



# JCC Summer Camp 2019

# Parent Handbook

Welcome to the 2019 JCC Summer Camp!

We invite you to join us on **June 2, 2019 from 1:00 – 3:00 PM** at our Camp Open House to learn more about our program and to answer any lingering questions you may have after reading this handbook. Throughout the summer if you have any questions, feel free to reach out (refer to page 2 to determine the appropriate contact person). We will be glad to help you in any way. We look forward to sharing the summer with you and your family!

## **Due by May 25 (extended from May 10):**

- ☐ Complete all online camper forms
- ☐ Upload (or drop off) the Physician's Examination form with doctor's signature
- ☐ Submit Additional Services form and, if ordering lunch, the Metairie Summer Lunch Menu on CampInTouch

Sincerely,

The JCC Summer Camp Directors



## Camp Directors

Questions or concerns may arise making it necessary to contact the JCC. The following list should help you decide who you need to contact either by phone, 504-887-5158, or by emailing them directly.

DEPARTMENT	STAFF NAME	STAFF EMAIL
Camp Director	Jessica Klein Sintes	jessica@nojcc.org
Assistant Camp Director	Terrance Perkins	terrance@nojcc.org
Sports Director	PJ Jones	pj@nojcc.org
CIT	Jessica Klein Sintes	jessica@nojcc.org
Billing	Katelyn Sileo	katelyn@nojcc.org
Change in Dismissal	Phil Smith	phil@nojcc.org
Aquatics Info	PJ Jones	pj@nojcc.org

## Camp Calendar

Mini Camps Grades K and up*	May 27 – May 31
Early Childhood Pre-Camp	May 20 – May 31
Camp Open House	June 2, 1:00 - 3:00 PM
Summer Camp	June 3 - July 26
Family Fun Night	June 18
End of Summer Mini Camps*	July 29 - August 16

*\*please check website and in-house flyers for details*

## Camp Hours

General Camp and Taglit Teen Camp 9:00 AM - 3:15 PM

## Open House

**Sunday, June 2 | 1:00 - 3:00 PM**

Parents and campers registered for any camp session are invited to meet their counselors and check out their home for the summer. T-shirts, car tags, schedules and calendars will be distributed on this day.



## Parent Communication

Parents who provide their email addresses will receive the weekly newsletter, "Camp Notes," every Friday. To update your email address, please email Jessica Klein Sintes at [jessica@nojcc.org](mailto:jessica@nojcc.org).

## Extended Care

If you have not already registered for before and/or after care, please notify the camp director. The JCC does not take responsibility for your child before 7:30 AM or after 5:30 PM. **If your child stays late, there will be a \$1.00 per minute late fee to be paid immediately to the staff member who stayed with the child.**

### Before Care (starts at 7:30)

Parents, for your child's safety, please bring campers inside to their designated before care classrooms. Age-appropriate books and toys will be available for play during this time.

### **After Care (ends at 5:30 PM)**

Campers ages 10 and younger must be enrolled in after care if they are staying beyond the 3:15 PM camp dismissal. Snacks will be provided for all campers who stay for after care.

For our campers aged 8 to 10, after care options will include sports, art or game room time. Check-in and check-out are required. JCC policy allows youth ages 11 and up to visit the pool or gymnasium unaccompanied by an adult, however these activities will not be supervised by JCC camp staff. Children ages 11 and up may register for after care in the game room to receive supervised care after the camp day ends.

## **Drop-Off/Pick-Up Procedures**

**Please note that cell phone use is prohibited in the carpool line.**

### **Drop-Off (for all campers not enrolled in Before Care)**

Drop off campers between 8:40 and 9:00 AM. If you need supervision for your children prior to 8:40 AM, please register him/her for before care. For safety and to expedite the carpool process, drivers must remain in their car at all times. If you wish to escort your child to their group, please park in the parking lot. The carpool gate will close at 9:00 AM. **Please park and escort your child to the reception desk in the lobby to sign them in if you arrive after the gate closes. On the first day of camp – Monday, June 3 - parents of Chaverim campers may walk their child to their classroom.**

