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SUMMER CAMP'10



camp olami

PARENT HANDBOOK 2010

WELCOME

Welcome to Camp Olami. We are excited that you will be spending part of your summer with us. Camp Olami hours are from 9 am–4 pm, Monday–Friday. Session One is June 21–July 16 (No camp 7/6). Session Two is July 19–August 13. The HaKol B'Ivrit session is August 16–August 20.

Camp Olami is an American Camp Association (ACA) Accredited Camp. ACA accreditation requires camps to meet and comply with over 300 standards which often exceed minimum state and local regulations. For more information, please visit the ACA website at www.acacamps.org.

The Sabes JCC works in cooperation with family, school and community to nurture the development of children and youth by providing quality camp programs that are fun, safe and accessible.

WHO AND HOW TO REACH US

You can contact us by leaving a message at 952-381-3421 or by e-mailing summer@sabesjcc.org.

You can also contact the full year Camp Olami staff:

Danya Kornblum	Camp Director	952-381-3344	dkornblum@sabesjcc.org
Donna Garber	Associate Camp Director	952-381-3374	dgarber@sabesjcc.org
Anita Lewis	Inclusion Director	952-381-3489	alewis@sabesjcc.org

ENROLLMENT/REGISTRATION

Registration

The camp registration deadline is April 9, 2010. Registrations not received by the registration deadline may not be accepted and, if accepted, are subject to a \$25 late registration fee per session.

Registrations must include payment. If the registration is received without payment, the registration will not be considered received until payment has been submitted in full. All late fees will apply if payment is submitted after the registration deadline. The Sabes JCC reserves the right to deny or limit service due to non-payment.

The Sabes JCC reserves the right to delay enrollment due to the need to increase staffing or to gather additional information about a child. Spaces are limited. Once the limit is reached, registrations and/or reservations will be denied unless space becomes available.

Enrollment

Children will be considered enrolled in Camp Olami after the registration, payment and completed parent pack forms are received. The following forms are required for all children attending Camp Olami:

- Child Emergency and Dismissal Form
- Behavior Agreement
- Health Form
- Acknowledgement of Camp Olami Policies

NO CHILD WILL BE ALLOWED TO ATTEND ANY CAMP OLAMI PROGRAMS WITHOUT THESE COMPLETED FORMS ON FILE (INCLUDING A DOCTOR'S SIGNATURE ON THE HEALTH FORM).

Other Forms:

- Extended Care Registration – required if your child will need to attend extended care in the mornings before camp or afternoons after camp
- Permission to Dispense Medication Form – only if your child will need to take medication during camp hours (requires a doctor's authorization and original container)
- Permission to Dispense Sunscreen, Bug Spray, Hydrocortisone Cream and Antibacterial Ointment – Camp Olami cannot provide your child with the aforementioned without this signed permission form
- Camper Profile – This form has a place for friendship requests. **PLEASE NOTE THIS IS A REQUEST AND NOT A GUARANTEE.** We will do our best to honor up to two requests per camper.

The Sabes JCC reserves the right to refuse any application. In the case that a camper violates the Behavior agreement, it is understood that the Sabes JCC may terminate his/her registration.

FINANCIAL POLICIES

Payment Options

A deposit of 25% of the total camp fees is due in full at the time of application. Balance of payments is due according to the payment schedule:

1. An Early Bird discount of \$25 off per session will apply to all applications received by February 26, 2010.
2. The registration deadline is April 9, 2010. All applications received after this date are subject to a \$25 per session late fee.
3. The balance of fees is due May 14, 2010.

Payments may be made by check, cash, money order or by Visa/Mastercard.

Note: If you pay your membership via credit card or EFT, and you have not paid your balance of camp fees by the May 14, 2010 due date, your balance due will be charged to the credit card or EFT on file at that time.

Cancellation and Refund Policy

All cancellations and refunds must be requested in writing. Cancellation requests must be received by April 23, 2010. Requests made by April 23, 2010 will be refunded less the 25% deposit. **NO REFUNDS WILL BE MADE AFTER APRIL 23, 2010.**

The Sabes JCC reserves the right to cancel programs. If we do so, programs will be canceled at least one month prior to the start of the programs and the entire fee, including deposit will be refunded in the manner it was paid.

