

I have received the JCC Camp Rishon Parent's Guide. I have read the materials and am prepared for my child's experience at Camp Rishon.

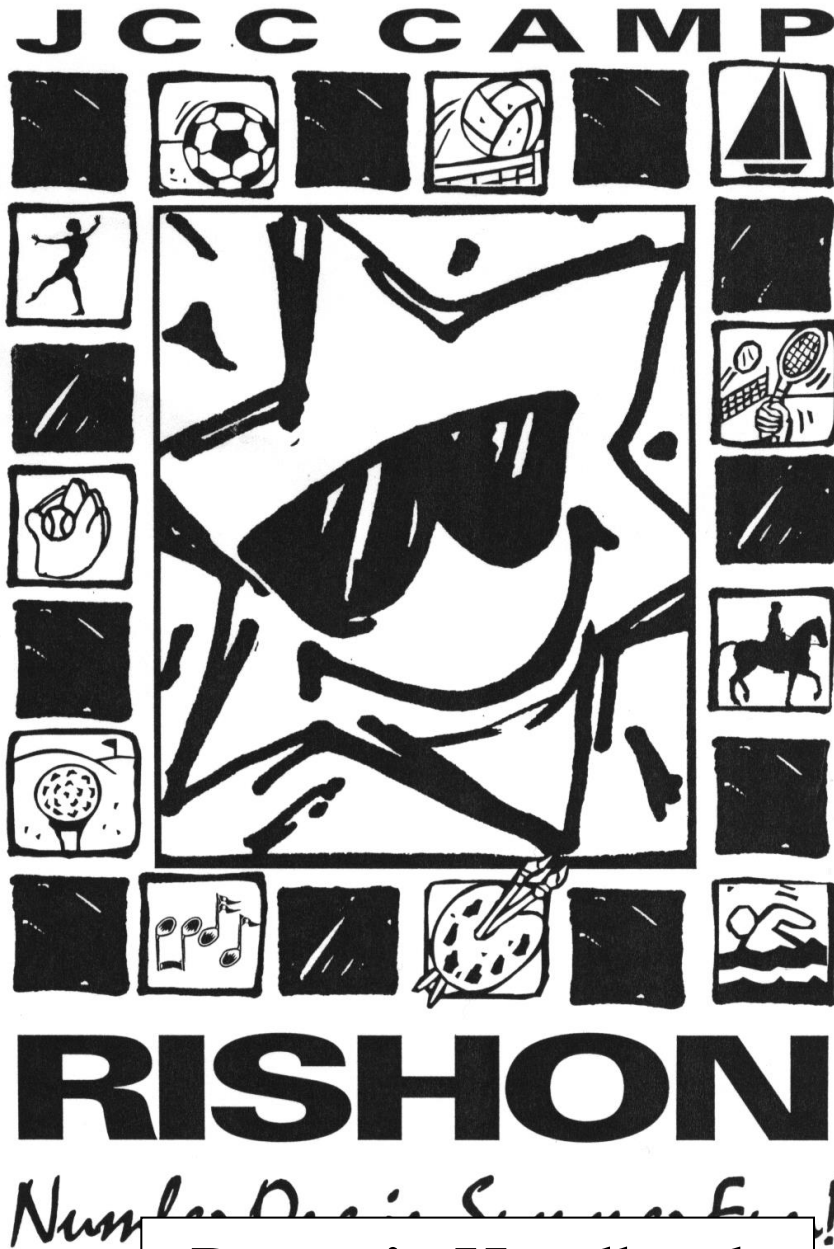
Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please return this portion to Camp Rishon.



Parent's Handbook  
2017

## Welcome to Camp Rishon 2017

So much happens at camp each summer that parents sometimes feel they may never get it straight! We have compiled this guide in the hope that you will refer to it and find answers to your questions. Please sign the enclosed form stating that you have received and reviewed the materials and return it to us prior to your child's first day of camp.

The goal of Camp Rishon is to provide each and every child with a safe and happy summer experience. In order to do that most effectively, we ask for the support of the people closest to our campers – **YOU!** Whatever problems or concerns you might have, we urge you to share them with us as soon as possible. The only problems we can resolve are the ones we know about. So please keep us informed and give us a chance to make everyone happy.

### CONTACTING CAMP

To reach the JCC Front Desk..... 445-2360  
Direct dial to Mick Hagan ..... 445-2360 ext. 129  
Direct dial to Josh Van Alstyne..... 445-2360 ext. 133  
Direct dial to Michael Webb..... 445-2360 ext. 109  
\* Please note – camp staff is often out and about. If there is a pressing issue that needs immediate attention, please call the front desk and have someone paged.

