

JCCSF CAMP PARENT MANUAL

2018



JCCSF.ORG/SUMMERCAMP

JCCSF CAMP PARENT MANUAL



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Welcome to Camp

Welcome to Camp at the Jewish Community Center of San Francisco! JCCSF Camps provide quality experiences for youth that promote the development of meaningful bonds within in our community, build life skills and support the exploration of special interests.

At JCCSF Camps, campers will:

- Increase self-confidence and explore their sense of self.
- Gain interpersonal skills to take home as positive and engaged community members.
- Build connections with their community by exploring the city of San Francisco.

Doing Jewish at JCCSF Camps

The following quotations highlight the seven core values of the JCCSF. Collectively, they are known as the *Sheva Middot*, or seven core values and they provide the foundation for the Jewish values embedded in much of our camp programming.

K'lal Yisrael – Jewish Inclusiveness

I make this covenant with all who are here this day and also with all who are not here.

- Deuteronomy 29:13-14

Ruah – Spirit

Not by might, not by power, but by my spirit.

- Zechariah 4:6

Torah – Torah

It is a tree of life to those that hold fast to it. Its ways are delight, and all its paths are peace.

- Proverbs 3:17-18

Haḥnasat Orhim – Welcoming Strangers

Let your house be open wide.

- Pirkei Avot 1:5

Tzedek – Justice

Until we are all free, we are none of us free.

- Emma Lazarus

Tikkun Ha-olam – Repair of the World

How wonderful it is that nobody need wait a single moment before starting to improve the world.

- Anne Frank

Re-ut – Friendship

Each of us bears the imprint of a friend met along the way, in each the trace of each.

- Primo Levi

All programs at the JCCSF are built on these Jewish values and traditions to create fun and loving environment for kids. We focus on *Tikkun Ha-olam* (repair of the world), *Tzedek* (justice), *Re-ut* (friendship), *Ruah* (spirit) and *Shalom* (peace) in our community.

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Our campers participate in an all-camp Shabbat celebration every Friday. The celebration includes fresh baked hallah (braided braid), singing, dancing, traditional blessings, stories and lots of *Ruah* (spirit)! Every week there will be a different camp demonstrating their new skills and talents at all-camp Shabbat – families are welcome to join us!

Contact Information

- Camp Parent Hotline: 415.563.6608
- Camp Email: camp@jccsf.org
- Camper Registration Questions: 415.276.1537

Location

Jewish Community Center of San Francisco
3200 California Street
San Francisco, CA 94118

For Culinary Camps at 18 Reasons:
18 Reasons
3674 18th Street
San Francisco, CA 94110

Camp Hours

Camp runs from 9:00 AM to 4:00 PM. Homerooms will open to campers at 8:40 AM.

Extended Care:

AM: 8:00 – 9:00 AM

PM: 4:00 – 6:00 PM

Extended care is not a drop-in program and is not offered on a day-to-day basis. Campers must be registered for Extended Care by the session.

Communication

Communications

Families will receive a detailed welcome email on the Wednesday prior to each camp session. Emails will include information found in this parent manual, including drop-off and pick-up procedures, weekly highlights for each camp, and scheduling notes such as swim days and field trips. Please save these emails for your reference.

Emergency Communications

In case of emergency, JCCSF staff will arrange a meeting place for parents. Parents and guardians will be notified via phone, text message or email of such emergencies. If we are unable to contact primary guardians, we will use the designated emergency contact on file. We also keep copies of parent-guardian contacts in various locations of the JCCSF campus. We will make every attempt to proactively contact you if there is such a situation.

JCCSF Camps take all precautions for disaster or emergency by:

- Participating in evacuation drills prior to summer and throughout the summer.
- Routinely inspecting emergency and first aid kits.
- Coordinating with the larger agency of JCCSF to ensure compliance.
- Training and certifying staff in First Aid/CPR/AED/Infectious Diseases classes.
- Identifying alternate evacuation sites if the need should arise.



Absences

Please notify the camp office via the Camp Parent Hotline (415.563.6608) or email (camp@jccsf.org) at any time if your child will not be attending camp, will be late to camp or will be picked up early. If you need to pick up your camper before the end of the camp day, please make arrangements with the Camp Office to ensure that your camper is not offsite when you arrive.

