



2020

Camp Simchah Family Handbook

Camp Simchah

(campers entering grades 1-7)

Camp Simchah Specialty

Tennis, Sketchbook Art, Cooking

(campers entering grades 3-7)

J STEM: Coding

(campers entering grades 1-7)

Welcome *Simchah* Families!

I am SO EXCITED to share our camp news: First (1st), Thomas McEnaney, *Simchah* 2019's LIT-Director-extraordinaire, is returning as our Assistant Camp Director! Having worked closely as part of *Camp Simchah's* and *J Adventure's* leadership teams, we are planning for a super-cool camp season!

Second (2nd), we're blending *Camp Simchah Junior* and *Senior* into the camp we all know and love: good ol' *Camp Simchah*! You'll see some new specialties as we grow and expand our summer fun! Take a look at our descriptions for more info about *Camp Simchah* and *Camp Simchah Specialty* in 2020!

And third (3rd), we're pumped to introduce our camper loyalty program and can't wait to give you things this summer (and year after year) - just for being part of our camp family! Looking forward to welcoming back camp friends and meeting new friends soon!

The following pages have lots of information about camp and what you and your camper 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 June 1, 2020**. *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 28, 2020 from 1:00pm - 3:00pm**. Get your camp shwag, meet camp staff, swim in the outdoor pool, and enjoy other fun activities with your camp friends!

See you soon!

Jessie Stephens

Camp Simchah Director

Thomas McEnaney

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> Brandon O'Donnell	Outdoor pool 781-631-2802	bodonnell@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	הויה

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.

<i>Camp Simchah</i>	9:00am-4:00pm (full camp day) 9:00am-1:00pm (early pick up option for 1st/2nd grade)
<i>Camp Simchah Specialty</i>	9:00am-4:00pm

*Inclusion campers may have individualized schedules arranged with our Inclusion Camp Director.

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 in the *Summer at the J 2020 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 camper 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 some *Camp Simchah* 1st/2nd graders)

1:00pm Early Pick Up 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 and will be charged the drop-in rate for the camp afternoon (see fees below).

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 will incur additional fees (see rates below). 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. Campers picked up late will incur additional fees (see rates below).

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! Please go to EHS for early pick up. We will call your child's group to have them brought to EHS for pick up.

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?

Campers of a certain age with signed guardian permission may walk to/from camp. Please give permission on camper forms no later than June 1, 2020. 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 (LITs)

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.

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 camper 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 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, closed-toe 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. Pack extra! Campers get hungry at camp!

b. Lunches

Children will bring their own lunch in an insulated lunch bag 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 (email SimchahAttendance@jccns.com or text to our Remind 101 group) when their camper(s) will 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 camper is becoming ill or is not feeling well, please keep your camper home. If your camper develops symptoms during their day at camp, the following steps will be taken:
 1. The counselor will assess if the camper 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 camper shows any signs of contagious illness, the same steps as outlined in step “a” will be taken. If the parent/guardian is unable to come for the camper, we will arrange for the camper 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, flu, and strep throat.
- c. When should a child stay home? If your camper is too sick to participate in our scheduled activities, or requires specialized, individualized, attention due to their present health condition, your camper 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 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 and will be identifiable by color of wristband or bathing cap.
- Swimmers will be tested at the end of each 3-4 week period and guardians will be given an update on their progress when tested.

8. Medication Policy

If your camper 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 its 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 camper received the required medication.
5. It is the guardian’s responsibility to retrieve the medication at the end of the campers day.

It is important to inform staff if your camper has been medicated at home, for it may affect the camper’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 \$15 for any portion of the first 10 minutes your camper is picked up late. You will then be charged \$2 per minute, 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 camper's contract with us for continued late pick ups.

10. Group Request Policy

If you would like your camper placed in a group with their 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 the 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 camper 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. Inclusion Camp/Children with Disabilities

Summer at the J services children with varying abilities and needs. 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 emergency 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 interviews 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, 2020 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 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. 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, 2020, 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.

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 in the *Summer at the J* camp guide, found at: jccns.org/summer-camp/ for camp fees and deposit information.

Late Pick Up Fee after 6:00pm: \$15 for any portion of the first 10 minutes, and \$2 per minute, thereafter.

*Change Fee: Changes made after June 10, 2020 will be subject to a \$25 change fee.

Fees for 1st/2nd Graders who are registered for early pick up only:

1. Afternoon Add-On Fee (to stay until 4pm with at least 24 hours notice of change*): \$25/afternoon.
2. Afternoon Drop-In Fee (when a camper is returned to their group due to not being picked up by 1:10pm): \$31.25/afternoon.

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 15, 2020, and receive a 10% discount. Pay in full by April 20, 2020 and receive a 5% discount.

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

- All Camper Forms must be *submitted and processed* prior to a camper boarding the bus to camp.
- There will be a JCCNS bus monitor, other than the driver, on the bus at all times.
- Campers will be released only to 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.
- After registration, families will receive information to sign up for Remind 101 Bus group messages. This will allow us to communicate any delays, issues, updates via text throughout the summer.

