



Parent Handbook

Osher Marin JCC Camp Kehillah | 200 N San Pedro Rd. San Rafael, CA. 94903 | 415/444-8055

Please read this entire handbook. It contains information you need to make Camp run smoothly for you and your camper(s).

Dear Marin JCC Camp Kehillah Families,

The Osher Marin JCC Camp Kehillah program is devoted to providing a safe, active program within a community of acceptance and friendship. Independence, friendship, *kehillah* (community), adventure, challenge, cooperation, Jewish culture, fun--these words describe what our program brings to children. Whether singing together, trying new skills, joined in a circle around the campfire, preparing for Shabbat, or completing the last mile on a hike, each camper enjoys his or her own challenges and new experiences with friends and caring staff. Welcome!

Amanda Grey
Camp Program Director
(415)444-8051

Debbie Tuttle
Camp Director, Youth & Teen Program Director
(415)444-8050

Tamar Lai
Preschool Director/Camp Yeladim Supervisor
(415)444-8044

Shira Wainer
Camp Operations Coordinator
(415)444-8055

Rachel Falk
Camp Yeladim Coordinator
(415)444-8041

- ◆ Please call us if there is any special information about your camper(s) that will help us ensure a successful summer experience.
- ◆ During Camp hours, the Directors may not be able to talk to you immediately, however, please be assured that we will get back to you as soon as we can.
- ◆ The Camp office is generally staffed from 8:45am-6:00pm. at **(415) 444-8055**

Accreditation by the American Camp Association

The day camps of the Osher Marin JCC are accredited by the American Camp Association (ACA). We have worked diligently to evaluate and design our safety, staffing, and administrative procedures, as well as assess our programs, and maintain them at the highest standards. The process includes having an outside camp professional visit the camp and evaluate our systems and programs. In our last tri-annual re-accreditation visit, the Osher Marin JCC Summer Camp received the very highest scoring from ACA. We are one of the few camps in Marin that are accredited.

For your 2008 tax return preparation: Federal Tax ID # 68-0360243

SAVE THESE DATES!

We are inviting all camp families to please join us to celebrate these special occasions during the summer regardless of what sessions your children are attending.

CAMP ORIENTATION:

Corrected info on 5/27/09 @ 10am. -> Meet the summer camp staff, become familiar with the facility, and ask your questions. Non-preschool camps will meet in the Hoytt Theater on **Wednesday** at 6:00 pm, at 6:30 we will break into groups for tours.

Camp Yeladim (pre-school) parents and children will meet in the ECE building on **Thursday** from 5:30-6:30 pm.

THURSDAY, JUNE 18th
WEDNESDAY JUNE 17th

FOR CAMP YELADIM @ ECE
FOR ALL OTHER CAMPS in Hoytt Theatre

FAMILY CELEBRATIONS:

Join us for our two summer Family Celebrations. First, join us for an early summer Family Day at the Pool on Sunday, July 12th. It will be a great afternoon of playing by the pool, music and games.

Join us for Shabbat on Swig Field, with games, songs and an opportunity to meet other camp families and staff. We will schmooze, play, eat, and welcome Shabbat together with blessings and songs from our campers. Fliers and sign-ups will be posted on the website for download. Please complete and return to the camp office.

SUNDAY, JULY 12 from 12-4 pm at the Outdoor Pool

FRIDAY, JULY 31 from 5:30-7:30 pm on Swig Field

Guest passes will be available for non-member families who would like to use the pool after Camp on afternoons that we have evening family programs.

SHABBAT AND JEWISH PROGRAMMING

The themes and content of our Jewish programming emphasizes universal values of caring for our neighbors, sharing our blessings, caring for the Earth and its creatures, and celebrating joy in life. While Jewish culture is woven into the camp experience, we invite children of all religious and ethnic

backgrounds to join us. This summer our theme is the value of *Kehillah*, which means Community. Each session campers will explore different types of community. Every Friday parents are invited to attend the all-camp Shabbat celebration with candle lighting, singing, and skits performed by campers.