Medications, Illness and Behavior Expectations

Medications

Please be in touch with the camp office **before** coming to camp if your child needs to be given medication (prescriptions, over-the-counter, homeopathic or vitamins) during the camp day. We are not a staffed medical facility and cannot guarantee we can accommodate each medication schedule or need. Please keep in mind that there is no medical staff on site, but we do have an RN on call. For camp to administer any medications, the following must be provided:

- Signed permission
- Directions for administering the medication that match those labeled on the bottle
- Medications clearly marked with the camper's name and physician's name
- Medications in their original container (no plastic baggies please)

All medications will be locked in and dispensed by the Camp Office. We keep records of each time a medication is dispensed. We cannot give any medication, including over-the-counter medication without your written permission. PLEASE DO NOT SEND MEDICATION IN YOUR CAMPER'S LUNCH OR BACKPACK.

Campers may keep asthma inhalers.

EpiPens

If your camper has an EpiPen, please make sure that you check it in with the front office so that we can record it, and ensure that it is with your camper at all times. EpiPens not checked into the office, and left in camper's backpacks run the risk of not being with your camper if needed. All EpiPens will be given to lead counselors after they are checked in and will always stay with the camper's group.

Medical Emergencies/Injuries

In case of a medical emergency, you have already given your consent to allow the camp to seek emergency medical treatment. If an emergency arises, we:

- Assess the situation
- Call 911, if necessary
- Contact the parents or guardian, then the child's emergency contact if the parent cannot be reached
- Transport the child to a medical facility if necessary and parents cannot be reached
- Stay with the child until parent or emergency contact arrives

We will call all primary contacts listed on the registration page. If we are unable to contact guardians via telephone, we will attempt the emergency contacts. If necessary, we will use email and text messages secondarily.

If a child is injured and requires only minor first aid, we will treat the child and call the parents or guardians to let them know.

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Head Bumps

Any camper that sustains a head bump during camp will be brought to the office and monitored. Parents or guardians will be notified.

Illness

If your child is ill, please keep them at home. While we recognize the difficulty this poses for working parents, we are not equipped to care for sick campers.

Parents will be asked to pick up any camper with a fever, stomach ailment, lice or infectious disease. If a camper simply does not feel well, but does not have a fever, we will allow them to rest briefly in the office under observation. If they do not feel better, we will contact parents and ask that the sick child be picked up from camp.

A camper may not attend camp when he/she presents any of the following symptoms:

- Fever more than 98.6° Fahrenheit. Camper may not return to camp until there has been no fever for 24 hours.
- Excessive sneezing, coughing, runny nose or difficulty breathing
- Unidentified rash
- Ear infection not yet seen by a physician
- Vomiting or diarrhea
- Lice. Campers may not return to camp until they are egg and nit free.
- Conjunctivitis (pink eye, red or crusty eyes). Campers may not return to camp until 24 hours after the start of antibiotic treatment.

You must notify camp of any contagious conditions (lice, conjunctivitis, strep throat, etc.) so we may notify other families that their children may have been exposed.

Sun Safety

To prevent sunburns, please apply sunscreen to your camper each morning, even if it is foggy or cloudy outside. We also have extra sunscreen at camp, and will make sure campers reapply sunscreen during the day when we are at the park or on a field trip. Please notify the Camp Office if your camper is allergic to sunscreen.

Behavior Expectations

On the first day of each session, we will share with campers our expectations and consequences for inappropriate behavior. Although we always hope for appropriate behavior at camp, problems do occur. Families will be kept informed of and involved in any problems that arise. Camp staff is trained to address behavior issues in a positive manner. The JCCSF reserves the right to suspend or dismiss any child from the camp program if the JCCSF concludes in its sole discretion that the child's conduct is disruptive to the camp program.

Mandated Reporting

In the state of California, all professionals who are for children are "mandated reporters" of suspected child abuse, and as such, are required by law to report "reasonable suspicion" of child abuse to either a law enforcement agency or a county child protective agency. This law was created to protect children and to provide services for families. Child abuse (including physical abuse, sexual abuse, and emotional or physical neglect) must be reported when a legally mandated reporter, such as our camp staff, has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment, drawing when appropriate on his or her training and experience, to suspect child abuse.

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The JCCSF camp staff is experienced and trained in assessing situations that may lead them to make a child abuse referral, which includes, but is not limited to, the following: physical indicators or abuse, behavioral/psychological indicators displayed by the child during their time at camp, environmental problems, parents' suspicions and statements made by the child.

