

MJCCA Summer Day Camps

**Parent Handbook
Summer 2023**

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General Camp Information

Our Camp Mission

Our camp mission is to promote and build high self-esteem, positive values, personal growth, and a strong sense of identity through an engaging connection to the Jewish community. We strive to foster spiritual and personal growth through learning new skills and interacting with others in a safe, challenging, and stimulating environment, while laying the foundation for life-long friendships. Our goal is to provide campers with a safe environment to make new friends, learn new skills, and gain independence.

MJCCA Day Camps Contact Info

camps@atlantajcc.org

678.812.4004

mjccadaycamps.org

Camp Hours

9:00 am- 4:00 pm

Carpool Hours

Morning Carpool: 8:15 am-8:50 am

Afternoon Carpool begins at 4:00 pm

Before-Camp Care

Hours: 7:30 am- 8:15 am

Location: Kuniansky Family Center (KFC Building)

(Make a U-Turn after the guard gate and it is the building on the right after the fields)

After-Camp Care

Hours: 4:00 pm-6:00 pm

Location: Kuniansky Family Center (KFC) Building

(Make a U-Turn after the gate guard and it is the building on the right after the fields)

Carpool Location

Morning Carpool takes place down the gravel road at Camp Isidore Alterman (CIA).

(Pass the Main Entrance and Tennis Courts and then drive down the camp road)

Afternoon carpool location depends on the camp your child is attending. Locations are finalized by May 1, 2023.

Communicating Daily Transportation Changes

Camp email is used to communicate any early pick-up needs to the day camps transportation coordinator. Camp transportation changes can be submitted online at mjccadaycamps.org. It can also be emailed directly to

camps@atlantajcc.org.

Please note that transportation changes must be submitted by 11:00 am on the date of your requested early pick up.

For Example: If your child usually takes bus 4 home but you will be picking them up in carpool – we need that information in writing by 11:00 am to remove them from the daily bus roster.

Camp Dates

Week 1: May 30 – June 2

Week 2: June 5 – June 9

Week 3: June 12 – June 16

Week 4: June 19 – June 23

Week 5: June 26 – June 30

Week 6: July 3, July 5-7

Week 7: July 10- July 14

Week 8: July 17 – July 21

Week 9: July 24 – July 28

Week 10: July 31 – Aug 4

Week 11: Aug 7 – Aug 11

**Weeks 1 and 6 are 4-day weeks*

Parent Communication

Each week, MJCCA Day Camps families can expect to receive a weekly welcome email (emailed each Thursday prior to week of attendance), and an email at the end of each week. A clear line of communication between parents and camp is critical to the success of the camp program. Our camp directors and unit heads work directly with your child's counselors and should be the primary source of communication. During the day, counselors are directly involved with their campers and will not be available to speak with you. Please contact a camp director with any questions or concerns. Campers are not permitted to make a phone call unless supervised by their unit head or camp director. MJCCA Day Camps has a zero-technology policy, so please do not send your camper with a cell phone. The MJCCA is not responsible if your camper brings a device, and then it is misplaced or damaged.

If you ever want to get in touch with the camp directors – please email camps@atlantajcc.org at any time and we will get back to you at our earliest convenience.

Lunch at Camp

Campers need to bring their lunch daily. We do not mandate what individuals bring in their own lunches, however, to observe all dietary, allergy, and health issues, children are not permitted to share food brought from home. Campers who forget their lunch will be provided one lunch from the camp office at no cost. Any additional lunches provided will be charged to the family at a cost of \$7 per lunch. **Lunches will not be refrigerated, so please pack an ice pack in your campers' lunch. Campers CAN bring peanut butter for lunch.**

Snacks at Camp

PLEASE SEND YOUR OWN SNACKS FOR YOUR CAMPERS DAILY. WE RECOMMEND 2-3 SNACKS. We will provide popsicles as a Shabbat treat on Fridays.

Water

Campers are strongly encouraged to drink water throughout the day. **For Summer 2023, campers will be required to bring their own water bottle to camp.** Bottle refill stations will be located throughout camp and counselors will require their group to take water breaks between activity periods

Birthdays at Camp

Camp birthdays are celebrated in camp groups and will be recognized at Shabbat. If you would like to send in a birthday treat for your child's group – please email camps@atlantajcc.org so we can coordinate with the unit heads. Please know that anything brought to camp needs to be nut-free and kosher.