Email:

**Mick Hagan..... mhagan@jccsy.org**  
*Camp Director & Inclusion Specialist*

**Josh Van Alstyne ..... jvanalstyne@jccsy.org**  
**Michael Webb..... mwebb@jccsy.org**  
*Assistant Camp Directors*

## Notes and Questions



## MEDICAL EXAM

A physician must have examined all campers within the past two years. A current confidential medical history, including the camper's immunization record, which shall include immunization dates against diphtheria, measles, mumps, poliomyelitis, rubella, chicken pox, and tetanus, needs to be updated and completed by a physician **each year**. Medical forms will be mailed to you with your camp confirmation forms. **The medical history form with a signature for emergency medical authorization MUST be completed and returned to the JCC two weeks prior to your child's first day at camp.**

## MEDICATION

If your child should need to take medication during the camp day or on an overnight trip, please send it to us **in the original container**. Licensing requirements state that we **cannot** administer any medication without explicit written permission from your child's doctor allowing us to do so. A copy of the prescription or a note from a parent is not an acceptable substitute. Camp Rishon also requires additional consent from parents or guardians with instructions in writing that match doctor's written requests. This includes inhalers and Epi-pens. Please discuss your child's medication needs with the Camp Director or Assistant Director prior to their start at camp.

## BACKPACKS/ WHAT TO BRING

Each day your child should come to camp equipped with a backpack or bag with his or her name on it. Please do not send valuable or irreplaceable items or any toys from home. The following items should be brought to camp each day and fit into the pack:

- |                                                     |                     |
|-----------------------------------------------------|---------------------|
| -Water bottle (full of water)                       | -Towel              |
| -Swimsuit (2 <sup>nd</sup> swimsuit is recommended) | -Hat                |
| - <b>Labeled</b> Waterproof Sunscreen               | -Rain gear          |
| -Non- meat lunch                                    | -Non-DEET bug spray |

***PLEASE NOTE: The JCC DOES NOT provide sunscreen to campers. For health reasons, campers are not permitted to share their sunscreen with others. Please provide sunscreen daily to prevent sunburn.***

## SECURITY

We believe in being proactive with regard to camper and staff safety. Your child will stay with his/ her counselors until checked out by a parent or authorized guardian. If a person other than a parent or guardian is needed to pick up a camper, the camp director must be notified beforehand **in writing** and their identification will be checked before they can sign your child out.

For security reasons parking or standing in the area near the front entrance of the JCC is strictly prohibited. This area is used for the purpose of bus drop off and pick up and fire emergencies only. Under **no** circumstances should your vehicle be in this area. Please use the upper and lower lots for parking.

## PROGRAM CHANGES

We understand that at times your schedule may change. Though we discourage last minute changes, you may do so with Director approval up to two weeks prior to the start of that camp session. All changes **MUST** be made in writing. Some changes may not be possible due to outside contract obligations, waiting lists, and registration minimums. Please note the following deadlines associated with making changes to your child's camp schedule:

- Balances of any cancelled camps may be refunded (but not deposit) up until May 20
- **No refunds of any kind after May 20**
- Two weeks prior to the start of camp, any changes made are subject to a \$20 change fee

## BILLING AND PAYMENT

Please refer to the payment schedule below for due dates. If payment is not received by the due date, your child will not be allowed to participate in camp that week. Please contact our billing department at 445-2360 if you have any questions or if there are any circumstances that prevent you from paying by the scheduled due dates.

Payment Schedule:

**Camp weeks 1-4 must be paid in full by June 15**  
**Camp weeks 5-8 must be paid in full by July 15**

Other deadlines:

100% Return of Deposit	April 22 for Paid-in full campers with written withdrawal
Financial Aid Application	May 13
100% of Balance Returned	May 20 (but not deposit) with written withdrawal
No refunds of any kind after	May 20

## Licensing

Camp Rishon is licensed by the Onondaga County Health Department. The camp is inspected twice yearly. Inspection records concerning this camp are on file at:

Onondaga County Health Department  
Division of Environmental Health  
John H. Mulroy Civic Center, 12<sup>th</sup> Floor  
421 Montgomery Street  
Syracuse, NY 13202

# CHECKLIST FOR PARENTS

## Did I:

- Pack a non-meat lunch?
- Pack a swimsuit or two and a towel?
- Label **all** items in my camper's bag?
- Apply sun block to my child, and provide **labeled** sun block for additional applications during the day?
- Include any special items like a leotard, baseball mitt, or golf clubs that might be necessary for my child's specialty camp?
- Send in all necessary paperwork (medical forms, waivers, permission slips, etc.)?
- Have my child wear sneakers?
- Include a hat and water bottle, especially on days when there is an outdoor field trip?
- Leave all toys, cell phones, and irreplaceable items at home?
- Send in a written note in any circumstance that my child's pick up or drop off changes?