The following updates and amendments serve as an addendum to and also supersede, where applicable, our existing Family Handbook 2020.

A. Health Care Information

The nurse's office is located at the camp office, just outside of Epstein Hillel School from 8:00am-4:00pm.

1. PLAN FOR DISPENSING MEDICATION (PRESCRIPTION AND NON-PRESCRIPTION) AND PLAN FOR RECORDING OF THE DISPENSING OF MEDICATION.

If your child must receive medication at *Summer at the J: Camp Simchah*, the following steps must be taken:

1. Legal guardians must fill out a Permission to Administer Medication form and hand the form, along with the medication, to the Camp Nurse, Camp Director, or Camp Assistant Director. Form will include instructions and the signature of the Doctor. The same information may be provided from the healthcare provider's electronic record-keeping system.
2. Medication must come to the camp office in its original container.
3. Medication will be kept inside the cooler and/or the lock box, clearly labeled Medication.
4. A Registered Nurse and/or staff authorized to administer the medication will mark the dosage and time, and sign off to indicate the camper received the required medication. This will be noted in the camper's file and also in the camp medical log book.
5. It is the guardian's responsibility to retrieve the medication at the end of the camper's day.
6. It is also the guardian's responsibility to notify the Camp Nurse, Camp Director, or Assistant Director if the child has received medication prior to arrival at camp.

2. PLAN FOR THE CARE OF MILDLY ILL CHILDREN

See: Contagious Illness, Including COVID19.

Campers and staff displaying other symptoms of illness will be checked and/or monitored by the Camp Nurse. If deemed necessary, the nurse will isolate and dismiss the child for the day or longer, dependent on current regulations and guidance.

3. PROCEDURES FOR IDENTIFYING AND PROTECTING CHILDREN WITH ALLERGIES AND/OR OTHER EMERGENCY MEDICAL SYSTEM INFORMATION

Campers and staff files include allergy and health information. If campers have allergies, staff will be notified during or prior to staff orientation. If staff have allergies, HCS will be notified at or prior to orientation. Medication for allergies will be administered in accordance with our Plan for Dispensing Medication. Allergic substances and materials will be avoided by the child with the assistance of staff. Children's allergy information will be listed in the Camp Nurse binder and distributed to all staff.

4. PROCEDURES FOR EMERGENCY CARE

If an individual requires immediate hospital care, camp staff will follow our protocol for calling 911. The camp nurse, director, or authorized Health Care Supervisor will contact the camper's guardians (staff guardian if staff is under 18, listed emergency contact for staff 18 and over), to notify them that the camper or staff is being taken to the hospital by ambulance. A staff member will ride with the camper or

staff (if allowed) or will follow ambulance. Staff will remain with the camper or injured staff at least until guardians/emergency contact arrives and/or as long as permitted by emergency personnel. If the camper's/staff's guardians are not available, camp staff will call the people listed on the emergency care form. In all instances, camp staff will call to notify 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 and/or authorized Health Care Supervisor will administer first aid to the child. The nurse/health care supervisor will document the injury or illness in the camp medical log along with completing an accident report form. The nurse, director, or other authorized HCS will be responsible for notifying parents of minor injuries/illnesses via Remind 101 and/or telephone.

5. CONTAGIOUS ILLNESS, including COVID19

Identification: Campers and staff will be visually and verbally screened upon arrival, before being admitted to camp, in accordance with Minimum Requirements for Health and Safety as outlined in the Phase 2 Reopening Massachusetts plan. Campers and staff who do not pass daily screening will be sent home and not admitted to camp.

Isolation: If any staff observe (or participants report the onset) of symptoms of contagious illness and/or COVID19 during the program day, they will be isolated in the health office (at the outdoor pool) until picked up by parents. If needed, a secondary isolation area will be located under a canopy tent near the nurse's station. When in isolation, campers and staff will follow PPE and hygiene protocols.

Discharge of sick, symptomatic, and exposed participants or staff: For participants and staff under 18 years of age: the camp nurse will call their guardians and guardians will be responsible for picking up the participant or staff member within 30 minutes. With parent and nurse permission (and if able to return home safely/follow public regulations related to social-distancing and PPE), minor age staff may be permitted to leave on their own accord. For staff members over 18 years old: the camp nurse will arrange dismissal with the staff member, depending on their symptoms and ability to transport themselves.

If the guardian is unable to pick up the child within 30 minutes, we will arrange for the child to be picked up by one of the names on the Emergency Release Form in the child's file.

If the camper or staff require emergency care, Procedures for Emergency Care (above) will be followed.

