers entering grades 1-4)

Camp Simchah Senior (campers entering grades 5-7)

Camp Simchah Specialty (campers entering grades 3-7)

Hello Campers and Families! Welcome to *Summer at the J: Camp Simchah* 2019!

Welcome to *Summer at the J: Camp Simchah* camps - whether you're moving up from *Kindercamp*, this will be your first year at camp, or you've been coming here for years, *Camp Simchah* 2019 will be a summer to remember! Now, as the Youth and Family Director at the Jewish Community Center of the North Shore, Jessie is excited to return to *Simchah* as Camp Director and also to welcome Yaniv Havusha as Assistant Camp Director! We've both worked at camps for a combined total of 20 years (11 of those here at *Camp Simchah!*), and are enthusiastically preparing for the best summer, yet!

Another thing Jessie and Yaniv have in common is that we both lived away from the area for quite some time and chose to return to the North Shore and to the JCCNS, where we attended pre-school, summer camp, after school programs and more (although a few years apart)! We know first-hand how important the JCC camp experience is for children and their families - it was a big part of our own growth and development, and for Jessie's children, Leo and Ruthie, it is already becoming a large part of theirs. We cannot wait for you to experience the fantastic summer we have planned for *Camp Simchah!*

The following pages have lots of information about camp and what you and your child can do to prepare and make camp the best experience possible! **Please review this Family Handbook** and be sure to **submit all camper forms to the JCCNS no later than May 31, 2019**. *Please note: no child can be admitted to camp until all camper forms have been submitted and processed.*

Please save-the-date and join us at the ***Summer at the J Kick-Off Pool Party on Sunday, June 23, 2019 from 1:00-3:00pm***. Get your camp shirt, meet camp staff, swim in the outdoor pool, and enjoy other fun activities with your camp friends!

See you there!

Jessie Stephens

Camp Simchah Director

Yaniv Havusha

Camp Simchah Assistant Director

Camp Simchah Basic References

Jewish Community Center of the North Shore, 4 Community Road, Marblehead, MA 01945

Main Line: 781-631-8330

Important Phone Numbers & Emails		
<i>Camp Simchah Director</i> Jessie Stephens	781-476-9901	jstephens@jccns.com
<i>Summer at the J Camp Controller</i> Scott Kaplan	781-476-9916	skaplan@jccns.com
<i>Inclusion Director</i> Melissa Caplan	781-476-9925	mcaplan@jccns.com
<i>Camp Aquatics Director</i> Christopher Havens	Outdoor pool 781-631-2802	chavens@jccns.com

Statement of Purpose

The Jewish Community Center of the North Shore 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 JCC 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.

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

Camp Simchah Core Values

The Hebrew word Simchah (שמחה) means Happiness and Joy. Here at *Camp Simchah*, we believe in the power of Camp and the power of Happiness and Joy — so we've selected principles that guide everything we do at camp.

Sunshine	Shemesh	שמש
Family	Mishpacha	משפחה
Kindness	Chesed	חסד
Being	Havaya	הוויה

We firmly believe that everyone can share in the JOY (Simchah) that is *Camp Simchah*! Summertime means SUNSHINE (Shemesh) — being present outside in nature, at the pool, on the field, with a group of friends who might start as strangers, but who we can call FAMILY (Mishpacha) even by the end of just one week of camp. We model and teach that through KINDNESS (Chesed) we can develop stronger relationships with one another and have fun. While BEING (Havaya) in the moment of every camp day, we grow as campers, as groups, and as a camp community — that is the wonderful thing we call CAMP!

Camp Simchah Program

A. Hours of Operation

Camp Simchah camps run 5-day camp weeks, Monday through Friday. There is no camp on Thursday, July 4, 2019, for the Independence Day holiday, making Week 2 a 4-day camp week.

Camp Simchah Junior 9:00am-4:00pm (full camp day)
 9:00am-1:00pm* (early pick up option)

Camp Simchah Senior 9:00am-4:00pm

Camp Simchah Specialty 9:00am-4:00pm

*There is no early pickup on field trip days for *Camp Simchah Junior* - camp ends at 4:00 PM on these days.

Extended Care:

For those families that require additional hours of care, our Extended Care hours are available by pre-enrollment, Monday-Friday at the following times:

AM Extended Care 7:30am-9:00am
 PM Extended Care 4:00pm-6:00pm

Fees for this service are outlined on pages 23, 25, & 27 of the Camp Guide.

