



2023

Camp Simchah Family Handbook

Camp Simchah

(Campers entering grades 1-7)

Camp Simchah Specialty

Sports, Art, Tennis, Pottery, Travel

(Campers entering grades 3-7)

Welcome *Simchah* Families!

Welcome to Camp Simchah! Our primary goal is to provide you and your child with a fun, safe and positive, camp experience.

Each and every day, our Simchah campers will engage in a variety of fun learning experiences in a summer camp atmosphere. They will enjoy time in the beautiful outdoor JCCNS pool, on our playground, and experiencing creative and engaging activities run by our specialists (including Arts & Crafts, Musical Adventures, Science and Nature, and Sports & Games.) We also offer a variety of targeted Specialty Camps for our older campers which include Theater, Tennis, Sports, Arts and Crafts and Travel Week.

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 6, 2023.**

Please note: no child can be admitted to camp until all camper forms have been submitted and processed.

**SUMMER AT THE J
OPEN HOUSE
SUNDAY, JUNE 25TH, 2023
11:00AM-1:00PM
OUTDOOR POOL AREA**

We are so excited for a summer filled with fun, silliness, bonding and friendships and you can rest assured that we are already hard at work in our planning.

See you soon!

Heather Gravelese

Camp Simchah 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> Heather Gravelese	857-285-7923	hgravelese@jccns.com
<i>Summer at the J Camp Controller</i> Scott Kaplan	857-285-7908	skaplan@jccns.com
<i>Inclusion Director</i> Dan Swartz	857-285-7956	dswartz@jccns.com
<i>Camp Aquatics Director</i> Brandon O'Donnell	Outdoor pool 857-285-7960	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 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 have selected principles that guide everything we do at camp.

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

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

Camp Simchah Program

A. Hours of Operation*

Camp Simchah camps run 5-day camp weeks, Monday through Friday.

<i>Camp Simchah</i>	9:00am-4:00pm (full camp day)
	9:00am-1:00pm (early pick up option for siblings in KC or ECE)

<i>Camp Simchah Specialty</i>	9:00am-4:00pm
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*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	8:00am-9:00am
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Fees for this service are outlined in the *Summer at the J 2023 Camp Guide*.

Unscheduled/Extra Hours:

We strive to accommodate all families' needs in providing emergency care. However, we can only provide this area 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. 8:00am – 8:45am

AM Extended Care drop off takes place between **8:00am-8:45am** in the J Adventure Room for those who have pre-registered.

b. 8:45am-9:00am

Morning drops 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 **8:45am 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 behind EHS for morning Flagpole.

2. Pick Up

a. 1:00pm (early pick up Camp Simchah campers with KinderCamp siblings)

1:00pm early pick up is at the rock by the outdoor pool 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 (can start as early as 3:30pm)

3:30pm-4:00pm afternoon pick-up for all *Camp Simchah* camps is **in front of Epstein Hillel School (EHS)** at the far end of the upper parking lot. Campers not picked up by 4:10pm will incur additional fees (see rates below). Guardians and emergency contacts will be called in the order listed on camper forms.

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 up 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 an 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 10 years old with signed guardian permission may walk to/from camp. Please give permission on camper forms no later than June 6, 2023. 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. Travel Camp

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. *Please*

be sure your camper arrives in their swimsuit 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, hairbrush, 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 lock 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, and video games),
- Toys & stuffed animals,
- Playing/trading cards,
- Candy & gum,
- No Bakugauns and Pokémon Cards
- Anything else of value that might be lost or damaged at camp.
 If a camper is found with electronics or something on the **do not send list, the camp Director will hold onto said item until the end of the camp day**

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. Pack extra! Campers get hungry at camp with all the fun they are having!

b. Lunches

Children will bring their own lunch in an insulated lunch bag clearly labeled with their first and last name. **There is no refrigerator or microwave available**

3. Dietary Policies – Updated Summer 2023

Please make sure that all camp snacks and lunches are nut-free. The JCCNS is a nut-aware facility.

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 hgravelese@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, strep throat, and Covid-19.
 1. **Isolation:** If any staff observes (or participants report the onset) 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.
 2. **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.
 - a. 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.

- b. If the camper or staff require emergency care, Procedures for Emergency Care (above) will be followed.
- c. **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.
- d. **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 the 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.
- e. **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 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 COVID19.
- f. **Staying Home when Exposed: Campers or staff who are fully vaccinated do not need to quarantine after exposure to COVID19 unless symptoms develop.**

Campers and staff who are not fully vaccinated must isolate or quarantine until they have met the requirements for discontinuing of 10 days. You can test on or after day 5 and if you receive a negative test, can discontinue quarantine after 7 days.

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.