WHAT TO WEAR TO CAMP

- Campers should be dressed in layers, as the mornings can be cool and the afternoons hot
PLEASE LABEL EVERYTHING YOU SEND WITH YOUR CHILD TO CAMP.
- It is the parent's or guardian's responsibility to apply a waterproof sunscreen before Camp.
- Hat with visor for sun protection.
- Camp T-shirts are **necessary** on field trip days!! These help us keep our groups together and safe. Your camper will receive **one free** T-shirt at the beginning of his/her first camp session. Any additional T-Shirts used are \$10 each.
- Sturdy shoes for hikes and outings (tennis shoes, hiking boots, sandals with secure straps).

WHAT TO BRING . . . In the backpack

- Lunch: All Children will need to bring a lunch from home each day. Although it is not required, we ask that parents are sensitive to both kashrut policy, and campers with food allergies. Respecting and protecting these campers with severe allergies falls under a Jewish value called "pikuach nefesh," which literally means "saving a life." Therefore, we recommend lunches that are kosher-style vegetarian, and do not contain peanuts and peanut oils. We have lists of easy lunch choices available online for download or in the camp office. You will also find some easy dairy choice lunches at the end of this packet.
- Bathing suit
- Dry towel
- Water bottle
- **PLEASE... do not send toys, radios, cellular phones, pagers, pocket knives, hand-held games, or pets to Camp**
- **Please label all clothing, bathing suits & towels with camper's name.**
- **Information regarding what to bring on Field Trips and Overnights will be outlined in a camp newsletter the week of the event.**

General supplies needed for all overnight camps*

- ◆ Sleeping bag
- ◆ Sleeping pad
- ◆ Pillow
- ◆ 1-2 days worth of clothes (pack modestly) (Chalutzim needs 3 or 4 days worth)
- ◆ Toiletries – there will be showers available
- ◆ Good hiking shoes
- ◆ Sunscreen
- ◆ Insect repellent
- ◆ Water bottle
- ◆ Warm clothes for night time

- ◆ Flashlight
- ◆ Bathing Suit

** Try to have all of this contained inside your travel bags and **label with your child's name** so it is easy to pack and things do not get lost.

CHALUTZIM please see supplemental Handbook for specifics to your adventure.

LOST AND FOUND

- Please be sure to label all clothing and other possessions brought to Camp. Our Lost & Found is located outside of the AM/PM Care and in the ECE lobby for Camp Yeladim.
- **All Lost & Found items will be donated to charity about one week after the close of each session.**
- **Camp Kehillah is not responsible for lost or stolen items.**

COMMUNICATION

Please contact the camp office at 444-8055 or email Shira at Swainer@marinjcc.org if you have a message that needs to be passed on to your camper or a staff member.

How to notify camp if your child will be absent:

- Call the camp office at 444-8055 anytime to leave a message
- Email Shira (swainer@marinjcc.org) ****Preferred method of communication****
- Give a written note to the camper's counselor
- Give a written note to the bus counselor

Electronic Newsletters: Newsletters and important information including field trip reminders will be emailed via a service called Constant Contact and/or our online registration service to your email address listed on your campers registration. If you are not receiving email from us or do not have an email address please contact the camp office or Shira Wainer and let her know so that we can make sure you receive a hard copy in your home mailbox.

You will receive a newsletter:

1. At the beginning of every session
2. At the end of every session
3. Before a field trip or overnight

EMERGENCY PROCEDURES

The Osher Marin JCC and the JCC Camp Kehillah have developed an extensive Emergency Preparedness Plan to provide the best care for your children in case of natural disasters or human threat.

This plan has been developed in conjunction with the Office of Emergency Services at the Marin County Sheriff's Office.

Power Outage: In the event of a power outage we will continue to run Camp for normal hours. Plan to pick your child up at the usual pick-up time. Note that telephones may not work and you may not be able to reach the camp office.

