



# KinderCamp

## Parent Manual

Summer 2023

*\*Revised 2/6/23*





*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, visiting and participating in activities run by our specialists (Arts & Crafts, Musical Adventures, Puppets & Stories, Science & Discovery, and Sports & Games).*

*As KinderCamp Director, I believe your input and satisfaction with our program is invaluable and I will be available to assist you in any way I can. I can be reached by calling 857-285-7920 from the hours of 8:00am to 4:00pm. In addition, you can email me at [hgreenberg@jccns.com](mailto:hgreenberg@jccns.com). I hope this manual answers any questions you may have about our program.*

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

*Fondly,*

*Heather Greenberg – Camp Director  
Sheri Schapiro – Assistant Camp Director*

# ***KinderCamp Basic References***

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

**4 Community Road, Marblehead, MA 01945**

**Main Line/Welcome Center: 857-285-7900**

## **Important Phone Numbers & Emails**

<i>KinderCamp Director</i> Heather Greenberg	Direct line 857-285-7920	<a href="mailto:hgreenberg@jccns.com">hgreenberg@jccns.com</a>
KinderCamp Camp Site	Land Line 857-285-7968	<a href="mailto:hgreenberg@jccns.com">hgreenberg@jccns.com</a>
Inclusion Director Dan Swartz	Direct Line 857-285-7956	<a href="mailto:dswartz@jccns.com">dswartz@jccns.com</a>
<i>Summer at the J Camp Controller</i> Scott Kaplan	Direct Line 857-285-7908	<a href="mailto:skaplan@jccns.com">skaplan@jccns.com</a>
<i>Camp Aquatics Supervisor</i> Brandon O'Donnell	Outdoor pool 857-285-7969	<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 provide 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 25<sup>TH</sup>, 2023***

***11:00AM – 1:00PM***

**Meet and Greet: Visit with your child's counselors, meet the Specialists and Aquatics Staff, pick up your camp swag, and go for a swim in the outdoor pool!**

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



## KinderCamp Program

### Hours of Operation

KinderCamp runs from 9:00am-1:00pm for our regular camp day. Campers must register for our five-day program.

KinderCamp Extended Care and Enrichments runs from 1:00pm – 4:00pm. This program is for 4+ year olds. Campers must register for all 5 days. For those families that desire additional care in the morning hours, KinderCamp offers an early morning drop off beginning at 8:00am. Campers must register for all 5 days.

*\*Fees for this service are outlined in our online camp guide on the JCCNS Camp webpage.*

### 1. Arrival and Departure Procedures:

#### Drop-off

##### a) 8:00am – 8:45am:

Early morning drop off will be upstairs in the Transition Room. (Top of the stairs, make a U-turn and follow the signs.). At 8:45am, children and staff will pack up their belongings and head down to the outdoor pool. Any child signed up for early drop off, who has not checked in before the group leaves the classroom, they must wait until 9:00am to drop their child off at the camp site. We will **NOT** accept children while we are in transit, as it is not safe for the children and they must be properly checked in.

