

# JCAMP

WESTSIDE JCC, los angeles

# 2018



## PARENT MANUAL

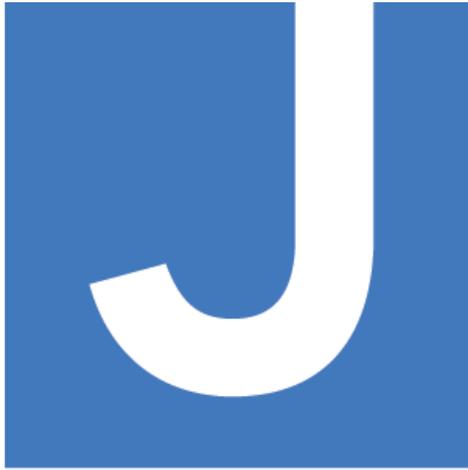
### Contact Information:

Website: [www.jcampwestside.org](http://www.jcampwestside.org)

**Edana Appel, Camp Director**  
eappel@westsidejcc.org | 323-556-5205

**Lili Zrihen, Program Assistant**  
lzrihen@westsidejcc.org | 323-556-5201

5870 West Olympic Blvd., Los Angeles, CA 90036



**Westside JCC**  
los angeles

## Useful Information

### **Need to make a change to my child's registration, what should I do?**

Please login to your CampDoc account to add a week, add on pre/post care or request a cancellation.

If you have any questions about changes to your camper's registration you can contact Lili Zrihen at lzrihen@westsidejcc.org or 323-556-5201.

### **What should I send my camper(s) with every day?**

\*Sunscreen (please apply a waterproof sunscreen on your child each morning)

\*Backpack

\*Swim suit, flip-flops/pool shoes, and towel (Mon, Tues, Thurs, Fri)

\*Plastic Bag (for wet clothes)

\*Change of clothes

\* Lunch

\* Appropriate shoes and socks

\* Sturdy water bottle (no disposable bottled water please)

\*Smiles!

**\*\*\* Please label all of your camper's items.\*\*\***

### **What should my camper(s) NOT bring to camp?**

- Fireworks or any other exploding devices
- Shoes with wheels on them, high-heeled shoes, flip-flops, or flimsy sandals
- Squirt guns or any fake/real weapons of any kind
- Electronics including handheld games or anything of high value
- Cell phones (must be turned OFF and remain in backpacks during camp)

### **What will my camper bring home?**

1. Everything they started the day with (**Please label everything!**)
2. Any type of note or information the camp office would like you to have.
3. Projects they have been working on.
4. New skills, friendships and great stories!

### **Where do I go if there is a problem?**

If your camper is having any type of problem, speak with Edana Appel, Camp Director (323.556.5205).

### **What about medication?**

Campers are not allowed to dispense any medication on their own.

Staff is allowed to administer medication only when the form on CampDoc indicates that permission has been given. We are not able to administer any medication, prescription or over the counter without this written consent. State guidelines require all medication to be in the original container. For safety reasons, all medications should be brought to the Director's office. DO NOT send any medication in your child's lunch or back pack. The camp director will dispense all medication in the office. If your child has a severe allergy, please bring a clearly labeled Epi-Pen to the camp office and we will make sure your child's counselors take it with them everywhere they go.

### **What programs will my child participate in?**

- Campers will participate in swimming 4 days a week

- Your camper will spend the morning in the program for which they registered and spend the afternoon swimming and rotating through a number of activities that vary from those they participated in during the morning. These activities may include Sports, Art, Music, Games, Cooking, or open choice where they will be allowed to choose from a list of special activities connected to that specific day.

- Each week campers will participate in a field trip. This will include leaving WJCC to go to another location. Campers entering 3rd - 8th grade will go on an overnight field trip during Weeks 3, 5 and 8.

Overnight field trips will include leaving camp after lunch on Tuesday, spending the night at Camp JCA Shalom in Malibu and returning for pick up on Wednesday.

- Once a week there will be a "special" afternoon themed program which will be different than the traditional activities. These may include Macabbiah, Decades Day, Halfway to Hanukkah and other fun events.

