

# MJCC Day Camp 2016

## Parent Manual



**Mittleman**

Jewish Community Center  
6651 SW Capitol Hwy.  
Portland, OR 97219

# MJCC Day Camp 2016 Parent Manual

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# General Information



## *Welcome!*

Thank you so much for choosing MJCC Day Camp for the summer of 2016! We are very excited for your camper to join us this summer! Our staff is committed to helping every camper have a safe and memorable summer, full of fun, friendships, and learning opportunities. The most successful campers are those who are prepared for the camp experience. This Parent Manual contains important information about our camp, so please read it carefully and share it with your child. If you need any additional information please contact us at the camp office. We look forward to a great summer!

## *Mission Statement*

The Mittleman Jewish Community Center provides quality programs that are age appropriate, fun, and safe. Our camp is imbued with a sense of Simcha (joy), Kehila (community), Ruach (spirit), and Kef (fun). We encourage growth, inspire confidence and provide the framework for lasting memories and friendships. Throughout all our programs, we encourage discovery and self-expression.

MJCC Day Camp welcomes everyone, regardless of religious affiliation, to participate in the experience of our camp.

## *Contact Information*

### **Day Camp Office:**

daycamp@oregonjcc.org  
6651 SW Capitol Hwy  
Portland, OR 97219

### **Janelle Marshall**

Camp, Sports + Recreation Manager:  
jmarshall@oregonjcc.org  
503-452-3440

### **Haley Webb**

Camp Office Manager:  
hwebb@oregonjcc.org  
503-452-3436

## *Camp Office Hours and Dates*

Summer Office Hours: 8:30 AM-5:30 PM  
June 13-August 26, 2016

## *Communications*

The Day Camp office will be in frequent communication with you throughout the summer. **All outreach will be via email**, so it is important that we have a current email address in our database. If you don't receive emails from the Camp Office, please contact us **ASAP**.

Also, don't forget to **check out our camp Facebook page at**

<http://www.facebook.com/MJCCDayCamp> about some of the cool, fun activities happening at camp! You can also find information on [www.oregonjcc.org/daycamp](http://www.oregonjcc.org/daycamp)

## *Evaluations and Feedback*

The goal of MJCC Day Camp is to provide campers with a fun and safe experience; in order to do so, we frequently ask ourselves what we are doing well and what we can continue to do better. The MJCC values any feedback you have, whether positive or constructive. Throughout the summer, we will be sending camp evaluations. Please take the time to complete and return our camp evaluations so that we can offer the highest quality program possible.

Additionally, we love to receive ongoing, informal feedback from parents and campers. Our counselors, unit directors, and camp manager are available and excited to discuss programming and your child's experience at any time. Please contact us with any feedback, questions, or concerns.

## *Directions*

### From downtown Portland via Barbur Blvd.

1. Take Barbur Blvd. south
2. Turn right at the Beaverton Hillsdale Hwy./Capitol Hwy. turnoff
3. Continue through the Hillsdale shopping area and get in the center lane.
4. Stay left/straight as the road splits.
5. Continue .3 mi (over the bridge and up the hill) on Capitol Hwy. The MJCC will be on your right side, just after the Vermont intersection.

### From Beaverton via Beaverton Hillsdale Hwy.

1. Travel east on Beaverton Hillsdale Hwy.
2. Turn right at traffic light onto SW 30<sup>th</sup> (Dosch Road intersection).
3. Turn left on Vermont and continue .25 miles east. The MJCC will be on your left.

### From I-5 South

1. Travel south on I-5 and take the Terwiliger exit, #297.
2. Turn left onto Barbur Blvd heading south.
3. Turn right onto Bertha.
4. Turn left onto Vermont.
5. Turn left when Vermont merges with Old Capitol Highway  
The MJCC will be on your right.



## **Program Overview**

### *About Our Staff*

MJCC Day Camp Staff is carefully screened and selected. Our staff is composed of enthusiastic and energetic individuals who are dedicated to the development and success of children. All staff members are CPR and First Aid certified and attend a formal pre-camp training and orientation.

