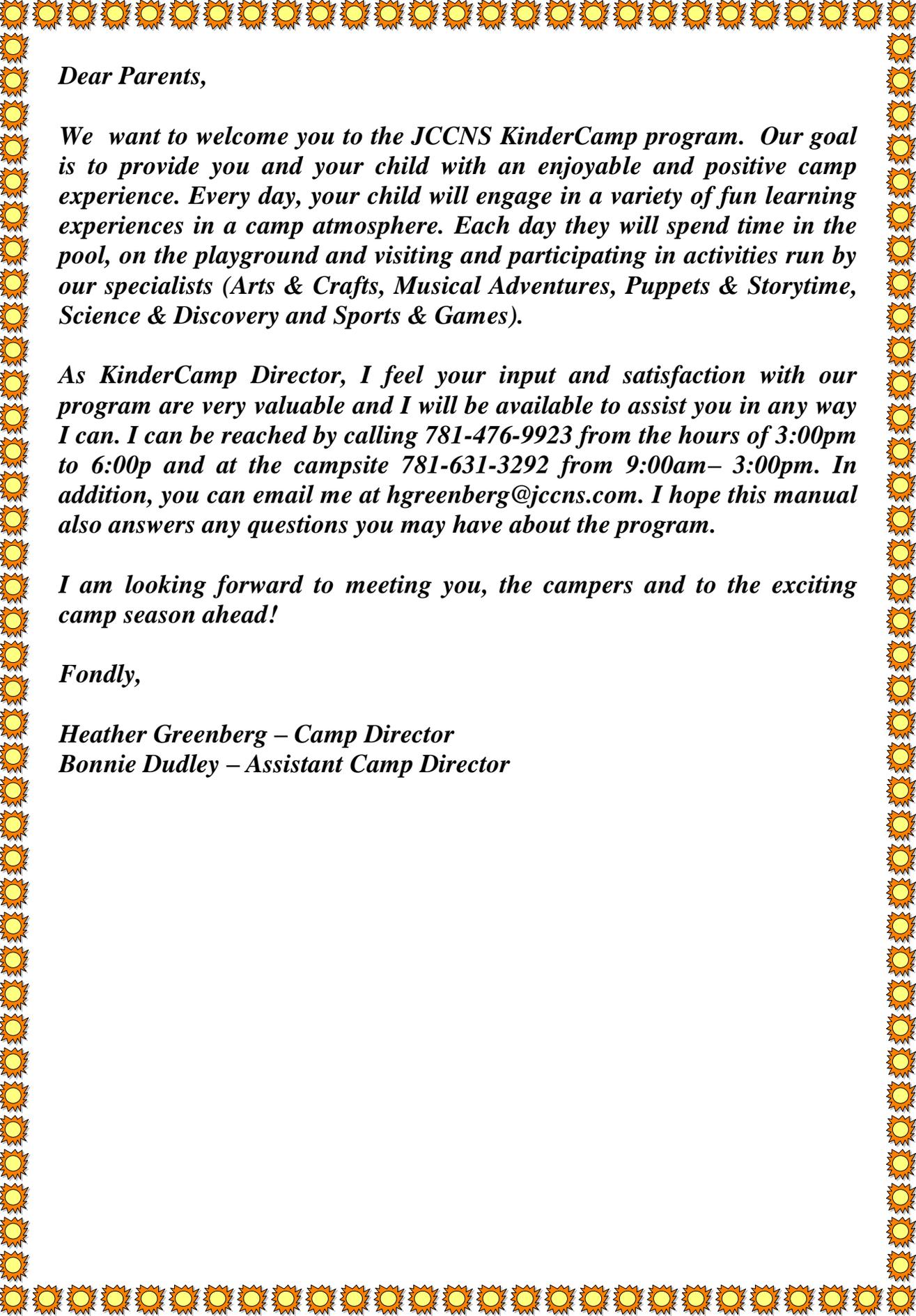


**KinderCamp**

**Parent Manual**

**Summer 2019**





*Dear Parents,*

*We want to welcome you to the JCCNS KinderCamp program. Our goal is to provide you and your child with an enjoyable and positive camp experience. Every day, your child will engage in a variety of fun learning experiences in a camp atmosphere. Each day they will spend time in the pool, on the playground and visiting and participating in activities run by our specialists (Arts & Crafts, Musical Adventures, Puppets & Storytime, Science & Discovery and Sports & Games).*

*As KinderCamp Director, I feel your input and satisfaction with our program are very valuable and I will be available to assist you in any way I can. I can be reached by calling 781-476-9923 from the hours of 3:00pm to 6:00p and at the campsite 781-631-3292 from 9:00am– 3:00pm. In addition, you can email me at [hgreenberg@jccns.com](mailto:hgreenberg@jccns.com). I hope this manual also answers any questions you may have about the program.*

*I am looking forward to meeting you, the campers and to the exciting camp season ahead!*

*Fondly,*

*Heather Greenberg – Camp Director  
Bonnie Dudley – Assistant Camp Director*

# ***KinderCamp Basic References***

***Jewish Community Center of the North Shore***

4 Community Road, Marblehead, MA 01945

**Main Line: 781-631-8330**

<b>Important Phone Numbers &amp; Emails</b>		
<i>KinderCamp Director</i> Heather Greenberg	Direct line 781-476-9923	<a href="mailto:hgreenberg@jccns.com">hgreenberg@jccns.com</a>
<i>Summer at the J Camp Controller</i> Scott Kaplan	Direct Line 781-476-9916	<a href="mailto:skaplan@jccns.com">skaplan@jccns.com</a>
<i>Inclusion Director</i> Melissa Caplan	781-476-9925	<a href="mailto:mcaplan@jccns.com">mcaplan@jccns.com</a>
<i>Camp Aquatics Supervisor</i> Brandon O'Donnell	Outdoor pool 781-631-2802	<a href="mailto:bodonnell@jccns.com">bodonnell@jccns.com</a>

