



# 2017 SUMMER CAMP PARENT'S MANUAL

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**CAMP OFFICE • 238-2718**

**[www.jcclouisvillecamp.org](http://www.jcclouisvillecamp.org)**

# General Information

## Camp Office

The Camp Office is located on the main level across from the upper gym. To speak with someone in the office call 502-238-2718.

## Forms

The following forms are required to be turned in prior to the start of camp: Camper Health Form, Current Insurance Card Copy (front and back), Pick-Up Authorization Form, Medication Consent Form (if applicable) and All About Me Form.

## Fees

All fees **MUST** be paid in full before camp begins or special arrangements for a payment schedule of fees can be arranged by contacting the Camp Office at 502-238-2718. No camper may attend camp if fees have not been paid.

## Camper Schedule Changes/Refunds

A change fee of \$50 will be assessed for any changes except adding additional camps or weeks once a registration has been received. All changes must be submitted in writing. Email is acceptable. No phone changes will be accepted. (In case of cancellation at least 3 business days prior to the session beginning, 25 percent of the camp fee is non-refundable.) No refunds will be given without written or email notification. No refunds will be issued in part or in full, due to camper illness once the camp has started.

## Absence, Illness & Medication

- If your child does not feel well or is sick, please do not send him/her to camp. It is required that children stay at home for 24 hours after a fever, diarrhea or vomiting before returning to camp.
- If your child becomes ill at camp, you will be contacted, and we reserve the right to send a child home due to illness and require that the child be picked up within one hour of notification.
- Any **medication** brought to camp must be in the original container and accompanied by the completed medication administration form. The

camp is equipped to refrigerate and store any medication. Specific dosage instructions must be included.

## No Nit Policy

If a case of head lice is found at camp, the entire group will be checked and a letter will be sent home to all of the groups' parents. If a camper is found to have lice here at camp, the parent will be called, and the child will need to be picked up. Regarding re-admittance to camp, the following guidelines will apply:

1. The camper must have all lice, lice eggs and egg cases removed from their head, following the application of a pediculicide agent or other treatment as recommended by pediatrician.
2. The camper will be excluded from camp until such treatment has been accomplished and verified.
3. When your child returns to camp after a case of lice, their head will need to be checked at the camp office prior to the start of camp.

## Staff

Our camp staff is composed of the highest quality counselors. All camp staff complete a comprehensive application form, are interviewed by Camp Supervisory Staff and are chosen based on their experience, leadership skills and ability to relate to children. All staff receive extensive training prior to and during the summer. They are trained in creative programming, group dynamics, child development, conflict resolution, safety procedures and more.

## Communication

### E-Mail, Facebook, Phone

Most communication between The J Summer Camp, campers and their families will be done electronically. Please add us to your address book so we don't end up in the SPAM folder! All camp calendars, overnight packing lists and weekly updates regarding camp will be emailed. PLEASE make sure your correct email address is on file with the Camp Office prior to the beginning of camp. Photos will be uploaded to The J Louisville

Summer Camp Facebook page daily. Reminder: by signing the camp registration form you are authorizing The J to use your child's image. In the event you do not wish your child's image be used, please submit your request in writing to the Camp Office.

You can expect the following communications from us:

- The Wednesday before each week your child is registered you will receive a session letter emailed to you with information about overnights, field trips and other special events that will occur that week.
- Each Friday you will receive the weekly email newsletter with photos and stories about camp that week
- Photos posted daily (Monday through Friday) on The J Facebook page
- A call or email from the camp office if we are missing an RSVP for an overnight or other special event paper work
- A call from a member of the camp leadership team if your child has ongoing/consistent challenges in line with our camp conduct policy
- The camp staff is always available during the summer to answer questions about general programs.
- Check The J Summer Camp Facebook page for pictures and reminders.

## Other Things You Should Know

It is imperative that the camp is notified about any issues that might affect your child throughout the summer (ex. death of a pet or family member, divorce, recently moved to the area, not knowing anyone in the camp prior to the summer, trouble at school, etc). The more information that we have about your child, the more effective we can be. If anything happens during the summer, please notify the camp immediately. All information discussed with camp staff will be kept confidential.