Here is a breakdown of who's who on our staff.

**Counselors:** In Camp Simcha, Kehila, and Ruach, counselors are responsible for directly overseeing our campers. Typically, two counselors work with one group of campers. They travel with the same campers from activity to activity and manage your child's homeroom. Your child's counselors will be available to speak with you each day during both drop-off and pick-up for campers not participating in pre-care, after-care or extended day.

**Program Specialists:** Lead our enrichment/special interest camps. These folks are passionate about sharing their skill with our campers, whether it be dance, gymnastics, archery, or cooking— with our campers.

**Unit Directors:** Oversee and manage the logistics and planning of their particular camp. They work closely with other staff to develop imaginative, age-appropriate activities and curricula for our campers. There are three unit directors—one for Camp Simcha, one for Camps Kehila and Ruach, and one for Camp Kef and all Specialty Camps. Unit Directors are also present during pick-up and drop-off and are excited to work with parents, answer questions, and

discuss your child's camp experience. Along with the Office Manager and Camp Manager, the Unit Directors make up the corps of the camp administration and leadership.

The Office Manager, Haley Webb, runs the Day Camp Office and takes care of the thousands of details that keep camp working smoothly. She is the main point of contact for most camp families and sends many of the camp-related emails you will receive this summer. She is available to answer questions about registration, camp logistics, and just about anything else related to Day Camp!

Camp Manager, Janelle Marshall, oversees all camp operations, planning, and staff. Janelle is available and excited to speak or meet with you. During the camp season, she's in the office most days from 9:15 AM until 5 PM. She can be reached at: [jmarshall@oregonjcc.org](mailto:jmarshall@oregonjcc.org). Often Janelle can be found at the front gate where campers enter and exit camp for the day from June 13th through August 26th.

### *Pre-Care and After-Care*

MJCC Day Camp offers extended care options Monday through Friday. Pre-Care runs from 7:30-9 AM; After-Care, from 4-6 PM. Pre registration is required for both programs but after care can be purchased daily. During program time, there is a mix of free play time and structured activities.

### *What to Bring...and What to Leave at Home*

Please label everything that you send to camp!

Day campers need to bring:

- Swim Suit + Towel
- Water Bottle
- Lunch + Snacks (Morning + Afternoon)
- Sunscreen
- Full Change of Clothes
- Appropriate clothes for the day's activities!

We recommend that kids apply a coat of sunscreen in the morning at home before camp starts. Our staff will encourage campers to reapply their sunscreen throughout the day and will help them do so.

Do not send electronic games, cell phones, expensive toys, iPods, etc. **MJCC Day Camp is not responsible for lost or broken items.** In addition, MJCC Day Camp does not allow aggressive weapons or toys such as real or pretend guns, knives, or swords.

### *Snack and Lunch*

Please note that this is a kosher facility. We ask that you bring a vegetarian (meat and shellfish free) snack, lunch, and water bottle daily. Due to concerns regarding allergies and health, the MJCC does not provide food as part of camp programs. **Parents must send snacks with their child(ren).** Campers will also have the option of purchasing kosher lunches on a weekly basis from Café at the J. Order forms will be available online and will be attached to your emailed camp confirmation.

### *Camp Attire*

Campers should wear comfortable, casual clothes. Please keep in mind that campers do get dirty. Do not send expensive clothes, shoes, or jewelry to camp. **Campers should come wearing sneakers or closed sandals, not flip flops.** It is strongly recommended that your child comes to camp everyday with a change of clothes.



### *Field Trips For Ruach & Kef Campers*

We will be taking numerous exciting trips this summer. For safety purposes,

**please make sure that your child comes to camp on field trip days with his/her camp T-shirt!**

Extra T-shirts can be purchased at the camp office for \$10. Attendance will be taken before departing on any adventure, and again upon arriving at the destination. This process will be repeated when returning to the MJCC.

## *Swimming*

Our swimming program, led by MJCC Aquatics Manager Ryan Ochoa, is one of the great benefits of MJCC Day Camp! We have an outstanding aquatic facility that allows kids to enjoy water safety under close supervision of certified lifeguards. Water safety and teaching kids to swim are of the utmost importance to our program, therefore, campers will learn basic water safety and swimming.