**What do I need to communicate to the office?**

- \* If child is being dropped off late or picked up early
- \* If a new adult will be picking up your child
- \* Behavioral issues & contracts
- \* Any other issues, problems or special instructions
- \* Adding on daily Early care or After care



## Drop off and Pick Up Procedures

### **Early Care is from 7:30am-9:00am**

Your child needs to be brought in and dropped off at the Patio. The counselor supervising Early Care will be there with games and activities for the campers to play.

### **After Care is from 3:00pm-6:00pm**

Please park in the parking garage and come in to pick up your child. The child must be signed-out by a parent or guardian. After care will be housed in the (Game Room), if they are not there, it will be posted where they have relocated for an activity.

### **Regular Drop-Off 8:45 - 9:10am**

All other JCamp campers (those who don't have a sibling in Preschool camp and those who don't attend Early Care) can go through Car-Line. This will begin promptly at 8:45am and will go until 9:15am. You will drive through the alley and then a counselor will be out there to direct the cars one at a time. A counselor will escort your child into the patio area of the JCC. All campers will then meet their group in either the open patio or in the auditorium (depending on the weather). The campers will check in and meet their counselors. If you arrive after 9:15am, you will need to park and bring your child inside to the front office where he or she will be escorted to his or her group.

### **Regular Pick-Up 3 - 3:15pm**

As you pull in through the Car-Line, a counselor will be there to ask your child's name and will then send out your child.

On Mondays all parents will be asked how the camper will be picked up:

- Car line
- Patio Pick up
- After Care

## *Drop off and Pick Up Procedures cont.*

### **Fridays**

Every Friday at JCamp concludes with a Community Shabbat Celebration beginning around 2pm. Not only will we be wrapping up the week together, each of the specialty programs will have a chance to present to the rest of camp what they have been working on all week and be recognized for all of their hard work. Parents and families are encouraged to join us for this program.

Campers can be signed out from Shabbat Celebration. All campers who are listed as Patio Pick up will need to be signed out in the auditorium.



## Other Business & Policies

### **THE CAMP STAFF AND SUPERVISION**

We are pleased to have hired experienced, qualified, and eager staff to spend the summer with your camper. Each program will have JCamp Counselors in addition to the Specialists joining us for each of the Specialty Tracks. Children are directly supervised at all times during the camp program.

### **COMMUNICATION WITH PARENTS**

We aim to be responsible to our environment and plan to do the majority of our communication via email. Information will be emailed to the email address that you submitted with registration. Additionally we will be communicating the great things happening at camp through our social media platforms (Facebook, Instagram, Mailchimp). This will be a great way to learn about what really happens during the day at JCamp.

-Shutterfly daily photo posts

### **FORMS**

Campers without the necessary forms submitted prior to their first day of Camp will not be admitted. Please submit all forms online through our online registration.

### **LOST & FOUND**

Any lost articles without a name will be placed in the Lost and Found. If you are missing an item, please speak to one of our Staff members and they can escort you to the Lost and Found. Articles that are not claimed at the end of the summer will be donated to a charitable organization. ***We cannot stress the importance of labeling every item your child brings to camp.*** We assume no responsibility for lost/stolen items.

## **ATTIRE/FOOTWEAR**

Campers should be dressed comfortably each day. We will be both inside and outside throughout the day and campers should be dressed appropriately for the weather. Please only send your child to camp in clothes that you are okay with getting dirty. Shoes suitable for walking and/playing sports on concrete and in the gym are required. Appropriate closed-toe and closed –heel shoes include sturdy tennis shoes or some other type of sport shoe. Sandals will only be allowed for wearing to and from the pool.

If your camper has specific clothing or shoe requirements related to their specialty camp you will be notified at the beginning of the summer.

## **SWIMMING**

Swimming and water activities are an integral part of JCamp. It is both a social and learning experience for the campers. Swimming will consist of an hour of free swim in our saline pool. Our wonderful JCamp Staff will supervise all activities in addition to the certified lifeguards and/or safety instructors provided by Lenny Krayzelberg Swim Academy. Swimming will be MONDAY, TUESDAY, THURSDAY and FRIDAY. Please make sure your camper arrives to camp with a bathing suit, towel, goggles (if they want), and flip-flops or sandals to wear around the pool packed in his/her backpack.

