



# JCC Summer Day Camp 2013 Parent Handbook

Dear JCC Summer Day Camp Family,

Welcome to the JCC 2013 Summer Day Camp! For over 50 years the New Orleans Jewish Community Center has provided a superior quality day camping experience for children of all ages. From swimming and sports to music, drama and art, the JCC Summer Camp Staff will ensure that your child has endless opportunities to explore his or her interests, discover new ones, and develop meaningful friendships in a Jewish environment. Choosing the JCC Summer Day Camp is an important investment in the social, intellectual, emotional and spiritual growth of your child.

This booklet contains answers to many questions that parents frequently ask. Read this guide carefully and save it for future use. If you have any questions or thoughts regarding camp, 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 summertime with you and your family!

Sincerely,

The JCC Summer Day 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, 504.897.0143, or by emailing them directly.

<b>Early Childhood Camp Director</b> K'ton ton/Chaverim	Kathy Weil   kathyw@nojcc.org
<b>Early Childhood Director</b>	Adrienne Shulman   adrienne@nojcc.org
<b>Early Childhood Assistant Director</b>	Marciann Marks   marciann@nojcc.org
<b>Camp Director</b>	Ari Marks   ari@nojcc.org
<b>Assistant Camp Director</b> Maccabee/Sabra/Zion	Laura Hanft   laura@nojcc.org
<b>Program Director</b>	Robin Shapiro   robins@nojcc.org
<b>Youth Department Director</b>	Rachel Zoller   rachelz@nojcc.org
<b>Sports Camp Director</b>	Josh Tolbert   josh@nojcc.org
<b>Aquatics</b>	Kathleen Kennair   kathleen@nojcc.org
<b>Billing</b>	Corinne Hebert   corinne@nojcc.org
<b>Absences/Change in Dismissal</b>	Robin Haines   robin@nojcc.org

## Camp Calendar

<i>Pre-Camp Mini Camp*</i>	May 20 - June 7
<b>Camp Open House</b>	June 9, 1:00 - 3:00 PM
<b>Full 8-Week Session</b>	June 10 - August 2
<b>First 4-Week Session</b>	June 10 - July 5
<b>First 6-Week Session</b>	June 10 - July 19
<b>Second 4-Week Session</b>	July 8 - August 2
<b>Second 6-Week Session</b>	June 24 - August 2
<i>Post-Camp Mini Camp*</i>	August 5 - August 21

*\*please check website and flyers for offerings*



**THERE IS NO CAMP ON THURSDAY, JULY 4, IN OBSERVANCE OF INDEPENDENCE DAY.**

## Camp Hours

K'ton ton	9:00 AM - 12:00 PM
All other camps	9:00 AM - 3:15 PM

## Before and After 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 on Monday – Friday. If your child stays late, there will be a \$1.00 per minute late fee. Please arrive on time!

### Before Care (7:30 AM – Start of camp)

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 (End of camp – 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.

**K'ton ton** campers will eat their lunches and then take a nap. Indoor and outdoor play will occupy the afternoon. Cots and an afternoon snack will be provided. Please provide a soft blanket or sleeping bag and any other lovey that your child uses to sleep.

Snack will be provided for **all campers** who stay for After Care. They will wind-down with indoor and outdoor activities, movies, and age-appropriate play. Our older campers (entering K and higher) may watch age-appropriate movies. Pick-up for After Care will be in Rooms 114, 115, 116, 117, and the game room. The exact location of your child's group will be determined after sign-up is complete.

For our older and more independent campers, After Care will take place in the adult supervised game room. Check in and check out are required. Special activities and a snack will be provided. JCC policy allows youth ages 11 and up to visit the pool or gymnasium unaccompanied by an adult. Children ages 11 and up, however, may register for After Care in the game room to receive supervised care after the camp day ends.

## Drop-Off/Pick-Up Procedures

### CELL PHONE USE IS PROHIBITED IN THE CARPOOL LINE.

Leontine Street is a one-way street and can be entered only from St. Charles Avenue. For safety and to expedite the carpool process, drivers must remain in their cars at all times. If you choose to park and walk your campers to their assigned rooms, please **DO NOT PARK** on Leontine Street alongside the Nursery Yard and Covered Play Area – these areas are designated for carpool and moving traffic only.