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 urge you to develop a list of back-up names for emergency use which you will be asked to list on the Emergency Release Form (see forms packet on website). We also ask for as much prior notice as possible.

B. Arrival and Departure Procedures

1. Drop Off

a. 7:30am-8:45am

AM Extended Care drop off takes place between 7:30am and 8:45am in the J Adventure Room for those who have pre-registered.

b. 8:50am-9:00am

Morning drop off for Camp Simchah is **in front of Epstein Hillel School (EHS)** at the far end of the upper parking lot. Unless you have signed up for AM Extended Care, all drop offs must occur between **8:50am and 9:00am**. *Camp Simchah* is not responsible for your camper before that time. After you drop off your camper at EHS, they will be checked in and will join their group inside EHS for AM Flagpole.

2. Pick Up

a. 1:00pm (early pick up for Camp Simchah Junior)

1:00pm Early Pick Up for Camp Simchah Junior is in front of EHS for campers who are pre-registered. Campers not picked up by 1:10pm will be returned to their groups for the remainder of the camp day, unless an approved pick up person arrives prior to the end of the camp day.

b. 4:00pm

4:00pm afternoon pick up for all Camp Simchah camps is in front of the JCCNS at the circle. Campers not picked up by 4:10pm will be brought to the PM Extended Care location and additional fees will be incurred. Guardians and emergency contacts will be called in the order listed on camper forms for those not pre-registered for PM Extended Care.

c. 4:10-6:00pm

PM Extended Care Pick Up takes place between 4:10pm-6:00pm in the J Adventure Room for those who have pre-registered. If the group is outside at the Lower Playground during this time, a sign will be placed at the JCC Welcome Center located at the building entrance.

3. Drop Off and Pick Up Rules

a. Can I drop off my child after 9:00am?

Camp begins promptly at 9:00am. The initial part of our day sets the tone for the group and each camper. Children tend to adjust to the routine when they start the day off with the rest of the group. Please make every effort to bring your child on time. Those dropping off campers after 9:00am may have to take the camper to another part of campus in order for them to join their group. Inclusion campers who have a modified schedule will make arrangements with the Inclusion Director.

b. Can I pick up my camper early?

Early dismissals are allowed. Please keep in mind that our camper groups are together for one-week sessions. The more time each camper spends with their group, the better their camp experience will be. Throughout each day there are various opportunities for fun and celebration and we want your child(ren) to be a part of that!

c. Who can pick up my camper?

Your child's safety is our top priority. No child may be picked up during or at the end of their camp day by anyone other than those listed on their Child Release Form, unless arrangements have been made by a legal guardian, IN WRITING, with the Camp Director.

d. Can my camper walk to/from camp?

Camper of a certain age with signed guardian permission may walk to/from camp. Please give permission on camper forms no later than May 31, 2019. Without written permission, campers will only be released to those on their approved pick up list.

e. Parking Lot

Please be aware of the danger of the traffic in the parking lots and be alert and attentive, and observe the one-way traffic signs during pick up and drop off.

C. Field Trips

More information including specific trip destinations, what to pack, daily schedule/itinerary, transportation plan, communication plan, etc. will be emailed to guardians of all campers who are registered for individual field trips. If guardians want a hard copy, please notify the Camp Director at least 5 business days before the trip.

If you do not want your camper to attend a field trip, please notify us at registration or by June 10th, we will refund your field trip fee. Field trip fee refunds will not be provided for absenteeism.

D. Parental Responsibilities**1. Clothing**

Families are asked to send their child to camp in appropriate outdoor clothing every day. All groups have instructional swim before lunch, so please be sure your child arrives in their swim suit and with sunblock already applied.

Additionally, parents are asked to send the following items. Please **label all items with your child's name**:

- A backpack,
- A large towel,
- Extra change of clothes,
- Underwear and socks to change into after swimming,
- Any personal care items they use regularly (feminine care items for those who may need them, hair brush, hair ties, sunglasses, etc.)
- A plastic bag to put the child's wet swimsuit and towel in,
- Sunscreen (plastic bottle labeled with child's name inside a zip loc bag)
- A sun hat,
- Rain gear, jacket, or sweatshirt- appropriate to the weather,
- Sneakers or rubber soled shoes should be worn every day.