## **Statement of Purpose**

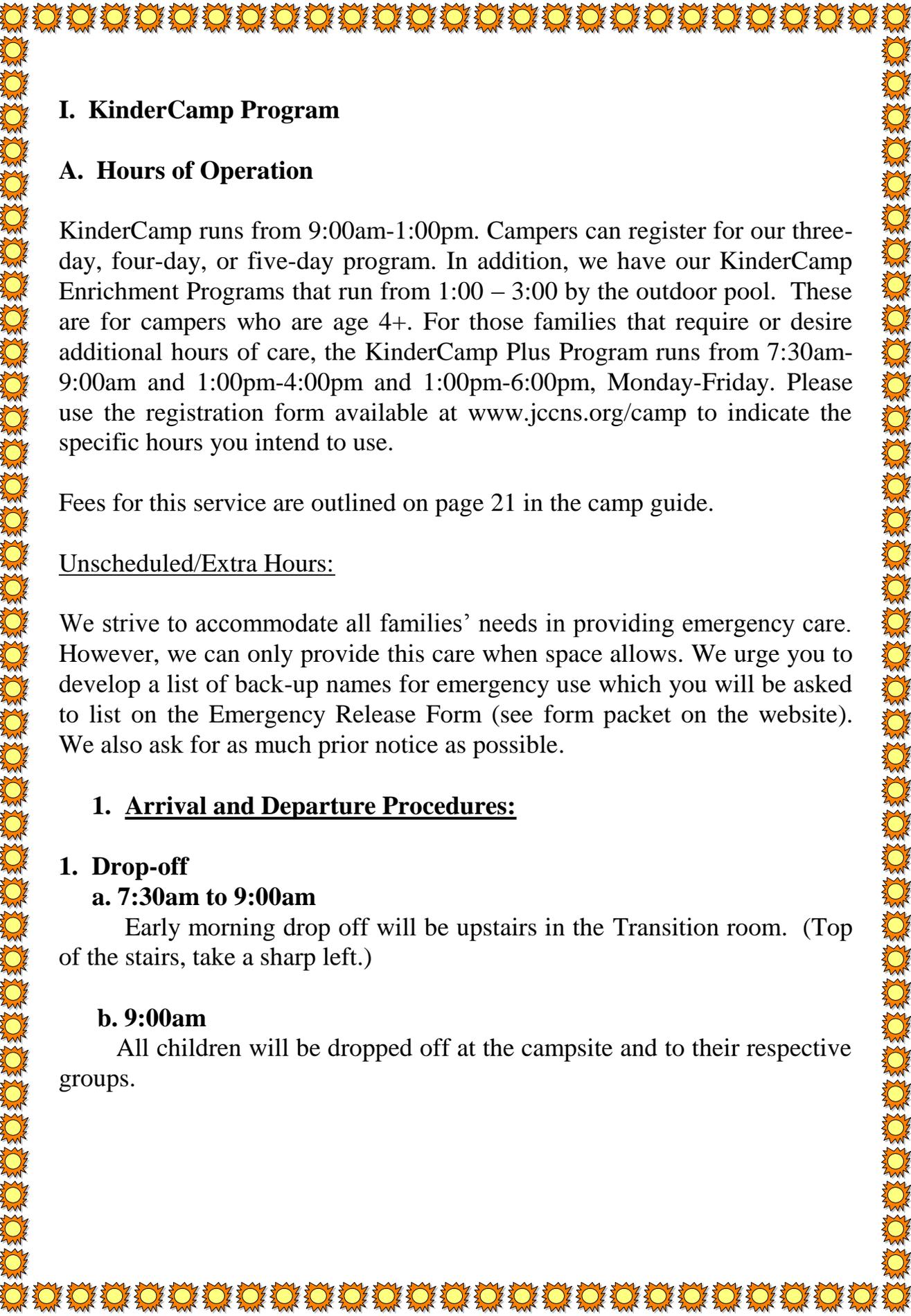
The Jewish Community Center of the North Shore is a social service agency established to provide for the spiritual, physical, cultural and social wellbeing of the Jewish community, in particular, and the entire community generally, to foster the perpetuation of Jewish values and to foster the highest 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. *KinderCamp* is licensed by the Marblehead Board of Health. Copies of policies for staff background checks and camp health care policy is available upon request.

***SUMMER AT THE J  
OPEN HOUSE  
SUNDAY, JUNE 23, 2019  
1:00pm – 3:00pm***

***Meet and Greet: Visit with your child's counselors, meet the Specialists and Aquatics Staff, pick up your camper's T-shirt, and go for a swim in the outdoor pool!***

***WE LOOK FORWARD TO SEEING YOU  
THERE! ☺***



## **I. KinderCamp Program**

### **A. Hours of Operation**

KinderCamp runs from 9:00am-1:00pm. Campers can register for our three-day, four-day, or five-day program. In addition, we have our KinderCamp Enrichment Programs that run from 1:00 – 3:00 by the outdoor pool. These are for campers who are age 4+. For those families that require or desire additional hours of care, the KinderCamp Plus Program runs from 7:30am-9:00am and 1:00pm-4:00pm and 1:00pm-6:00pm, Monday-Friday. Please use the registration form available at [www.jccns.org/camp](http://www.jccns.org/camp) to indicate the specific hours you intend to use.

Fees for this service are outlined on page 21 in 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 form packet on the website). We also ask for as much prior notice as possible.