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

#### K'ton ton and Chaverim

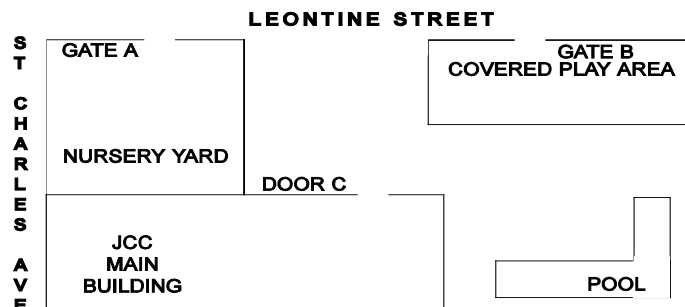
Drop off campers between 8:45 and 9:00 AM. Campers are dropped off at the Nursery School Yard Gate A. If you also have children in General Camp or Sports Camp, drop off your younger campers at gate A and proceed in the carpool line to gate B to drop off the remaining campers. Refer to diagram below.

#### Maccabee, Sabra and Zion

Drop off campers between 8:45 and 9:00 AM. Campers are dropped off at the Covered Play Area gate B. If you also have children in K'ton ton or Chaverim, drop off your younger campers at gate A first and proceed in the carpool line to gate B to drop off your older campers. A camp counselor will greet your children at the car and escort them to the Auditorium. Refer to diagram below.

#### Sports and Sports Specialty

Drop off campers between 8:45 and 9:00 AM. Campers are dropped off at the Covered Play Area gate B and will report directly to their camp counselors in the basketball gym. Refer to diagram to the right.



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

To ensure a smooth dismissal, your assistance and cooperation are requested. As we dismiss more than 200 children, their safety is our main concern. For safety and to expedite the carpool process, drivers must remain in their car **at all times**. Thank you in advanced for making this a successful effort.

No child will be dismissed until all camp groups are accounted for in the Covered Play Area.

If you walk to pick up your camper, please wait outside **GATE A or B** and a counselor will be standing there to meet and assist you. **DO NOT** approach your child's counselor and ask that your child be allowed to leave early.

## **K'ton ton**

Dismissal occurs between 11:50 AM and 12:00 PM at Nursery School Yard gate A. Cars line up on Leontine Street along the Nursery Yard. Your car tag (distributed at the Camp Open House) must be visible to camp staff for your child's safety and to expedite the loading process. 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. On rainy days, K'ton ton campers will be dismissed from the St. Charles entrance.

## **Chaverim, Maccabee, Sabra, Zion, Sports and Sports Specialty**

Dismissal begins at 3:15 PM. All cars line up on Leontine Street along the Nursery School Yard. Your car tag (distributed at Camp Open House) must be visible to camp staff for your child's safety and to expedite the loading process. A camp counselor will bring the child to the car and assist in buckling them into their seat. Parents should watch the buckle-up process to ensure it is done correctly. On rainy days, dismissal occurs on Leontine Street at Door C. Please be patient, as your child's safety is our main concern.

## **Late Drop-Off/Early Pick-Up (After 9:15 AM/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. Caregivers must show their caregiver pass or photo ID when entering the JCC.

If you are arriving after 9:15 AM, bring your child to the front or fitness reception desk. Parents may walk their child to his/her camp group or a camp director will escort your child. Please do not drop off your child without checking in with his/her counselor or the camp director. If your child has to leave early please send a note in advance or call to alert the camp by contacting JCC Administrative Assistant, Robin Haines. A camp director will bring your child to the front or back reception desk at the requested time.

## **Absence**

Notify Robin Haines, JCC Administrative Assistant, each day that your child is absent from camp by calling 504.648.2457 or by emailing her at [robin@nojcc.org](mailto:robin@nojcc.org). There are no refunds or make-up days for camp days that your child misses.

## **Written Notes**

We are concerned about your child's safety first and foremost. Give written notes to the camp counselor who welcomes your child in carpool. Written notes are required for: changes in dismissal (early pick-up, etc.), if your child cannot go swimming, and for any other special considerations. All written notes must be dated with your child's full name and a phone number where we can reach you if we need to clarify any instructions.