6. RE-ENTERING CAMP FOLLOWING AN ILLNESS

Staying Home when Sick: If your child has symptoms of COVID19, as outlined in our Daily Screening Questionnaire, they must remain out of the program for 14 days from onset of symptoms AND until not-symptomatic and fever-free for at least 72 hours before returning to camp. Additionally, campers must follow state guidelines and remain home for at least 10 days from the date of a positive test as long as the individual remains asymptomatic.

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 fully participate in his/her camp day. Included in these parameters are conditions such as diarrhea, vomiting, and fever, and Covid-19. Any and all contagious diseases and viruses need to be reported immediately so that we can inform all other families about potential

exposure, and if required our local licensing entity (MBOH) and funding entity (JCCNS). A few examples are: chicken pox, measles, mumps, scarlet fever, whooping cough, or strep throat, and Covid-19.

Staying Home when Exposed: Campers or staff who are exposed (to an individual who has tested positive or presumed positive) must remain home for at least 14 days from the last contact with the person who is sick.

Guardians shall use their good judgement. If campers or staff are not able to fully participate in their daily camp schedule, they should not be at camp.

7. POLICY FOR CAMPERS AND STAFF WITH FLU SYMPTOMS

Follow policy for Contagious Illness, Including COVID19, above.

8. HEAD LICE

We ask that all parents check their children's heads for evidence of lice before camp begins. We also suggest that parents check their children's heads periodically during the summer to help prevent major outbreaks.

B. General Health and Safety Policies

If a camper has a minor accident, the state requires that if blood is present, the camp nurse/health care supervisor MUST treat the camper immediately!

1. Minor accidents-cuts, scrapes, bruises

If camper is able to walk to the camp nurse/health care supervisor, he/she may do so with a counselor.

If the camper is in too much pain or unable to get up without assistance or if a neck/head injury is suspected, a counselor shall remain with the camper while another counselor sends for the camp nurse/health care supervisor.

The camp nurse/health care supervisor will treat the camper and record the visit in the medical log book. The staff member will assist the counselor who witnessed the accident in filling out the camper injury report. Camp nurse/director will inform the family.

If the camper/staff must see a health care professional outside of camp, camp nurse/director must complete the Massachusetts Injury Report and send to the State Department of Health.

Any facial injuries require a phone call home. Parents expect to see the sweet face they sent to camp and should be told of any changes.

2. Serious Accidents-Sprains, Strains, Breaks, Head/Neck Trauma:

Observing counselor call for help. Assisting counselor assumes control of group and directs campers away from injured party. Camp nurse/health care supervisor(s) assess the injury and determines if immediate medical attention is required. Camp nurse/Healthcare Supervisors calls 911 and then call the JCCNS Welcome Desk to let them know of injury and where on campus the injured party. The camp nurse/health care supervisor remains with injured party until ambulance arrives.

Counselors should have contact information for parents and calls should be made to parent/guardian informing them of injury and where injured party is being take for treatment.

3. Off campus:

Camp will not be operating off-campus due to restrictions related to COVID19 in 2020.

4. Health supervision and infection control

Hand-washing: Children and staff must wash their hands or use hand sanitizer (only when hand washing station is not available) often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Camp nurse/health care supervisor will reinforce to staff and children that they must be regularly washing their hands with soap and water for at least 20 seconds (sing Happy Birthday X2) and should wash hands and thoroughly dry them whenever the following criteria are met:

1. Upon entry into/exit from program space.
2. When coming into the program space from outside activities.
3. Before and after eating.
4. After sneezing, coughing, or nose blowing.
5. After toileting (diapering when applicable).
6. Before handling food.
7. After touching or cleaning surfaces that may be contaminated.
8. After using any shared equipment like toys, computer keyboards, mouse, climbing structures.
9. After assisting children with hand washing.
10. Before and after administration of medication.
11. After contact with face mask or face covering.
12. Before and after changes of gloves.

Covering Coughs and Sneezes:

Children, families, and staff should avoid touching eyes, nose, and mouth. Cover coughs or sneezes with a tissue then throw the tissue in the trash and wash your hands with soap and water or use hand sanitizer.

5. Notification of Covid-19 Symptoms and/or Diagnosis:

If a camper or staff have symptoms of Covid-19 or receive a positive diagnosis, the staff/camper is required to notify the camp director. In addition, they must quarantine for 14 days and follow the most recent CDC quarantine guidelines. The camp director must contact their licensing entity (MBOH), the funding entity (JCCNS), and inform employees and families about exposure while maintaining confidentiality.

****It is at the discretion of the licensing entity to determine the next course of action for the program.***

6. Program Health Screening Requirements:

Camp will use Daily Screening Questionnaire (and/or MotionVibe, if viable and available) for daily attestation for all staff and campers entering the campus.

All staff and camper guardians (for camper) must answer the following questions:

Today or in the past 24 hours have you or any household member had any of the following symptoms:

- Fever (temperature of 100.0 Fahrenheit or above), felt feverish or had chills, or administered fever lower medication.
- Cough
- Sore throat
- Difficulty breathing
- Gastro-intestinal symptoms (diarrhea, nausea, vomiting)
- Fatigue (this alone should not exclude a child/staff from participation)

- Headache
- New loss of smell or taste
- New muscle aches
- Any other signs of illness

In the past 14 days have you had close contact with a person known to be infected with Covid-19.