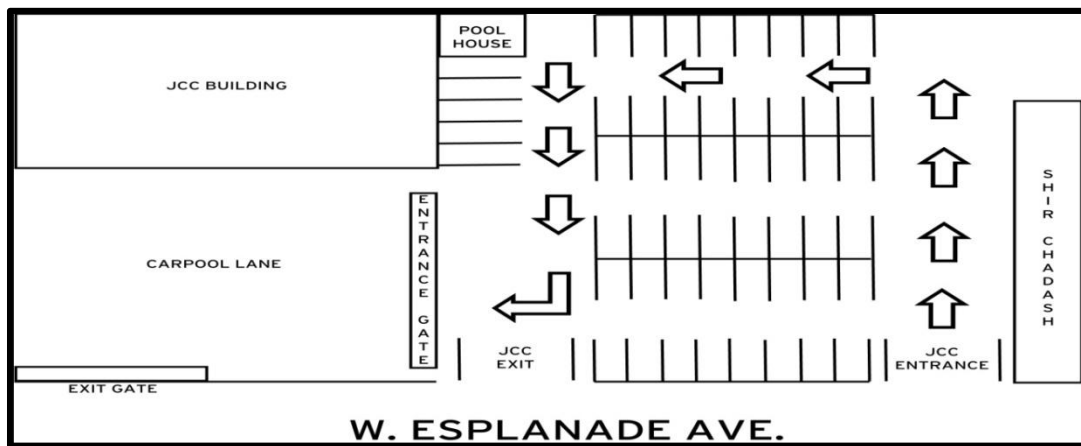
### **Pick-Up (for all campers not enrolled in After Care)**

Dismissal time for Chaverim, Maccabee, Sabra, Zion and Taglit Camp is 3:15 PM, the drive-in gate will open at 3:05 PM. At that time, we will dismiss from the drive-in gate area (see next page for map). To ensure a smooth dismissal, your assistance and cooperation are requested. A camp counselor will bring the children to the car and assist in buckling them into their seat. Parents should watch the buckle-up process to ensure it is done correctly. Remember that we are dismissing more than 200 children and that their safety is our main concern. The following will help the dismissal process:

- Cars should line up in the parking lot beginning inside the drive-in gate and stretching toward the back of the parking lot.
- **PLEASE STAY IN YOUR CAR.**
- Display your child's JCC carpool nametag (distributed at Camp Open House) in your front windshield.
- **FOR YOUR CHILD'S SAFETY, PLEASE HAVE YOUR CHILD'S CAR SEAT ON THE PASSENGER SIDE.**
- A counselor will bring your child to your car.
- No child will be dismissed until all camp groups are accounted for in the gymnasium. This is to provide for your child's safety. Do not approach your child's counselor and ask that your child be allowed to leave early.
- If you park in the parking lot, or walk to the JCC to pick up your child, wait outside the door to the gym with your JCC carpool nametag and a counselor will be standing there to meet you.
- Without an official JCC carpool nametag, a photo ID will be required to pick up any campers.

### **Permission for Pick-Up**

Only adults with permission may pick up your child from camp. Please list the names of each adult authorized to pick up your child(ren) on Authorized Grown-Ups form available on CampInTouch.



### **Late Drop-Off/Early Pick-Up (after 9:00 AM and before 3:15 PM)**

JCC policy requires that all persons over 10 years old present a JCC membership card in order to enter the building. If a non-member is picking your child up, they must be on our authorized pick up list and present identification.

If you are arriving after 9:00 AM, bring your child to the front desk. A camp director or counselor will escort your child. If your child has to leave early, please send a note in advance, call the camp office, or email the appropriate contact. Camp staff will bring your child to the reception desk at the requested time. **If you must pick your camper up early, please do so before 2:45 PM, so that we can insure a safe and orderly dismissal.**

After 3:30 PM, if your child has not been picked up, he/she will be taken to after care. You will be billed for after care if you are more than 15 minutes late to pick up your child. Thank you in advance for your cooperation.