Lost and Found

PLEASE LABEL EVERYTHING WITH FIRST AND LAST NAMES! WE WILL PUT OUT EVERYTHING LEFT BEHIND IN THE ARTS & CRAFTS SHELTER DOWN AT CAMP ON FRIDAY AFTERNOONS FOR FAMILIES TO COME CHECK OUT OVER THE WEEKEND. LOST AND FOUND WILL BE DONATED EVERY THREE WEEKS.

WHAT DOES MY CHILD NEED TO BRING TO CAMP EVERYDAY?

Below is a list of items all campers should bring each day in their backpack:

- * **Non-Perishable Lunch**
- * **2-3 Snacks**
- * **Water Bottle**
- * **Sunscreen**
- * **Hat**
- * **Bathing Suit and Towel**
- * **Hand Sanitizer**

Campers should wear socks and sneakers each day. Please do not send campers in open-toed shoes. If your child has swimming before lunch, we request they wear their bathing suit to camp underneath their clothing. Many camps will incorporate wacky water games on hot days – so please pack a towel daily.

Please do not allow campers to bring personal games such as Pokémon or Beyblades. **Electronics are not permitted.**

If there are is other specific equipment that your child should bring based on their camp for the week, we will communicate those needs through the weekly welcome email.

MOST IMPORTANTLY – CAMPERS SHOULD COME READY EACH DAY TO MAKE NEW FRIENDS, TRY NEW EXPERIENCES, AND HAVE THE BEST DAY EVER!

TRANSPORTATION INFORMATION

Carpool

- Carpool will start at **8:15 am** each morning and **4:00 pm** each afternoon
- Parents will not be permitted to walk down to camp for any reason this summer, including dropping off their campers. We also ask that parents do not put kids in their laps or let them stand in the sunroof
- Parents and passengers of the car are not permitted to exit their vehicle at any time
- Staff will not be permitted to enter a camper's vehicle, nor will they be permitted to buckle seat belts and/or car seats. In the case that your camper will need help, please be prepared to drive to the main parking lot to exit your vehicle and assist your child. After unbuckling your camper, you may either drive back down to camp or wait until **9:20 am** to drop them off at the late check-in tent

Arrival to Camp

- **Carpool, 8:15 am-8:50 am:** After **8:50 am** parents must pull up to the curbside late check-in tent by the outdoor pool loop. There could be a wait, which would delay campers getting to their camps on time.
- **LATE CHECK-IN DOES NOT START UNTIL 9:20 am!**
- **Bus:** Bus transportation must be registered for in advance. Please arrive to the bus stop 5 minutes early. The times listed on your schedule are the times the bus departs – so please plan to arrive earlier. To stay on schedule, buses are unable to wait for late campers or parents. If you miss the bus, you can attempt to meet the bus at the next stop on the way to camp. **The bus schedule can be found in your camp account under Forms and Documents.**
- **Before-Camp Care, 7:30 am-8:15 am:** Drop off is located at the Kuniasky Family Center (KFC building). Our staff will get your camper out of your car and bring them to the outdoor barn area for Before-Camp Care. At 8:50 am – counselors will walk them down to Camp Isidore Alterman. **Prior registration is required for Before-Camp care.** If you arrive after 8:15 am, you will have to drop off your camper in the carpool line.

Dismissal from Camp

- **Carpool, 4:00 pm:** Please have your dismissal number(s) **visible**. At the end of afternoon carpool, we will bring any remaining campers to the camp office for 15 minutes. Families will be charged \$1 per minute they are late.
- **Afternoon carpool location will be determined by which camp your child is enrolled in.** This location will be listed in your weekly welcome email.
- **Bus:** Bus transportation must be registered for in advance. If you are picking up children at a bus stop, you must provide the bus counselor(s) with your dismissal number as well as the dismissal number of any other camper you are picking up. Please arrive 5 minutes early to the bus stop. If there is no one at the bus stop to pick up your child, he/she will stay on the bus and can be picked up at each subsequent stop of their bus route. If your child has not been picked up by the end of the bus route, they will be taken back to the camp office. **PLEASE NOTE:** the buses depart camp BEFORE carpool begins. **If there is a day that your camper should not ride the bus home and you do not submit camp mail to let our office know, they will be sent home on their regular bus.** Should a bus be late, camp staff will use a text message service to contact you.
- **After Camp Care, 4:00 pm- 6:00 pm:** Prior registration is required for After-Camp Care. After-Camp Care will be located at the Kuniasky Family Center (KFC Building), which is located if you make a U-Turn after the guard gate and pass the fields on your right. It is the first building on your right before the Camp Barney building.