****Close contact is defined as being within 6' of an individual who has tested positive for Covid-19 for more than 10 minutes while that person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends.***

Camp Nurse and/or Health Care Supervisor will make a daily visual inspection of each child and staff member for signs of illness prior to entering the program.

All staff, parents, children, and any individuals seeking entry into the program space must be directed to self-screen at home, referencing the symptoms above, prior to coming to the program for the day.

Anyone exhibiting one of the symptoms above (fatigue must be accompanied by another symptom), will **NOT** be permitted to enter the program.

Individuals who decline to complete this required screening, will not be permitted enter the program space.

Program has a non-contact, temporal thermometer. Camp Nurse and/or Health Care Supervisor will wear the required PPE to perform daily screenings.

7. Personal Protective Equipment (PPE):

PPE and face masks and coverings.

Facemasks and coverings:

Program and parent will encourage the wearing of face masks or cloth coverings during the program day.

- During arrival and screening
- Whenever 6' of social distancing is not possible.
- Masks must not be worn when eating, drinking, and in the pool.
- Families will provide sufficient supply of clean masks and face coverings for their child to allow for the replacing of covering as needed.
- If families are unable to provide masks, the program will have disposable masks available.
- Program will follow the CDC guidance on proper removal of disposable masks.

Staff will wear face covering when within 6' of any other individual.

Exceptions to the use of face masks or coverings

Exceptions include situations that may inhibit an individual from wearing a face mask safely. These may include but are not limited to:

- Children who cannot safely and appropriately wear, remove, and handle the masks.
- Children who have difficulty breathing or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.
- Children with severe cognitive impairments that may have a hard time tolerating a face mask.
- Children where the only option for face covering presents a potential choking or strangulation hazard.

- Individuals who cannot breathe safely with a face covering including those that require supplemental oxygen to breath.
- Individuals who due to a behavioral health diagnosis or an intellectual impairment are unable to wear a face covering safely.
- Individuals who need to communicate with people requiring lip reading.

Gloves

Staff must wear gloves when appropriate and at all times during the following activities:

- Food preparation (*no food preparation permitted in summer 2020*),
- Screening and any other activities requiring close contact (including, but not limited to):
 - Applying sunscreen,
 - When administering medication or first aid/CPR, as authorized,
 - When handing *clean* supplies to others,
 - When taking *dirty* supplies from others,
- When in contact with *clean* supplies that are shared with others,
- When in contact with *dirty* supplies that are shared with others,
- When cleaning and handling cleaning products,
- When handling trash,
- When handling campers' personal items,

****Gloves need to be changed after each use and/or any visible signs of damage, contamination, after four hours of continuous use, or when they are removed. Hands must also be washed after glove removal.***

8. List of PPE Supplies on hand for Camp Nurse and Health Care Supervisors:

- Protective Eye Wear
- Disposable Face Masks
- Gloves
- Gowns

9. Accident or Serious Illness

A parent is notified by phone as soon as any accident, however minor, has occurred by the camp nurse/health care supervisor or camp director. If a parent cannot be reached, and the accident is judged to be minor by the camp nurse/health care supervisor, the incident is recorded in the camp Medical Log Book and the parent will be informed at pick up.

If the injury is determined to need more extensive treatment, the parent will be contacted and if unavailable to pick up their child, 911 will be called. Accident or serious illness includes, but is not limited to: head injuries, fractures, sunstroke, abdominal pain and tenderness, emotional breakdowns.

10. Record Keeping

All health records will be kept in camper files per state regulation for a minimum of three years (105 CMR 430.145).

11. Guidelines to be followed by Camp Nurse/Health Care Supervisor

****Gloves and PPE Mask to be worn at all times when treating staff/campers.***

12. Plan for the care of children with chronic illnesses:

Given regulations for operating a recreational camp, each camper with a chronic illness will have an Individual Health Care Plan at camp. This plan will either be provided by the child's health care provider, or will be created by the Camp Nurse, in consultation with camper's guardian. IHCPs will follow doctor's orders of medication and treatment.

Nebulizers are not permitted due to COVID19 restrictions. In the event that a child would typically use a nebulizer, we will coordinate with guardians an alternative plan or dismissal so that camper may be treated outside of camp.

For campers with severe allergies, we will have on file their IHCP from the medical provider, and will maintain medication on site in line with medication policies.

C. 1.A(7) Plan for handling program closings, etc.

1. **Program Closings:** In the event of a program closing, *Summer at the J: Camp Simchah* Director will coordinate parent and community notifications. Registered/impacted campers and staff will be notified via phone, Remind 101 text, and email. They will be provided will the following information:

- Date of closure,
- Reason for closure (in keeping with confidentiality and legal regulations)
- Anticipated or known length of closure,
- Factors determining ability to reopen (if known),
- Any information that may inform or assist campers and staff given the possible reasons and impact of the closure,
- How and when to expect further information.

