

GO WILD!



mjcc
camp

2013

Parent Manual

CAMP PHILOSOPHY

Summer camp provides an opportunity for kids to take a break from the routine of school and create memories that will last for the rest of their lives. Anyone that has ever been involved as a camper or counselor in camp can recall fun and positive instances. Campers and counselors at the Memphis JCC Day Camps are no different. The planning and fulfillment of a wide variety of activities inspire campers to make new friends and learn new skills. Our goal is to create a fun atmosphere that fosters every camper's self esteem, all within the context of a Jewish environment.

As part of our commitment to creating a well-rounded program that develops well-rounded campers, we will have several program specialists on staff. Each specialist comes to us with his/her own area of expertise and will challenge campers to develop existing skills and discover new ones. Ultimately it is our hope and the goal of our specialists that campers see how fun and learning go hand in hand.

CAMP STAFF

All of our staff, from the Camp Director and Administrators to the Counselors and Specialists, works hard to make each and every camper feel good about being at the MJCC.

Staff is hired based on previous camp experience and /or experience in education. We hire professionals for our Specialty Camps who love to work with children. We hold our staff to the highest possible standard in planning activities as well as working with your children. To ensure this we require our staff go through an intense training period.

CAMP ADMINISTRATIVE STAFF

Camp Director	Sophie Samuels
Assistant Camp Director	Hollie Dempsey
Camp Office Manager	Marcqualyn Pierce
Programming Director	Jeremy Weiser
MJCC Executive Director	Larry Skolnick

CAMP DATES AND GROUPS

SESSION 1: JUNE 3-14, 2013
SESSION 2: JUNE 17-28, 2013
SESSION 3: JULY 1-12, 2013 ***NO CAMP ON JULY 4***
SESSION 4: JULY 15-26, 2013

GENERAL CAMP OFFERED EACH SESSION:

Chalutzim One (rising 1st graders)
Chalutzim Aleph (rising 2nd and 3rd graders)
Chalutzim Bet (rising 4th-6th graders)
Unit 78 (rising 7th and 8th graders)

SPORTS AND SPECIALTY CAMP OPTIONS:

SESSION I

Circus Camp (rising 1st-6th graders)
Sports Aleph Soccer (rising 1st and 2nd graders)
Sports Bet Soccer (rising 3rd-6th graders)

SESSION II

Dance Camp (rising 1st-3rd graders)
Sports Aleph Baseball (rising 1st and 2nd graders)
Sports Bet Baseball (rising 1st and 2nd graders)
Cooking Camp (rising 1st-6th graders)

SESSION III

Science Camp (rising 1st-6th graders)
Art Camp (rising 1st-6th graders)
Sports Aleph Flag Football (rising 1st and 2nd graders)
Sports Bet Flag Football (rising 3rd-6th graders)

SESSION IV

Art Camp (rising 1st-6th graders)
Sports Aleph Flag Basketball (rising 1st and 2nd graders)
Sports Bet Basketball (rising 3rd-6th graders)
Go Girls Go Sports Camp (rising 1st-6th grader)

CAMP REGISTRATION

FORMS

All camp forms must be turned in by May 14, 2013. Campers will not be allowed to attend camp without 2013 camp forms on file.

- CAMPER PROFILE SHEET
- HEALTH FORM (MUST BE COMPLETED BY PARENT/DOES NOT REQUIRE DOCTOR'S SIGNATURE)
- IMMUNIZATION FORM
- SUNSCREEN AUTHORIZATION/MEDIA RELEASE
- FIELD TRIP FORM
 - FIELD TRIP SITE WAIVER (ONLY IF NECESSARY FOR YOUR CAMPER'S FIELD TRIP)

REGISTRATION DEADLINES

Refund for Specialty Camps	April 19
Medical/Camper Profile form due	May 14
Fees Due in Full	April 25*
Refund for General Camp	May 14

*Unless you have previously set up a payment plan

REQUIREMENTS

All JCC accounts receivable items (Membership, Preschool, Health Center, and Day Camp) must be paid in full by April 25, 2013. All Camp forms are due into the MJCC Camp Office by May 14, 2013 for all sessions. ***Campers will not be allowed to attend camp until ALL forms are turned into the JCC Camp office.***

FINANCIAL ASSISTANCE

The Memphis Jewish Community Center maintains a policy of adjusting fees on an individual basis. Limited funds are available for the purpose of providing financial assistance. Applications for financial assistance must be completed and returned to the MJCC by April 8, 2013. Applications should be addressed to Amy Hagar, Assistant Membership & Marketing Director.