*-All campers are expected to put on their swimsuits every day unless they are sick or have been excused for other reasons.*

## **LUNCH**

Campers must bring their own lunches. Please remember that lunches cannot be refrigerated or heated. Westside JCC will provide one Kosher snack, but if you want to pack additional snacks, please feel free.

## **SHABBAT**

Shabbat is an integral aspect of Jewish tradition and culture so we like to honor those traditions together as a camp on Friday afternoons. We like to celebrate this together as a camp by lighting candles, singing songs, and eating Challah (braided egg bread). We encourage parents, grandparents and visiting friends or relatives to join us for our Friday celebration (2:00pm). Participation in the observance of Shabbat is optional, but we ask all campers and staff to be respectful of Jewish traditions.

## **BIRTHDAYS**

We love celebrating birthdays at camp. If you are sending a treat for your child to share with the other campers please notify us a couple of days in advance by emailing Lili at lzrihen@westsidejcc.org.

*-We are happy to provide a cake for your camper's birthday.*

## **INTERACTION WITH STAFF OUTSIDE OF CAMP**

JCamp counselors are not permitted to have outside contact with campers and their families. This includes but is not limited to babysitting, play dates or other arranged times for meeting up. We know that sometimes we happen to be at the same place at the same time, and in that case would strongly encourage our JCamp Staff to say Hello!

## **DISCIPLINE AND CAMPER CONDUCT POLICY**

We use positive guidance techniques in managing behavior. This includes stating limits positively, giving choices, redirection, and distraction. Children will be removed from their camp group if they are hurting themselves or others, or if they indicate that they would benefit from a break from the group. JCamp staff is trained to give children support in calming down, regaining self-control and understanding choice and consequences. If our staff feels a child's behavior is endangering their own safety or that of their peers, that child may miss out on an activity.

Every effort will be made by the staff in consultation with the parents/guardian to ensure a positive camp experience for your child. Any behavior that interferes with the safety, learning or enjoyment of other campers will not be tolerated. If there are discipline problems with your child, you will be notified. In the event there are behavioral difficulties deemed irreconcilable, a child may be removed from any JCC summer program. Any refunds will be determined by Westside JCC.

### **EMERGENCY PLANNING**

In the event of an emergency or natural disaster, we will take the necessary steps in order to ensure your child's safety. All campers and staff will be evacuated to a safe location. Our staff members are all trained on how to deal with emergency situations and protocols. In the case of an evacuation or other emergency that impacts the entire camp program, you will first be notified by text message through our emergency text message system.

Additionally, you will receive an e-mail through CampDoc. Please DO NOT pick up your camper until you have been notified that it is necessary.

If secondary or specific communication including the need to pick up your camper is needed you will receive a phone call from the Camp Director, Program Assistant or Head Counselor. Please understand that we cannot call everyone at the same time.

If your camper experiences an individual emergency during the day, then we will contact you with those details over the phone.

### **ILLNESS**

Children who are ill are not to be brought to camp!

Children exhibiting any active symptoms of illness or infection at drop off or during the day must be excluded from camp, not only to help the child recover from illness but to minimize the spread of infection to the other children.

Children are required to be excluded from camp for the following:

- a) Fever of 100 degrees or above - exclusion until reason for fever is discovered or temperature returns to normal for 24 hours.
- b) Nausea, vomiting or abdominal pain - exclusion until symptoms are gone.
- c) Diarrhea - exclusion for 12 hours after last symptom.