#### **1. Arrival and Departure Procedures:**

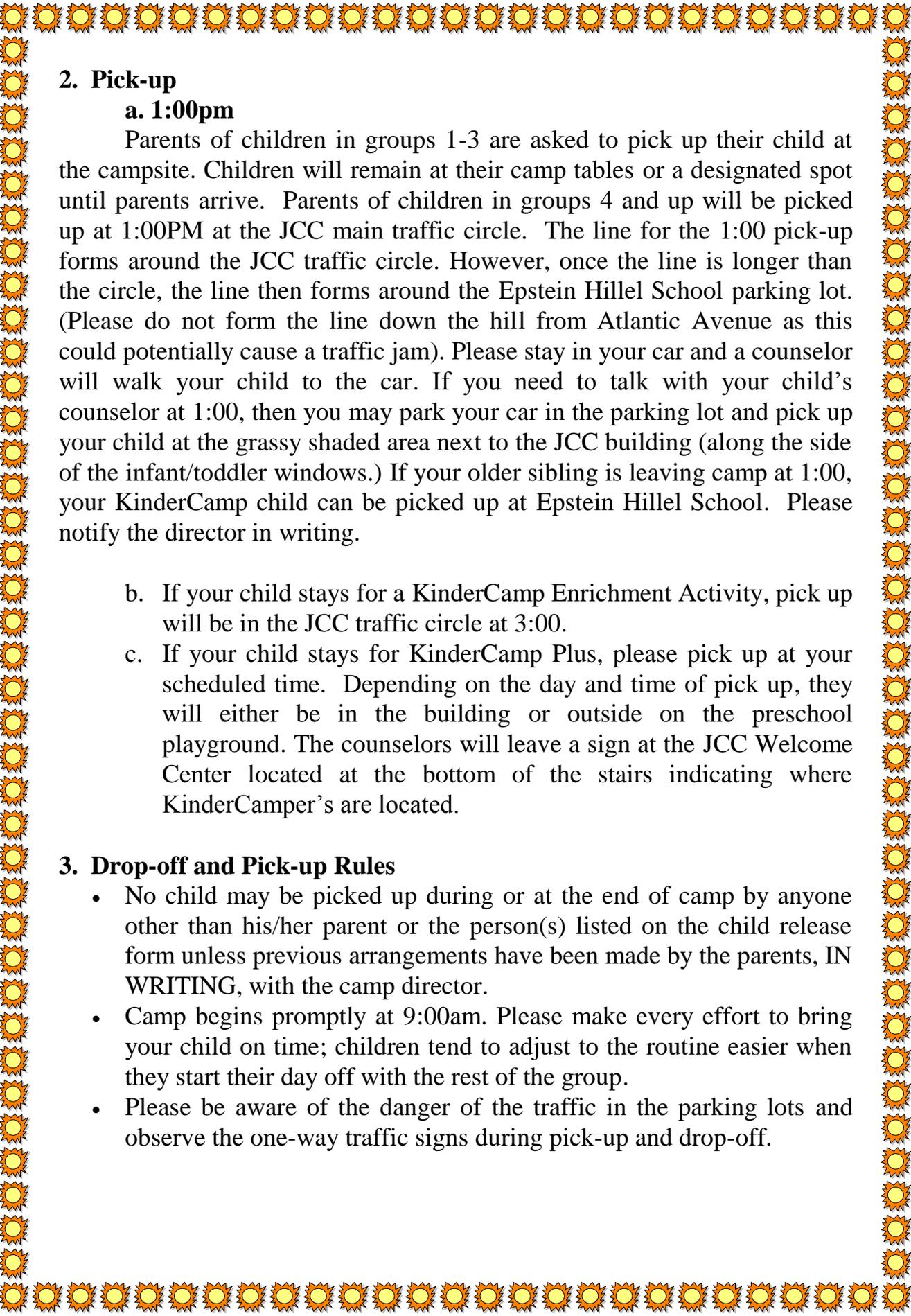
##### **1. Drop-off**

###### **a. 7:30am to 9:00am**

Early morning drop off will be upstairs in the Transition room. (Top of the stairs, take a sharp left.)

###### **b. 9:00am**

All children will be dropped off at the campsite and to their respective groups.



## 2. Pick-up

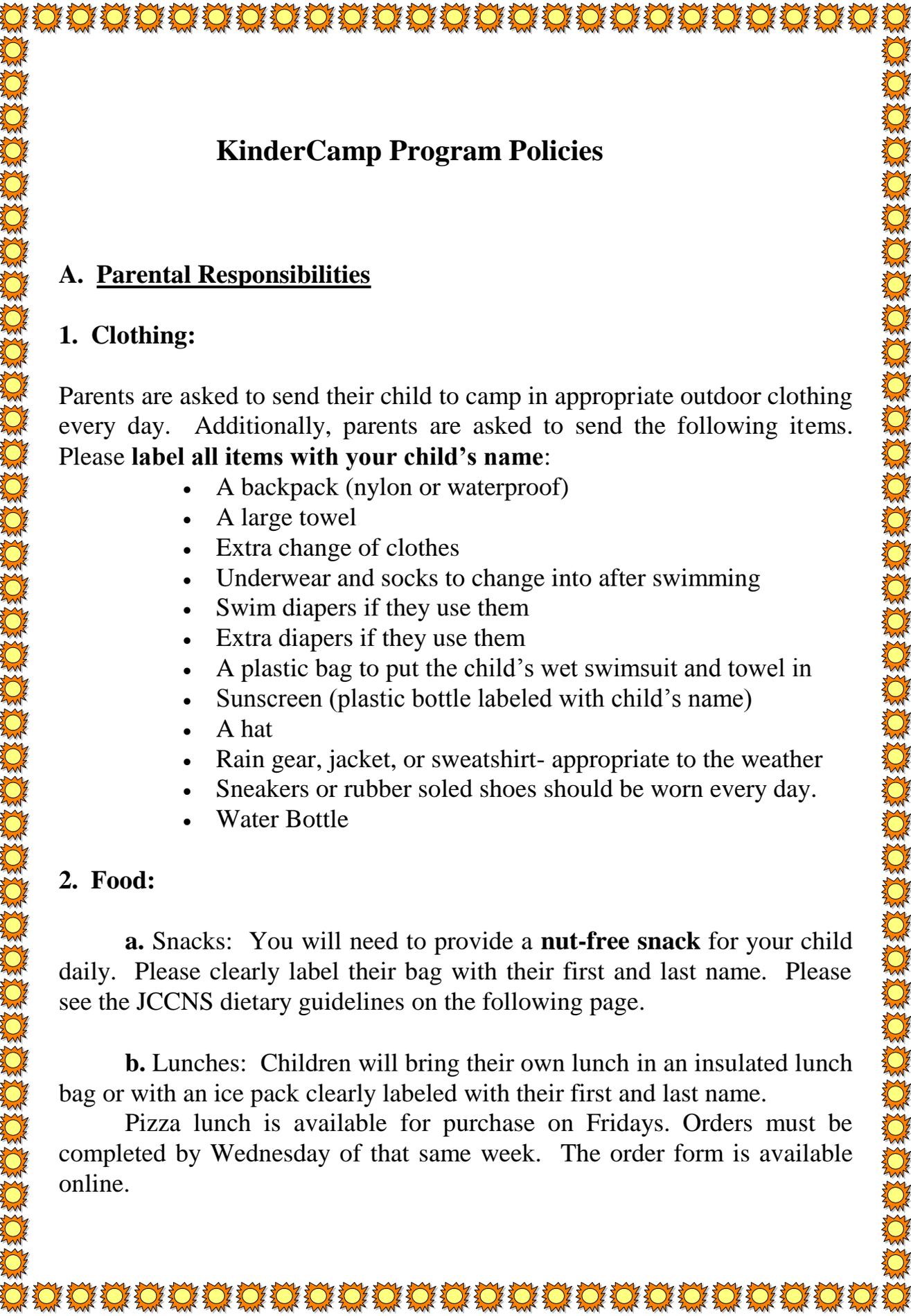
### a. 1:00pm

Parents of children in groups 1-3 are asked to pick up their child at the campsite. Children will remain at their camp tables or a designated spot until parents arrive. Parents of children in groups 4 and up will be picked up at 1:00PM at the JCC main traffic circle. The line for the 1:00 pick-up forms around the JCC traffic circle. However, once the line is longer than the circle, the line then forms around the Epstein Hillel School parking lot. (Please do not form the line down the hill from Atlantic Avenue as this could potentially cause a traffic jam). Please stay in your car and a counselor will walk your child to the car. If you need to talk with your child's counselor at 1:00, then you may park your car in the parking lot and pick up your child at the grassy shaded area next to the JCC building (along the side of the infant/toddler windows.) If your older sibling is leaving camp at 1:00, your KinderCamp child can be picked up at Epstein Hillel School. Please notify the director in writing.