All campers will have the opportunity to have free swim that is closely supervised by our certified lifeguards. All campers are strongly encourage to participate in the open swim but no camper will be forced to swim. An alternative activity will be offered for those campers who choose not to swim.

If you would like to get your child's swim placement done before camp starts come to the MJCC any Monday or Tuesday between 2:30-5:30pm from March to June to get assessed. The swim placement consists of treading water for 30 seconds and testing the ability to swim at least 40 feet on their own. Lifejackets and flotation belts will be available for all other swimmers.

If you are interested in additional swim lesson opportunities, private swim lessons are available in the evenings. Please contact Ryan Ochoa at 503-452-3433, if you have any questions about the swim program.

## *Shabbat*

Every Friday our camp celebrates Shabbat. This is a great celebration at MJCC Day Camp where we take the opportunity to welcome in a day of rest with festive songs, slide shows, exciting presentations, and yummy Challah (traditional braided bread)! Parents are invited to join in our Shabbat celebrations every Friday!

## **Security**

Your child's safety and security are our foremost concerns. We have policies and procedures in place to provide a safe environment. You play an important role in safety and security. Here's how you can help:

First, **we require that anyone who arrives to pick up your child to show identification.** Once a counselor knows or recognizes a parent, guardian, or other authorized person, they will no longer ask for ID. However, because of changes to staffing, **please arrive with your photo ID ready every day** as we cannot guarantee that the same staff member will be checking out your child every day. If a grandparent, nanny or other person is going to pick up your child, we will need that authorization in writing and they will need to show a photo ID as well. Please note that when entering the MJCC you will also be asked to show your photo ID to the guard, who will write down information from your driver's license.

Second, **all of the doors to the area around camp classrooms are locked and accessible by security-code only.** To keep our campus secure, we do not mail out security codes ahead of time. During peak hours, we try to have a staff member near the entrance who can give you appropriate access to the facility. **If you need to access the building when no staff member is available or present, please go to the Day Camp Office,** through the MJCC front entrance. We will give you the code and will happily show you to your destination. Once you have a building code, please do not share it with people you do not know. Do not share the code with your children and do shield the key pad as you enter the code. Thank you in advance for helping camp be safe and secure.

# **Attendance**

## *Pick Up and Drop Off*

### Simcha

**3-5 year-old campers need to be dropped off at their assigned camp classroom location every day** unless they are in Pre or After Care. **Half-day (morning only) campers must be picked up from their assigned camp classroom location. All extended day campers will be picked up on the PJA playground.** All campers must be signed in upon drop-off and checked out at pick-up time. This is for our campers' safety and it is very important that we are consistent with this process. Please call the camp office if your child(ren) will be arriving late and don't forget to check in with the counselor when you arrive. Extended Day campers will need to be picked up in the designated Extended Day room. **Campers will only be released to those named as authorized for pick-up on your registration form. In addition, the person picking up your child(ren) will be required to show identification. No camper will be allowed to leave on his/her own to meet a parent/guardian (even if that person is on the MJCC property). If your child is going home with someone different, please make sure you send a note with your child(ren) and tell the counselor in the morning.** On Monday morning, follow the signs labeled "Simcha" on the green located next to the PJA entrance and one of our staff will direct you to the assigned camp room.

### Kehila/Ruach/Kef

**Morning check in for all camps lasts from 9:00am until 9:15 in the morning at the fenced field near the PJA entrance.** Pre-care campers will be taken out to the field at 8:45am to meet up with their camp for the morning. At 9:15 AM sharp, all camps leave the PJA field for their designated locations. After 9:15 AM, you may take your child directly to the site of their camp. Additionally, one of our administrators will remain at the PJA field until 9:20 to direct you or take your child to his/her camp. **Please do not drop your child off unattended at the MJCC entrance.**

We also offer a faster and simpler morning drop off option for our Kehila, Ruach and Kef aged campers. **Mondays you will be required to walk your camper in and check in with their counselors. However Tuesday through Friday you will have two options. Option one: drop your camper off from your car to our eagerly awaiting counselor's curbside who will escort them to their camp group on the green.** Option two: park your car and walk them in. Either way we will greet your campers with a smile and by name!