#### **NO EXCEPTIONS!**

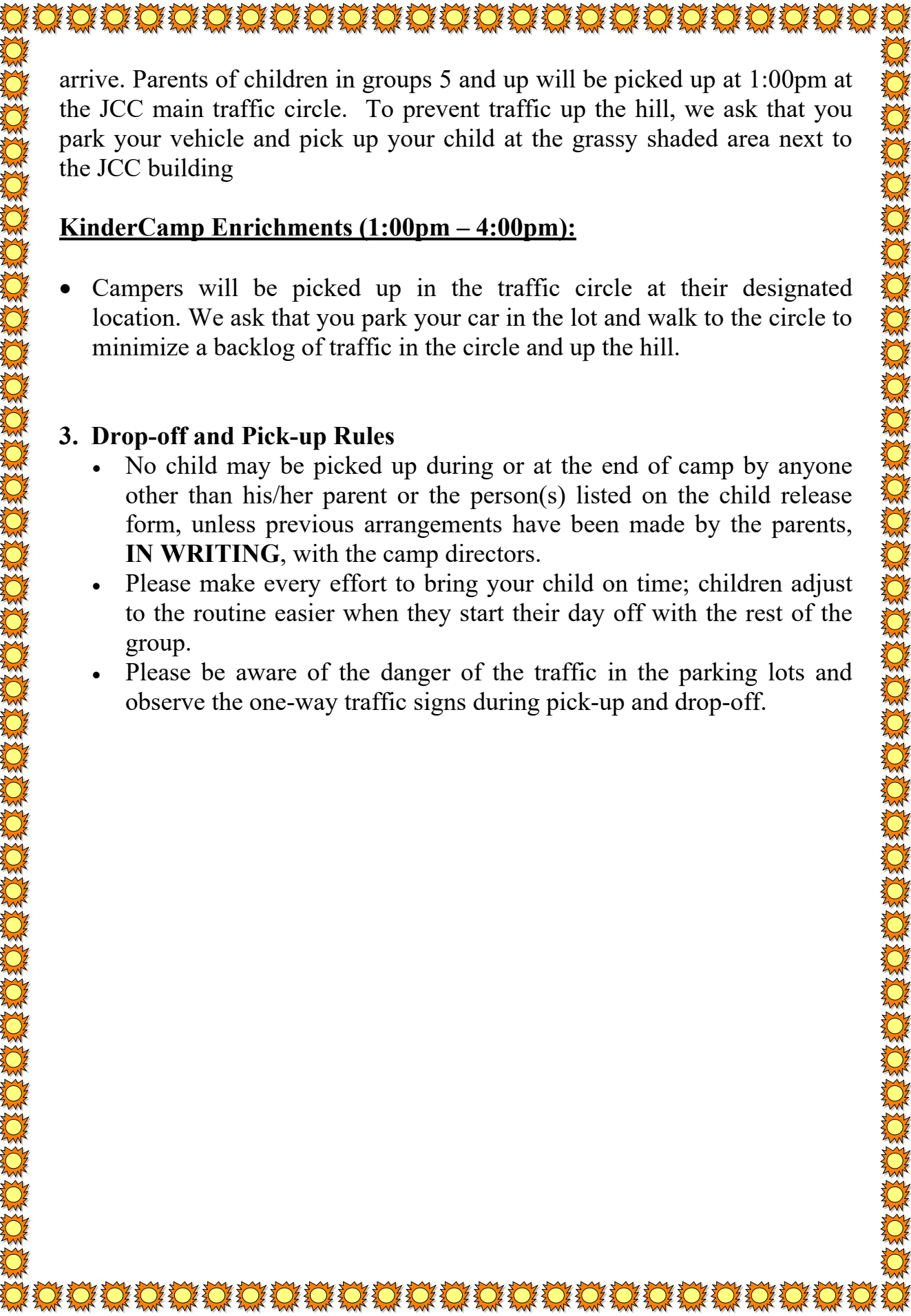
##### b) 9:00am

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

### 2. Pick-up

##### a. 1:00pm

Children in groups 1-4 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 5 and up will be picked up at 1:00pm at the JCC main traffic circle. To prevent traffic up the hill, we ask that you park your vehicle and pick up your child at the grassy shaded area next to the JCC building

**KinderCamp Enrichments (1:00pm – 4:00pm):**

- Campers will be picked up in the traffic circle at their designated location. We ask that you park your car in the lot and walk to the circle to minimize a backlog of traffic in the circle and up the hill.

**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 directors.
- Please make every effort to bring your child on time; children 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

## Parental Responsibilities

### 1. Clothing:

Parents are asked to send their child to camp in a bathing suit and appropriate outdoor clothing every day and sunscreen already applied. We will reapply as needed/throughout the 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
- one extra change of clothes
- Underwear and socks to change into after swimming
- One plastic bag to put the child's wet swimsuit and towel in
- Sunscreen \*No Spray (plastic bottle labeled with child's name)
- A sun 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. If your child stays for KinderCamp Enrichments please pack an afternoon snack for them clearly labeled "PM Snack".