Registration Policy

Regardless of payment, children will not be accepted into the program if your Sabes JCC account is not up to date.

Fee Assistance

Please contact Heather Saulsbury in the Sabes JCC Accounts Receivable Department at 952-381-3409 or hsaulsbury@sabesjcc.org to discuss payment options and financial assistance.

To be eligible for scholarship funds through the Minneapolis Federation, families must live in the greater Minneapolis area. Synagogue members are asked to apply also through their congregations for scholarship money, and, if appropriate through other sources (Talmud Torah, JFCS, and the camps themselves) for assistance.

The deadline for Summer 2010 applications is March 26, 2010. A copy of the 2008 tax forms (or 2009 tax forms if available) must be submitted together with the application.

Application materials are available by mail, email or you can download them on our website www.sabesjccsummercamp.org. For more information contact Heather Saulsbury at 952.381.3409 or hsaulsbury@sabesjcc.org.

As a summer day camp, we are registered with the Hennepin County campership program. You are responsible for any co-payment, or the difference between our fees and the agency reimbursement.

DROP OFF

Camp Olami begins promptly at 9 am each day. Children may be dropped off at the campground beginning at 8:45 am. On the first day of camp, all campers will come to the registration table and then will be directed to their groups. Thereafter, campers can be brought directly to their groups each morning. In the case of inclement weather, Camp Olami will be indoors. In that case, drop off is at the Sabes JCC auditorium. Children dropped off before 8:45 am will be sent to Camp Extended Care. The fee for coming to Camp Extended Care without a pre-paid reservation for one day during a particular week is \$16 PM/\$19 CM/\$21 PP and \$8 per day for each additional day during a particular week (\$9 CM/\$10 PP).

PICK UP

Camp Olami ends at 4 pm each day. Parents may pick up their children from 4–4:15pm. Parents who wish to pick their children up before dismissal must sign their child out in the camp office. In the case of inclement weather, pick up will be in the Sabes JCC auditorium. Children not picked up by 4:15pm will be sent to Camp Extended Care. The fee for coming to Camp Extended Care without a pre-paid reservation for one day during a particular week is \$16 PM/\$19 CM/\$21 PP and \$8 per day for each additional day during a particular week (\$9 CM/\$10 PP).

Included in the Parent Pack forms is the Child Emergency/Dismissal form. On that form there is space to list emergency contacts and the other people authorized to pick up your child. Campers will be checked out **ONLY TO AN AUTHORIZED ADULT**. Children will not be released to anyone under the age of 16, including siblings. **PLEASE BE PREPARED TO SHOW PHOTO ID.**

If, for any reason, your child will be picked up by someone other than those people listed on the Emergency/Dismissal form, you must provide advanced notice via a note or e-mail. When sending a note about dismissal changes, it must include the name of the person picking up, the date and your signature. Whoever is picking up your child must be prepared to show a photo ID. If someone who is not listed comes to pick up your child and we have no note/message, and cannot reach you, we will refuse to release your child and he or she will go to extended care. In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file.

Should you need to drop your child off before the program start time or pick your child up after the program end time, we offer an Extended Care program. Registration forms are included in this packet.

Please be aware that it is the Barry Family Campus policy that any child who has not completed 6th grade cannot be on the campus unattended. A responsible adult must check out any camper, regardless of age, from Camp Olami. Campers who have completed 6th grade may be released into their own care only with a note signed by a parent or guardian to that effect.

For the benefit of the programs, please try to avoid scheduling appointments during camp hours. We understand, however, that this is sometimes unavoidable. When these occasions arise, please bring a note in the morning so your child will be ready to go at the appropriate time.

ABSENCES

If your child will not be attending camp on any given day, please contact the camp staff by phone or e-mail.

Please be aware that if your child arrives late and the child's group is offsite (on a field trip, or overnight), Camp Olami cannot put your child into another program. You have the option of bringing your camper to his group. Otherwise, you will be responsible for making alternate arrangements for your child until the group has returned.