Emergency Communication:

- Phone: An informed staff person will be stationed to answer the phone and answer questions in case of an emergency. If a staff person is not available or if the line is busy, pertinent information will be recorded on the voicemail.
 - **Main Camp office call 415-444-8055 and after 3:45 PM call: 415-444-8000**
 - **Yeladim (pre-school) program call 415-492-1676 (their emergency line)—(no voice mail).**
- Website: In an emergency, we will attempt to update our website with emergency-related information: www.marinjcc.org.
- Media: When possible, additional information will be made available via:

Radio Stations	Television Stations
KGO 810 AM	KRON KGO
KCBS 740AM	KPIX

Emergency Preparedness:

CPR and First Aid training are incorporated into our Camp staff-training week. Before Camp begins all staff are trained in appropriate emergency procedures, including how to comfort and care for children in an emergency. Camp is stocked with enough food, water, and first aid supplies to support all campers and staff for at least 72 hours. Staff will remain with campers until the last child is picked up.

Evacuation Procedure:

If for any reason the JCC becomes an unsafe facility, we will relocate the children to one of several predetermined site options. The evacuation site will be chosen with the advice of the San Rafael Fire Department and will depend on the nature, location and impact of the situation.

Emergency protocol for off-site campers:

If a natural disaster or emergency occurs while children are out on a field trip, staff and bus drivers are instructed to contact the Camp office for further instructions. If this is not possible, then they are instructed to contact the closest fire or police department for advice. We have also arranged that our campers will be welcomed and sheltered overnight, if necessary, at other JCCs throughout the Bay Area.

Parent's role in preparedness: (What parents must do.)

1. **Contact information:** All phone numbers (including cell phones) and emergency contact information must be current and on file in the Camp office.
2. **Permission to pick up campers:** The Camp registration form includes a section that lists who has authorization to pick up your child. Please make sure this form is accurate and comprehensive as your child may **only** be released to people authorized in writing.
3. **Medication:** Children who require medications should have at least 72 hours worth of clearly labeled medicines in the original container (along with directions for administration) kept on-site. Bring medications on the first day of camp and deliver to a camp director or unit head. Please make sure you have filled out both the initial and additional health form before your child attends camp.

DROP-OFF, PICK-UP, and EXTENDED CARE

For Yeladim Campers, please see the Camp Yeladim Parent Guide accompanying this handbook.

➤ AM CARE:

- ◆ **TIME:** AM Care begins at 8am.
- ◆ **LOCATION:** AM Care location is **Room B12** Please walk your child to AM Care to sign them in.
- ◆ **NOTE:** You **must** pre-register your child in order to attend AM Care. Breakfast is available.

➤ DROP OFF:

- ◆ **TIME:** Camp begins at 9:30am. Please do not drop off your camper before 9:20am unless your camper is signed up for AM care.
- ◆ **LOCATION:** Please use the West entrance of the parking lot and veer right, and drop off your child in front of Congregation Rodef Sholom. Please have your child exit your car at the curbside. Counselors will be stationed to greet campers and accompany them to their unit meeting areas.

➤ PICK UP:

- ◆ **TIME:** 3:30pm
- ◆ **LOCATION:** Please use the West entrance to the JCC parking lot and follow directions. Staff will open the car door for your child and pass you a sign-out sheet for the camper(s) you are picking up.
- ◆ **NOTE:** Make sure you have the pick-up placard filled out (AKA Dashboard Card) and on the passenger side of your dashboard. When filling out this sheet, use a thick black marker and print the first and last name and unit of all of the campers you will be transporting. These will also be available for pick up at the camp office, or download from the website.

➤ PM CARE:

- ◆ **TIME:** PM Care begins at 3:30pm.
- ◆ **LOCATION:** Please sign out and pick up your child the PM Care room, Brandeis B12.
- ◆ **NOTE:** Please pre-register your child in order to attend PM Care. Pre-registration for PM care gives you a significant discount over daily care.

➤ LATE PICK UP AND DROP OFF:

- ◆ If you are late dropping your child off to camp in the morning, bring the camper to the main camp office.
- ◆ If you are picking your child up early, please go to the camp office. Do not contact your child directly as they need to be signed out properly.
- ◆ Children not picked up by 3:45pm will be taken to the PM Care room. You will be charged \$5 per 1/2 hour until 4:30, after which you will be charged a flat rate of \$20. This fee is due at pick up and payable to the Extended Care Supervisor on duty.
- ◆ Late Fees for children picked up after 6pm will be charged \$1 for every minute after 6pm. This fee is due and payable to the Extended Care Supervisor on duty.