- g. **Policy for campers and staff with Flu symptoms:** *Follow policy for Contagious Illness, Including COVID19, above.*

h. **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.

i. Re-entering camp following an illness:

1. **Staying Home when Sick:** If your child has symptoms of COVID19, they must remain out of the program for 10 days from onset of symptoms AND until non-symptomatic and fever-free for at least 24 hours before returning to camp. Additionally, campers must follow the most up to date state guidelines (Marblehead Board of Health)
2. If your child is too sick to participate in ANY of our scheduled activities, he/she/they/them should stay home until he/she/they/them is well enough to fully participate in his/her camp day. Included in these parameters are conditions such as diarrhea, vomiting, fever, and COVID19. Any and all contagious diseases and viruses need to be reported immediately so that we can inform all other families about potential.

E. Policies

1. 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.
- 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.

2. Medication Policy

The nurse's office is located at the Outdoor pool nurse's office from 9:00am-3:00pm.

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 camper's session.

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

3. Late Pick Up Policy

Camp Simchah is open from 9:00am-4:00pm, Monday through Friday, with extended care available by pre-registration from 8:00am-9:00am, 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 Camp Director. We reserve the right to terminate the camper's contract with us for continued late pickups.

4. 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 6th. 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.

5. 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 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 rejoin the group/activity.

6. 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).

7. 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 a written policy to you upon enrollment.

8. 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.

F. 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 support is able to be provided.

For any questions related to children with disabilities and/or our Inclusion Program, please contact our Inclusion Director, at 857-285-7956.

G. 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 6th.

1. 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.

2. Registration

A credit card is required, even if you choose to use an alternate payment method.

Payment in full is due by June 6, 2023, 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 1st must be paid in full at time of registration and accompanied by all required forms in order to be processed. **Registrations after June 1st must be confirmed by *Summer at the J* staff.**

a. Registration Deadline

If space allows, late registrations may be accommodated. Late registrations must be paid in full at the 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.

b. Refunds

No refunds will be made after June 1, 2023, unless a child is withdrawn for medical reasons with documentation from a medical professional. There will be no refunds for absenteeism due to illness (including quarantining) or vacation.

c. Scholarships

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

d. 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 4:00pm: \$15 for any portion of the first 10 minutes, and \$2 per minute, thereafter.

*Change Fee: Changes made after June 1, 2023, 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): Full Day Rate

e. 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 857-285-7915 for more information. Let him know you learned about membership from the Simchah Family Handbook!

f. 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. •

3. 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.

H. Transportation

Transportation from Peabody/Beverly (final location TBD) 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. Buses arrive at 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. Buses 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.

I. 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 the camper is able to walk to the camp nurse/health care supervisor, he/she/they/them 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 logbook. 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 healthcare professional outside of camp, the camp nurse/director must complete the Massachusetts Injury Report and send it 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 counselors call for help. The assisting counselor assumes control of the group and directs campers away from the injured party. Camp nurse/health care supervisor(s) assess the injury and determine if immediate medical attention is required. Camp nurse/Healthcare Supervisors calls 911 and then calls the JCCNS Welcome Desk to let them know of the injury and where on campus the injured party is. The camp nurse/health care supervisor remains with the injured party until the ambulance arrives.

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

3. Health supervision and infection control

- a. Handwashing: Children and staff must wash their hands or use hand sanitizer (only when a 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.

- b. 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.

4. Notification of COVID19 Symptoms and/or Diagnosis:

If a camper or staff has symptoms of COVID19 or receives a positive diagnosis, the staff/camper is required to notify the camp director. In addition, they must quarantine for 5 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.

5. Personal Protective Equipment (PPE): PPE and face masks and coverings.

- a. Facemask and coverings: Face masks are optional while inside a building.
- b. Gloves: Staff must wear gloves when appropriate and at all times during the following activities:
 - c. Food preparation (*no food preparation permitted in summer 2023*),
 - d. Screening and any other activities requiring close contact (including, but not limited to):
 - o Applying sunscreen,
 - o When administering medication or first aid/CPR, as authorized,
 - o When handing *clean* supplies to others,
 - o When taking *dirty* supplies from others,
 - e. When in contact with *clean* supplies that are shared with others,
 - f. When in contact with *dirty* supplies that are shared with others,
 - g. When cleaning and handling cleaning products,
 - h. When handling trash,
 - i. 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.

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

1. Protective Eyewear
2. Disposable Face Masks
3. Gloves
4. Gowns

K. Record Keeping

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

L. 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 with 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.

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:
 - a. 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.
 - b. Campers will be assigned to the same counselor within the camp session but is subject to change week to week.
 - c. Guardians are asked to ensure proper cleaning of personal effects, including personal camp supplies, clothing, coolers, etc. before the camper returns for their next session.