REFUNDS

ALL CHANGES OR CANCELLATIONS MUST BE RECEIVED IN WRITING.

GENERAL CAMP

A full refund or credit (less a \$20 administrative fee) will be given for cancellations made before May 14, 2013 (Session 1-4). ***Cancellations after dates listed will result in forfeiture of all fees paid.***

SPECIALTY CAMPS

Due to the third party cost of our Specialty Camps, we can only refund half of the fees for all cancellations or changes made before April 26, 2013. No refunds or credits can be given for cancellations or changes made after April 26, 2013.

CAMP COMMUNICATION

DAY CAMP OFFICE: 901.761.0810 ext. 132
DAY CAMP EMAIL: daycamp@jccmemphis.org
CAMP DIRECTOR: ssamuels@jccmemphis.org

ALL CAMP COMMUNICATION HAPPENS VIA EMAIL UNLESS OTHERWISE REQUESTED.

NOTES AND EMAIL

Any special instructions regarding your child's needs should be sent in writing to the Camp Office. Be sure to include the child's name and what camp group they are in on the note. All correspondence must be dated and signed by parent or legal guardian.

Please be sure to check your email daily for updates about your child's camp group or camp-wide activity updates. These emails will include information about upcoming events, theme days, overnights, cookouts, field trips, extended days, and etc. A newsletter will be emailed each Friday highlighting important upcoming events throughout the camping season. ***If you prefer to get paper copies of this information, please let the camp office know as soon as possible.***

CAMPER DROP-OFF AND PICK-UP

IN ORDER TO KEEP YOUR CHILD(REN) SAFE AT CAMP, WE HAVE STRICT DROP-OFF AND PICK-UP PROCEDURES. ***FOLLOWING THESE PROCEDURES WILL ENSURE QUICK AND SAFE DROP-OFFS AND PICK-UPS OF THE CAMPERS.***

CAMPER DROP-OFF PROCEDURES

All parents should drive to the back of the building. All Day Camp, Sports and Specialty Campers should follow the cones to the edge of the camp pavilion. Staff will be on duty beginning at 8:55am to open car doors and greet campers. All ECC campers must be signed in at their classroom by a parent or guardian.

LATE DROP-OFF

Campers arriving late to camp must be walked to the Day Camp Office in the camp pavilion and signed in by whoever is dropping the camper off.

CAMPER PICK-UP PROCEDURES

1. Camp Pick up starts at 3:45pm.
2. You will be given a sign with your child's name to put on the front driver's side window of your car. Please have this placed in your window before entering the parking lot for pick up. If you do not have the sign given to you, please write your child's name on a sheet of paper to be placed in the front driver's side window. Also please note, the person driving a vehicle without a sign given by camp will be asked to show photo identification for your camper's safety.
3. Enter the back parking lot through the entrance with the four way stop. At this time, there will be a staff member standing at the parking lot entrance reading the sign in your window and saying the child's name into the walkie-talkie.
4. Your child's name will then be announced in the camp pavilion, and staff will escort your child to the sidewalk and wait for your car to arrive.
5. While in the pick-up line waiting to reach the pavilion, you will be asked to sign-out your child. When you arrive in front of the pavilion, staff will assist your child into the car. ***Please DO NOT get out of the car.***

CELL PHONE USE IS PROHIBITED DURING PICK-UP!!!

CAMPERS WITH SIBLINGS IN ECC

All ECC campers must be signed out from their classroom by a parent or guardian. Day campers who have siblings in the ECC can be taken to the multipurpose room to be signed out and picked up if the parent notifies the Day Camp Office in advance.