## CAMP HOURS

Camp Rishon's school-age camp runs from:

9:00 am to 4:00 pm, Monday to Friday

7:30 am – 9:00 am – AM Extended Care

4:00pm – 6:00 pm – PM Extended Care

All children are registered for the entire week and for the full day. If your child is not bussed, please be prompt in picking him/her up at the end of the camp day. AM and/or PM extended care options are provided on a weekly basis for your convenience. Additional charges will apply if your child is picked up late and/or dropped off early without being registered for extended care.

## ABSENCES/LATENESS

It benefits your child greatly to be at camp consistently, for the sake of group unity and for the sake of your child's friendships and socialization skills. Should your child need to be absent from camp for any reason, please call the JCC by 8:00 am on the morning of the absence. This enables us to: make operational adjustments, keep accurate attendance, notify the bus drivers and keep them on schedule, and prevent us from worrying about your child.

Field trips cannot be held up to accommodate a late arrival at camp. Campers cannot attend a different camp group if they miss a scheduled field trip. Please note there are no credits or refunds for absences in any of the camps.

## DAILY ACTIVITIES

The camp day will begin promptly at 9:00 am with our opening ceremony in the lower field of the JCC. **Parents should not enter the ceremonies.** Drop off is at the Information Station. All specialty camp groups and Nitzanim groups will join together in order to start the day off as a whole camp. After the opening ceremony, each camp group will continue with its own individual schedule until all the groups meet again for the closing ceremony at the end of the camp day at 4:00 pm. Please refer to each individual camp confirmation flyer for additional information.

## WHAT TO WEAR

All campers should wear sneakers with socks, caps for outdoor activities, loose fitting clothes that are conducive to art and sport activities, and be prepared for changes in the weather. Sandals, flip-flops, and jelly shoes are dangerous and will not be permitted other than going to and from the pool.

**All clothing should be clearly labeled!** Piles of clothing end up in the lost and found every year. Please check it frequently if your child is missing items.

## FOOD/LUNCHESES

The JCC is a Kosher camp. We require that **all lunches be non-meat**. Such a lunch can include: cheese, yogurt, peanut butter & jelly, eggs, pasta, tuna, fruit, vegetables, hummus, etc. All lunches are refrigerated. Please do not send any food that must be cooked or heated up.

The JCC will provide an afternoon snack. On the day following an overnight we will have an all-camp cook out and children should **not** bring lunches from home on these days.

## CELL PHONES/IPODS/ELECTRONICS

Many children have their own cell phones/iPods. Use of these items during camp will be **strictly prohibited**. Calls and texts cannot be monitored and counselors cannot be responsible for personal belongings. Any cell phones/iPods being used during the camp day will be brought to the Director's Office. If campers need to make a phone call, they must notify a counselor and make the call in the Director's Office.

During overnights, cell phones are also not permitted.

## BUSSING

A neighborhood bussing service is provided by the JCC for the standard camp day (9am-4pm). Stops are indicated in the camp guide. All bus use must be confirmed before the start of camp. Please be at your stop on time. If your child is not there at the designated time, the bus will continue to the next stop. If you plan to pick up your child, rather than using the prearranged bus service, you must notify us by 1:30 pm so that we do not put him/her on the bus to go home. Please notify the director for any changes in your campers' schedule with advanced notice.

## BEHAVIOR AND DISCIPLINE

The Children's Department is committed to high standards of behavior for each and every child. Staff uses positive reinforcement, choice, program modification, and modeling to help create a welcoming camp environment for all children. Behaviors that are excessively disruptive, physically or emotionally harmful, bullying, inappropriate language/actions or other behaviors that endanger the safety and well being of campers or staff may require disciplinary action. When the need for disciplinary action arises, letters to parents or other children may be written and mediation between the children and staff or meetings with the Director or Assistant Director may take place. In situations where the child's behavior may become harmful to himself or herself or someone else, then a visit to the office and/or time away from activities may occur. Parents will be notified in these circumstances and may be called in for a meeting. The children are encouraged to speak with counselors and/or the Director before problems arise. There are always opportunities for campers to come to the office to talk, cool down, or ask questions.

In extreme cases, suspension and/or dismissal from the program may be necessary. The JCC reserves the right to remove any child from the program. In these cases, refunds and credits will not be issued. Parents will be responsible for any unpaid balances due for any time their children were registered to attend camp.

## HEALTH AND WELLNESS

Please do not send your child to camp when he or she is sick. Your child will not be able to fully participate and enjoy the day, and it also presents a health risk to other campers. If your child has a contagious illness such as strep throat, chicken pox, or 'pinkeye', please contact the camp as soon as possible so that other parents can be notified. We need your help to ensure the health and safety of our children. Please do not send your child to camp if they exhibit any of the following symptoms:

- Severe cough
- Difficulty breathing
- Rash
- Stiff neck
- Diarrhea
- Vomiting
- Temperature of 101° or greater
- Exposed, open wounds
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Any unusual signs of symptom or illness

Your child may return to camp when they have experienced 24 hours symptom free. Camp Rishon will call you to pick up your child if they arrive with or develop these symptoms during program hours.