2. **Staff Absences:** Due to important illness-related restrictions on mandatory absences and allowable return dates, we have provided each group with more than enough staff to meet their needs. Therefore, in the event that one or two staff members are absent, the program will remain in compliance regarding ratios.

Reasons: failure to pass self-screening at home or screening upon arrival to camp, illness, appointments, interviews, college application process, personal needs, unknown.

Camp Nurse or Director will report the following absences to the MBOH:

- Camper or staff absent for unknown reasons more than one day in a row
- Camper or staff absent due to COVID19 related symptoms/diagnosis, or due to failure to pass the daily screening (immediate report)
- More than one unknown absence in the same group on the same day.

3. **Gaps in Child Attendance:** Non-ill children may register for any number of weeks of camp they select. At times, this results in non-illness-related gaps in attendance between sessions. To limit contamination, during this gap:

- Campers' personal items, including individual camp supplies, will be taken home during the gap in attendance and guardians are asked to return necessary items with their camper when they return to camp.

- Campers will be assigned to the same counselor group each session of attendance.
- Guardian's are asked to ensure proper cleaning of personal effects, including personal camp supplies, clothing, coolers, etc before camper returns for their next session.

D. Important Information for All Families:

1. 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.

2. 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.

3. 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.

E. 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 policies on background checks, healthcare, discipline, and grievance procedures.

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

F. TRAFFIC CONTROL PLAN (arrival and dismissal procedures)

1. Camper Drop Off/Check-In

- Times: **Staggered between 8:30am-9:15am**, Monday-Friday.
 - Unless you have made other arrangements with the Simchah director, check-in must occur between **8:30am-9:15am**. *Camp Simchah* is not responsible for your camper before that time.
 - *Arriving after 9:20am may delay your camper's check-in, as a trained screener will need to don PPE and access required materials for check-in. Your child may also be required to wear PPE as they are escorted to their group's location.*
- Location: **Daily check-in/screening** for *Camp Simchah* is in **front of Epstein Hillel School (EHS)** at the far end of the upper parking lot.
- Traffic Flow:

- **Arrival:** Cars drive up Community Rd, turn left into the parking lot at the top of the hill, continue to EHS circle, and stop at the 4 Orange Cones marking the check-in point. Check-in/Screening will occur at cars, 4 cars at a time.
- **Departure:** Cars will drive through the parking lot in the same direction, exiting right down the Community Rd hill after the upper playground.
- **Important:** While the camper is being screened at the car, guardians must wear face covering and have their own pen (for signing daily attestation if/when camper passes screening).
- ❖ **Kindercampers may not be dropped off at Simchah and must follow Kindercamp procedures..**

2. Camper Dismissal

- Times:
 - **Standard Pick up - Staggered between 3:30pm-4:00pm**, Monday-Friday.
 - *Regularly arriving after 4:00pm may result in dismissal of your child from camp and fees may be incurred in line with our Family Handbook 2020 policies.*
 - **Kindercamp siblings who register for 1:00pm** pick up will follow their KC Staggered pick up information. Pick up will be staggered between **12:30pm-1:15pm** for Simchah campers, so that Kindercampers can be picked up before Simchah campers.
- Location: **Daily pick up** for Camp Simchah is in **front of Epstein Hillel School (EHS)** at the far end of the upper parking lot.
- Traffic Flow:
 - **Dismissal:** Cars drive up Community Rd, turn left into the parking lot at the top of the hill, continue to EHS circle, and stop in front of EHS. Guardians (wearing face covering) will tell camp staff the name(s) of the camper(s) they are picking up.
 - Campers will be with their groups in assigned, nearby locations.
 - Staff at EHS circle will walkie for each camper, as guardians arrive.
 - Campers will remain supervised as they walk from their group location to the car for dismissal.

3. ARRIVAL PROCEDURES

- ★ ALL campers arriving for check-in/screening must be accompanied by an adult (18+) who legally represents the child.
- ★ At least 3 business days before your camper's first day, guardian's will receive additional information about their **assigned check-in/screening time**.
 - **Campers who arrive in a vehicle:**
 - Everyone must remain in the vehicle until the camper passes or fails the daily screening.
 - 4 vehicles at a time will pull into the circle at points marked by 4 traffic cones.
 - One screener, wearing PPE (face mask and gloves) will approach the camper's window at the vehicle.
 - With window down, screener will conduct a visual check of the camper while asking the guardian the screening questions (see Check-In Questionnaire).