- b. If your child stays for a KinderCamp Enrichment Activity, pick up will be in the JCC traffic circle at 3:00.
- c. If your child stays for KinderCamp Plus, please pick up at your scheduled time. Depending on the day and time of pick up, they will either be in the building or outside on the preschool playground. The counselors will leave a sign at the JCC Welcome Center located at the bottom of the stairs indicating where KinderCamper's are located.

## 3. Drop-off and Pick-up Rules

- No child may be picked up during or at the end of camp by anyone other than his/her parent or the person(s) listed on the child release form unless previous arrangements have been made by the parents, IN WRITING, with the camp director.
- Camp begins promptly at 9:00am. Please make every effort to bring your child on time; children tend to adjust to the routine easier when they start their day off with the rest of the group.
- Please be aware of the danger of the traffic in the parking lots and observe the one-way traffic signs during pick-up and drop-off.



# KinderCamp Program Policies

## A. Parental Responsibilities

### 1. Clothing:

Parents are asked to send their child to camp in appropriate outdoor clothing every day. Additionally, parents are asked to send the following items.

Please **label all items with your child's name**:

- A backpack (nylon or waterproof)
- A large towel
- Extra change of clothes
- Underwear and socks to change into after swimming
- Swim diapers if they use them
- Extra diapers if they use them
- A plastic bag to put the child's wet swimsuit and towel in
- Sunscreen (plastic bottle labeled with child's name)
- A hat
- Rain gear, jacket, or sweatshirt- appropriate to the weather
- Sneakers or rubber soled shoes should be worn every day.
- Water Bottle

### 2. Food:

**a. Snacks:** You will need to provide a **nut-free snack** for your child daily. Please clearly label their bag with their first and last name. Please see the JCCNS dietary guidelines on the following page.

**b. Lunches:** Children will bring their own lunch in an insulated lunch bag or with an ice pack clearly labeled with their first and last name.

Pizza lunch is available for purchase on Fridays. Orders must be completed by Wednesday of that same week. The order form is available online.

**Please do not send in any peanut butter or nut products of any type due to severe food allergies.**

### **3. Dietary Policy:**

While we are a community with varying dietary observances, we feel it is important for our entire population to feel comfortable with our food policy. **Only dairy or vegetarian lunches may be brought from home.** We're happy to provide you with a list of suggestions which you will find below.

#### **Suggested Food List**

pasta	tuna fish	fresh fruit
boiled eggs/egg salad	fresh cut vegetables	pasta salad
sliced cheese	crackers/rice cakes	cottage cheese
grilled cheese	soup	salad
pizza	cheese sandwich	bagel & cream cheese
yogurt	pita bread	