## Medical Forms

The camp Physician's Exam form, found in your online account, must be completed by your child's physician and returned to the JCC no later than May 10. Campers may not come to camp without a completed health form. It is vital that we have camper's completed medical form and immunization record prior to attending camp. **A PHYSICIAN'S SIGNATURE IS REQUIRED.**

This policy makes for healthy children at camp and at home. Your doctor's recommendations will assist our staff in caring for any special needs your child may have. The forms will be kept on file and referred to as necessary. Any allergies that your child has, including food allergies, should be noted on the medical forms. Feel free to arrange a meeting with the camp director to discuss specific dietary and health-related restrictions.

## Medication

Prescription medications will be administered only on the written, dated, and signed request of a licensed physician. The original label with the physician's instructions and the physician's name must be on the container. Do not put any medication in your child's lunch or swim bag. The camp director will be responsible for dispensing medications.

## Absences

We hope your child will be with us for every fun day at camp. There is no need to notify us if your child is going to be absent. There are no refunds or make-up days for the times that your child misses camp.

## Illness

The health and safety of your child is the first priority of our staff. Do not send your child to camp if he or she is not feeling well. When children become ill at camp, a parent or emergency contact will be notified to IMMEDIATELY pick up the camper. This policy protects your child and all other children. Parents must keep emergency names and numbers up to date.

Please follow these guidelines to keep our camp community healthy:

ILLNESS/SYMPTOM	RETURN AFTER
Diarrhea (two or more loose stools, or over and above what is normal for that child)	Diarrhea resolved
Fever of unknown origin and some behavior signs of illness	Fever free for at least 24 hours
Conjunctivitis	24 hours after medicine administered and eye is no longer oozing
Head Lice	Hair has been treated and is free of active insects and their eggs (nits). Campers returning after head lice must be walked in by parent/guardian and checked by camp directors before returning to his/her camp group.
Undiagnosed generalized rash	Cleared by the child's physician as non-contagious
Strep throat	Note from child's physician

## **Insurance**

Camp Accident Insurance is mandatory for all campers. This coverage is \$10 per camper, per summer, and is paid with camp fees. The coverage is in effect for all injuries sustained while participating in the activities sponsored and supervised by the JCC, and includes coverage for group travel to and from JCC activities.

The benefits payable under this policy are supplemental to the individual's primary health insurance coverage. The coverage is also subject to a \$100 deductible.

## How to Dress for Camp

Send your child to camp in appropriate, **LABELED** camp clothes that allow them to play and get messy. Paint, glue, and dirt will not always come out in the wash. Campers should wear a swim suit to camp every day except if they are going on a field trip. Please do not send valuables with campers.

- All campers should arrive at camp wearing sunscreen and a swim suit.
- Tennis shoes and socks **MUST** be worn every day. Inappropriate footwear may prevent your child from participating in activities.
- Flip-flops and Crocs are **ONLY** permitted to and from the pool.
- JCC camp shirts must be worn on field trip days to further ensure safety and group identification.

**Please label all of your child's belongings.** Label Daddy personalized press-and-stick labels are an easy way to label belongings and can be purchased online at [www.labeldaddy.com](http://www.labeldaddy.com). Receive a 10% discount with the code CAMP2019.

## What to Bring

### Chaverim

- Sunscreen, labeled
- 2 changes of clothes, labeled in a plastic bag
- 2 swimsuits
- Tennis shoes with socks
- 2 towels, labeled
- Mat for rest time, labeled
- Lunch

### Maccabee and Sabra

- Sunscreen, labeled
- A change of clothes, labeled in a plastic bag
- 2 swimsuits
- Tennis shoes with socks
- 2 towels, labeled
- Lunch

### Zion and Taglit

- Sunscreen labeled with name
- 1 swimsuit
- Tennis shoes with socks
- 1 towel, labeled
- Lunch



## What to Leave Home

**Electronics** are not allowed at camp. Please do not bring them. Electronics are a distraction from camp activities and prevent us from building a strong camp community.

**Personal Items** should be left at home. Please do not send your camper with any personal items. Please do not send children entering kindergarten and older with stuffed animals. Please leave Pokemon, Yu-Gi-Oh, and other trading cards at home.