- If camper passes visual screening and questions, guardian will sign daily attestation and camper may enter camp.
 - If camper does not pass visual screening or questions, then camper will be sent home for the day and must remain home following MBOH self-quarantine protocols.
- **Campers who walk to campus:**
 - Guardian must remain with camper until screening has been completed.
 - Camper and guardian should line up (at 6' intervals, marked on the sidewalk) on the sidewalk between the parking lot and EHS front entrance (side opposite from the JCCNS building). The stairs beside EHS will be one-way only and families may not enter up those stairs.
 - When called to the screening tent, camper and guardian (Wearing masks) will approach table. Screener will conduct a visual check of the camper while asking the guardian the screening questions (see Check-In Questionnaire).
 - If camper passes visual screening and questions, guardian will sign daily attestation and camper may enter camp.
 - If camper does not pass visual screening or questions, then camper will be sent home for the day and must remain home following MBOH self-quarantine protocols.
 - We ask that all guardians bring their own pen for signing attestations.

Once children have been checked in and cleared for participation, they will be identified as checked in by a brightly colored daily sticker. (remember to remove stickers from clothing before washing!)

G. Sunscreen Policy Rev. 6/17/20

Campers and Staff must arrive at camp having already applied sunscreen. Campers and staff must arrive at camp in possession of their own sunscreen (campers and staff may not share containers of sunscreen unless they are in the same family).

Reapplication: Campers and staff will reapply sunscreen to all exposed areas of skin after swimming and at least every 2 hours throughout the camp day.

Preventing Excessive Exposure: To prevent excessive exposure to the sun, we suggest that campers and staff do the following:

- Apply sunscreen before arriving at camp,
- Check the contents of sunscreen each morning before camp to ensure there is plenty for use throughout the day. Replenish sunscreen, as needed.
- Wear hats with brims,
- Wear short or long sleeved tops instead of tank tops,
- Wear sun/rash guards in the pool,
- Use sunscreen of at least SPF 25 on face, neck, ears, and other exposed areas,
- And try to use natural shade when possible.

Permission Form: We require all guardians to complete a sunscreen permission form, allowing campers to apply themselves (or counselors to assist the camper in applying) sunscreen throughout the day. This form specifies whether campers can only use certain brands or any brand.

PPE: If/when staff assist campers with sunscreen, staff will wear PPE (face mask and gloves) when in contact with a camper's sunscreen container or other personal items, sunscreen, and/or camper.

H. Ticks & Tick Checks

Camp staff should become familiar with the most common human-biting ticks in your area, the habitats where each type is found at camp, and when each type is active. Activities with campers should be planned, as much as possible, to reduce tick encounters. Staff should encourage tick checks after being outdoors.

Check for ticks after being outdoors. Conduct a full body check upon return from potentially tick-infested areas. Use a hand-held or full-length mirror to view all parts of the body. Check these parts of your body and the camper's body for ticks:

- Under the arms
- In and around the ears.
- Inside the belly button
- Back of the knees
- In and around the hair
- Between the legs
- Around the waist

If a tick is found on skin or clothing but has not yet attached, it can be brushed off by the participant. Staff will assist when necessary. If a tick is found attached to skin, there's no need to panic. The camp nurse will be informed, and will either assist in removing the tick or Inform the parent and have them take the child to a health care provider to remove the tick. In all instances an attached tick will be reported to the child's guardian. Never attempt to remove the tick on your own or from someone else.

I. 1.A.(1) Cleaning Plan

A. To limit contact and contamination for items used at camp:

1. Certain, commonly used items will be assigned to each camper or staff for the duration of one session. Examples: pens, pencils, Items that cannot be easily cleaned (like crayons) will be clearly labeled with camper/staff name, used only by that camper/staff, stored with that camper's/staff's items away from others, and will be given to the camper at the end of their camp program (the last day of the last session for which they are enrolled).
2. Personal Items: we encourage and inform families about the daily cleaning of all items that come home from camp, especially before they return to camp (see marketing materials for additional information). Items to include, but are not limited to: water bottles, backpacks, towels, clothing, swimwear, etc. Items brought in campers' or staff bags are stored separately from one another; therefore, mid-program cleaning is not required.
3. Shared items within the group: camp has certain items (stapler, tape dispenser, etc.) that will be shared by campers within the same group. After each use, campers/staff place shared items in

the *dirty* container to be cleaned before the use by another person. Staff will clean items from *dirty* container (following all other health and safety protocols) and will place cleaned items in the *clean* container for use by another person. This will continue throughout the camp day. At the end of the camp day, all shared items will be cleaned and returned to their storage location (including the *dirty* and *clean* containers)

4. Specialists' Items used by multiple groups:

- a. *Where possible, camp has secured enough supplies so that within a given activity, each camper has use of their own items.* Examples include, but are not limited to: croquet mallets, scoop ball scoops, magnifying glasses, etc. After each use, campers/staff will place items in *dirty* container. Staff will clean items and place them in *clean* container for use by another group, or will return items to their storage locations.
- b. *For shared items within the same activity that will be used by multiple campers (who are in the same group) during the same activity period, the same protocol used above for Shared Items Within the Group will be followed.*
- c. *For items used only by one individual (examples include, but are not limited to: beads, string, etc.): staff will wear gloves when distributing and items will not be returned for general use - they will be kept by individual campers.*

B. Door handles: Use and Cleaning: staff will limit camper contact with door knobs by opening doors for campers, when possible. Campers and staff will use hand sanitizer or wash hands with soap and water after touching a door knob. Door knobs will also be cleaned and disinfected hourly by camp leadership staff. *See: Door Cleaning Schedule form.*

C. Bathrooms: bathrooms will be cleaned by staff after each use in accordance with Minimum Requirements for Health and Safety. They will be disinfected daily after last program use.