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

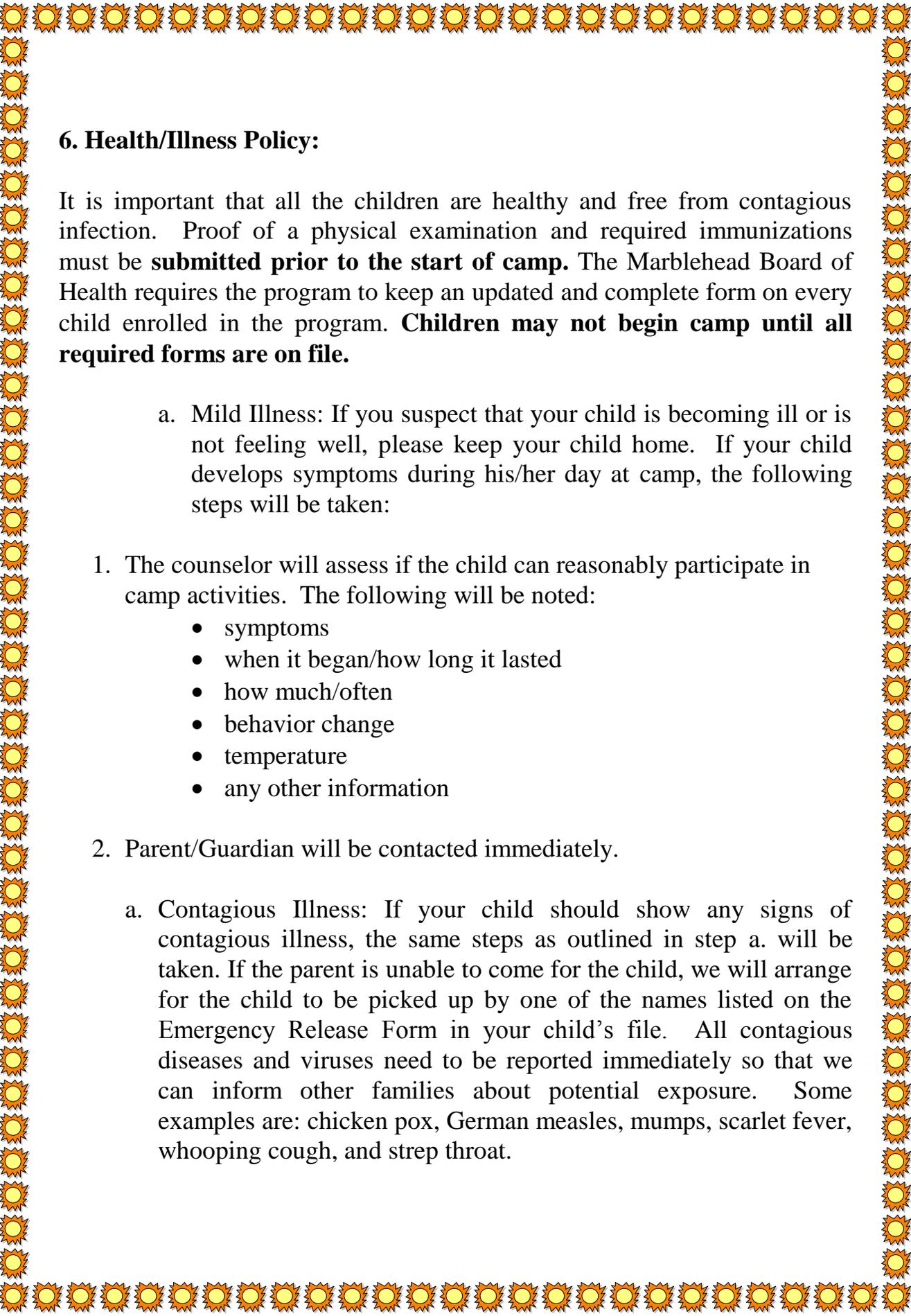
### **4. Absenteeism:**

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

### **5. Schedule Changes /Withdrawals:**

We ask that you to 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.*

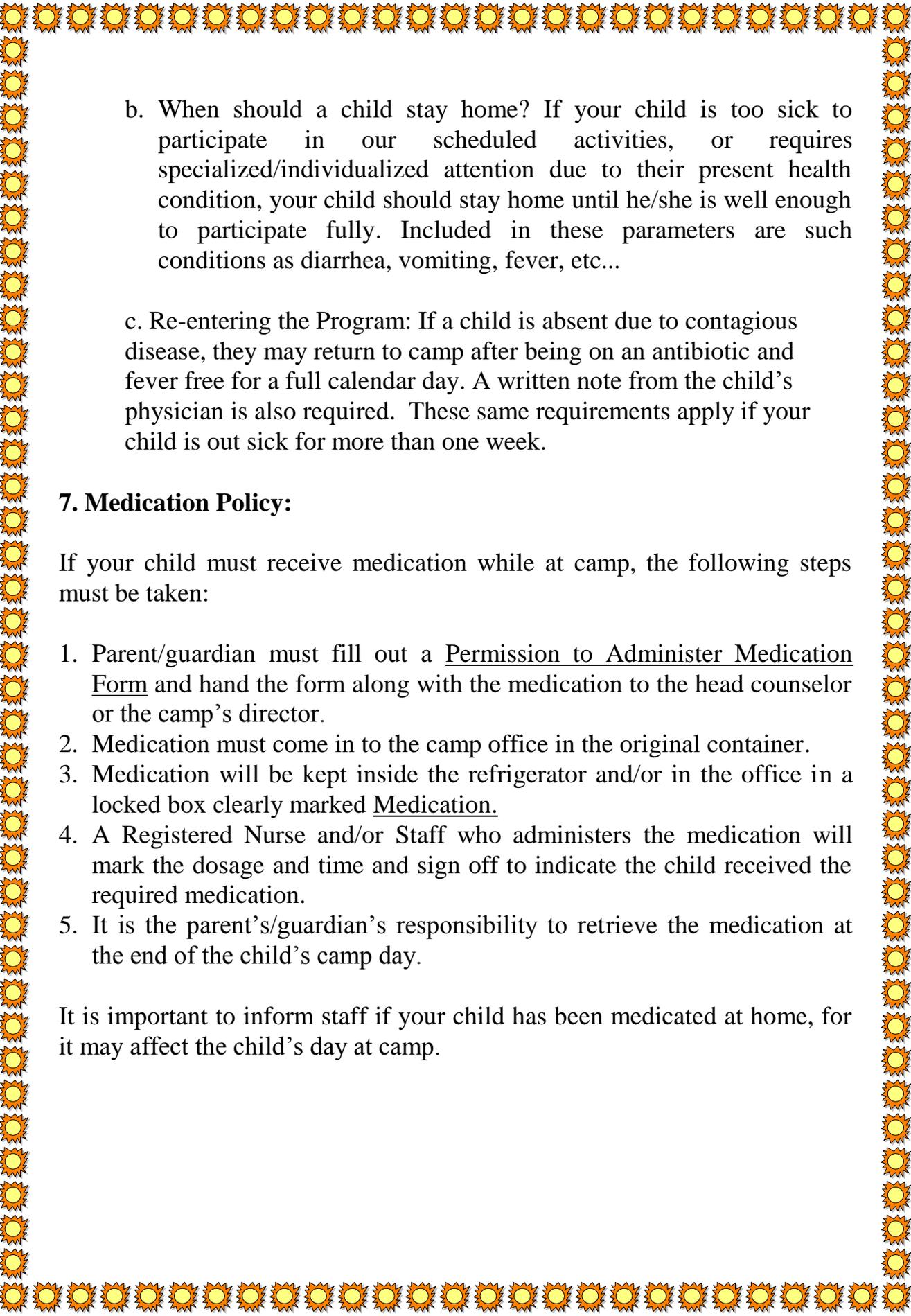
**No refund or credits will be given for withdrawal from the program unless it is for medical reasons that are verified by a physician's certificate.**



## 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 on file.**

- 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:
    - symptoms
    - when it began/how long it lasted
    - how much/often
    - behavior change
    - temperature
    - any other information
  2. Parent/Guardian will be contacted immediately.
    - a. 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, whooping cough, and strep throat.



b. 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 he/she is well enough to participate fully. Included in these parameters are such conditions as diarrhea, vomiting, fever, etc...

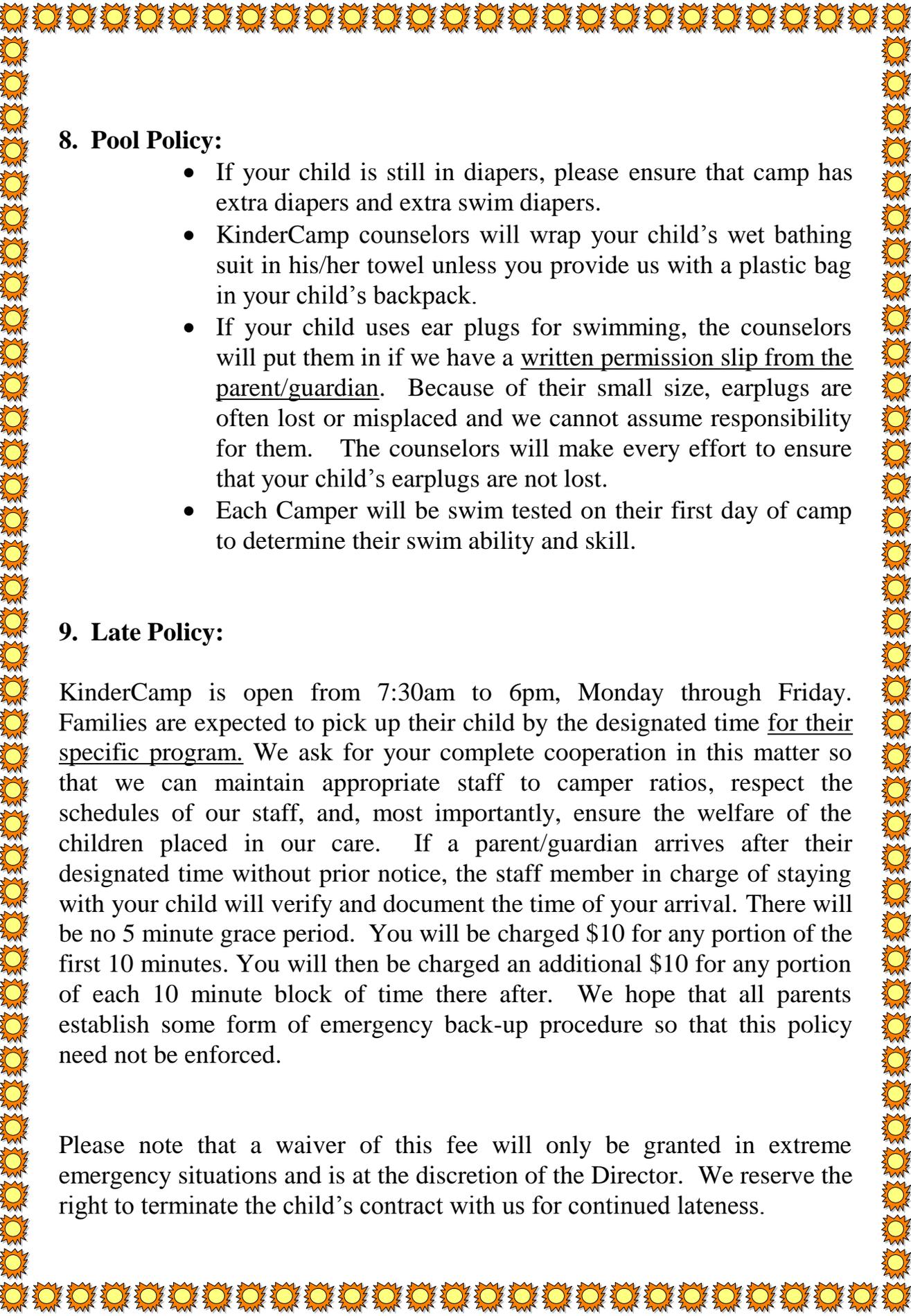
c. Re-entering the Program: If a child is absent due to contagious disease, they may return to camp after being on an antibiotic and fever free for a full calendar day. A written note from the child's physician is also required. These same requirements apply if your child is out sick for more than one week.