PROGRAM

What to Bring Each Day

- Backpack
- Hat, sun visor or bandana
- Sunglasses
- Sunscreen – Please send your child to camp with sunscreen already applied and a bottle of sunscreen. The camp staff will make sure that sunscreen is reapplied throughout the day.
- Dairy Lunch – Lunches are not refrigerated and the JCC does not provide beverages.
- Water bottle
- Bug Spray
- Swimsuit & Towel
- Sneakers – Please no open toed shoes or flip-flops
- Raincoat/poncho
- Light jacket or sweatshirt
- Change of clothes in case of accidents

It is important to dress your child appropriately for the weather every day. With the exception of severe weather, camp programs will continue outdoors as scheduled.

Please do not send portable tape/CD players, iPods, cell phones, electronic games/toys, trading cards or money to camp with your child. Also, please discourage your child from bringing anything that he/she does not want lost or damaged. **THE SABES JCC IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. IT IS VERY IMPORTANT THAT ALL ITEMS COME TO CAMP LABELED.**

Communication at Camp Olami

CAMP OLAMI ASKS THAT PARENTS PROVIDE A FREQUENTLY CHECKED E-MAIL ADDRESS. Notes about things such as special programs and camp events will be sent via e-mail as well as by backpack.

Counselors are required to be with their campers all day and are not available during camp hours. If you would like to meet with your child's counselors, arrangements should be made through the Program Director.

Counselors and Groups

Staff assignments are finalized one week prior to the beginning of each session. You will receive a mailing informing you of your child's counselors and group assignment. This mailer will arrive in homes a few days before the beginning of the session. Camp Olami will not release any group assignment information prior to this date.

Friendship requests may be made on the Camper Profile form. We will do our best to honor all friendship requests, but cannot make any guarantees. All requests must be mutual to be honored.

If there is someone your child should not be placed with, please indicate that on the Camper Profile as well. Please note, we cannot keep this information confidential if conflicting requests are made by two different families.

Each camp group has at least two counselors, one at least 16 years of age and one at least 19 years of age. Those counselors report to the Program Director for their program. All Camp Olami staff members are hired based on previous experience and attend an orientation week before camp begins.

Your child's group size is determined by the American Camping Association guidelines. Yomi and Ruach will have up to 12 campers per group. Keshet, Migvan, Adventure and Tikkun Olami will have up to 16 campers per group.

Swimming Program

All campers will participate in the Sabes JCC Swim Academy swim lessons three days each week. These lessons will be taught by certified Water Safety Instructors. The swimming instructors will send home updates about your child's progress at the end of the session.

Campers will be given a swim test on the first day of camp. This test will determine their swim lesson group as well as the color wristband they receive. The wristband indicates their swim level and tells all camp staff the areas your child may and may not swim in. This helps to keep your camper safe. The swim test can be retaken at any point if a camper thinks s/he is a stronger swimmer than s/he was during the initial swim test. All campers will be given the opportunity for "free swim" four days each week.

Overnights

The Ruach, Keshet, Migvan Overnight, Adventure Olami Overnight and Tikkun Olami Overnight programs have an overnight component. Children in these programs are encouraged to attend the overnight portions. However, we understand that this is not always possible. For the Ruach and Keshet overnights, children are encouraged to attend as much of the program as possible. Campers in the Migvan, Adventure Olami and Tikkun Olami programs can choose a Summer Quest option if they are looking for alternative programming rather than attending an overnight.

There are no fee adjustments for children who choose not to attend the overnight portions of their camp programs.

Judaic Content

Camp Olami is a Jewish day camp. As such, Jewish beliefs and customs are at the core of our camp program. In addition to learning about Jewish customs and beliefs, we sing the Shema each morning, and have a Kabbalat Shabbat each Friday. Campers will also spend time with our Judaics specialist each week. Children are not required to participate in any activity that goes against their beliefs and the beliefs of their family.

Camp Olami will host Israeli staff this summer. They add a unique dimension to our program. One of the Israeli staff will act as our Israeli Culture (Tarbut) specialist. The Israeli staff will also introduce us to a new Hebrew word each day.