Food at Camp

Kashrut Policy

The JCCSF maintains a policy respectful of *Kashrut*, Jewish dietary laws. The laws of *Kashrut* prohibit the mixing of milk and meat and prohibit certain foods, such as pork and shellfish. In adherence with our policy, all food served at camp is either strictly kosher or vegetarian. We request that campers do not bring pork or shellfish into the JCCSF. This includes pepperoni, salami or ham sandwiches.

Nut Policy & Food Allergies

ALL NUTS AND PEANUTS ARE PROHIBITED AT JCCSF CAMPS.

Please do not send your child to camp with a lunch that includes any nut products. This is to protect the safety of our campers and staff with severe allergies. If you are looking for a peanut butter alternative, please consider Sun Butter, a spread made from sunflower seeds. All food that is offered at camp is nut free. Please be sure to inform us if your child has any food allergies. Staff will do their best to accommodate your child and when possible, offer alternative choices for a child with food allergies. You may wish to send your child to camp with a snack if you have concerns. We cannot guarantee a completely nut free environment, but we will do our best.

Lunch

All campers must bring lunch to camp each day in a reusable bag or lunch box, clearly marked with their name. do not forget to include a beverage. We are unable to provide refrigeration or reheating for any lunches. We will notify you in advance if we will be providing lunch. Please be mindful of the *kashrut* and nut policies when packing lunch.

Snack

We provide a healthy snack each afternoon. Please pack a morning snack in your child's lunchbox, especially if your child tends to get hungry early in the day. If your child has special dietary needs or food allergies, make sure to include them on the health form. Campers in PM care will receive an additional snack.

Drop-Off & Pick-Up Procedures

First Day Check-In

There is no curbside drop-off on the first day of each camp session. You must come into the atrium for check-in on the first day of your camp session.

Check-in is in the atrium and begins at 8:15 AM, however camp does not begin until 9:00 AM. You must walk your camper into the classroom after check-in; campers will be allowed into the rooms at 8:40 AM.

On the Monday mornings when your camper is beginning a new camp session, no matter if they have been at JCCSF Camps already this summer, you must walk your child into the building and go through the check-in process. During check-in, you will:

- Make sure we have correct and updated health information for your child
- Complete a signed waiver
- Meet camp staff

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- Add authorized pick-ups to your list
- Receive a camper T-shirt
- Receive a dashboard placard to use for complimentary parking in the JCCSF garage during drop-off and pick-up or during the curbside drop-off and pick-up process
- Deliver medications or special instructions regarding your child

If your camper is enrolled in AM Care, check-in directly in Kanbar Hall at 8:00 AM. **AM and PM Care are not drop-in programs.** You must register for these programs in advance and they often fill. To add extended care, please complete our online registration process here <https://www.jccsf.org/youth-family/camps/summer-camp/extended-care/> and log-in as a returning user.

Dashboard Placards

You will receive a dashboard placard during first day check-in that is valid for that session of camp. You may request as many placards as you will need for transporting your child to and from camp. The camp placard is needed for the following:

- Complimentary parking for 20 minutes during drop-off and pick-up times
- Curbside drop-off and pick-up at our drive-through.

Drop-Off Procedures

Except for the first day of each camp session (when you must walk your camper into the atrium for check-in), there are two ways to drop-off your camper: walk with them to their camp room, or drop them off at our curbside drop-off.

1. If you choose to bring your camper into their homeroom, you can do so between 8:40 – 9:00 AM. The JCCSF is served by many MUNI lines, we have bike parking outside or you can park in the JCCSF parking garage (using your parking placard for 20 minutes of complimentary parking).
2. If you choose to use our curbside drop-off, it is located on Walnut Street between California and Sacramento. Curbside drop-off begins at 8:40 AM and closes promptly at 9:00 AM. After 9:00 AM, you must bring your camper directly to their homeroom. Some helpful tips:
 - For safety, you may only enter by making a right turn onto Walnut Street from California Street and turning right into our curbside drop-off. You will not be allowed to make a left turn into the curbside drop-off if you are coming south from Sacramento Street.
 - Make sure that you display your parking placard on your dashboard so that camp and security staff can easily identify you as a camp family and help facilitate your curbside process.
 - If you are driving, please do not get out of your car. Camp staff will be available to open the door and help your camper out of their car seat or seatbelt.
 - There is no overlap with Preschool camp drop-off. You must walk both campers into to their rooms or go through the drop-off for each camper.
 - If you are arriving by public transportation, bicycle or walking, you may safely walk your camper to the curbside drop-off from the pedestrian gate on California Street, just west of the garage entrance.
 - Again, curbside drop-off is not available on the first day of a camp session. You must bring your camper into their room.