- d) Unusual tiredness or drowsiness - exclusion until child feels better.
- e) Sore throat, acute colds, runny nose with a yellow or green discharge, persistent cough - exclusion until symptoms are minimal or medication administered for 24 hours.
- f) Red, inflamed, or discharge from eyes, including pink eye - exclusion until symptoms are gone or medication administered for 24 hours.
- g) Swollen glands around jaws, ears, or neck - exclusion until symptoms are explained or gone.
- h) Suspected impetigo or unusual skin rashes - exclusion until symptoms are explained or gone.
- i) Any skin sore oozing fluid, yellow pus in blisters or pus that has an odor - exclusion until no discharge or medication has been administered for 24 hours.
- j) Earaches or ear discharge - exclusion until earache ends or medication is administered for 24 hours
- k) Head lice - exclusion until one treatment is complete and all nits are combed from hair.
- l) Strep Throat – exclusion until medication has been administered for 24 hours.
- m) Chicken Pox - exclusion for at least 7 days or at least until all pox are completely scabbed over.

We will notify parents of any infectious diseases reported in camp.

## Terms & Conditions

*This is a copy of the Terms & Conditions you signed in your camper's profile in the Authorization agreement.*

A **\$50 REQUIRED NON-REFUNDABLE DEPOSIT** per child per week is required to complete an application and will be applied toward camp fees.

All camp fees must be paid **IN FULL** by June 1st. If registering after May 31st camp fees must be **PAID IN FULL** with application, unless the family has elected to participate in one of the approved payment plans listed on the camp registration website.

### **POLICIES FOR CANCELLATIONS**

- Request a cancellation in your CampDoc account
- Cancellations at least 14 days prior to the start of camp will result in a full refund, less the non-refundable deposit
- **NO REFUND** will be issued for any programming that begins within 14 days of cancellation notice.
- **NO PRO-RATED OR FULL REFUND** shall be permitted if a camper leaves before the end of the period for which he or she has been registered.
- **NO REFUNDS** for missing camp due to illnesses. We DO NOT offer partial refund for days missed.

### **STATEMENT OF PHYSICAL CAPABILITY**

1. My child is in good physical health and is physically able to participate or compete in camp;
2. I know of no physical restriction whatsoever which would prohibit my child's participation or competition in camp. I have been advised by Westside JCC that it would be in my best interest to consult my physician prior to my child's preparation in regard to my child's participation in camp;
3. I recognize and understand that the preparation and participation in camp may necessitate strenuous physical activity and could activate any unrecognized pre-existing cardiovascular disorder which my child may have, thereby resulting in serious or life threatening physical harm to my child.<sup>12</sup>
4. I certify that my child is healthy and able to participate in camp activities as of the date of making this application.

## **PERSONAL INJURY RELEASE**

As a condition of my child being permitted to participate in JCamp, I, the undersigned parent, on behalf of myself and my child agree that:

1. I recognize that participation in JCamp involves risks of physical and emotional injuries and damages, including, but not limited to, injuries, damages or losses relating to or resulting from slips, falls, collisions, car accidents, drowning, trauma, health failure, and/or other mishaps whether known or inherent to JCamp or whether foreseeable or unforeseeable. Possible injuries to my child can include death, personal injury, paralysis, property damages, loss of service and other injuries and damages to my child or to third parties.

2. I and my child assume full responsibility for any injuries, damages or losses which may occur to my child and agree that Westside JCC shall not be liable for any damages arising from any personal injuries that my child may sustain in connection with JCamp whether occurring on or about the premises of Westside JCC, or as a result of my child's preparation for or participation in camp, to the extent that this Personal Injury Release provides for the release of such liability.

3. On behalf of myself and my child, we hereby fully and forever release and discharge and hereby agree to indemnify and hold harmless Westside JCC from any and all present and future claims, demands, damages, rights of action or causes of action (collectively "Claims") arising out of, resulting from, or connected in any way with my child's preparation for and/or participation in the Activity, whether known or unknown, anticipated or unanticipated, and specifically including, but not limited to, any claims arising out of or resulting from Westside JCC's own negligence or fault or the negligence or fault of their agents, employees, representatives, volunteers and assigns, provided that this release and discharge shall in no way affect any claims which we cannot legally waive, such as grossly negligent acts, intentional acts occurring in the future and acts done with malfeasance.

4. We understand that we are releasing Westside JCC from liability to the full extent that the law allows not only from any risk inherently associated with participation in the JCamp, but also any enhanced exposure to injury occasioned by any carelessness, negligence or fault of Westside JCC, including any and all liability for damage and injury or death to my child or to any person or property to the full extent that the law allows.