Please do NOT send the following items to camp:

- Electronic devices (including, but not limited to, cell phones & smart watches),
- Toys & stuffed animals,
- Playing/trading cards,
- Candy & gum, and
- Anything else of value that might be lost or damaged at camp.

2. Food

a. Snacks

You will need to provide a nut-free/meat-free snack for your child, daily. Please clearly label their bag with their first and last name. Please see the JCCNS Dietary Guidelines below.

b. Lunches

Children will bring their own lunch in an insulated lunch bag and/or an ice pack clearly labeled with their first and last name. Friday pizza lunch is available for purchase. Orders must be completed by Wednesday of that same week. The order form is available online.

3. Dietary Policies

Please make sure that all camp snacks and lunches are pareve (vegetarian, eggs, fish) or dairy, and nut-free. The JCCNS is kosher and nut-aware facility. Pizza deadline is Wednesday of each week for Friday pizza lunch. Order forms will be made available after registration and at jccns.org. We're happy to provide you with a list of suggestions below:

Suggested Food List

Pasta	Tuna Fish	Fresh Fruit	Boiled Eggs/Egg Salad
Fresh Vegetables	Pasta Salad	Cheese	Crackers/Rice Cakes
Cottage Cheese	Yogurt	Grilled Cheese	Hummus
Tortilla Chips	Pizza	Soup	Bagel & Cream Cheese
Sunbutter and Jelly Sandwich		Soybutter and Jelly Sandwich	

If your child has a specific dietary restriction or food allergy that limits their selection based on our food policy, please contact your Camp Director directly to discuss.

4. Absenteeism

We ask that parents please notify the Camp Director (preferably via email or Remind 101) when their child(ren) are going to be absent or late on any regularly scheduled day. Camp fees are based on registration and refunds are not given due to absenteeism.

5. Schedule Changes/Withdrawals

We ask that you notify the camp director of any changes to your child's schedule at least one week before its effective date, by using our online Change Form on our web site.

6. Health/Illness Policy

It is important that all the children are healthy and free from contagious infection. Proof of a physical examination and required immunizations must be submitted prior to the start of camp. The Marblehead Board of Health requires the program to keep an updated and complete form on every child enrolled in the program. ***Children may not begin camp until all required forms are processed.***

- a. Mild Illness: If you suspect that your child is becoming ill or is not feeling well, please keep your child home. If your child develops symptoms during his/her day at camp, the following steps will be taken:
 1. The counselor will assess if the child can reasonably participate in camp activities. The following will be noted:
 - a. Symptoms,
 - b. When it began/how long it lasted,
 - c. How much/often,
 - d. Behavior change,
 - e. Temperature,
 - f. Any other information.
 2. Parent/Guardian will be contacted immediately.
- b. Contagious Illness: If your child should show any signs of contagious illness, the same steps as outlined in step a will be taken. If the parent is unable to come for the child, we will arrange for the child to be picked up by one of the names listed on the Emergency Release Form in your child's file. All contagious diseases and viruses need to be reported immediately so that we can inform other families about potential exposure. Some examples are: chicken pox, German measles, mumps, scarlet fever, pertussis/whooping cough, and strep throat.
- c. When should a child stay home? If your child is too sick to participate in our scheduled activities, or requires specialized, individualized, attention due to their present health condition, your child should stay home until they are well enough to participate fully. Included in these parameters are conditions such as diarrhea, vomiting, fever, etc.

7. Pool Policy

- Each camper will be swim tested on the first day of the camp session to determine their swim level.
- Based on swim ability, campers will be identified into non-swimmer, at-risk swimmer, and proficient swimmer categories. Non-swimmers and at-risk swimmers will be asked to stay within certain areas of the pool.
- Swimmers will be tested at the end of each 2-3 week period and guardians will be given an update on their progress when tested.

8. Medication Policy

If your child must receive medication while at camp, the following steps must be taken:

1. Legal guardian must fill out a Permission to Administer Medication form and hand the form, along with the medication to the Camp Nurse, head counselor, or the Camp Director.
2. Medication must come to the camp office in the original container.
3. Medication will be kept inside the refrigerator and/or in the office in a locked box, clearly labeled Medication.
4. A Registered Nurse and/or staff who administers the medication will mark the dosage and time and sign off to indicate the child received the required medication.
5. It is the guardian's responsibility to retrieve the medication at the end of the child's camp day.