At 3:55 PM campers and counselors will be on the field for afternoon pickup. **Campers will only be released to those named as authorized for pick-up on your registration form. In addition, the person picking up your child(ren) will be required to show identification. No camper will be allowed to leave on his/her own to meet a parent/guardian (even if that person is on the MJCC property). If your child is going home with someone different, please make sure you send a note with your child(ren) and tell the counselor in the morning.**

### *In Case of Absence, Early Pick Up, or Late Arrival*

If your child will be absent from camp for any reason, please call the camp office as soon as possible at 503-452-3436.

If you plan on picking up your child early, please call the Camp Office at least 20 minutes prior, and his/her counselor will escort him there. **All early pick-up will be from the Camp Office.**

If you are running late, please call the Camp Office, and we will be able to direct you to the appropriate place to drop off your child.

**In case of early arrival or late pick up, your child will be escorted to our pre-care or aftercare program. The cost of the program is \$20 (member)/\$25 (guest) for pre care and \$30/\$35 for after care per week. We are unable to prorate Pre-Care or After-Care although you can pay for a daily rate for after-care.**

# Health and Safety

## *Accidents and Emergencies*

Bumps and tumbles are not uncommon in camp. Should anything unusual happen throughout the camp day, staff will care for minor injuries with ice, soap, water, Band-Aids and of course, TLC (tender loving care) will always be provided. We are also prepared to handle more significant accidents and emergencies should they arise. All staff are CPR and First Aid certified. Should there be an emergency, we will make every effort to contact parents/guardians or emergency contacts after appropriate measures are taken.



## *Hygiene & Sanitation*

One of the great joys of summer camp is the opportunity to play outside, get dirty, and have fun. In fact, some of the best times at camp come when campers are dirty, muddy, wet, or sweaty. At the same time, our staff recognizes that it is imperative to maintain high levels of personal hygiene and to stay clean whenever possible. Our staff require all campers to wash their hands before eating and after going to the bathroom. They will have hand sanitizer available and will encourage campers to change out of their dirty clothes when appropriate.

## *Health*

Please keep your child at home if he/she:

- has a fever of 100 degrees or higher or has had one within the previous 24 hours.
- is vomiting or has diarrhea.
- has heavy nasal discharge not directly related to allergies.
- has a constant cough that interferes with activity.
- has redness of the eye, obvious discharge, matted eyelashes, burning, and/or itching eyes.
- has symptoms of communicable disease such as lice, chicken pox, etc.
- is unusually lethargic or tired or "not him/herself"

If a child does not feel well enough to participate in the activities of the day, parents will be called to pick up the child. If your child is ill and will not be at camp, please notify the camp office as soon as possible. We ask that parents notify the camp office of any communicable disease a child has, such as measles, chicken pox, lice, etc., so that we may notify other parents. Please be considerate of others; we need to keep in mind the health and well being of our entire camp community.

## *Medication*

On the first day of each week or session, it is the parents' responsibility to deliver all medications and written instructions in a Ziploc bag directly to the camp office. Please write the campers name and age on the Ziploc bag. **Medications may not be stored in camper's possession at any time.** All medications, including over the counter health items, must be in their original packaging. Emergency medications, such as an epi-pen, glucose/glucagon or an inhaler, may be carried by a counselor. We ask that parents bring an extra set of such emergency medications to be kept in the office as well.

## *Insurance*

MJCC Day Camp does not provide accident or health insurance for campers. It is the parent's responsibility to take care of all fees and charges related to health care.

## Miscellaneous

### *Don't Throw it Away*

Let MJCC Day Camp help you reduce, reuse, and recycle. Some of your household trash could help feed an imagination at camp! Please bring any of the items listed below to the camp office for our campers to add a little glue, tape, or paint to and make new and fantastic creations.