## Parent Communication

Parents will be able to access important information in the “Parents’ Corner” of our website. To access the “Parents’ Corner,” visit [www.nojcc.org](http://www.nojcc.org) and click on the “Parents’ Corner” button. Parents who provide their email addresses will receive the weekly newsletter, “Camp Notes,” every Friday. To update your email address, please email Ari Marks at [ari@nojcc.org](mailto:ari@nojcc.org).

## Open House

**Sunday, June 9 | 1:00 – 3:00 PM**

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

## The First Day

**Monday, June 10 | 9:00 AM – 3:15 PM**

The first day of camp is a special day as children begin to make new friends and become acquainted with the JCC and its camp program. Escort your children to the appropriate location:

### **K’ton ton and Chaverim**

Campers report to their assigned rooms.

### **Maccabee, Sabra and Zion**

Campers report to the Auditorium. After a brief introduction to the camp program and staff, campers will be dismissed with counselors to their assigned rooms and the group activities will begin.

### **Sports and Sports Specialty**

All sports campers report to the gym.

## Medical Forms

**The camp medical form, found in this packet and on Parents’ Corner on the JCC website ([www.nojcc.org](http://www.nojcc.org)), must be completed and returned to the JCC no later than May 31. No camper may come to camp without a completed health form. 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. Please note any allergies that your child has, including food allergies, on this medical form. K’ton ton and Chaverim are peanut-free. The remainder of camp is a peanut-aware camp, meaning that all products provided by the camp will be peanut-free; however, some children may bring products containing peanuts to camp with their lunch. Feel free to arrange a meeting with your 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 must be on the container with the physician’s instructions and the physician’s name. Do not put any medication in your child’s lunch or swim bag. Ari Marks and Kathy Weil will be responsible for dispensing medications.

## Accident/Injury

In the event an accident or injury occurs, a staff member certified in American Red Cross First Aid will administer care. A copy of an accident/injury notice will be sent home with the camper. In the event of a serious injury, you will be contacted by the camp director.

## 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:

<b>Illness/Symptom</b>	<b>Return After</b>
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 \$10.00 per camper per summer (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 \$100.00 deductible.

## How to Dress for Camp

Send your child to camp in appropriate camp clothes. Campers should not wear clothing that will restrict their fun and creativity. Paint, glue and dirt will not always come out in the wash.

- K' ton ton campers are to arrive at camp wearing a regular diaper and play clothes. Counselors will change them into swim diapers and bathing suits on swim days.
- 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.
- Heelies (shoes with wheels) are not permitted.

## What to Bring

### K'ton ton

- Regular diapers and wipes
- 2 changes of clothes, labeled in a plastic bag
- Swim diapers
- 2 bathing suits
- Tennis shoes with socks
- Towel, labeled
- Sunscreen with signed and dated parental authorization taped to bottle
- Lunch (if staying past 12:00 PM) (no peanut products, please)

### Chaverim

- 2 changes of clothes, labeled in a plastic bag
- 2 bathing suits
- Tennis shoes with socks
- Towel, labeled
- Mat for rest time, labeled
- Sunscreen with signed and dated parental authorization taped to bottle
- Lunch (no peanut products, please)

### Maccabee, Sabra, Zion, Sports and Sports Specialty

- 2 bathing suits
- Tennis shoes with socks
- Towel, labeled
- Sunscreen
- Lunch (no peanut products, please)

## What to Leave Home

### Electronics

Gaming systems, iPods, and cell phones should not be used during the camp day, including Before and After Care. Electronics are a distraction to camp activities and the JCC will not be responsible for lost electronic items.

### Personal Items

Do not send your camper with any personal items that your child is not willing to share or lose. It is your child's responsibility to keep track of his or her belongings non-essential to camp.

### Money

Use of the vending machines and snack bar is not permitted during the camp day. Only those campers ages 8 and up may use the vending machines or snack bar after 3:30 PM. Do not send your children with more than \$5. The JCC will not be responsible for lost money.

## Lost & Found

Any misplaced items will be gathered each day. **PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME** so they can be returned to your child's counselor when they are found. Unclaimed or unlabeled items left or found will be located at the "Lost and Found" table by the Fitness Desk. Any items remaining at the end of summer will be donated. The JCC is not responsible for replacing lost items. Personalized press-and-stick labels can be purchased at [www.NameBubbles.com](http://www.NameBubbles.com). In addition, 20% of your label order will be donated to the JCC Camp. Use code: JCC13 when you checkout, to activate the code.