**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. No refrigeration will be available.

**Please do not send in any peanut butter or nut products of any type due to severe food allergies. This includes almond milk, almond or any butters, hazelnut spreads, Nutella, and so forth.**

### 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 to please notify the Camp Director 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 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. *Changes are subject to a \$25.00 processing fee.*

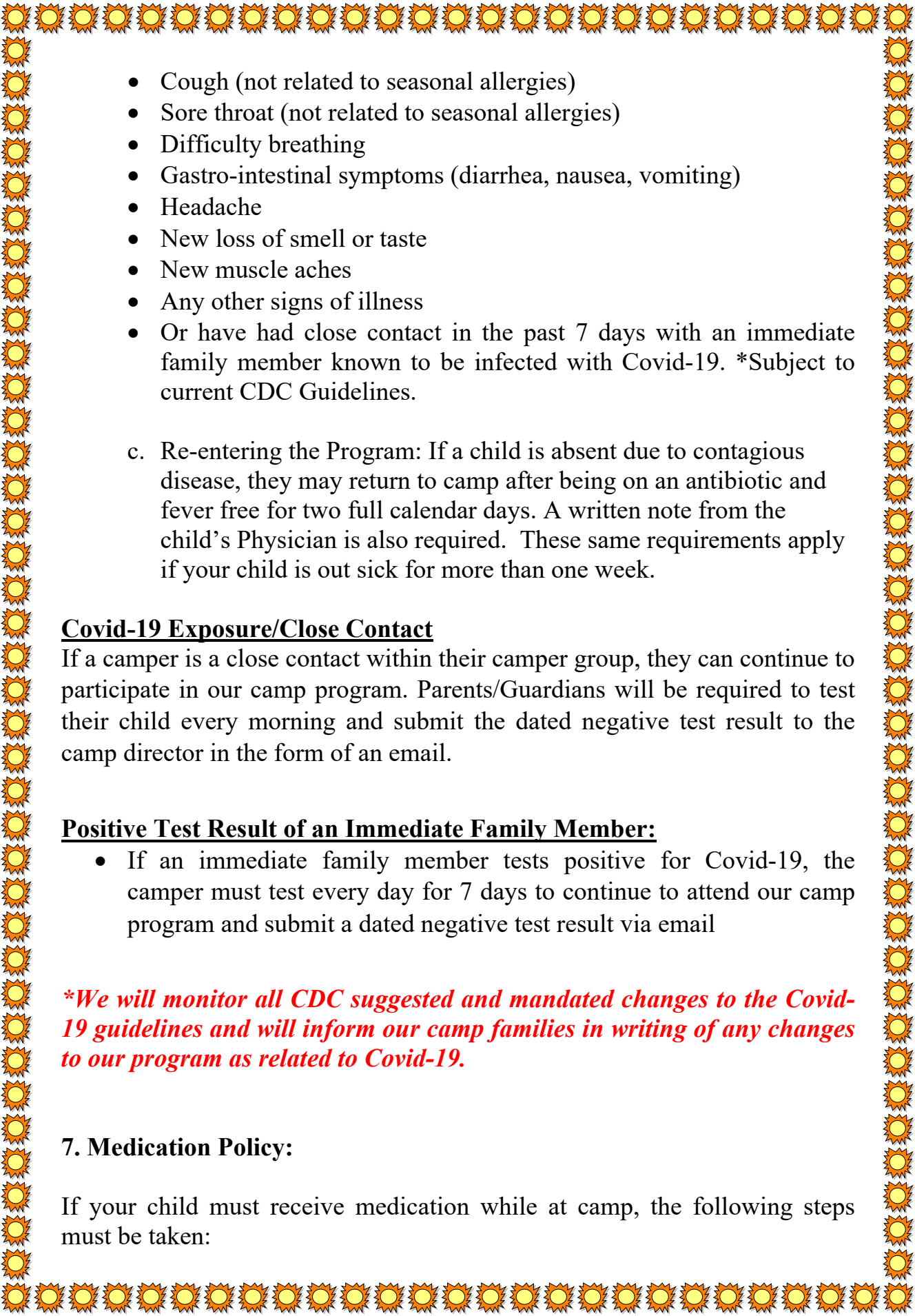
### 6. Health/Illness Policy:

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. No camper forms will be accepted on the campers' first day of camp.**

- 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 Camp Nurse/Health Care Supervisor 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
- **Parent/Guardian will be contacted immediately.**
  - a. In the case of a contagious illness: If your child should show any signs of contagious illness, a parent/guardian will be contacted immediately. If the parent is unable to come for the child, one person from the emergency contact list must be immediately available. 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 our local board of health, funding entity, and other families about potential exposure. Some examples are: Covid-19, 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, or you answer yes to any of these questions:
    - Fever (above 100.0 or higher, felt feverish, or had chills)



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- Cough (not related to seasonal allergies)
  - Sore throat (not related to seasonal allergies)
  - Difficulty breathing
  - Gastro-intestinal symptoms (diarrhea, nausea, vomiting)
  - Headache
  - New loss of smell or taste
  - New muscle aches
  - Any other signs of illness
  - Or have had close contact in the past 7 days with an immediate family member known to be infected with Covid-19. \*Subject to current CDC Guidelines.
- 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 two full calendar days. 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.

### **Covid-19 Exposure/Close Contact**

If a camper is a close contact within their camper group, they can continue to participate in our camp program. Parents/Guardians will be required to test their child every morning and submit the dated negative test result to the camp director in the form of an email.

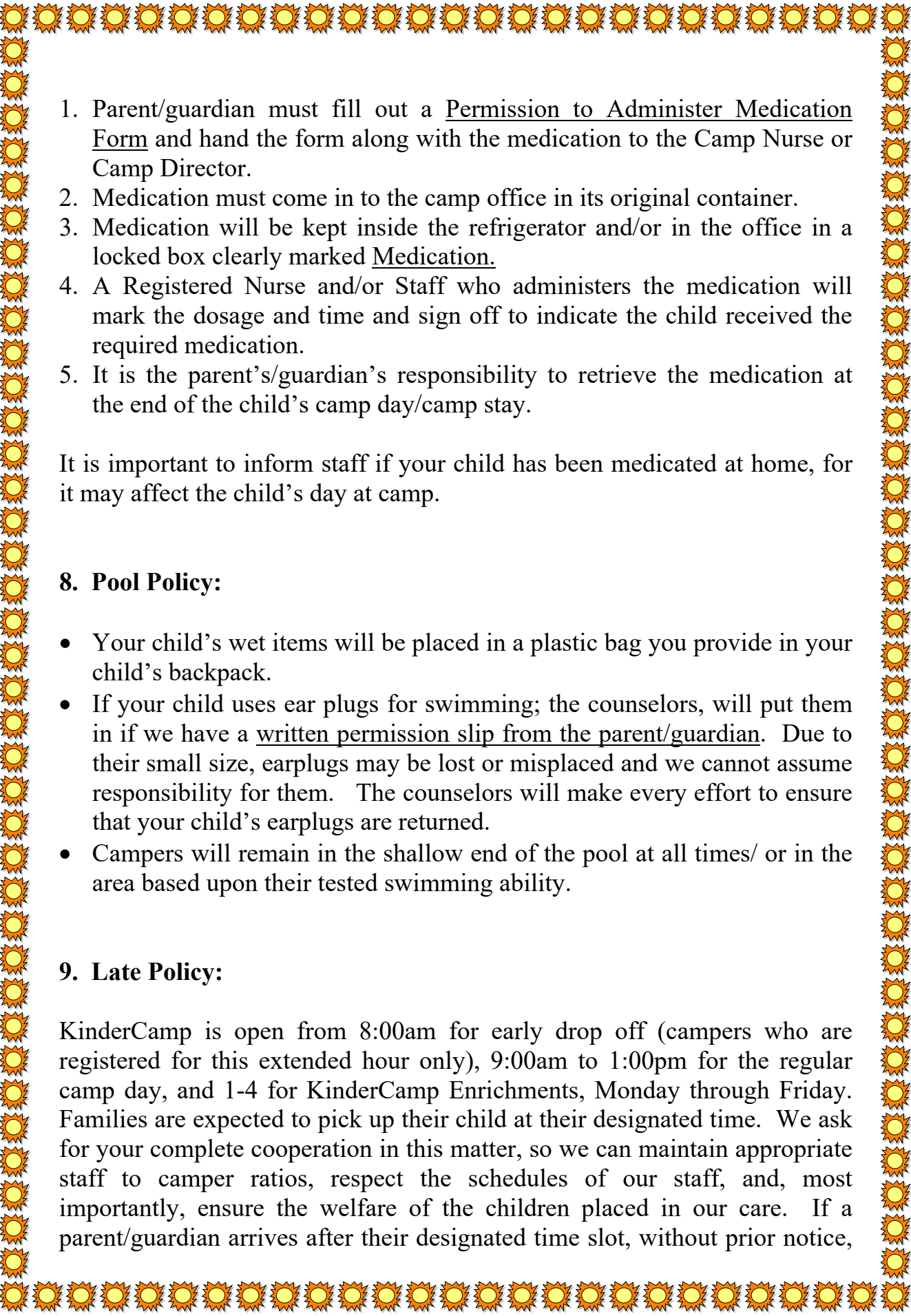
### **Positive Test Result of an Immediate Family Member:**