D. Furniture: Any furniture in use during the camp day will be cleaned between each group. Furniture will be sanitized daily after last program use.

E. Office Equipment: will be cleaned after each use, if shared. Otherwise, cleaned daily after last program use.

Inventory of Essential Cleaning Supplies

Cleaning supplies have been obtained and will be maintained for camp programs by JCCNS Facilities and Grounds Director and are stored in the JCCNS building. Camp Director will coordinate resupply from JCCNS stock, as needed. In the event that JCCNS supply is being depleted, reorders will be placed based on usage patterns.

J. 1.A.(2) Plan for Contagious Illness, including COVID19

Identification: Campers and staff will be visually and verbally screened upon arrival, before being admitted to camp, in accordance with Minimum Requirements for Health and Safety as outlined in the

Phase 2 Reopening Massachusetts plan. Campers and staff who do not pass daily screening will be sent home and not admitted to camp.

Isolation: If any staff observe or participants report the onset of symptoms of contagious illness and/or COVID19 during the program day, they will be isolated in the health office (at the outdoor pool) until picked up by parents.

Discharge of sick, symptomatic, and exposed participants or staff: For participants and staff under 18 years of age: the camp nurse will call their guardians and guardians will be responsible for picking up the participant or staff member within 30 minutes. With parent and nurse permission, if able to return home safely and follow public regulations related to social-distancing and PPE, minor staff may be permitted to leave on their own accord. For staff members over 18 years old: the camp nurse will arrange dismissal with the staff member, depending on their symptoms and ability to transport themselves.

If the guardian is unable to pick up the child within 30 minutes, we will arrange for the child to be picked up by one of the names on the Emergency Release Form in the child's file.

Staying Home when Sick: If your child has symptoms of COVID19, as outlined in our Daily Check-In Questionnaire, they must remain out of the program for 14 days from onset of symptoms AND until not-symptomatic and fever-free for at least 72 hours before returning to camp. Additionally, camper must follow state guidelines and remain home for at least 10 days from date of positive test as long as the individual remains asymptomatic.

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 fully participate in his/her camp day. Included in these parameters are conditions such as diarrhea, vomiting, and fever, and Covid-19. Any and all contagious diseases and viruses need to be reported immediately so that we can inform all other families about potential exposure, and if required our local licensing entity (MBOH) and funding entity (JCCNS). A few examples are: chicken pox, measles, mumps, scarlet fever, whooping cough, or strep throat, and Covid-19.

Staying Home when Exposed: Camper or staff who are exposed (to an individual who has tested positive or presumed positive) must remain home for at least 14 days from the last contact with the person who is sick.

PLAN FOR THE CARE OF MILDLY ILL CHILDREN

See: Contagious Illness, Including COVID19.

Also, campers and staff displaying other symptoms of illness will be checked and/or monitored by the Camp Nurse. If deemed necessary, the nurse will dismiss the child for the day.

K. Plan to Coordinate with Local and State health departments for updated guidance and regulations:

1. Camp leadership will check CDC and state COVID19 website for updated regulations, daily.

2. Kindercamp Director, Heather Greenberg, is designated Summer at the J contact for Marblehead Board of Health. If and when information is shared with Heather Greenberg, she will provide written documentation to the Camp Simchah Director.
3. Camp Simchah Director has provided email address and cell phone number to MBOH, so that updates can be expedited, as needed.

L. Emergency Procedures in Case of Fire Rev. 6/1/20

1. Camp staff use walkies to announce "Fire Drill at [state location]" and call 911 from cell phone.
 2. Evacuate the area in a calm and organized manner.
 3. Once group has reached a safe location (or if group is already in safe location),
 - a. Camp Staff take verbal roll call of campers.
 - i. Ask if anyone present was not called and write down their name.
 - b. Camp Staff notify camp director via walkie of counselor/group name, location, and group status (anyone on roster missing? Anyone extra, if so who and from which group?)
 - i. Lead Staff Person will respond via walkie and will note group locations.
 4. Lead Staff Person will give further instructions to camp staff via walkie.
-
5. **When each camper is accounted for**, groups will be instructed to go to these locations:
 - a. If leaving outdoor pool, go to lower field group location.
 - b. If leaving EHS, go to lower field group location.
 - c. If leaving Temple Sinai, go to lower field group location.
 - d. If in outdoor camp area, go to lower field group location.
 6. Sit quietly with your group in your assigned group location (masks and social distancing measures in place, as instructed).
 7. Take another verbal roll call once seated.
 8. If missing campers OR if you have extra campers, hold up red card.
 - a. The Lead Staff Person will come over to get the name(s) of missing/extra camper(s) and will communicate to find camper(s) or group(s), as needed.
 9. If all of your campers are accounted for, with no extras, hold up green card.
 - a. This will communicate to the lead staff person that your group is accounted for.
 10. Keep group calm until further instruction or *all-clear* is given by Lead Staff Person.