Camp Olami

Program Highlights:

- All Camp Programs: Each Friday
- Family Picnic Dinner: July 9, 2010
- No Camp: July 6, 2010
- Israeli Scout Friendship Caravan: TBA
- Family Picnic Dinner: July 30, 2010

Yomi

Program Highlights:

- Sabes JCC Swim Academy: Mondays, Wednesdays, and Thursdays
- Free Swim: Mondays, Wednesdays, Thursdays, and Fridays
- Field Trips: Tuesdays
- Overnight: One late stay per session (until 7 pm); July 13 and August 10

Ruach

Program Highlights:

- Sabes JCC Swim Academy: Mondays, Tuesdays and Thursdays
- Free Swim: Mondays, Tuesdays, Thursdays and Fridays
- Field Trips: Wednesdays
- Overnight: One overnight per session (at the Sabes JCC); July 14 and August 11

Kesher

Program Highlights:

- Sabes JCC Swim Academy: Mondays, Tuesdays and Thursdays
- Free Swim: Mondays, Tuesdays, Thursdays and Fridays
- Field Trips: Wednesdays
- Overnight: One overnight per session (at an off site location); July 7 and August 4

Migvan

Program Highlights:

- Sabes JCC Swim Academy: Mondays, Tuesdays, and Wednesdays
- Free Swim: Mondays, Tuesdays, Wednesdays, and Fridays
- Field Trips: Thursdays
- Overnight Option: One 5-day, 4-night trip to a Jewish overnight camp ; July 12–16 (Camp Chi) and August 9-13 (Camp Interlaken)
- Quest Option: Pre-register for a Quest program; July 12–16 and August 9–13

Adventure Olami

Program Highlights:

- Sabes JCC Swim Academy: TBD
- Free Swim: Mondays, Tuesdays, Wednesdays, and Fridays
- Field Trips: Thursday
- Overnight Option: Wilderness Inquiry July 12–16
- Quest Option: Pre-register for a Quest program; July 12–16

Tikkun Olami

Program Highlights:

- Sabes JCC Swim Academy: TBD
- Free Swim: Mondays, Tuesdays, Wednesdays, and Fridays
- Field Trips: Thursdays
- Overnight Option: One 5-day , 4-night trip to overnight to a Camp Interlaken; August 9–13
- Quest Option: Pre-register for a Quest program; August 9–13

IMPORTANT PROGRAM NOTES

Parent Visits

For the safety of your child, the Sabes JCC does not allow unscheduled visitors to our camp programs. However, parents are welcome to visit camp at any time. Please contact the camp office to let us know when you will be coming. You will then need to check in at the camp office.

Parents are encouraged to attend field trips, special events and Kabbalat Shabbats.

Food

A kosher snack will be served each afternoon at 3:30pm. Snacks include crackers, fruit snacks, chips, fruit and more. We do not provide an alternate snack except in case of need (rather than desire). Please keep in mind that, while all food provided by the Sabes JCC is kosher*; the camps are not under the supervision of a mashgiach. Children may bring their own snacks, but they may not share with other children.

If your child has a food allergy, please be sure to note it on your child's emergency form.

TREATS FOR BIRTHDAYS AND OTHER SPECIAL OCCASIONS MUST BE KOSHER. Please inform the staff if you would like to bring treats for your child's birthday and we will help you identify a Kosher snack to share.

As part of our mission, Camp Olami is dedicated to creating a Jewish environment. We can honor the Jewish tradition of keeping Kosher by asking that all children come to camp each day with a dairy lunch. Therefore, it is the policy of the Sabes JCC Summer Youth Programs that participants bring Dairy or Parve (non-meat items such as grains, vegetables, fish, and eggs) food items only. Below is a list of dairy and parve lunch suggestions.

- Cheese (sandwiches, on crackers, string cheese, etc.)
- Yogurt (with fresh fruit or granola)
- Tuna fish (salad or otherwise)
- Hard-boiled eggs (deviled, sliced or whole)
- Peanut butter (sandwiches, on celery)
- Fruits (salads, w/cottage cheese, applesauce)
- Vegetables (w/dip, peanut butter and more)
- Soy products
- Soups
- Pasta (mac & cheese, w/red sauce, w/kasha)
- Hummus
- Jelly, butter, or Nutella
- Various breads and crackers

Bathrooms

Portable toilets can be found on the campgrounds. These are the main bathrooms at camp. When in the JCC building, campers will be encouraged to use the bathrooms there.