It is important to inform staff if your child has been medicated at home, for it may affect the child's day at camp.

9. Late Pick Up Policy

Camp Simchah is open from 9:00am-4:00pm, Monday through Friday, with extended care available by pre-registration from 7:30am-6pm, Monday through Friday. Families are expected to pick up their child by the designated time for their specific program and based on their specific registration. We ask for your complete cooperation in this matter so that we can maintain appropriate staff-to-camper ratios, respect the schedules of our staff, and, most importantly, ensure the welfare of the children placed in our care. If a camper is picked up after their designated time without prior notice, the staff member will verify and document the time of your arrival. You will be charged \$10 for any portion of the first 10 minutes the camper is picked up late. You will then be charged an additional \$10 for any portion of each 10 minute block of time, thereafter. We hope that all parents establish some form of emergency back-up procedure in the event that you are unable to pick up your camper on time and so that this policy need not be enforced.

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

10. Group Request Policy

If you would like your child placed in a group with his/her friends, please make that request in writing or by email to the camp director. The request must be received by June 1st. We will do our best to honor all requests; however, actual group placement is determined by the director based on requests, availability, age guidelines, and efforts to balance groups as much as possible.

Please remember that camp is a time for your child to make new friends and participate in new experiences. Your support of these new friendships and experiences is helpful if/when group requests cannot be accommodated.

11. Discipline Policy

The Jewish Community Center of the North Shore, Camp Simchah abides by the rules of regulations of the Marblehead Board of Health and Massachusetts Department of Public Health regarding discipline.

Discipline and guidance must be consistent and based upon an understanding of the developmental needs of children.

- (a) Corporal punishment shall not be used, including spanking;
- (b) No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;
- (c) No child shall be denied food or water as a form of punishment;
- (d) No child shall be punished for soiling, wetting, or not using the toilet.

Counselors redirect children's unexpected behavior through verbal interaction. We talk about the behavior and not the child. We feel that this is the most effective way of teaching and re-teaching expected behavioral responses and involving a child in solving the problem at hand. This helps to retain their feelings of self-esteem. Whenever possible, we give the child viable options and allow them to choose solutions.

On rare occasions, "Time out" may be implemented, allowing children to take a break from the situation until they are able to return to the problem-solving stage. This method involves removing the child from the situation and asking them to sit and think about what has occurred or to take a moment mentally to themselves. After a few moments, a staff person discusses with the child the situation and the child rejoins the group/activity.

12. Termination Policy

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

- *Summer at the J* is unable to meet the needs of a child, which results in chronic disruption and/or unsafe situations for them or other campers or staff.
- 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 policy).
- Submission of registration, inclusion pre-application, or camper forms which leave out important information about the child, such as medical diagnoses or any other information that is necessary for *Summer at the J* to appropriately support a child in our care. In these cases, we will make attempts to correct the misinformation and provide needed support; however, campers may be asked to pause programming until such support becomes available (See Children with Disabilities/Inclusion policies below).

13. 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 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 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 directed to: Department of Child and Family Services, Salem/Cape Ann 978.825.3800*

Reporting Abuse or Neglect:

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to both the Department of Child and Family Services or to the licensee's program administrator, who is then required by law to report to the Department of Child and Family Services. The licensee must have written policies and procedures in place for reporting and must provide written policy to you upon enrollment.

14. Children with Disabilities/Inclusion

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

Any child with an IEP, 504 plan, a medical, developmental, or behavioral health diagnosis, or who receives any specialized services should be registered through our Inclusion Program. Once camp begins, if it is determined that your child requires support through 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 and/or our Inclusion Program, please contact our Inclusion Director, Melissa Caplan, at mcaplan@jccns.com or 781-476-9925.

15. Non-Discrimination Policy

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

16. Important Information for All Families:

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 children to participate in any activities (fund raising, publicity, including media interview and photographs, etc.) unrelated to the direct care of children without written, informed consent of the child's parents or guardian.

Use of Pictures for Publicity:

During the camp program, staff members may take photographs of campers to use for JCCNS publications and marketing. If you do not want the JCCNS to use photos of your child, please request a form from the Camp Controller and submit it no later than June 1st.

a. Licensing

Summer at the J camps are licensed by the Marblehead Board of Health. All camps comply with regulations of the Massachusetts Department of Public Health.