## Parent Feedback

The goal of The J Summer Camp is to help each child have a successful, happy and safe summer experience. In order to accomplish this, it is important for parents to communicate with camp staff on a regular basis. We always welcome constructive feedback to help us improve. Please call us with questions and/or feedback as soon as possible to allow us sufficient time to make changes to your

child's experience.

## Drop-Off and Pick-Up Procedures

In Person, Camper, K-5th grade campers participating in Get Up Gang from 7:30 to 9 a.m. will be dropped off in the Children's Place on the main level next to the upper gym.

## Carpool Drop-Off

The carpool will begin promptly at 8:45 a.m. and will end at 9 a.m. All cars with a school-age camper will line up starting at the basketball courts and along the parking lot in front of the Pavilion/Half-way House, off of the parking lot, and a counselor will walk your child from your car to their camp group. In order to keep the carpool line moving, if you wish to speak to a staff member, please park your car in the parking lot.

Please DO NOT park in the parking lot and walk in front of cars in the Carpool line. If you wish to park and walk your child/ren to their groups, proceed to the sidewalk and follow that to the 'drop-off' site.

If you arrive after 9 a.m., walk your child to morning circle. If you choose to walk your camper in, please wait until 9:15 a.m. and drop your camper off at Anshei Sfard on Monday through Thursday or in the Family Park on Fridays. Any child arriving at camp before 8:45 a.m. must be enrolled in the Get Up Gang program.

It would greatly help the safety and flow of carpool if all children in the back seat exit vehicles from the driver side of the car.

## Camper Pick Up

On the Summer Camp Pick-up Authorization Form, please indicate how your camper will be picked up each day of the week.

If you are picking your child up in the carpool line (\*Kindergarten-9th grade), you must receive an official The J Carpool Number (after completing the carpool form). Numbers may be picked up in the camp office on or after May 10 or at Camp Kick-off, June 1.

If you are picking up another child, please make sure your name is listed on their carpool form or a written note is submitted to the camp office. No child will be released to anyone without a number and proper identification. If different arrangements are made for your child(ren) after camp than what is on the carpool form, the Camp Office must have written notice signed and dated by the custodial parent/legal guardian. Identification will be requested before children are released. Safety is our top priority.

### **(K-5) Walk-In 4 p.m. Pick Up**

Your child will be brought to the sign out desk in the Lobby. Please see the camp staff person in The J lobby at the sign out table who will alert supervisory staff to your presence and bring your child/ren to you in the lobby. Identification will be requested before children are released. Safety is our top priority.

### **(6-10) Walk-In 4 p.m. Pick UP**

Please tell your camper to meet you in the lobby.

### **(K-5) Stay N Play Pick Up**

Campers will receive a snack and participate in fun and exciting activities from 4 to 6 p.m. Kindergarten-5th grade campers, please identify yourself to the Camp Staff person at the check-out table in the lobby and your child will be brought to you.

ALL campers must be signed out by an authorized adult. For the safety of our children, please be prepared to show picture ID when you come to pick up your child(ren).

## **Running Late?**

It is important for all campers to be picked up promptly. After a five minute grace period, a \$15 late fee will apply per child for 6-15 minutes late. An additional \$15 per 15 minutes late/child thereafter will be charged to your account.

## **A Benefit of Membership**

Campers Grade 6 and above **who are members of The J** may remain in an unstructured program

(lounge, pool & gym) at the end of the camp day (they will be dismissed at 4 p.m. unless you indicate otherwise on your Camper Pickup Authorization Form). They may not engage in Stay N Play programming unless enrolled. Only members of The J are allowed to utilize the facilities of the agency unaccompanied. All children, Grade 6 and above not actively participating in a structured, supervised The J program, must be a member of the facility to remain before/after camp hours unaccompanied. It is imperative that parents arrange a pick up location and time with your middle school camper. If you are planning to pick up immediately after camp, get a carpool form from the camp office.

Children in Grade 5 and under, when not enrolled in a structured class, activity or program, may use The J only when an adult or parent is supervising the child. If a child is found in a non-supervised activity, the parent will be called.

**PLEASE DO NOT SEND YOUR CHILD (Grade 5 and under) INTO THE J UNESCORTED.** The J cannot take responsibility for unsupervised children. An authorized adult must sign-in your camper to Get Up Gang and an authorized adult must sign-out your camper at 4 p.m. or Stay N Play pick up.