- If an immediate family member tests positive for Covid-19, the camper must test every day for 7 days to continue to attend our camp program and submit a dated negative test result via email

*\*We will monitor all CDC suggested and mandated changes to the Covid-19 guidelines and will inform our camp families in writing of any changes to our program as related to Covid-19.*

## **7. Medication Policy:**

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

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1. Parent/guardian must fill out a Permission to Administer Medication Form and hand the form along with the medication to the Camp Nurse or Camp Director.
  2. Medication must come in 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 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/camp stay.

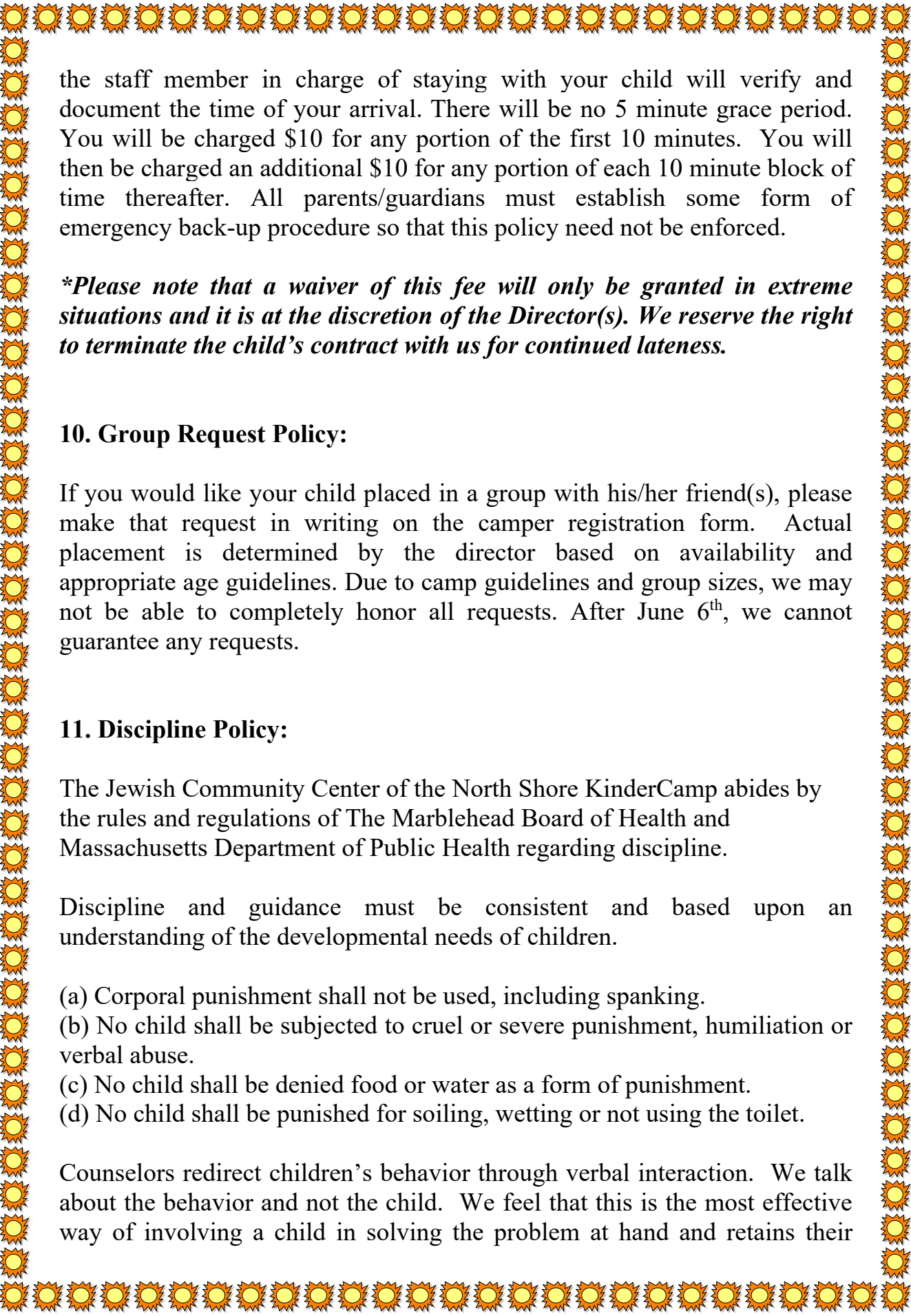
It is important to inform staff if your child has been medicated at home, for it may affect the child's day at camp.

#### **8. Pool Policy:**

- Your child's wet items will be placed in a plastic bag you provide 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. Due to their small size, earplugs may be lost or misplaced and we cannot assume responsibility for them. The counselors will make every effort to ensure that your child's earplugs are returned.
- Campers will remain in the shallow end of the pool at all times/ or in the area based upon their tested swimming ability.

#### **9. Late Policy:**

KinderCamp is open from 8:00am for early drop off (campers who are registered for this extended hour only), 9:00am to 1:00pm for the regular camp day, and 1-4 for KinderCamp Enrichments, Monday through Friday. Families are expected to pick up their child at their designated time. We ask for your complete cooperation in this matter, so 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 slot, 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 thereafter. All parents/guardians must 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 situations and it is at the discretion of the Director(s). 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 friend(s), please make that request in writing on the camper registration form. Actual placement is determined by the director based on availability and appropriate age guidelines. Due to camp guidelines and group sizes, we may not be able to completely honor all requests. After June 6<sup>th</sup>, we cannot guarantee any requests.