EARLY PICK-UP

If you plan to pick up your child early, please write a note to the camp office that morning in order for us to have you camper ready to leave. If you decide to pick up your child early after they have already arrived at camp, please call the camp office and give us as much advance notice as possible.

RAINY DAY PICK-UP AND DROP-OFF PROCEDURES

In case of severe weather during drop-off, campers may be dropped off at both the front and back doors of the JCC. Counselors will be there opening car doors and escorting children to the Social Hall. During pick-up, please park and come inside to the social hall to pick up and sign out your child.

PICK-UP AUTHORIZATION

Parents are asked to list those authorized to pick up their child on their camp form. No child will be released to a person not authorized by the custodial parent. We must have written authorization for changes in this respect. Staff will ask for identification and check authorization before releasing a child to someone whom they are unfamiliar.

HEALTH AND MEDICATIONS

NO CAMPER WILL BE PERMITTED IN CAMP, EVEN FOR ONE DAY, UNLESS HIS/HER 2013 HEALTH FORMS HAVE BEEN SUBMITTED.

MEDICINE

If your child takes medication that needs to be administered during camp hours, it must be sent with the medication permission form to the camp director. **All medications must be in original containers.** Medications will be secured in the camp office and will be administered by camp supervisors. A daily log is also kept to record the times and dosages administered.

- If your child takes medication during the school year but will not be medicated during camp, please note that on your medical forms.
- If your child has special accommodations during the school year, please share it with the Camp Director so the appropriate steps can be taken to ease the transition from school to camp.

ILLNESS

Parents are asked to cooperate with the Camp Program by careful monitoring of your child's health and by keeping him/her home when there is any indication of physical illness, particularly symptoms of cold, nasal congestion, sneezing, coughing, fever, stomach cramps, diarrhea, vomiting and/or rash.

Any child with signs of ill health during the day will be isolated, and the parents will be notified. The parents must make arrangements for the child's prompt return home.

If a child is sent home or has been absent two or more days, the parents should call the Camp Office to explain the nature of the child's illness or other reasons for absence.

MINOR INJURY

If a child is injured during camp, parents will receive an "ouch report" email detailing the cause of the injury and the actions taken to remedy the problem. If it is a more serious medical issue, parents will be called immediately.

EMERGENCY CARE POLICY

In case of emergency, the parents are notified first. If it is impossible to reach a parent, the emergency contact will be called. If no one can be reached or in a life-threatening situation, we will call for an ambulance and your child will be transported to the nearest hospital for emergency treatment in the company of the director. We will continue our efforts to reach a parent or an emergency contact.

LICE POLICY

If there is evidence that a child has a head lice infestation, the child will be immediately removed from the program. The parent will be called and asked to retrieve the child and to treat the head lice. (You may wish to consult your physician.) The child will be readmitted to the program when ALL evidence of lice and nits (the eggs) are gone. The MJCC feels these precautions are necessary because of the highly contagious nature of head lice. If lice are found at home, please notify the camp director.

EXTENDED CARE

For your convenience, we offer AM Care from 7:00am - 9:00am and PM Care from 4:00pm - 6:00pm for an additional fee.

AM CARE - AM Care campers must be dropped off in the Pavilion and signed in.

PM CARE - PM Care campers must be picked up in the Game Room and signed out.

PM Care Campers will be given an additional snack once they arrive in the game room. Please do not send money for lunch - **the vending machines are NOT available to campers.**

All PM Care Campers must be picked up by 6:00pm. If an emergency arises that prevents pick-up by 6:00pm, please call 901.761.0810 to make the necessary arrangements. Late fees pertaining to pick up will be handled on a case-by-case basis.

The drop-in fee is \$15 per day for each, AM and PM care.