OUR BUSES HAVE AIR-CONDITIONING THIS SUMMER!!

Late Drop-Off and Early Pick-Up

Early pick-ups and/or late drop-offs for all campers, regardless of the camp they are in, are managed at our checkout table in the turn-around next to the outdoor pool. Please go directly there when you arrive to pick up your child early.

Late Drop-Offs

- If you are late to drop off your child and do not make it in carpool line – please do not worry!
- **The late drop-off tent opens at 9:20 am.**
- Please drive your car up to the curbside drop-off location at the tent alongside the outdoor pool loop.
- Your child will wait under the tent to be taken to their group.
- Please note: it may take longer than past years to get your child to a group. We ask for your patience and understanding.

Early Pick-Ups

- **Please email us at camps@atlantajcc.org by 11:00 am to alert us of any early pick-ups needed.**
- You will pull your car up to the curbside check-out tent located at the outdoor pool loop and let them know you are there for early dismissal.
- They will ask for your dismissal number and then release your child to you.
- You do not need to get out of your car.

Dismissal Numbers

Each child will receive a dismissal number for the summer. You must give this number to our staff when you pick up your camper from carpool. We will not release campers to anyone without their dismissal number. Your child's dismissal number will be listed in your weekly welcome emails.

Our staff are unable to accommodate early pick-ups after 3:00 pm.

AFTERNOON TRANSPORTATION CHANGES

Any changes to a camper's afternoon dismissal must be communicated through email by 11:00 am that day.

Please email camps@atlantajcc.org

For Example: If your child usually takes the bus but will be in carpool, we need to know by 11:00 am that day!

MJCCA Day Camps Bus Rules

1. Take your seat promptly and sit properly, facing forward.
2. Buckle your seat belt.
3. Always remain seated while on bus.
4. Place bags under your seat or on your lap.
5. Always keep the aisle of the bus clear.
6. Throwing objects inside or outside the bus is not permitted.
7. Talk quietly; the driver needs to concentrate to drive safely.
8. Fighting, shouting, or use of obscene language is not permitted. The behavior rules listed in the handbook apply to the bus.
9. Be quiet when approaching a railroad crossing.
10. Participate in all bus evacuation procedures.
11. Smoking is not permitted on the bus.
12. Always follow the bus driver's instructions.
13. Once you are at your stop, and the counselor has confirmed your dismissal number with your parent/guardian, you are dismissed.

CAMP POLICIES

Camp Visitors

For the safety of your child, the MJCCA will not allow any visitors to our camp programs this summer for any reason.

Child Abuse

The MJCCA is legally required to report any instance of observed or suspected child abuse or neglect.

Electronics Policy

MJCCA Day Camps do not allow the use of cell phones, iPods, iPads, etc. at camp or on trips. Please remind your child to leave these devices at home. If your child ever needs to reach you, we will contact you via the camp office. The MJCCA is not responsible if your camper brings a device, and it is then misplaced and/or damaged.

Custody Agreements

MJCCA Day Camps does not maintain custody agreements or get involved in custody disputes. We will communicate with the parent on the JCC account.

Photographs

We may take photographs of your child for promotional purposes of MJCCA programs or events. Please inform MJCCA Day Camps in writing if you would not like your child's image used.

Camp T-Shirts

Each camper will receive a camp shirt their first week of camp.

Swimming at Camp

The amount of time campers swim per week is different depending on which camp they are in. Campers who would like to swim in the deep end of the pool will be required to take a deep end swim test. Swim tests will be given each Monday for new campers (and those campers who would like to retest). Campers who successfully pass the deep end swim test will be given a swim band to wear on their wrist each day. Campers who do not pass the swim test will be required to stay in the shallow end of the pool. There are always lifeguards around the pool to ensure the safety of our campers. Also, one counselor from each group is required to swim with their group. Campers who do not wish to swim are welcome to sit in the shade and play games with their friends and counselors.