BUS TRANSPORTATION

- Please arrive **TEN MINUTES AHEAD OF TIME** for both pick-ups and drop-offs, **as the driver will not wait for you.**
- Children will NOT be dropped off at any bus stop other than the designated one.
- If your child is to walk home from the bus stop or if someone other than yourself will be meeting her/him, please indicate on camper's registration form or in writing to the bus staff.
- **Children must be signed out** by a parent, guardian, or other person designated in writing before being released by the bus counselor. To designate any additional people to pick up your child, the camp office needs notification in writing.
- **Any child not picked up at his or her stop, who does not have written permission to walk alone, will be brought back to the JCC Camp office. Families will need to pick up their child at the JCC and will be charged the PM Care rate, \$20.**
- There will be a staff person on each bus at all times who is in charge of the children. To ensure the safety of all of the campers on the bus, any child who is not able to travel within the safety guidelines will not be permitted to ride the bus.
- We cannot safely accommodate frequent or short-notice changes in bus arrangements. If you choose to use bus transportation, we ask that your camper ride consistently and without changes in schedule.
- For children taking medication, parents should contact the Camp office prior to your child's first day of Camp.

CAMPER BEHAVIOR

Although our staff is trained to work with a variety of campers, parents can help in the process by reviewing the following camp rules with your child:

- Campers stay under the supervision of their counselors at all times.
- Campers must stay with their group or must have counselor's permission to leave the group at any time.
- Show respect for others by never hurting someone else physically or emotionally. Fighting, swearing, name calling, put downs, harassing or aggressive behavior, racist or hateful language, and threats are not tolerated.
- Show respect for property and the environment. Do not harm others' property or the natural places that we visit. Do not take others' possessions.
- Knives of any size, martial arts equipment, light sabers and other weapons are not allowed at Camp.

For Middle School or CIT Campers and Families:

- Possession or use of cigarettes, alcohol, drugs, weapons or other items dangerous to you or others is strictly forbidden and grounds for removal from the program.
- Campers may not engage in any sexual contact or form exclusive relationships.

HEALTH INFORMATION

Children may not attend camp with any of the following symptoms:

- a) Fever in excess of 99 degrees
- b) Excessive sneezing, coughing, or difficulty in breathing
- c) Unidentified rash
- d) Ear infection
- e) Vomiting
- f) Diarrhea
- g) Conjunctivitis or pink, puffy, or draining eyes
- h) Any infectious disease or lice*

*Please be sure your child has been treated and is clear of lice and nits before he or she returns to Camp. Please let us know if your child had active lice or any other infectious disease while at Camp so we can properly inform other Camp families.

Medications:

- ◆ If your child will be taking any medication at home or during camp, please inform the Camp staff.
- ◆ Please let us know about any current or recent changes in your child's medication schedule.
- ◆ Our offices should have the following documented:
 - Name of medication
 - Dosage
 - Time of Administration
 - Directions for the camp staff
- ◆ Handling of Medication:
 - Medication should be handed directly to your child's Counselor or Bus Counselor by the child's parent or guardian
 - Medication must be in it's original packaging
 - You must include 72 hours worth of medication for Camp to keep on site in the event of an unforeseen emergency or natural disaster
 - Important: There must be enough for overnight trips. Staff can not pick up additional medication from the pharmacy.
- ◆ It is both our experience and the recommendation of the American Camp Association that most children with ADD/ADHD have more success and enjoy Camp more when they maintain to their school schedule of medication. It is generally not advised that children who need medications to focus and maintain positive relationships take a "medication holiday" during Camp.

Illness:

- ◆ If a camper becomes ill at camp or on an overnight, we will contact the parent and arrange for a pick up or medical care.

- ◆ If a camper becomes ill on an extended overnight and needs an over-the-counter medication, a parent of the child must have given the Camp office permission in writing, in advance, to administer medication. This parental authorization is listed on the back of your registration form. Please make sure you have completed the appropriate authorization.