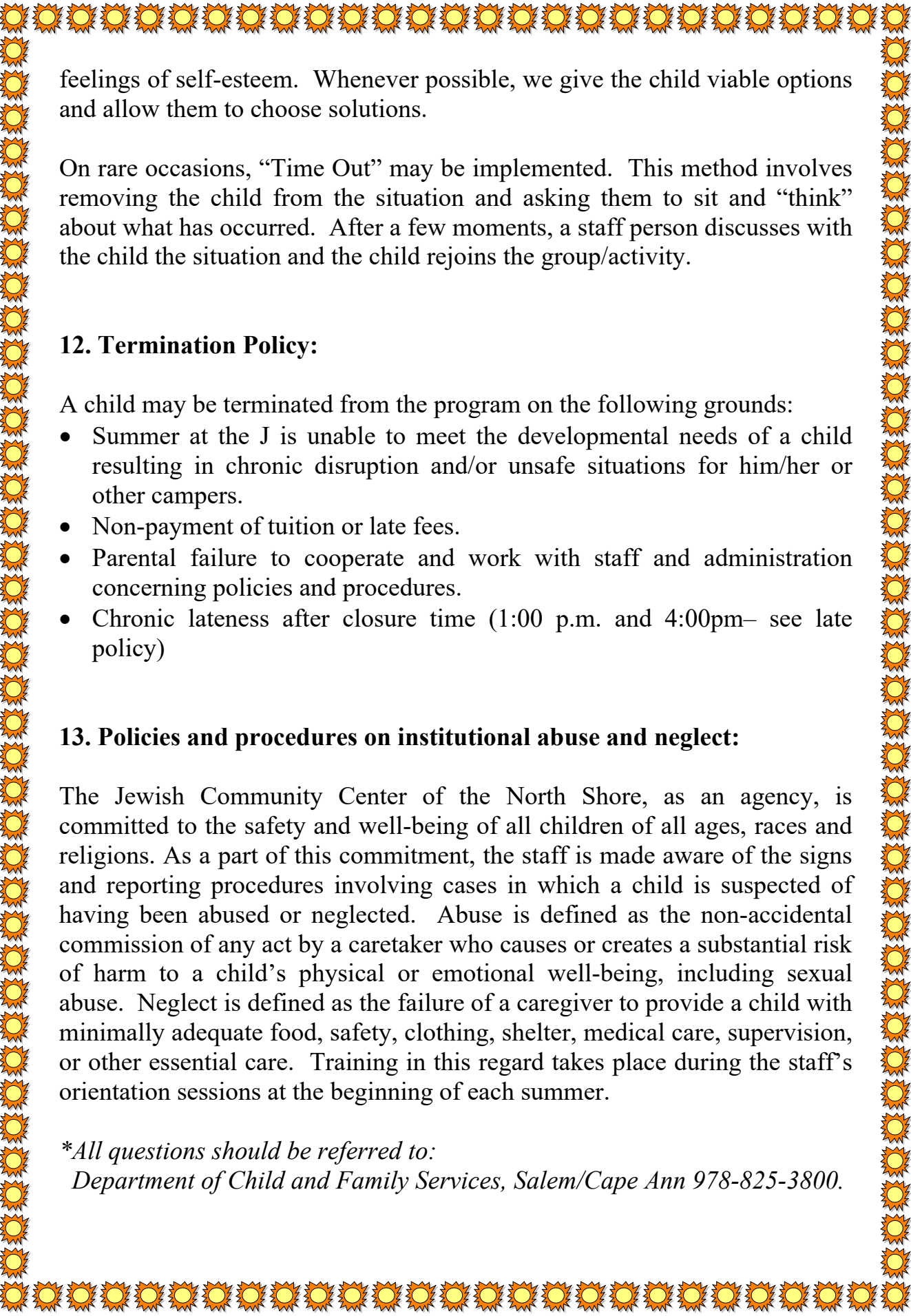
#### **11. Discipline Policy:**

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 (1:00 p.m. and 4:00pm– see late 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/504, has 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 the camp Director for more information about our Inclusion Program and registration.

#### **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.



## **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>, 2023.
- 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.

**\*\*KinderCamp Director(s) will keep all families up to date on the newest releases and changes to the CDC Covid-19 Guidelines.**