Camp Units/Groupings

All campers are placed in camp groups based on their rising school grade and are then assigned a smaller group with a pair of counselors. While we will make every effort to honor reciprocal groupmate requests, they cannot be guaranteed. To make a groupmate request, please email camps@atlantajcc.org. We reserve the right to combine grades if needed based on numbers.

Personal Property Policy

The camp is not responsible for loss or damage to personal property. Camp will not reimburse and/or replace any personal items that are lost, damaged, or stolen. Please be advised that any personal items brought to camp are done so at the owner's own risk. This includes, but is not limited to, personal equipment such as sports equipment and electronics.

Weapons

No weapon of any kind is allowed on property at the MJCCA. This includes Camp Isidore Alterman and all other facilities that may be hosting camp programming. Weapons include, but are not limited to, guns, knives, brass knuckles, and batons.

Allergies

Campers are not permitted to share food or sunscreen at camp. We provide a Nut-Free area/table for lunch. Your camper's groupmates can certainly join your camper if they do not have nuts or traces of nuts in any item in their lunch. We have extra sunscreen at camp for campers who run out or forget to bring his or her own. If your camper should not use our sunscreen, please let us know in writing before camp starts.

PLEASE SEND A SPECIAL EMAIL TO CAMPS@ATLANTAJCC.ORG TO ALERT US OF ANY LIFE-THREATENING ALLERGIES to ensure we understand all safety measures that need to take place. All allergies should be listed in your child's CampInTouch account and updated with anything new before camp begins.

Emergencies

In case of an emergency, we will make every attempt to contact parents first. If parents and emergency contacts are unable to be reached, arrangements have been made with Children's Healthcare of Atlanta to provide medical treatment for MJCCA Day Camps.

Immunization Policy

Parent's must certify that their child(ren) is up to date on all required immunizations appropriate for the child's age. If not, they must provide appropriate documentation for a medical exemption (certification by parent or legal guardian required). Only medical exemptions approved by the MJCCA will be allowed and these are taken on a case-by-case basis.

Medication

The camp nurse will contact you regarding the administration of any over-the-counter medication for any reason. MJCCA Day Camps staff can administer prescription medication when we receive all appropriate medical forms. All prescription medication must be in the original container with the pharmacy label. All over-the-counter medication must be in the original packaging and clearly marked with your child's name.

**Medications can be given to our camp nurse during Monday morning carpool or before camp starts.
To contact Nurse Suzie directly – please email Suzi.Kaplan@atlantajcc.org.**

Sunscreen

Please apply sunscreen on your camper BEFORE sending them to camp and send your camper with sunscreen in a clearly marked bottle with their name on it. Campers do not share sunscreen at camp. Camp does have extra sunscreen should your camper forget to bring it or runs out. If you do not want camp sunscreen to be given to your camper(s), please inform the camp office in writing prior to camp. We are extremely sun-conscious; therefore, we will have campers reapply sunscreen throughout the day. Our staff will always supervise the process of applying sunscreen.

Smoking, Illegal Drugs, and Alcohol

MJCCA Day Camps does NOT tolerate the use, possession, or influence of illegal drugs or alcohol. Smoking is NOT permitted on the MJCCA Day Camps grounds – this includes vaping. Any camper or staff who violates these rules will be subject to immediate disciplinary action, including dismissal.

HEALTH AT CAMP

The top priority for MJCCA Day Camps is the health and safety of our campers, staff, and their families.

Sick Policy/Health at Camp:

- A MANDATORY health history form must be submitted (online) prior to the start of the camp season.
- It is the responsibility of the camp family to inform MJCCA Day Camps of any changes to the information submitted on the health history form.
- MJCCA Day Camps will have a nurse on site throughout the camp day.
- If a camper is sick or is suspected of being sick, they will visit the nurse to determine if additional care is needed
- You will be notified of any health visits that require additional care.
- If a camper shows signs of a communicable disease or ailment while at camp, we will contact you to come pick up your camper immediately.
 - Please do not send your camper(s) to camp with any communicable disease.
 - If your camper does have a communicable disease, please notify the camp office immediately as we must notify your camper's group that someone in that group has a communicable disease.
 - For the safety of the camp community, campers may not attend or remain in camp if they have a fever, vomiting, diarrhea, or infectious disease (i.e. pink eye, impetigo, lice, etc.) or other communicable diseases.
 - Campers must begin treatment and be symptom free for 24 hours before they may return to camp.