**Money** is not needed as campers are not permitted to use the vending machines or snack bar during the camp day.

**Glass water bottles** and containers are prohibited at camp.

## **Lost & Found**

Misplaced items will be gathered each day. **PLEASE LABEL ALL ITEMS WITH YOUR CHILD’S FIRST AND LAST NAME** so we can return them. Unclaimed or unlabeled items left or found will be located at the “Lost and Found” table in the gymnasium. Any items remaining at the end of the summer will be donated. The JCC is not responsible for replacing lost items. Personalized press-and-stick labels are an easy way to label belongings and can be purchased online at [www.labeldaddy.com](http://www.labeldaddy.com). Receive a 10% discount with code CAMP19.

## **Daily Lunches and Snacks**

The JCC provides the option of purchasing delicious and nutritious meals from D’vash Catering for campers. Each meal comes with a main course, two sides and water. Our lunch plan is available with advanced purchase.

You have the option of signing up just for Pizza Fridays. Pizza Fridays cost \$7.50 per week and includes pizza, chips, fruit and water. Contact Jessica at [jessica@nojcc.org](mailto:jessica@nojcc.org) for kosher pizza options.

To sign up for lunch or Pizza Fridays, fill out lunch plan options on the Additional Services form on CampInTouch no later than May 25.

Campers not participating in the JCC lunch plan should bring lunch and drinks with them daily. Lunches cannot be refrigerated or heated. Label each lunch clearly with the child's first and last name and camp group.

A mid-morning snack is provided for all campers. Children may not purchase snacks from the vending machines.

## **Juice Boxes and Bottled Water**

The JCC offers juice boxes or bottled water for advanced purchase. This is a good option for campers who bring their lunch but would like a cold juice box to go with it. Juice boxes will be distributed during lunch.

## **Birthdays**

Cakes or other dessert items are welcomed for your child's birthday, but must be kosher. For further information, contact the camp director.



## Field Trips

Weekly field trips are scheduled for campers in Maccabee on Tuesdays, Sabra on Wednesdays, and Zion on Thursdays. Please arrive no later than 9:00 AM on these days. Campers must wear their camp t-shirts on field trip days. Do not send your child with money for any type of purchase unless stated in writing by the camp director.

## Aquatics

Campers of all ages enjoy the JCC's outdoor aquatic facilities, where American Red Cross certified lifeguards maintain a safe and supervised environment in and around our pools.

The mission of the JCC aquatics program is to teach the campers water safety and basic strokes. Swim instruction is designed using the American Red Cross "Learn to Swim" program.

All campers ages three to entering grade 3 receive swim instruction. Chaverim campers enter the main pool individually with an instructor and learn basic skills such as blowing bubbles, submerging their face in the water, kicking, and more. Older groups continue working on basic skills and safety, as well as developing strokes and breathing techniques.



## Swimmer Evaluation Test

On their first day of camp, Maccabee and Sabra campers will be evaluated to determine their appropriate swim level. During the evaluation, the campers will demonstrate a series of skills based on the six levels of the American Red Cross guidelines. Placement in instructional swim classes is based on the age, swim experience, and ability of the child. Parents will receive swim progress reports weeks 2, 4, 6, and 8 through Camp Notes emails.

During instructional and free swim, all campers are required to change into swim suits. We encourage all campers to get in the water but will not force a child to do so.

The JCC adheres to an open door policy for all camp parents. While parents are encouraged to track their child's swimming progress, their presence on the pool deck can distract campers. Please contact PJ Jones if you have any concerns about your child's swim progress.

If you want to further advance your child's swimming abilities with private or semi-private swimming lessons, please visit the Metairie Swim Lessons page at [nojcc.org](http://nojcc.org) to schedule lessons.

## Emergency Closings

It is possible that the JCC may have to close due to weather conditions, power outages, or hurricane warnings. In the event of a hurricane threat, the JCC will close in a timely manner so that our staff can secure the building and then have time to secure their homes to evacuate the city, if necessary. We appreciate your cooperation.

For camp closing information check the JCC website, [nojcc.org](http://nojcc.org), or our social media pages.