- Paper rolls
- Shoe boxes
- Sheets/Pillow cases
- Fabric
- Rope
- Ribbon
- Coffee cans
- Buttons
- Frozen juice lids
- Large appliance boxes
- Anything else we could get creative with at camp!



### *Rainy Days*

Rain won't spoil our fun at camp! We are open rain or shine, but you can help your child stay comfortable by sending the appropriate attire. MJCC Day Camp is well prepared for a possible rainy day. We have many exciting and dynamic activities ready to be implemented if the weather prohibits us from carrying out our regularly scheduled activity.



### *Lost and Found*

MJCC Day Camp cannot assume responsibility for lost or damaged items. Lost and found items that are turned into the Day Camp office will be held until **September 1st, 2016**. You are welcome to come claim your items up until that date. After September 1<sup>st</sup>, camp will donate all lost and found items to a charitable organization. Remember that it helps to reconnect items with their owner if a name is on the item. **Please label your camper's possessions.**

## MJCC Summer Camp 2016 Terms and Conditions

### *Additions*

Camps may be added (based on availability) at any time by calling or emailing the MJCC Camp Office.

### *Behavior*

MJCC Day Camp is dedicated to providing every camper with a positive summer experience. As such, we have a set of community standards and expectations for behavior to which all Day Camp participants must agree. **Please review these policies and rules with your child before s/he arrives at camp.**

When a camper breaks a rule, a staff member will address the situation directly and in a timely manner by clarifying expectations for the rules and suggesting appropriate behaviors. With recurring or persistent misbehavior, staff will involve camp administrators, who in turn will contact parents to discuss the issue and create a plan to resolve it. The MJCC reserves the right to dismiss any camper whose behavior is deemed inappropriate. It is also important to note that there are some "zero-tolerance" behaviors that may result in immediate expulsion. In the event that a camper is expelled, there is no refund.

The MJCC Day Camp expects that campers will

- Follow the rules that instructors set out for each activity, area, or project.
- Be honest and respectful, in actions and words of all other campers and staff.
- Keep their hands to themselves and respect others personal space.
- Do their part to keep camp clean and orderly.
- Stay with their group and notify staff when they need to leave the group.
- Be a positive and active participant in all camp activities.

MJCC Day Camp has a zero-tolerance policy of the following:

- Any behavior that disrupts or interferes with others ability to enjoy MJCC Day Camp
- Bullying, fighting, hazing or physical aggression.
- Negative or hateful speech or language of any kind, as well as harassment
- Theft or vandalism of any kind.
- Possession of controlled substance, weapons/firearms, or other contraband

Campers are responsible for complying with this behavior policy.

MJCC Day Camp reserves the right to dismiss a camper whose behavior violates our Behavior Agreement, in which case no refund is given.

## *Changes*

We understand that parent and family schedules can change quickly during the summer and that, because of this, changes to enrollment are an inevitable part of camp programming. At the same time, they pose challenges for staffing, supervision, supplies, and office systems.

Parents may request a change to camp enrollment up through the second day of each session. If space is available, the change will be accommodated. **Changes made in advance of the start of a camp session incur a \$50 processing fee per change**, and a refund or additional fee based on the difference in price between the two camps. **Once a camp session has begun, a change still incurs the \$50 fee; however, no refund will be given if a participant switches between camps of different prices.**

## *Camp Cancellations*

MJCC Day Camp reserves the right to cancel camp programs due to low enrollment. Should cancellations occur, Day Camp staff will contact the parents/guardians prior to the camp and refunds or transfers will be given. Typically, this occurs **seven to ten days before** a camp begins.

## *Pre-Care*

Drop off begins on the field each morning at **9:00am**. Pre-Care is an enrollment only (ie no "drop in") program. Parents who arrive a few minutes early should wait with their child until regular drop-off begins at 9:00am. Please note that **we are unable to pro-rate Pre-Care**, so in the case that a parent must do a "drop in" for Pre-Care, they will be billed for the full week's rate of **\$20 (members)/ \$25 (non-members)**

## *Financial Aid*

Financial Aid applications are available through the MJCC Day Camp Office. (Applications are reviewed on a monthly basis throughout the spring; once the summer season begins, they are reviewed on a rolling basis).