## Daily Lunches and Snacks

The JCC offers a Lunch Plan for advanced purchase. To sign up, fill out Lunch Plan options on the Additional Services Form and return with payment to the JCC no later than May 31.

Campers not participating in the JCC Lunch Plan should bring lunch and drinks with them daily. Lunches unfortunately cannot be refrigerated or heated. Label each lunch clearly with the child's first and last name and camp group. Do not send money for soft drinks or snacks. **Children may not purchase items from the snack machines during camp hours.**

A mid-morning snack is provided for K'ton ton, Chaverim, Maccabee, and Sabra units.

The JCC Summer Camp is a peanut-free zone. For the health and safety of all our campers, please do not send any peanuts, peanut butter, or foods containing peanuts or peanut butter to camp. If your child has a food allergy, indicate this on the Medical Form.

## Juice Boxes

The JCC offers a Juice Box Plan 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. These items must be Kosher (see page 11 for description). For further information, contact your camp director.

## Field Trips

Weekly field trips are scheduled for campers in Maccabee on Wednesdays, Sabra on Tuesdays and Zion on Thursdays. Sports Camp may have field trips, as well. Please arrive no later than 9:00 AM on these days. Camp t-shirts must be worn by campers on field trip days. Do not send your child with money for any type of purchase.

## Aquatics

Swimming is an important life skill and an essential part of the JCC Summer Day Camps. The primary goal of the JCC Aquatics Program is to teach water safety skills and basic strokes. Our program accommodates the physical and emotional state of each child, and enriches his/her time spent at camp by providing an educational and fun atmosphere.

Our lessons are designed using the American Red Cross Swim Program. Campers are instructed in a safe and nurturing environment, and they are not pressured to participate. K'ton ton campers engage in water play at the baby pool with their counselors on a weekly basis. Instructional swim is scheduled for the following units: Chaverim, Maccabee, Sabra, and Zion.

The JCC adheres to an open door policy for all parents of campers. While parents are encouraged to track their child's swimming progress, parents' presence on the pool deck can distract campers. The best area to view your child's lesson is from the observation window located in the indoor snack area.

## Swimmer Evaluation Test

During the first day of camp, all campers are evaluated to determine their appropriate swim level. Swimmers who arrive after the first day of camp will be evaluated to determine the appropriate swim level on their first day of camp. During the evaluation, the campers will demonstrate a series of skills based on the six levels of the American Red Cross Guidelines. Instructional swim class placement is based on the age, swim experience and ability of the child.

You can track your child's weekly swim progress by accessing his/her swimming report on our website. Here's how it works:

- During the first week of camp, your child's swimming ability will be assessed. You will be notified of his/her starting swim level and assigned a personal code. This code allows you to track your child's progress while maintaining confidentiality.
- Every other Friday, the JCC will post the weekly swimming report online. To access the report, visit [www.nojcc.org](http://www.nojcc.org) and click on the "Parents' Corner" button.
- The swimming reports will be organized by swim level. To track your child's individual progress, click on the report that corresponds to your child's swim level. Upon completion of all skills in a level, your child will advance to the next level and his/her code will be listed in that higher level. Use his/her personal code to see exactly which skills your child has learned that week.

If you want to further advance your child's swimming abilities with private or semi-private swimming lessons, please contact Kathleen Kennair at 504.897.0143, or you can email at [kathleen@nojcc.org](mailto:kathleen@nojcc.org).

## **Emergency Closings**

It is possible that the JCC may have to close due to weather conditions, power outages or hurricane warnings during the summer. 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, call the Camp Hotline at 504.648.2467 or check the JCC website, [www.nojcc.org](http://www.nojcc.org).

## **Behavior Policy**

The JCC Camps strive to provide a safe, well-supervised, and fun experience to all of its campers. Behaviors such as intentional kicking, biting, or bullying will not be tolerated. Assist us by discussing with your child which behaviors are not appropriate at camp and by explaining the consequences of behaving inappropriately.