If a Camper/Staff Appears Sick:

- If someone is suspected of being sick, they will visit the nurse.
- If the nurse decides a camper presents symptoms related to COVID-19 (fever greater than 100.4°F, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, and/or vomiting), the camper will be separated from the group until a parent/guardian can pick them up from camp.
 - **Children will not be permitted to return to camp until they have either had a negative COVID-19 test (PCR or At-Home) OR have been symptom free (including fever free) for seventy-two (72) hours.**

If a Camper/Staff Tests Positive for COVID-19

- Isolate at home for 5 days. (Day 0 is the day symptoms appeared or the date the specimen was collected for the positive test for people who are asymptomatic).
- If you have no symptoms or your symptoms are resolved after 5 days, you can return to the MJCCA
- If you have a fever or any other symptoms, continue to stay home until they resolve.

COMMUNICATION: If a person in a camp group is COVID-positive, the group will be notified via email. The group will NOT be required to quarantine or wear masks

Mask Policy:

- The MJCCA is a mask-optional facility.

BEHAVIOR POLICY

For the safety and enjoyment of all campers, MJCCA Day Camps enforces a discipline policy if a camper is repeatedly disruptive to the camp group or abusive to other campers or staff. Disciplinary actions include: the parent may be called; a conference with the parent, camp director, and camper to assess the situation; suspension or dismissal of the camper.

We want all parents to acknowledge that camp may not be the best fit for every child. We are unable to tolerate any behavioral issues of any kind for the safety and wellbeing of all campers and staff.

- **Children attending our program must:**
 - Participate safely and willingly with a group of peers in a variety of settings and activities
 - Remain with the group and follow directions provided by staff
 - Cooperate with and respect all staff, other campers, MJCCA equipment, and facilities
 - Display non-aggressive behaviors
 - Not be a threat to themselves or others
 - Be able to go to the bathroom independently

- **Threatening behaviors that are unacceptable include, but are not limited to:**
 - Making fun of, or insulting someone
 - Bullying
 - Making obscene gestures or comments or using foul language
 - Touching self or others inappropriately
 - Revealing private parts of the body
 - Punching, kicking, slapping, biting, or inappropriate physical contact of any kind
 - Taking someone's things or stealing
 - Writing nasty things about someone
 - Shouting at someone
 - Gossiping about someone
 - Threatening someone with physical violence

- Failure to adhere to any of these guidelines will result in immediate dismissal and inability to return, with no refund for that week.
- Length of Dismissal is up to the Director's discretion and will be determined on a case-by-case basis.
- Should your child be dismissed for the rest of the summer – a credit will be added to your JCC account for use toward future JCC programming.

We highly advise reviewing this with your child **before** the first day of camp.

INCLUSION & MENTAL HEALTH AT CAMP

At MJCCA Day Camps, we believe that all children should be able to experience a life-changing and unforgettable summer at camp with their peers. We strive to provide a continuum of care for campers with a variety of challenges, including, but not limited to, autism spectrum disorder, intellectual disabilities, ADHD, anxiety, and sensory disorders.

MJCCA Day Camps recognizes that some kids may need a little extra support while they're at camp. Our team works together to best accommodate your child individually and ensure that they feel cared for and safe throughout their time at camp.

Our goal is to provide proactive support for mental, emotional, social, and spiritual health (MESSH). Our Camper Care team includes mental health professionals who continuously work with staff and campers to nurture our entire camp community.

We know that each child comes to us with their own specific needs, and whenever possible, we work closely with parents and guardians to develop a customized plan that enables every child to succeed in our community. Whether it be assistance provided by our Inclusion Program, a 1:1 facilitator, or meeting with our mental health professionals, we do our best to accommodate campers and serve them at their level.