## **7. Medication Policy:**

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

1. Parent/guardian must fill out a Permission to Administer Medication Form and hand the form along with the medication to the head counselor or the camp's director.
2. Medication must come in 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 marked 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 parent's/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.



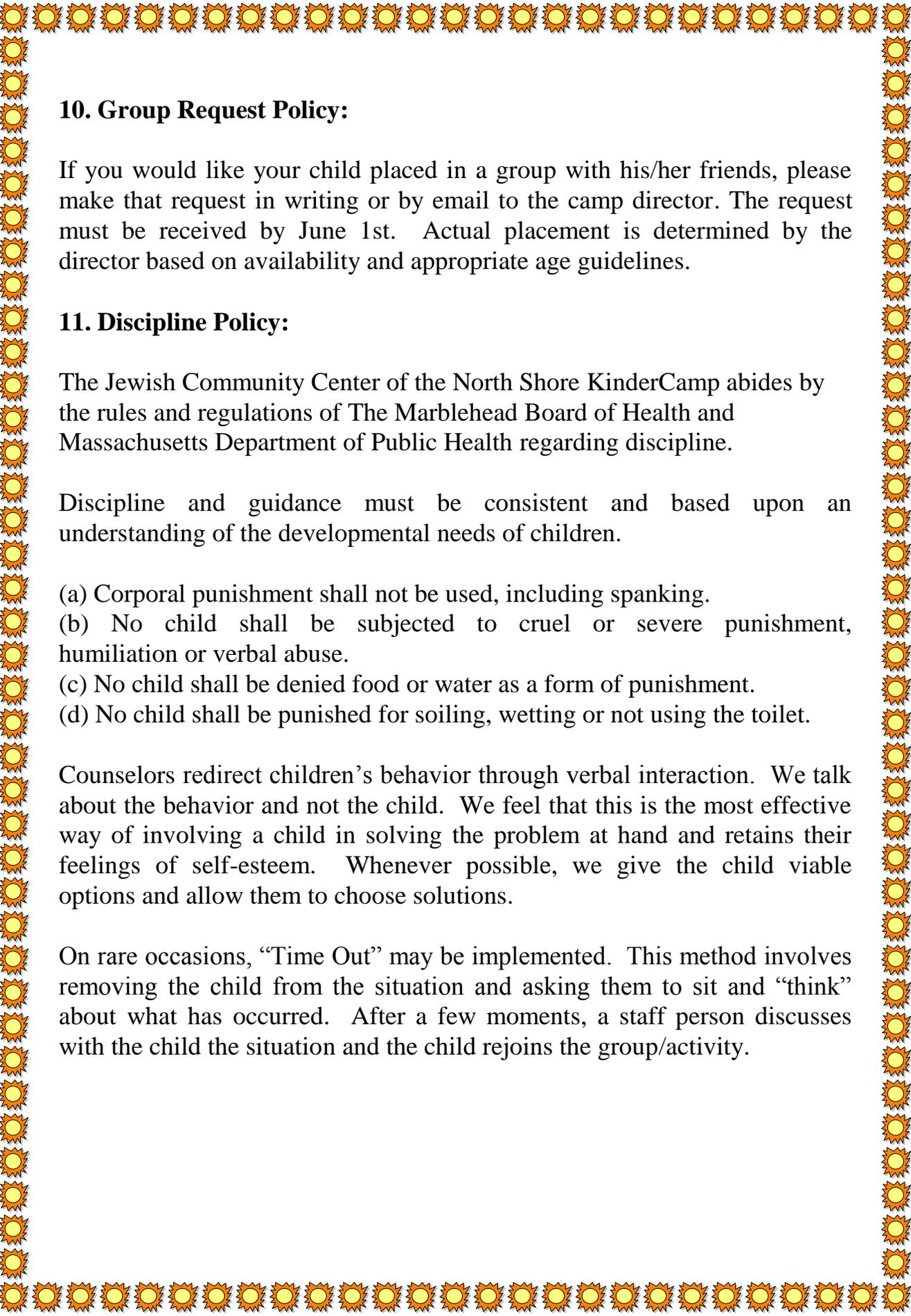
## 8. Pool Policy:

- If your child is still in diapers, please ensure that camp has extra diapers and extra swim diapers.
- KinderCamp counselors will wrap your child's wet bathing suit in his/her towel unless you provide us with a plastic bag in your child's backpack.
- If your child uses ear plugs for swimming, the counselors will put them in if we have a written permission slip from the parent/guardian. Because of their small size, earplugs are often lost or misplaced and we cannot assume responsibility for them. The counselors will make every effort to ensure that your child's earplugs are not lost.
- Each Camper will be swim tested on their first day of camp to determine their swim ability and skill.