### **First Occurrence**

The camp director, counselor and camper will meet and reach a clear understanding of the concern. They will agree on alternative, appropriate behavior to be used in the future. A serious incident will result in a phone call home. A camp director will explain to parents what happened and that such behavior is not acceptable.

### **Second Occurrence**

The second time an incident occurs will result in a second phone call home from the camp director. They will discuss a plan to resolve the concern and be notified that the camper will have to be picked up from camp if there is a third offense.

### **Third Occurrence**

The parent must immediately pick the camper up from camp. They may not return for the remainder of the day. The camp director will determine if there is a need for expulsion.

## **Oneg Shabbat**

Join us every Friday at 2:20 PM as we prepare to welcome the Sabbath. Our special Oneg Shabbats include drama presentations and musical performances by our campers, sing-a-longs, special guest performances and a weekly slideshow of pictures taken during the week. Challah and juice are served.

## Things to Remember


1. “Camp Notes” will be sent via email every Friday. Please check your camper’s bag daily for written notes.
2. Do not send any money with your child for field trips or regular camp.
3. 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 or change clothes to the best of his/her ability. Staff will always be available to lend a helping hand.
4. Give any written notes to the counselor who takes your child from the car.
5. If your child needs to take medicine, indicate this on the Medical Form and give the directions and the medication to the camp directors.
6. There will be no refunds or make-up days for camp days that your child misses.
7. Go to the front or back reception desk if arriving after 9:15 AM or picking your child up before 3:15 PM to sign your child in or out.
8. Please remain in your vehicle while in the carpool line.
9. PLEASE REFRAIN FROM CELL PHONE USE IN THE CARPOOL LINE.

If you need to reprint a form or need any additional forms, please visit our website, [www.nojcc.org/children/summer-camp](http://www.nojcc.org/children/summer-camp) and click on “Parents’ Corner.”



## The “J” in JCC

We spend eight weeks immersed in a Jewish environment. That does not mean that we all pray every morning. In fact, not all of us are Jewish. It does, however, mean that our camp reflects Jewish values and observes Jewish rituals. JCC Summer Camp goals include commitment to Jewish culture and tradition, knowledge of Israel, teaching of Jewish values, respect for Torah and Jewish rituals, and respect for relationships of humans to each other as well as to the world we inhabit.

Date Founded	c. 1300 BCE
Adherents	14 million
Major Sects	Reform, Conservative, Orthodox
Sacred Texts	Tanakh - includes Torah (Law), Nevi'im (Prophets) and Ketuvim (Writings); same books at the Old Testament in Christianity
Original Language	Hebrew
Spiritual Leader	Rabbi
Place of Worship	Synagogue/Temple
Day of Worship	Saturday (Friday sunset to Saturday sunset)
Theism	Monotheism
How to Live	Obey the law and atone for sin
Major Holidays	Rosh Hashanah - Jewish New Year; Yom Kippur - Day of Atonement; Sukkot - Celebrating the Harvest; Hanukkah - Festival of Lights; Tu B'Shevat - New Year for Trees; Purim - The Feast of Lots; Passover - Commemorates Exodus from Egypt; Shavuot - celebrates when God gave the Torah to the Jewish People
Dietary Laws (Kosher Laws)	<p>Kosher laws are followed from simply primitive health regulations that have become obsolete with modern methods of food preparation; not all Jewish people follow these dietary laws; while the JCC does not prohibit its campers from eating non-kosher foods, our policy states that snacks, meals and treats served to the entire camp group must adhere to Kosher laws.</p> <p>Certain foods may not be eaten: pork and shellfish</p> <p>Certain foods must be separated: milk and meat (including poultry) can never be mixed together; utensils for milk can never be mixed with utensils used to serve or eat meat. “Pareve” foods are neither milk nor meat and include: vegetables, mineral products, permitted fish, and eggs.</p> <p>Kosher Symbols: </p>

Fast Facts from [www.religiousfacts.com](http://www.religiousfacts.com)

## Due by May 31 Checklist:

- Remaining balance
- Medical Form
- Lunch Form
- Permissions Form
- Additional Services Form
- Get To Know Your Child Form



If you need to reprint a form or need any additional forms, please visit our website, visit [www.nojcc.org](http://www.nojcc.org) and click on the “Parents’ Corner” button.