All Financial Aid applications must be accompanied by a deposit equal to 10% of total camp fees. If a family is unable to enroll after a financial aid offer is made, they will be refunded the full deposit minus **\$25** as a processing fee.

## *After-Care*

The regular camp day ends at 4 PM, and parents need to pick their child(ren) up from the field at that time. At **4:10**, all remaining campers are taken to After Care. **Any camper who goes to After-Care, no matter how often or how short a time, is enrolled in After-Care and charged the full week's fee of \$8 (members) / \$10 (non-members).** Please note, as with other programs, we are unable to prorate After-Care.

## *Payment*

Payment is due at the time of registration. Enrollment fees totaling **\$500** or less must be paid in full at time of registration and may be paid by cash, check, Visa, MasterCard, or American Express. Enrollment fees **over \$500 may be split into two credit card payments:** one at the time of registration and the other on **May 31, 2016.**

## *Pro-rated Camps*

Due to staffing and logistical issues, we are unable to offer any prorated or "three-day" camps other than the ones already offered for Simcha. Enrollment for all other MJCC camp programs is based on a full-week scale (five days).

## *Refund/Discount*

Any deviation from the policies listed here, in the Day Camp Brochure, and in the Parent Manual must be approved in writing by the Executive Director or the Operations Manager of the MJCC, in consultation with the Day Camp Manager and the CFO.

## *Risk and Release*

Use of any recreational facility and participation in any activity involves a risk of accidental injury despite all safety precautions. I/we have been informed of the activities to be conducted by the Mittleman Jewish Community Center and/or Portland Jewish Academy. I/we, as an individual or as a parent or guardian of the participants named herein, assume all risks and hazards incidental to the activities, and release from responsibility and all liability, claims, costs, and damages including attorney fees and costs. I/we further agree to indemnify and hold harmless the Mittleman Jewish Community Center and Portland Jewish Academy, their officers, directors, independent contractors, volunteers, and all employees for any illness, injury or damage to me or my children, or my family members occurring during the use of any recreational facility or the participation in any activities conducted by the MJCC or Portland Jewish Academy. All fees must be paid in full at time of registration. The MJCC reserves the right to cancel any activity based on insufficient enrollment. In the event that a program is cancelled by the Center, all fees will be refunded within 30 days.

## *Terms of Enrollment*

- Payment is due at time of registration—in full for fees totaling up to **\$500** and 50% for fees above \$500.
- Payment of the full balance of camp fees must be received by **May 31, 2016.**
- Payment in full must accompany applications made after **June 1, 2016.**
- Cancellations or camp transfers must be made in writing to the Camp Office. A **\$50 administration fee** will be charged on all cancellations or changes. Refunds will be available only if cancellation is received more than **14 days** before the start of a camp; there are no refunds for cancellations once the camp session begins except for medical emergencies with a note from a doctor.
- The MJCC reserves the right to cancel any camp due to insufficient enrollment or unforeseen circumstances.
- The MJCC reserves the right to dismiss a camper whose behavior is deemed inappropriate, in which case, no refunds will be given.

- Final enrollment and reservation of a space in MJCC Day Camp is contingent upon review of completed camp paperwork.
- The MJCC reserves the right to bill and charge fees pursuant to the policies outlined in the camp enrollment forms, Parent Manual, and Day Camp Brochure.

### *Waiting List*

All camps are first-come, first-served. When a camp fills, the Camp Office will begin a waiting list for that session. Wait-listed campers will know if there is space available to them in the program three business days ahead of the start of the camp.

### *Withdrawals*

*Please note: MJCC Day Camp and PJA Summer Discovery have different withdrawal policies.*

#### *MJCC Day Camp*

Parents may withdraw their child from a camp program up to fourteen days prior to the first day of the session. A \$50 processing fee will be withheld on each cancellation, and the remaining monies will be refunded within 30 days. **There are no refunds for cancellations fourteen days prior to the start of the camp session or after.**