M. TRAFFIC CONTROL PLAN (arrival and dismissal procedures)

1. Camper Drop Off/Check-In

a. Times: 8:00am-8:45am (Early Drop Off – Preregistered ONLY)

- Campers will be walked up to the J Adventure (Ocean Room) and checked in.
8:45am-9am, Monday-Friday.
- Unless you have made other arrangements with the Simchah Camp Director, check-in must occur between **8:45am-9:00am**. *Camp Simchah* is not responsible for your camper before that time.

b. Traffic Flow:

- **Arrival:** Cars drive up Community Rd, turn left into the parking lot at the top of the hill, and stop at the 4 Orange Cones marking the check-in point.
- **Departure:** Cars will drive through the parking lot in the same direction, exiting right down Community Rd hill after the upper playground.
****Kinder campers may not be dropped off at Simchah and must follow KinderCamp procedures****

2. Camper Dismissal

a. 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 2023 policies
- **KinderCamp siblings who register for 1:00pm pick up will be at the rock by the outdoor pool.**

b. Traffic Flow:

- **Dismissal:** Cars drive up Community Rd, turn left into the parking lot at the top of the hill, Guardians 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 the 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.

N. Sunscreen Policy

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

O. 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 is 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.

P. Cleaning Plan

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

- a. 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).
- b. 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.

- c. 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 another person uses the items. Staff will clean items from *dirty* containers (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)
- d. Specialists' Items used by multiple groups:
 1. *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* containers. Staff will clean items and place them in a clean container for use by another group or will return items to their storage locations.
 2. *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.*
 3. *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.*

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

3. 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 the last program use.

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

5. 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.

Q. Emergency Procedures:

1. Emergency Procedures in Case of Fire
 - a. Camp staff use walkies to announce, "Fire Drill at [state location]" and call 911 from a cell phone.

- b. Evacuate the area in a calm and organized manner.
 - c. Once group has reached a safe location (or if group is already in safe location),
 - i. Camp Staff take verbal roll calls from campers.
 - Ask if anyone present was not called and write down their name.
 - ii. 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?)
 - iii. Lead Staff Person will respond via walkie and will note group locations.
 - d. The Lead Staff Person will give further instructions to camp staff via walkie.
 - e. **When each camper is accounted for**, groups will be instructed to go to these locations:
 - i. If leaving the outdoor pool, go to a lower field group location.
 - ii. If leaving EHS, go to a lower field group location.
 - iii. If leaving Temple Sinai, go to a lower field group location.
 - iv. If in an outdoor camp area, go to a lower field group location.
 - f. Sit quietly with your group in your assigned group location.
 - g. Take another verbal roll call once seated.
 - h. If missing campers OR if you have extra campers, hold up a red card.
 - i. 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.
 - i. If all of your campers are accounted for, with no extras, hold up green cards.
 - i. This will communicate to the lead staff person that your group is accounted for.
 - j. Keep the group calm until further instruction or *an all-clear* is given by the Lead Staff Person.
2. Emergency Procedures in Case of Disaster: If a situation arises that require the evacuation of camp, the following steps will be taken:
- a. Groups will be notified via walkie and/or cell phone to follow evacuation procedures.
 - b. A camp or JCCNS staff member will alert 911 and explain the disaster to dispatch.
 - c. At the same time, all staff and campers will move along the rail trail to Temple Emanuel.
 - i. If the Rail Trail is compromised, staff and campers will move via sidewalks and roadways toward Temple Emanuel.
 - d. In the event that Temple Emanuel has been compromised, camp leadership will notify staff via walkie or cell phone or meeting location.
 - e. If needed, camp staff will begin calling parents to pick up children at designated locations (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.
 - f. 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.

R. 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. The counselor will check the attendance roster for the camper's status (absent that day? Already picked up. Etc.)
2. If a camper should be present, initiate the lost camper plan.

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

S. Plan for sharing information and guidelines with parents.

1. 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:

- a. Include your email address on your child's registration form,
- b. 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.

- a. Replies to our outgoing message will only be seen by camp leadership staff.
- b. You may also go through the Remind 101 app or web site to send messages to camp leadership.
- c. **To join** our 2023 Simchah Families list, please text "**@23simfam**" to the number **81010** to be added or search for **@23simfam** from the Remind 101 app/website.

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

T. Group Sizes and Ratios

1. **Group Sizes**: groups will have no more than 15 campers per session.
 - a. Children will remain in the same group each day of the session.
 - i. When suitable to ages and development level, siblings will be assigned to the same group.
 - b. Staff will remain in the same group each day.
 - 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.
2. **Ratios and Group Sizes**: required camper to staff ratios are 1:10 for Camp Simchah. 2023. 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.
 - c. 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.