As guardians of campers, you have the right to request copies of our policy on background checks, healthcare, and discipline.

We perform background checks on all staff members, including CORI and SORI, per the local and state boards of health regulations.

b. Registration

A credit card is required, even if you choose to use an alternate payment method. Payment in full is due by June 1, 2019 unless a payment plan has been agreed upon.

Registration is not complete until the entire fee is paid and all required forms have been processed. Any enrollment (including previously registered campers adding on days/weeks/hours) after June 1 must be paid in full at time of registration, made by the Wednesday before an upcoming camp week, and accompanied by all required forms in order to be processed. Registrations after June 1 must be confirmed by *Summer at the J* staff.

c. Registration Deadline

If space allows, late registrations may be accommodated no later than the Wednesday before an upcoming camp week. Late registrations must be paid in full at time of registration and be accompanied by all required forms to be processed. Registrations after June 1st must be confirmed by *Summer at the J* staff.

d. Refunds

No refunds will be made after June 10, 2019, unless a child is withdrawn for medical reasons with documentation from a medical professional. There will be no refunds for absenteeism due to illness or vacation.

If you do not want your camper to attend a field trip, and notify us at registration or by June 10th, we will refund your field trip fee. Field trip fee refunds will not be provided for absenteeism.

e. Scholarships

Scholarships are available. Availability is limited, so please apply early by contacting Camp Controller, Scott Kaplan, at skaplan@jccns.com.

f. Fees

Please see Camp Registration forms on pages 23-30 of the camp guide, found at: jccns.org/summer-camp/ for Camp fees and deposit information.

Additional Fees:

- Change Fee: Changes made after June 10, 2019 will be subject to a \$25 change fee.
- Field Trip Fee: Field Trip fee is \$20/trip for all Simchah Junior and Senior campers. Simchah Junior campers who have signed up for early pickup will stay for full day on field trip days, and their total charge will be \$45/trip, which includes afternoon care fees. All campers will be picked up at 4:00 PM on Field Trip days, unless registered for extended care.
 - If you notify us at registration or by June 10th, that your camper will not be attending field trips, then we will refund your field trip fee. Field trip fee refunds will not be provided for absenteeism.

g. JCCNS Membership Camp Benefits

Annual and Summer JCCNS Members receive discounted member rates for camp programming, in addition to other member benefits. Community members who are interested in JCCNS annual or summer membership, please contact Membership Operations Director, Andrew Dalton, at adalton@jccns.com or 781.631.8330 for more information. Let him know you learned about membership from the Simchah Family Handbook!

h. Discounts

Multi-week and Early Bird discounts apply to regular camp hours only. Discounts are given consecutively. Please contact Scott Kaplan, Camp Controller, at skaplan@jccns.com for more information on final rates after discounts. •

- Multi-week Discount: Register for four or more weeks and receive a 5% discount.
- Family Discount: Register two or more children in the same family for four or more weeks and receive a 5% discount.
- Early Bird Discounts: Pay in full by March 17, 2019, and receive a 10% discount. Pay in full by April 22, 2019 and receive a 5% discount.
- 2018 PRICE DISCOUNT: Register by May 1, 2019 and pay 2018 prices! (Must be paid in full by June 1, 2019.) Changes or additions made after May 1, 2019 will be billed at the 2019 rates.
- Referral Discount for you and a friend: Come to our Camp Open House on March 17, 2019, register your child for camp, and bring a non-member, newcamper friend who registers for camp — you'll BOTH receive 5% off two consecutive weeks of camp!

i. Supervision of Campers

All campers travel with their group and counselors from one activity to the next. No camper is ever unattended.

- If anything is happening at home that may influence and/or affect your child's experience or disposition while with us at camp, please feel free to discuss it with the director. All information will be confidential. Our goal is to provide a positive experience for you and your child.

j. Transportation

Transportation from North Suburban JCC and Temple Ner Tamid (both in Peabody) is available at the rate of \$50 per week, per child. Please register for transportation on your registration form.

Bus Drop Off: those who have registered for bus transportation will be provided with additional drop off information. Busses arrive to the JCCNS/EHS by 9:00am each camp day.

Bus Pick Up: those who have registered for bus transportation will be provided with additional pick up information. Busses depart the JCCNS/EHS at 4:00pm-4:05pm each camp day.

Bus Policies

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