M. Emergency Procedures in Case of Disaster Rev. 6/1/20

If a situation arises that require the evacuation of camp, the following steps will be taken:

1. Groups will be notified via walkie and/or cell phone to follow evacuation procedures
2. A camp or JCCNS staff member will alert 911 and explain the disaster to dispatch.
3. At the same time, all staff and campers will move along the rail trail to Temple Emanuel.
 - a. If Rail Trail is compromised, staff and campers will move via sidewalks and roadways toward Temple Emanuel.
4. In the event that Temple Emanuel has been compromised, camp leadership will notify staff via walkie or cell phone or meeting location.

5. If needed, camp staff will begin calling parents to pick up children at designated location (TBD by status of disaster). Staff will remain with campers, until all campers have been dismissed to parents and/or emergency personnel has cleared them for return to campus.
6. If needed, campers and staff may be evacuated in person vehicles with written permission from guardians on camper forms.

In all scenarios, camp supervisors will take with them all staff and camper files, attendance records, and a cell phone and walkie.

Each counselor will maintain accurate rosters and communicate attendance via walkie or cell phone to leadership staff upon request.

N. CONTINGENCY PLANS

1. Unregistered Camper

If an adult attempts to drop off a camper who is not registered for camp, the child cannot stay and must leave with their adult.

No parent is to leave a child at camp until they are checked out and admitted to camp.

2. Camper Absence

If a camper is registered for camp, but does not arrive...

- Camper will be marked as absent on attendance rosters,
- Camp Leadership will check messages (camp cell, email, Remind) once we realize the camper is missing.
- If there is no absence notification, then Leadership Staff call guardians to notify them of the absence.

3. Camper Missing at Pick Up

If a guardian comes to pick up a child and child is not at the appropriate location:

1. Counselor will check attendance roster for camper's status (absent that day? Already pick up? etc.)
2. If camper should be present, initiate the lost camper plan.

Only children registered for camp who have all required paperwork submitted will be allowed to attend.

O. 1.A.(10) Plan for sharing information and guidelines with parents.

1. 1.A.(10)(d) Communication Systems.

Email: *Summer at the J: Camp Simchah* will still use the JCCNS Constant Contact account for regular email communications to families. To opt into this system, you must:

- Include your email address on your child's registration form,
- NOT opt-out of receiving JCCNS communications via Constant Contact.

If you have previously opted out, or are unsure, go to jccns.org, select “Email Sign-Up” and complete the steps to be re-added to our list. If you still do not receive our emails, please let Scott Kaplan, Camp Controller and Database Manager, know at skaplan@jccns.com.

Text: *Summer at the J: Camp Simchah* will still use **Remind 101** to provide information needed in a timely manner. This includes: reminders about upcoming camp events for your camper or their group, general camp reminders, and/or emergency communication, as needed.

- Replies to our outgoing message will only be seen by camp leadership staff.
- You may also go through the Remind 101 app or web site to send messages to camp leadership.
- **To join** our 2020 Simchah Families list, please text “**@20simfam**” to the number **81010** to be added or search for @20simfam from the Remind 101 app/web site.

We encourage all adults who regularly transport campers to/from camp to enroll in this text service.

P. 3.A(1-2) Group Sizes and Ratios

- A. Group Sizes: groups will have no more than 10 campers per session.
 - a. Children will remain in the same group each day and at all times while at camp.
 - i. When suitable to ages and development level, siblings will be assigned to the same group.
 - ii. Groups will not be combined at any time.
 - b. Staff will remain in the same group each day and at all times while at camp.
 - i. 2-3 staff will be assigned to each group.
 - ii. Staff will remain with the same group each session, as long as schedules allow.
- B. Ratios and Group Sizes: required camper to staff ratios are 1:10 for Camp Simchah. 2020 staffing allows for up-to 2 staff absences per group while maintaining these ratios. This also enables our *subs* to be an integral part of each group throughout the session, rather than filling in only as-needed. This also allows adequate and additional supervision and ratios for bathroom trips, required cleaning, etc.
 - a. Campers in our Inclusion program who may require additional support at camp will have a trained staff member assigned to supervise them as part of their group. This inclusion staff may be a 3rd member of the group staff, but will not count toward overall ratios for the group.