Many campers benefit from additional support to have the most successful experience. Our Inclusion Director will work with you to determine if a facilitator will be beneficial and available for your child. We do not assume that all children with special needs require a facilitator. If it is determined that your child will benefit from additional staff support, the level of support will be specifically catered to the needs of your child. Our goal is to fully integrate your child into the camp program. We observe each child in the Inclusion Program throughout the summer and communicate with counselors and parents to help ensure success and make modifications when needed. Parents will incur an additional fee per week if their child is paired with a facilitator.

At the same time, we know that there are some children we are not able to serve for a variety of reasons, and whenever possible, we will work with families to find a summer camp that is suitable for their children.

All the camps at MJCCA Day Camps are part of the Inclusion Program, however, camp staff work closely with families to ensure the camps chosen will be a good fit. The MJCCA's mission is to provide a safe and fun camp experience. We are NOT a therapeutic program and are not equipped to provide therapy, track behaviors, or collect data.

While our facilitators are specifically hired to work with children with special needs, they are not therapists. Typically, they are college students studying special education, OT, PT, or a related field. Additional training is provided and required for all facilitators. Like all MJCCA Day Camps staff, they will participate in an application, interview, and background check process.

We are a camp of love and respect and strive to celebrate every camper for who they are. We appreciate your honesty in answering the questions in the registration forms. Someone from our team may reach out to you in the coming weeks and months leading up to camp. If you'd like to schedule a time to speak with someone on our team, please feel free to reach out to Sarah Koenig at Sarah.Koenig@atlantajcc.org

BILLING & PAYMENT POLICIES

Payment Policy

Camp fees can be paid either in full at time of registration or through our payment plan option. The MJCCA Day Camps payment plan consists of equal payments charged on the 5th of each month beginning February 5, 2023 (or the month you register) through August 5, 2023. Registration forms turned in after Aug 5, 2023, must be paid in full at the time the registration is submitted. Any changes to camp options that result in additional costs (adding weeks, adding bus, adding before camp care or after-camp care) that take place after July 5 will be part of the final payment on August 5th. Camp fees set up on the payment plan are due in full by Aug 5, 2023. If camp fees are not paid in full by this date, your child will lose his/her spot in camp. If you would prefer to pay in full, please call our registration department at and they can assist you.

Credits and Refund Policy

In accepting your online registration, MJCCA Day Camps reserves a place for your child and hires staff according to registrations and deposits paid. Therefore, **no refunds or credits will be given after April 1, 2023.**

The refund and cancellation policy also applies toward fees paid for Before-Camp Care, After-Camp Care, Bus Transportation, and the SIT Program. Cancellation requests must be submitted in writing to camps@atlantajcc.org. Please allow 4–6 weeks for a refund request. The MJCCA reserves the right to cancel any camp program due to insufficient enrollment. Should this occur, we will make every effort to accommodate registered campers' requests to an alternate program. If the alternate program has a higher fee, the higher price will be in effect. If your camper is unable to attend camp, there will be no substitutions of friends or family members. We do not tolerate behavioral issues that jeopardize the safety and wellbeing of other campers and staff. Failure to adhere to behavior guidelines in this Parent Handbook will result in immediate dismissal with inability to return that week and no refund. Length of dismissal is at Director's discretion. If the dismissal extends to future weeks, a credit for those weeks will be applied to your MJCCA account.

Registration Fees/Deposits

Each registration will be charged a non-refundable \$50 registration fee (\$75 after April 1, 2023) per child and a refundable deposit of \$100 per child to be applied toward camp fees. In accepting your online registration, MJCCA Day Camps reserves a place for your child and hires staff according to registrations and deposits paid. Changes can be made for no fee until April 1, 2023.

Changes to Registration

Change requests must be submitted to MJCCA Day Camps in writing by emailing camps@atlantajcc.org. Changes and additions are subject to space availability and can be made until 4:00 pm on Tuesday the week before camp starts. A \$25 change fee will be applied for changes made after April 1, 2023 (no fee will be charged to register for additional weeks).

MJCCA DAY CAMP DIRECTORS

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**We are here to ensure your camper has a safe, fun, and meaningful summer!
Please reach out to us anytime – we love hearing from you!**