## **Day-to-Day Information**

### **What to Bring & Wear to Camp**

Normal camp attire is shorts, lightweight shirts, socks and tennis shoes or secured sandals. Flip-flops may ONLY be worn at the pool.

Please apply and send sunscreen with specific instructions with your child to camp.

Send a labeled water bottle daily.

Send your child with a lunch and drink labeled with their name and group's name. All lunches will be refrigerated.

For swimming, send your child with a bathing suit, towel, and goggles. All campers are encouraged

to bring a change of clothes each day. Please label all belongings.

The J is not responsible for the loss of or damage to any personal items. For campers Grade 3 and under, cell phones, trading cards, electronic devices or other toys are not permitted. If these items are brought to camp, they will be removed and held in the Camp Office. Items may be retrieved at the end of the camp day by an authorized adult. Campers Grades 4 and above are permitted quiet bus activities on field trip and overnight days. Please note, however, that all valuables, MP3 players, cell phones, etc. are brought at your own risk. Under no circumstances should violent toys, weapons, books or movies be brought to camp. Such articles will be removed and held/retrieved as above.

Campers may not use cell phones during The J Camp day. Please leave them at home. All staff have the appropriate means to communicate both on campus and on field trips with The J and camp administrators.

## Instructional swim

Lessons include the four basic swim strokes, breathing techniques and aquatic safety. Water games are played to teach the swimming skills and are often used as instructional tools. All lessons are supervised vigilantly by the lifeguard on duty and camp staff.

Keff Campers (Grades: K-3) receive 30-minute group swim lessons five days\* per week from an experienced swim instructor. The campers are in groups of six according to their swim ability. Camper schedules are subject to change for special activities.

## Free Swim

All Kindergarten-10th Grade Campers (including campers registered in Specialty camps) participate in free swim every day\* and are supervised by their counselors, certified lifeguards and a camp supervisor. Camper schedules are subject to change for special activities. At the beginning

of each session, the campers are swim tested by the Camp Swim Supervisor. Depending on the campers' swim ability, they receive a colored wristband worn during camp. Throughout the summer, campers can be re-tested to receive a different color wristband.

Red Wristband - campers can only swim around the entrance and the shallow end (in 3 feet deep water) in the camp wing of the pool

Yellow Wristbands - campers can swim in the entire camp wing of the pool (in 3 to 4 feet water)

Green Wristbands - campers can swim in the entire camp wing of the pool (in 3 to 4 feet water) and the diving well (when it is available)

\*Weather permitting. Swim periods may periodically be pre-empted by special event programming.

## Everything Else

### Camp Groupings

Grouping requests are noted on the registration form. Requests must be made on both campers' forms to be accepted. We cannot guarantee any requests, but we will try our best to accommodate as many as possible. All group assignments are based on the grade your child will be entering in the fall. Once camp is in session, it is difficult to make changes.

### Field Trips & Late Nights

You will receive an email with all field trip details prior to the start of the camp week. For all field trips, Keff campers need to wear their camp T-shirt, and all campers bring a disposable bag lunch. The Keff and Trek 46 Unit's late nights will include pizza dinner, swimming and other fun activities. Pick-up is at 6 p.m. at the Stone Arches if your camper is not sleeping over.

# Overnights

## Keff Unit:

1st through 3rd graders are invited to an overnight at The J on Late Night Days. Campers participating in an overnight must bring a sleeping bag, pillow, toiletries, PJs and everything they will need for the next day. We recommend packing a separate bag with these items that we can store before the overnight begins. Overnight activities include group games, making s'mores and watching a movie. All campers participating in an overnight will be provided with Breakfast and Lunch the next day. All overnights are supervised by a member of the supervisory staff. We will provide additional details including an emergency contact number to families of overnight participants prior to the overnight. RSVPs for the overnight must be received at the Camp Office by the Tuesday prior to the overnight so we can plan accordingly.

## Trek 46 Unit:

All members of Trek 46 are invited to participate in overnights throughout the summer. Campers participating in an overnight must bring a sleeping bag, pillow, toiletries, PJs and everything they will need for the next day. We recommend packing a separate bag with these items that we can store before the overnight begins. Overnight activities vary based upon the location of the overnight.

All campers participating in an overnight will be provided with Breakfast and Lunch the next day. All overnights are supervised by a member of the supervisory staff. We will provide additional details including an emergency contact number to families of overnight participants prior to the overnight.