## 9. Late Policy:

KinderCamp is open from 7:30am to 6pm, Monday through Friday. Families are expected to pick up their child by the designated time for their specific program. 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 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 be no 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 there after. We hope that all parents establish some form of emergency back-up procedure 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. Actual placement is determined by the director based on availability and appropriate age guidelines.

## **11. Discipline Policy:**

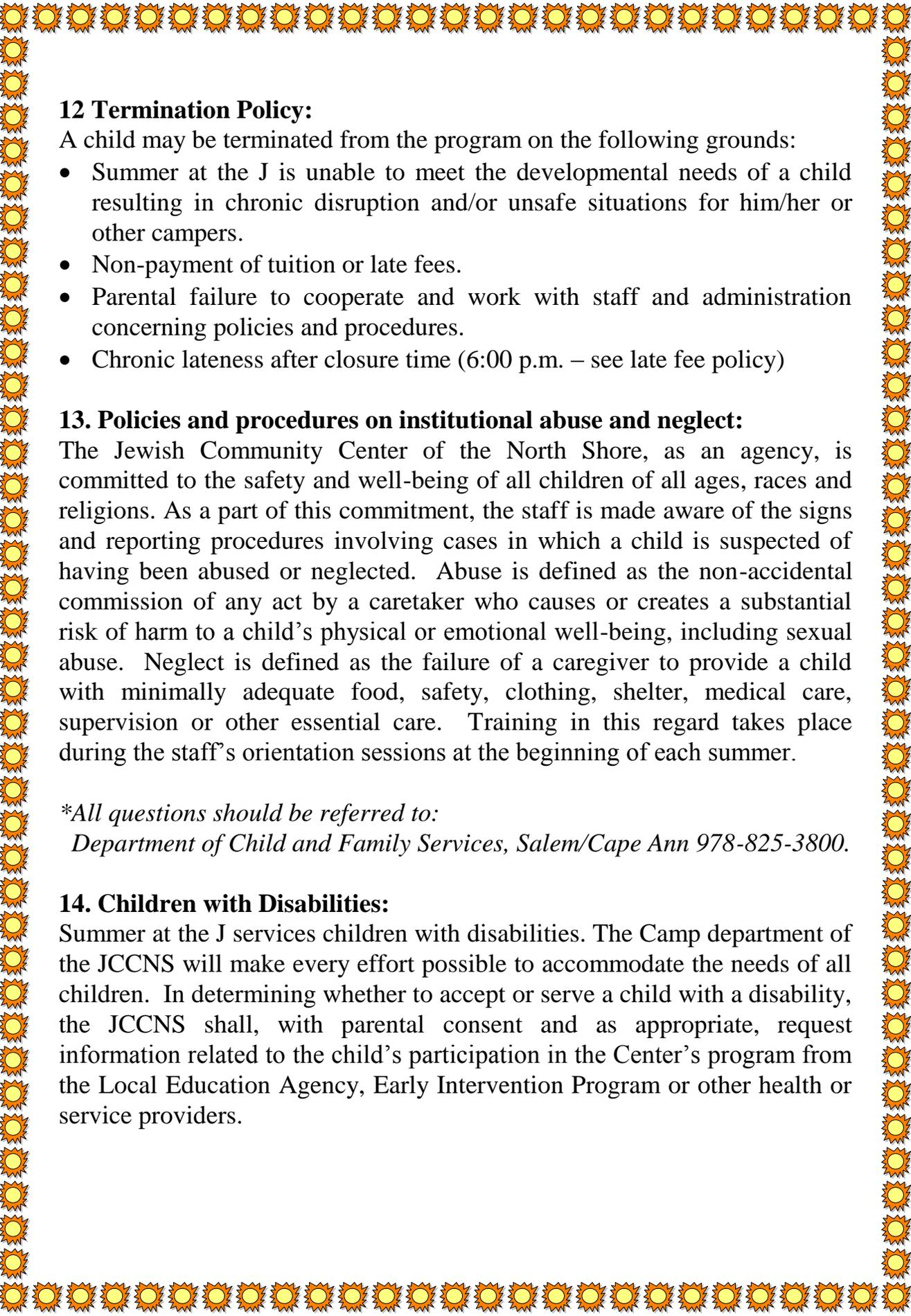
The Jewish Community Center of the North Shore KinderCamp abides by the rules and regulations of The Marblehead Board of Health and Massachusetts Department of Public Health regarding discipline.

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 behavior through verbal interaction. We talk about the behavior and not the child. We feel that this is the most effective way of involving a child in solving the problem at hand and retains 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. This method involves removing the child from the situation and asking them to sit and "think" about what has occurred. 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 developmental needs of a child resulting in chronic disruption and/or unsafe situations for him/her 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 (6:00 p.m. – see late fee policy)