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Pick-Up Procedures

Campers will only be released to parents or adults whom you have authorized in writing to pick up your child. If your child will be picked up by someone not already on your list, you must notify us in advance by emailing camp@jccsf.org. You can also add more people to your authorized list during Check-In on the first day of camp. If you need to pick up your camper before the end of the camp day, please call the **Camp Hotline (415.563.6608)** to make arrangements. When you arrive, go to the Camp Office to sign out your camper. Be prepared to show ID and camp staff will direct you to your camper.

If you have more than one camper with different pick-up procedures, you will not need to go to both locations. Your younger camper will be brought to the drive-through for curbside pick-up. We will confirm this logistic at Check-In on the first day of camp.

If you have not picked up your camper by the end of your pick-up time, your child will NOT be taken to PM Care. Your camper will be taken to the office where they will wait while we try to reach you.

FOR CAMPERS IN J ADVENTURES AND COSMO KIDS:

For J Adventures (entering Kindergarten) and Cosmo Kids (entering 1st or 2nd grade) camps, campers must be picked up from Fisher Family Hall on the 1st floor of JCCSF. Pick-up will be from 3:40 – 4:00 PM.

J Adventures and Cosmo Kids	Fisher Hall	3:40 – 4:00 PM
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Parents and adults with a parking placard will receive 20 minutes of complimentary parking in the JCCSF garage during pick-up.

FOR CAMPERS IN MUSICAL THEATER, GADS, OUTBOUND, MAKER, CULINARY, SPOTLIGHT AND STUDIO CAMPS:

Outbound, Maker, Culinary, Spotlight Studio Camps	Walnut Street	3:40 – 4:00 PM
Musical Theater, GADS	Walnut Street	4:00 – 4:15 PM

Curbside pickup is available at our Walnut Street drive-through from 3:40 – 4:00 PM. Musical Theater and GADS curbside pick-up is available from 4:00 – 4:15 PM. Some helpful tips:

- For safety, you may only enter by making a right turn onto Walnut Street from California Street and turning right into our curbside drop-off. You will not be allowed to make a left turn into the curbside drop-off if you are coming south from Sacramento Street.
- Make sure that you display your parking placard on your dashboard so that camp and security staff can easily identify you as a camp family and help facilitate your curbside process. Please be sure your camper's name is clearly written.
- Be prepared to show valid ID for when signing out your camper.
- If you are driving, please do not get out of your car. Camp staff will be available to open the door and help your camper into their car seat or seatbelt.
- If you are arriving by public transportation, bicycle or walking, you may safely walk your camper to the curbside drop-off from the pedestrian gate on California Street, just west of the garage entrance.

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Extended Care

Campers in AM Care may arrive anytime between 8:00 – 9:00 AM. Parents or guardians must bring campers inside the building and sign them in each morning. You may not leave your child unattended in the building or drop them off in front of the building.

PM Care will take place every day from 4:00 – 6:00 PM. Campers participate in a variety of activities including art, cooking and organized games. Campers get an additional snack and groups are assigned by age. PM Care is not a drop-in program and space is not guaranteed unless you register in advance.

Please note that we use different counseling staff for PM Care. The staff member in the evening is not your child's daytime counselor. If you need to speak to your child's regular camp staff, please call the office during regular camp hours.

If you need to pick up your camper before the end of PM Care, please go to the Camp Office to sign out. Be prepared to show ID and camp staff will direct you to your camper. All PM Care campers will be taken to curbside pick-up off Walnut Avenue at 5:30 PM and curbside pick-up is from 5:40 – 6:00 PM.

Camp at 18 Reasons

Campers enrolled in camps at 18 Reasons must be dropped off and picked up at the 18 Reasons location. JCCSF does not provide transportation for campers between locations. There is not a passenger loading zone outside of 18 Reasons, so families will need to find street parking and bring their camper in, especially on the first day of each session. Drop-off is between 8:40 – 9:00 AM. Pick-up is between 3:40 – 4:00 PM.

Payments, Registrations & Refunds

Deposit

A nonrefundable deposit of \$150 per child, per session is due with registration, including for families applying for financial assistance. Individual camp sessions may be one to three weeks long; each camp session requires a deposit. All fees must be paid in full for Extended Care at the time of registrations. You may pay by e-check, Visa, MasterCard, American Express or Discover.