DAILY ATTIRE AND NEEDS

DAILY ATTIRE:

- **Tennis Shoes (open-toes shoes are prohibited for safety reasons)**
- Shorts
- Comfortable Shirt
- Socks
- Hat

WHAT TO BRING:

- **Sturdy bag or backpack**
- Lunch
- Water bottle
- Bathing Suit
- Towel

Campers should bring swimsuits and towels every day, regardless of the weather. Since campers swim twice a day, an extra swimsuit and towel is recommended.

**PLEASE CLEARLY LABEL ALL BELONGINGS SENT TO CAMP
WITH YOUR CHILD'S FIRST AND LAST NAME, INCLUDING
THE CLOTHING YOUR CHILD WEARS TO CAMP.**

LOST AND FOUND

Day Camp lost and found is located at the pool house. We will do our best to return all items clearly labeled with your child's first and last name to your child's counselor.

TOYS, ELECTRONICS AND CELL PHONES

Please leave all special toys, dolls, electronics, and cell phones at home. The MJCC and Day Camp cannot assume any responsibility for lost or stolen personal equipment brought to camp.

SUNSCREEN

Parents are asked to sign the sunscreen permission form at the beginning of the summer. Camp will provide campers with sunscreen and will ensure campers re-apply throughout the day. Though we supply sunscreen for every camper, it is strongly encouraged that every child comes to camp with a coat of sunscreen already on and wears a hat for extra protection.

LUNCH

Campers must bring a sack lunch every day. Please write the camper's full name and camp group on his/her lunch bag. Our staff will collect the lunches in the morning. Lunches are stored in the Social Hall Kitchen, but will **NOT** be refrigerated.

If your child forgets his/her lunch, please be sure it is brought to the camp office before 11:00am. Please do not send money for lunch - **the vending machines are NOT available to campers and Holy Cow lunches must be pre-ordered.**

Kosher camp lunches may also be ordered through Holy Cow. The Holy Cow order form will be provided to all camper families.

FIELD TRIPS

Campers must wear their MJCC Day Camp t-shirt and socks on all field trips.

Please send lunches in a brown bag on field trip days. Campers who order from Holy Cow will have a PBJ sack lunch provided for the field trip.

Campers may not be dropped-off or picked-up at a field trip location.

CAMP PICTURES

Camp pictures will be taken on the same day as a group's field trip. If the camp group has more than one field trip in a session, it will be taken the first Thursday of the session.

CAMPER BIRTHDAYS

If your camper has a birthday during camp, you may bring a kosher birthday snack for your child's group. Please make sure you bring enough for each child in the group. All birthday snacks will be served before lunch.

SWIM PROGRAM

The MJCC is so thrilled about our family water park. The slides, lazy river, splash pad and play structure will truly enhance every campers swimming experience.

Campers will swim twice a day, with instructional swim in the morning and free swim in the afternoon. The Day Camp and Aquatics staff encourages parents to prepare their children for swimming at camp. If your child is anxious about swim lessons at camp, we suggest that they have lessons before camp begins. Danny Fadgen, our aquatics director, will be happy to help you prepare your child for a fun summer in the pool.

The MJCC Aquatics and Day Camp staff looks forward to a safe and successful swimming season, but we need your help and cooperation to do so. The following materials will help answer some of your questions and guide you through the camp season.

1. The Aquatic Staff will test all campers at the beginning of each session, and campers will be placed at the correct skill level for their ability. If your camper attends more than one session of camp in 2013, we will use the records from the previous session to place your camper.
2. Campers will have the opportunity to advance swim levels as they improve, and it is possible for campers to advance within a session of camp. Swim levels are determined by the American Red Cross Levels 1-6.
3. In order for campers to develop strong swimming skills, all campers must participate in instructional swim every day. If a camper cannot swim for a medical reason, he/she must have a written note. *Please understand if a camper does not participate in instructional swim, then he/she will not be able to participate in free swim.*
4. **NEW! Campers who have achieved Level 4, 5 or 6 will be invited to swim for the MJCC Blue Dolphin Swim Team at the swim meets. Afternoon practices are not mandatory as camp instructional swim fulfills practice requirements. We will send home invitations with dates of all the swim meets. This will be a great way to motivate the camper.**