TRADITIONAL CAMP GRADES Pre-K through 10

Our traditional camps are divided into age appropriate groups and activities. Each core program includes arts & crafts, swimming, music, Judaica, nature hikes, sports, new games, drama, and theme days. Each grade listed is for the year your camper is entering into in the fall of this current year.

- ◆ Yeladim (Preschool) ◆ Beyt (3rd and 4th grades)
- ◆ Nitzanim (Kindergarten) ◆ Ruach (5th and 6th grades)
- ◆ Aleph (1st and 2nd grades) ◆ Chalutzim (7th, 8th and 9th grades)
- ◆ Counselor - in - Training (9th and 10th grades)

SWIM PROGRAM

For Yeladim Campers, please see the Camp Yeladim Parent Guide accompanying this handbook.

All campers are assessed for water safety and swimming ability and are assigned to a small group appropriate to their skill level. Each group is led by a trained aquatic instructor, with counselors assigned to assist the instructors. Non-swimmers are placed in a separate group to learn water safety and early swimming techniques. Beginning and intermediate swimmers in grades K-4 are taught swimming skills and participate in fun, organized skill-enhancing swim activities. Older campers (grade 5 and above) enjoy some structured games with their counselors. Our youngest campers play in the shallow tot pool or have outdoor water play games two days a week.

LATE NIGHTS AND OVERNIGHTS

- ◆ No alternative programming will be available at the JCC for children electing not to go on Overnights.
- ◆ Parents need to be available for contact during an overnight or late night. If you will be away from home in the evening during an overnight, please arrange for an alternative emergency phone number with the camp office during regular business hours.
- ◆ Some of the Ruach, Chalutzim and CIT filed trips will be returning after 3:30pm. You will be notified ahead of time about late-night pick up times. Parents can call 415-444-8067 for recorded information regarding the status of the field trip.

Terrific Dairy Lunch Ideas

Sandwich Combinations

Cream cheese and raisins	Cream cheese and jelly
Cheese & tomato with sprouts/avocado/pickles	Tuna salad
Sliced egg with veggies	Tahini and jelly
Tortilla with cheese	Grilled cheese
Tahini with sprouts & seeds	Cold pizza
Humus and pita and vegetables	Pancakes with fillings: jam, honey, cheese or apple chunks
Garden or other Veggie burgers	
Meatless (soy) deli slices such as Tofurky, Ives slices	

Be creative in how you prepare the sandwiches by cutting them into circles, triangles, etc. or use tortillas and make wraps. Also use a variety of breads and crackers. Good bread choices are pita, bagel, lavash, tortilla, whole wheat, rye and bread sticks. Or include muffins such as bran, raisin, blueberry, pumpkin, etc. Crackers could include Rice Cakes, Wheatines, Stoned Wheat, Akmak and other whole grain options..

Container Fillers

Cold pasta salad with olives	Macaroni & Cheese
Cottage cheese and fruit	Carrot and raisin salad
Vegetarian vegetable noodle soup	Stuffed artichoke or avocado
Tomato & rice soup without chicken stock	potato salad
Fruit salad	Cheese and crackers
Rice and beans	3-bean salad
Tuna salad	Egg salad
Tofu and applesauce	Tofu and veggies
Honey & wheat-germ with yogurt and fruit	Dry granola (add yogurt at school)
Meatless nuggets or fish sticks	Tofu dogs
Annie's Stars or O's	cracker pizzas

PLEASE TRY TO AVOID JUNK FOOD. Instead, you can offer:

- Popcorn (for children over three years of age)
- Celery stuffed with cream cheese
- Dried fruit: raisins, dates, prunes, apricots, etc.
- Fresh vegetables with dip: carrots, celery, cherry tomatoes, zucchini, green peppers, pickles, olives
- Trail mix
- Chunks of cheese or cheese sticks
- Corn on the cob (great raw!) or edamame
- Corn or cheese puffs
- Fish sticks or vegetarian or fish sushi
- Whole wheat or sesame pretzels or pita chips
- Cold potato

Please try to balance and vary your child's lunch – avoid junk food.

Thanks for your attention to all this information. We look forward to being a great part of your family's summer!