## Camp T-Shirt

Each camper will receive one The J Summer Camp T-shirt. Additional shirts may be purchased. All K-3rd grade campers need to wear their camp shirt on field trip days.

## Lost & Found

All items misplaced at camp will be put in the

"Lost and Found". Every effort will be made to return items and clothing that are LABELED with your camper's full name, at the end of each day. At the end of the summer, we will donate unclaimed items to charity. The J of Louisville is not responsible for any/all lost items. Electronic devices and toys should NOT be brought to camp, unless otherwise instructed by the Camp Staff.

## Conduct Policy

Like adults, children make mistakes. It is through their mistakes that they learn and how we help them learn. Simply, our policy is one that seeks to prevent mistaken behavior and puts the focus on the positive, using methods appropriate to the age of the child. Redirection, modeling and guidance form the core of the discipline policy, not punishment.

No harsh or physical punishments are used at The J Camp.

We strive to provide a safe, well supervised, and fun experience to all of our campers. While we understand that campers sometimes have behavioral challenges, at no time will these challenges be permitted to endanger the safety of the camper, other campers or camp staff. Such behaviors are never permitted at camp.

If an ongoing/consistent behavioral challenge impacting other's camp experience is identified, the following steps will be taken. At all steps, parents/guardian's will be communicated with by supervisory staff for input, guidance and suggestions:

1. Behavior is monitored by supervisory staff.
2. Behavioral plan put in place and implemented.
3. Plan evaluated and modified to bolster positive results.

We are happy to discuss **YOUR** child with you, however we will **NOT** discuss any other child, by name, with someone who is not **THEIR** authorized adult.

Every effort will be made by the staff to ensure a positive camp experience for your child. In the event that there are irreconcilable behavioral

difficulties, a child may be removed from all The J summer programs. Refunds, partial or in full, will be determined by the Sr. Director of Camping and Youth Services.

## Custody

If divorced or legally separated and one parent has been granted sole custody, controlled care or restricted visitation, the parent/guardian must sign an authorization form prior to the start of camp. A copy of the legal court issued decree must be submitted to the Camp Director, prior to the releasing of the child(ren). In absence of a copy of the decree, The J cannot be held responsible for releasing, or not releasing, a child to either parent.

## Rainy Days

We pray for sunshine. However, special programs are prepared in advance to keep the fun and excitement flowing on rainy days. Children should bring a bathing suit and towel, rain or shine, since it might clear up later in the day.

## Shabbat

All campers will participate in a Shabbat program on Fridays. To celebrate Shabbat, age appropriate activities are planned throughout the morning and afternoon for all campers. We begin the camp day with a special morning circle (all campers on site) and celebrate with singing and dancing. Parents and family members are welcome to attend.

## Specialists

All general campers will have the opportunity to meet with specialists hired in areas such as: art, cultural arts, nature/science, drama, music, sports and Israeli culture. Each camper enrolled in the Keff Unit will participate two or three times per week with one or more of these specialists.

## Visiting Camp

We welcome parents to visit our campus at any time. However, we do ask that you check in with the camp office, and our staff will be happy to escort you to your child's group. Because separation is often a concern for some of our campers, we ask you to discuss your visit in advance with a member of the

Camp Supervisory Staff.

## Camp Committee

Parent involvement is welcome and encouraged. Your involvement can take many paths as a committee member, volunteer or staff member. Get involved. Call the Camp Office today!

## Birthdays and Celebrations

If you would like your child to celebrate his/her birthday at camp, please inform your counselor at least three days prior to the date that you would like to have the celebration. Parents are asked to plan simple refreshments. Remember that healthy snacks can be used for celebration too!

All food products brought into camp for celebrations must be Kosher, nut-free and pre-packaged. Please contact the camp office for more information.

Invitations to 'at home' parties may be distributed in camp if ALL OF THE CHILDREN IN THE GROUP ARE INVITED (single gender is acceptable). If you limit invitations, or choose to invite just a few from another group, you must mail those individually. We do not want to be put in the position of excluding any child.

## Staff Appreciation

We encourage parents to show their appreciation to counselors who give so much of themselves to our children throughout the summer. If you choose to thank the counselors who have been with your child during camp, we encourage you to donate to the staff appreciation fund, indicated on your registration form, or stop by the Camp Office and see Mary.