## No Tolerance Policy

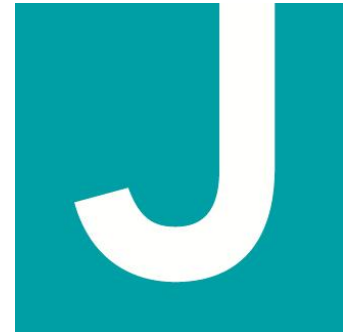
At the JCC Day Camp we strive to build a strong and safe community. We have a zero tolerance policy regarding smoking, drugs, alcohol, and weapons. Any infraction will result in immediate expulsion from camp without a refund.

Every child deserves to have the summer of a lifetime. Our community will focus on inclusion and having an open mind. Any child who is disrespectful or is caught fighting, bullying, or destroying property will meet with the directors to discuss consequences.

Behavior	1st Occurrence	2nd Occurrence	3rd Occurrence
Abusive language, disrespect to others, willful disobedience, fighting, biting, physical aggression, kicking, hitting, spitting.	Conference with camper and a phone call home to parents.	Conference with camper and a phone call home to parents. Parents will be responsible to pick up camper immediately. A one day suspension from camp will occur.	Immediate expulsion from camp without refund.
Stealing, destruction of property, vandalism.	Conference with camper and a phone call home to parents. Parents are responsible for all property damage.	Conference with camper and a phone call home to parents. Parents are responsible for all property damage. A one day suspension from camp will occur.	Immediate expulsion from camp without refund.
Smoking, drugs, alcohol, weapons.	Immediate expulsion from camp without refund.		

## The “J” in JCC

At the JCC Summer Camps, we focus on Jewish values such as kindness, acceptance, honesty, and respect. Campers engage in meaningful activities and discuss their thoughts with their counselors. No matter what the activity — from drama and music to athletics and swimming — the social aspects of Jewish camp all play out in a constant Jewish environment. For campers of all faiths and backgrounds, the benefits of those summer experiences are reaped over the course of a lifetime, building them up as individuals and, in turn, strengthening our community.



Children learn confidence, skill-building and socialization by being at camp. They learn how to manage in a diverse group of peers, and they face new situations and overcome challenges on a daily basis. At Jewish camp, adult role models and mentors create safe spaces for campers to explore complex ideas based in Jewish values, texts, and traditions. Jewish camp is able to provide balance by creating space for spiritual, emotional and physical growth for campers.

## Oneg Shabbat

Every Friday afternoon we come together as a camp community to celebrate Shabbat. The camp sings songs and lights the Shabbat candles. This gathering gives us an opportunity to reflect on the week and focus on the present. We invite you to join us every Friday at 2:00 PM to see what the incredible camp community is all about.

Our special Oneg Shabbats include drama presentations and musical performances by our campers, sing-a-longs, special guest performances, and a slideshow of pictures taken during the week. Typically Oneg Shabbats will be held in the sanctuary at Shir Chadash Conservative Synagogue, which is located across the parking lot from the JCC building. Some Onegs will take place in the JCC gymnasium. The JCC will email parents in advance if the location of the Oneg changes. Parents and guests should follow regular check-in procedures at either location.



## Things to Remember

1. Label all of your child(ren)'s belongings.
2. "Camp Notes" will be sent via email every Friday. Please check your camper's bag daily for written notes.
3. Do not send any money with your child for field trips or for regular camp.
4. Put sunscreen on your child in the morning and send sunscreen to camp with your child. Please help your child help him/herself by reviewing how to apply sunscreen and to change clothes. Staff will always be available to lend a helping hand.
5. Sign up and pay for lunch or Pizza Fridays on the Additional Services form on CampInTouch no later than May 25.
6. Give any written notes to the counselor who takes your child from the car.
7. There will be no refunds or make-up days for camp days that your child misses.
8. If you arrive after 9:00 AM or are picking your child up before 2:45 PM, go to the reception desk to sign your child in/out of camp.
9. Please remain in your vehicle while in the carpool line.
10. PLEASE REFRAIN FROM CELL PHONE USE IN THE CARPOOL LINE.