5. I understand that THIS RELEASE OF LIABILITY IS INTENDED TO BE AS BROAD AS LEGALLY POSSIBLE, and I accept the terms as a condition of a minor being permitted to use the property and facilities of Westside JCC and JCamp .

#### **RELEASE FOR PERSONAL PROPERTY**

I acknowledge and agree that Westside JCC shall not be liable for any loss or theft of personal property and I release Westside JCC for any liability for loss or theft of any personal property in connection with JCamp.

#### **INDEMNIFICATION BY PARENT OR GUARDIAN**

In consideration of the below named child ("Minor") being permitted by Westside JCC to participate in JCamp and use its equipment and facilities, we further agree to indemnify and hold harmless Westside JCC of any and all claims which are brought by, or on behalf of Minors or any of them, which are in any way connected with such use or participation by Minors or any of them. In the event parents are divorced or separated, the custodial parent must sign the registration form. In the event the parents have joint custody, both parents must sign this form.

## **TRANSPORTATION**

I hereby appoint and authorize Westside JCC as my agent to arrange transportation, including without limitation transportation by school bus, on my behalf for my child to and from camp activities, field trips and various off site activities, and I hereby consent for my child to be transported by any such transportation arranged on my behalf. On behalf of myself and my child, I hereby release Westside JCC and its officers, directors, trustees, employees, volunteers, representatives, counselors and agents, from any and all claims and liabilities that arise out of or relate to the discretion and authority granted by this authorization and consent.

## **MISCELLANEOUS CAMP MATTERS**

**RELEASE OF INFORMATION:** I give permission for my child's quotes and photos to be used for publicity purposes.

**NOTICE:** Westside JCC does not permit discrimination because of race, color, age, sex, handicap or national origin.

## **BEHAVIOR POLICY**

Westside JCC's JCamp is designed for children to function in an atmosphere dedicated not only to individual growth but also to group cohesion. These situations sometimes stimulate various behaviors including both positive and negative peer pressures. Since our program population is a sampling of the world we live in, we deem it advisable to delineate very clearly what Westside JCC's standards and rules are and what action we will take in our role as "substitute parents" in the event that these rules are broken.

**NOT ALLOWED:**

- a. Illegal activity, including possession or use of any drug or substance.
- b. Possession or consumption of alcoholic beverages.
- c. Possession of tobacco products.
- d. Possession or sale of pornographic materials.
- e. Possession of knives or weapons of any kind.
- f. Activity detrimental to the welfare or health of others, including, but not limited to, persistent physical or verbal abuse, theft, or vandalism. Westside JCC will charge the offender for repairs or removal of graffiti.
- g. Certain items and activities at Westside JCC are not necessary or are inappropriate by Westside JCC staff (i.e., violent or abusive lyrics, etc.), matches, lighters, fireworks, or incense of any kind.
- h. Unauthorized cell phones are not permitted at Westside JCC.
- i. Unauthorized animals are not permitted at Westside JCC.

Should we have reason to suspect a participant of violating any of the above rules, we respond as follows: For a, b, c, d, & e, and in cases of theft (f), we reserve the right to search the participant's possessions in their presence. If we determine a violation of the rules has occurred, we will notify the participant's parents. Violation of a or b will result in immediate dismissal. In the case of c, d, or f, disciplinary action may be taken after full consideration.

In regard to f, Westside JCC encourages respect of other participants and staff. Any participant who does not adhere to this philosophy will be counseled, and if necessary, disciplined by us. If such counseling and discipline does not result in cooperation and better behavior, we will consult with parents. We then reserve the right to suspend a participant from the program. This behavior may also affect future enrollment, and we do reserve the right not to allow a participant back into the program. We also feel that a safe and successful programming experience requires adherence to a few rules and regulations regarding safety procedures. Persistent and willful disregard for these rules and regulations is considered sufficient reason for expulsion. This will not be enforced without first communicating with parents and making every effort to secure cooperation. Being a part of Westside JCC means doing activities together. Participants are expected to join in group activities and are encouraged to participate in all program activities.