In the normal course of supervised activities and play, children are occasionally injured. During camp, at least one RTE (responding to emergency) and CPR certified staff member is within close proximity of all campers at all times. First aid for scrapes, cuts or bumps is readily available; however, in the event of serious injury, parents will be contacted immediately and appropriate emergency steps will be followed.

## PARKING

For the safety and security of all of our members, the JCC will strictly enforce the following safety measures:

- No cars may be parked in front of the main entrance. Please do not stop here to pick up your child.
- No parking in the handicapped spaces without proper authorization.
- No parking in the loading area.
- Unattended vehicles parking in unauthorized areas will be towed at owner's expense.

## INFORMATION STATION

The Information Station is the location for drop off and pick up (see the drop off/pick up section). It is located outside near the main entrance of the building. A Head Counselor, Assistant Director, or Director will always be available at the Information Station for questions. You can leave a note for a counselor, drop off forms, or speak with supervising staff here. Parents should not go beyond this point into the KidZone. Counselors can escort your child to their camp group if needed.

## SWIMMING

All campers have Red Cross swim instruction each morning and recreation swimming each afternoon in the JCC's heated pool. JCC lifeguards provide all instruction and a Water Safety Instructor will certify the progression from level to level.

Swimming is an essential part of every camper's daily activities. Each child has his or her swimming ability tested prior to the start of each week's swim sessions. Children are given a colored wristband to indicate their swimming level. Please **DO NOT** remove these wristbands during the camp week. They indicate where your child may go during the free swim period.

For everyone's safety, a child that does not participate in swim instruction on any day may not participate in free swim later that day. There are **no** exceptions to this rule. On days when the temperature is at or below 65 degrees we will not get in the pool.

## OVERNIGHTS

Every school-age camper has the opportunity to attend four optional overnights throughout the summer. Campers must be enrolled in a camp the week of an overnight in order to participate. The overnight schedule is as follows:

July 6<sup>th</sup> at the JCC

July 20<sup>st</sup> at the JCC with Surprise Guests

August 3<sup>rd</sup> at Highland Forrest

August 17<sup>th</sup> at the JCC with a DJ Dance Party

*Additional charges will apply for overnights, prices pending.*

It is necessary for campers to bring a pillow, sleeping bag, change of clothes, toothbrush and toothpaste for the overnights. Dinner and breakfast will be provided for all campers who participate in the overnights. Camp Rishon has a cookout lunch for all campers on the Friday following an overnight and no lunch should be brought from home on those days, even if your child does not attend the overnight.

## DROP OFF/PICK UP

The area where you will drop off and pick up your child is the Information Station. It is located outside the front of the building near the lower fields. If necessary, a counselor can help your child locate their camp group in the KidZone. We request that no parents come into the KidZone. Counselors will communicate via radio if you need to pick up your child early, which should be arranged in advance with the Director. At the end of the day, after closing ceremonies, your child's counselor will bring the group over to the Information Station for pick up.

It is very important to make contact with a counselor when you come to pick up your camper(s). To ensure the safety of all campers, each camp group is required to wait with their respective counselors until a parent arrives. Signing your camper(s) in and out is required during the extended care times and on the occasion when a camper is picked up earlier than normal.

The AM extended care occurs in the JCC lounge or auditorium, located across the hall from the main office. Parents with campers participating in AM extended care **must** accompany their camper(s) into the JCC. No child should **ever** be dropped off at the main entrance. The PM extended care occurs in several locations within the JCC and parents should come into the JCC and ask for their child at the front desk and a counselor will locate your camper(s).

Additional information regarding pick-up by someone other than parents can be found in the "security" section of this handbook.

## LOST AND FOUND

The general Lost and Found is located in the Children's Room of the JCC. Additionally, there is a "wet" Lost and Found on the pool deck. Please check them regularly for any missing items. Approximately every two weeks, we will place all lost and found items out front for parents and children to claim. Whatever is not claimed at this time will be donated to charity.

The JCC makes every effort to keep camper items from getting lost. It helps **tremendously** when items are labeled clearly with your child's name. Many items our campers bring such as swimsuits, towels, water bottles, and sunscreen are **exactly** the same. We are more likely to recover lost items when they are labeled.

## T-SHIRTS

Camp T-Shirts will be distributed on your child's first day of camp. Each child receives one free T-Shirt. Additional T-Shirts can be purchased for \$8.00 each. Children are asked to wear their T-Shirts on field trips (Tuesdays, Wednesdays, or Thursdays for Nitzanim) for quick group identification and every Friday to promote camp spirit.