Payment in Full

Payment is due in full by May 8, 2018. Registrations not paid in full by this date may be canceled and the spot opened to our wait list. Registrations after May 8, 2018 must be paid in full at the time of registration and are non-refundable. If payment in full presents a financial hardship, please contact the Financial Aid Administrator at financialaid@jccsf.org to apply for alternative payment options. Tax ID #94-3227260.

Refunds & Changes

Refunds, less the \$150 nonrefundable deposit per camp session, will be issued for cancellation requests received in writing by May 8, 2018. There are no refunds after May 8, 2018. There are no refunds or reductions in fees for days missed due to illness, absence, vacations, change in family circumstance during camp sessions, suspension or dismissal. There are no refunds for partial sessions. There are no refunds for Extended Care.

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There is a \$40 transfer fee per camp for changing sessions and/or programs for which your child is registered after initial enrollment (except for changes resulting from changes in wait list status). Transfer fees must be paid at the time of transfer.

Wait List

Newly-available spaces in camps will be filled from the wait list by the Camp Office on a strict first-come, first-served basis. Camp participants may not offer their canceled spot to another child.

Should a camp be filled, you may add your child to the wait list online. If a space becomes available, the Camp Office will contact you to see if you are still interested in enrolling your child in the camp. If you accept, enrollment will be subject to the policies noted herein. Should you decline or fail to complete enrollment within 48 hours, you will lose your place on the wait list for that camp and/or session.

Age Policy

Campers must be at least 2 years old by their first day of camp to attend Preschool Camps. Campers must be entering Kindergarten and at least 5 years old to attend J Adventures or Specialty Camps. Campers with summer birthdays may start in Preschool Camps and transfer to J Adventures or Specialty Camps once they are 5 years old. Campers entering Kindergarten, but not turning 5 until Fall 2018 will be placed in the oldest group of our Preschool camp program.

Miscellaneous

T-Shirts

Camp t-shirts are ordered for each camper according to the size indicated on their camp registration form and will be given to your child during the first day of their first session. It is important for campers to wear their camp t-shirts on field trips so they can be easily identified. Please label your child's t-shirt.

Swimming

All campers in J Adventures, Cosmo Kids, GADS and many specialty camps will swim in the JCCSF Aquatics Center. Certified lifeguards supervise our swim time, and counselors join the campers in the pool. Campers should bring a bag with a swimsuit and goggles on all swim days; towels are provided by JCCSF. You will receive a swim schedule at the start of each session.

Campers in J Adventures receive four morning swim lessons with certified, professional instructors from the JCCSF Swim School. Campers will learn to breathe, float, kick and move in the water and will advance at their own pace. Each camper will need to bring a swimsuit and goggles (if needed) Monday – Thursday. For more information about the swim portion of J Adventures, please call the Aquatics Office at 415.292.1268 and reference J Adventures swim lessons.

GADS/EGADS/GADS Grads

For gymnastics and dance, campers will need a leotard or t-shirt and shorts/sweat pants; ballet shoes are optional. For art and outdoor play, campers will need a jacket, sneakers, pants and a shirt. Pack a morning snack and a healthy lunch (no nuts, pork or shellfish) JCCSF will provide a healthy afternoon snack. Monday – Thursday, campers should bring a swimsuit and goggles (if needed).



Prohibited Items

For the safety of your child and the other campers, we do not allow the following items at camp:

- Live animals or pets
- Electronic games
- Trading cards, including Pokémon and baseball cards
- Personal iPod, CD or MP3 player
- Jewelry or other valuables
- Cell phones (Teen Adventure campers may bring cell phones on off-site field trips only)
- Drugs or alcohol
- Weapons, including any type of pocketknife
- Lighters or cigarettes
- Stuffed animals or dolls
- Personal toys, including sports equipment

We will ask campers to inventory their belongings in the presence of staff if the health and safety of other campers and staff indicates the need. We are not responsible for any lost, stolen or ruined items.

Money at Camp

The JCCSF has very selectively chosen the sites for field trips that campers will be visiting so that campers will **not** need any money to enjoy any of the camp activities and field trips that are planned throughout the week. Should the case be that the campers are visiting a water park, or arcades, the JCCSF will provide campers equally with a few coins to play arcade games.

*If you would like to send your camper with some extra spending money which they will not need, we ask that they carry no more than \$20.00.

Lost & Found Policy

We encourage parents to label all items that will be coming to camp. The JCCSF is not responsible for any theft, lost items or items left unattended. We understand that things might get left behind, and if we find them they will be put in our lost & found area. The lost & found will be emptied and donated on 6/22, 7/13, 8/3, 8/17.