## **13. Policies and procedures on institutional abuse and neglect:**

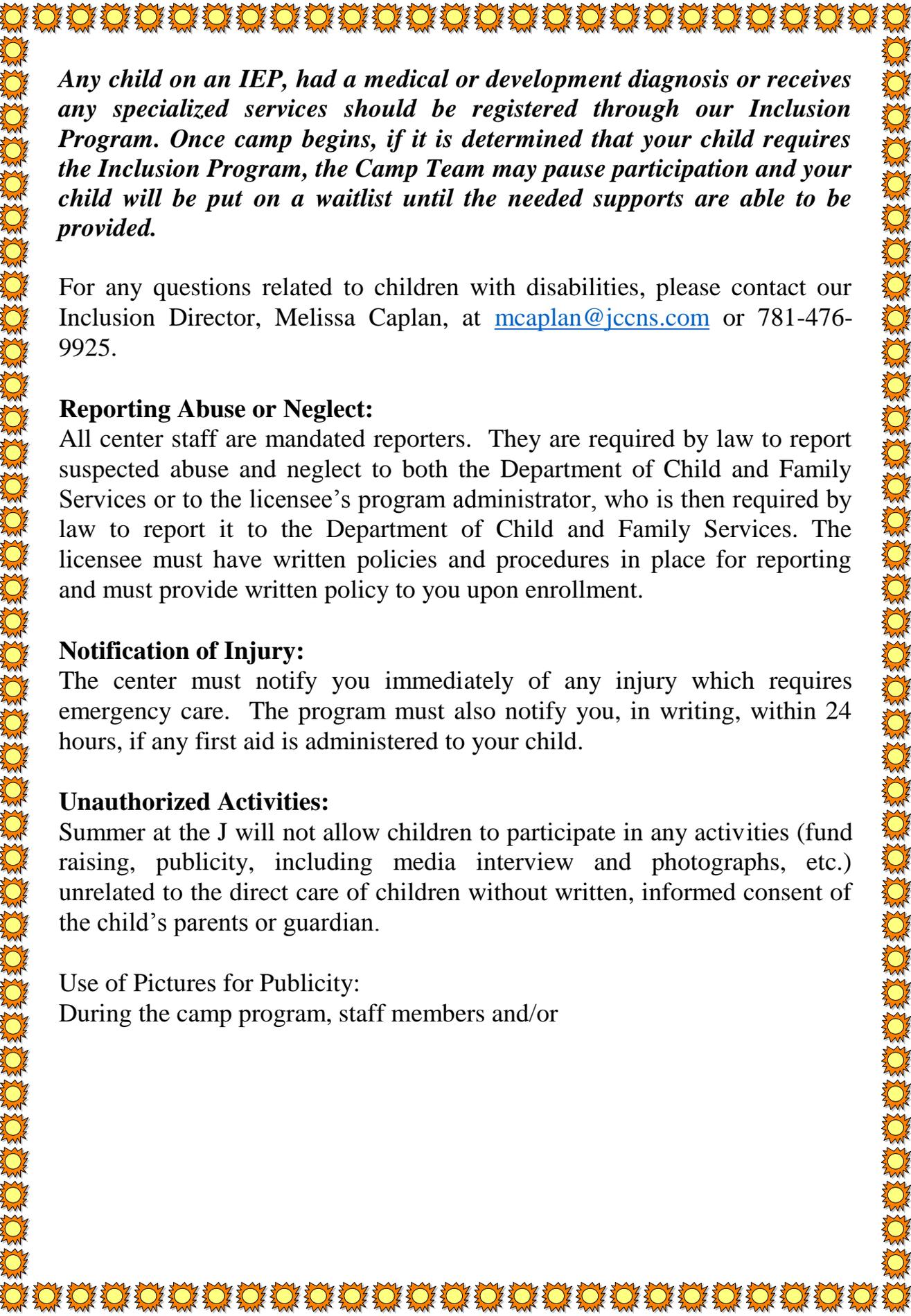
The Jewish Community Center of the North Shore, as an agency, is committed to the safety and well-being of all children of all ages, races and religions. As a part of this commitment, the staff is made aware of the signs and reporting procedures involving cases in which a child is suspected of having 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 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 Child and Family Services, Salem/Cape Ann 978-825-3800.*

## **14. Children with Disabilities:**

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 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 on an IEP, had a medical or development 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.

**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 it 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.

**Notification of Injury:**

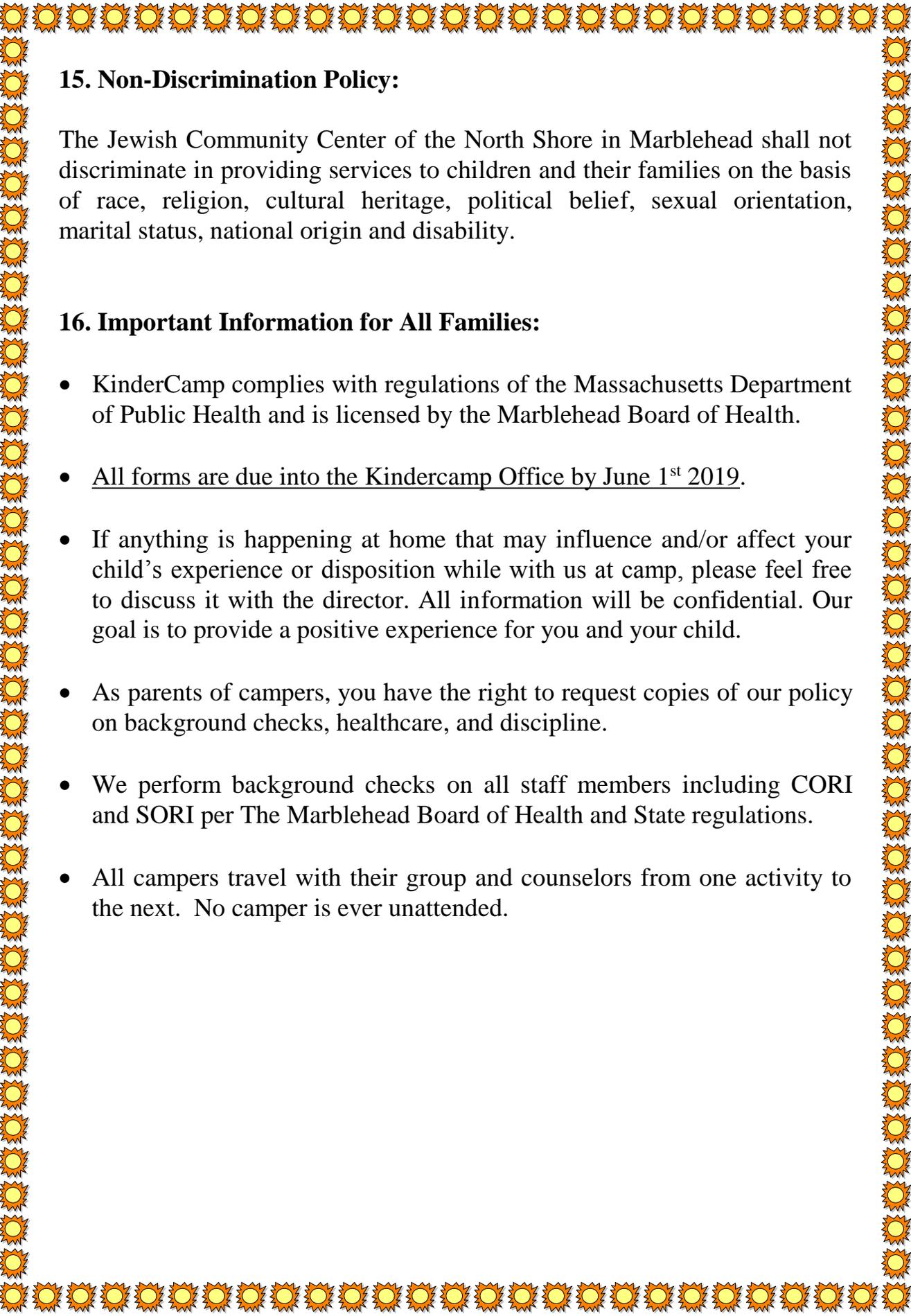
The center must notify you immediately of any injury which requires emergency care. The program must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

**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 and/or



## **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 disability.

## **16. Important Information for All Families:**

- KinderCamp complies with regulations of the Massachusetts Department of Public Health and is licensed by the Marblehead Board of Health.
- All forms are due into the Kindercamp Office by June 1<sup>st</sup> 2019.
- 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.
- As parents 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 Marblehead Board of Health and State regulations.
- All campers travel with their group and counselors from one activity to the next. No camper is ever unattended.