Children are expected to be able to use the bathroom and change with minimal assistance.

Lost and Found

Lost and Found items can be found in the Camp Olami office, at the Sabes JCC Health & Fitness desk, and at the Sabes JCC pool.

PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS TO BEST AVOID LOST ITEMS!

Photographs

We may take photographs of your child for promotional purposes of Sabes JCC programs or events. Please inform the Camp Director if you would not like your child's image used.

EMERGENCY CLOSINGS

The Sabes JCC will close in case of severe weather or a utility emergency. The Sabes JCC staff will do their best to alert parents via phone calls and e-mails. If you are unsure, please call the Sabes JCC main number or the Camp Olami office number.

In the event that camp must be closed early, you will be notified by phone and e-mail. You, or your emergency contact, must leave promptly to pick up your child.

There are no refunds for days missed due to weather or other emergencies.

RESPONSIBILITIES OF PROGRAM, PARENTS AND CHILDREN

Program's Responsibilities

- To provide a positive, safe and enriching environment that meets the developmental needs of children.
- To provide caring staff who show genuine respect for children and provide positive role models.
- To keep parents informed through regular newsletters, flyers, e-mails and personal communication.

Parent's Responsibilities

- To observe the rules and policies of the Sabes JCC.
- To share concerns with staff members about your child's behavior and work toward an agreeable solution to any problems.
- To keep your child's file complete and up to date. **IT IS YOUR RESPONSIBILITY TO INFORM US IMMEDIATELY OF ANY CHANGES IN YOUR CONTACT INFORMATION.**
- To inform the camp staff when your child will not be in attendance.
- To inform the camp staff if someone else will be picking up your child.
- To read this Handbook, newsletters, e-mails and all other communication sent home.

Child's Responsibilities

- To observe the rules and policies of the Sabes JCC.
- To adhere to the Behavior Agreement.
- To participate.
- To have fun!

BEHAVIOR MANAGEMENT

We maintain appropriate behavior through clear guidelines, consistent consequences and positive staff interaction. We utilize parental assistance when dealing with inappropriate behavior. The Camp Olami behavior guidelines are set out in the Behavior Agreement. When a child displays a pattern of consistent inappropriate behavior, the Sabes JCC reserves the right to evaluate whether the child can best be served by our program. In extreme cases, the Sabes JCC reserves the right to suspend or expel any child. In the case of a suspension, a mandatory meeting will be attended by the parent, child and staff before the child can return to our program.

ACCOMMODATION PROCESS

The Sabes JCC is an inclusive facility and the Camp Olami program is committed to providing a safe, healthy atmosphere for the children we serve. We will provide all reasonable and appropriate accommodations for any child, within the existing camp programs. We are committed to working with the child's family and their school to determine appropriate accommodations. When a child displays behaviors that jeopardize the safety of themselves or others, the child will be removed from the program for that day.

HEALTH AND WELL-BEING

Illness

Children who are ill are not to be brought to camp. This includes children with the following symptoms: Fever (of 100 degrees Fahrenheit or higher), diarrhea or vomiting within the last 24 hours, an undiagnosed rash, inflamed eyes, severe cold or sore throat. Children who exhibit these symptoms while at camp will be sent home immediately and must be symptom free for 24 hours before returning.

If your child comes down with a communicable disease such as chicken pox, lice or strep throat, contact the camp staff immediately. When a communicable disease is reported, we must, by law, send a note home to inform other parents of possible exposure.

Children attending camp should be healthy enough to engage in all activities. The camp staff are not trained to make a medical diagnosis but only to observe and inform parents of any signs of illness. When a child becomes ill at camp, the staff will have the child rest apart from the other children and contact you to pick up your child immediately. If you cannot be reached, the staff will call the listed emergency contacts.

Medication

Prescription medication can be administered by Sabes JCC staff with an accompanying **PERMISSION TO DISPENSE MEDICATION FORM** and under the following conditions only:

PRESCRIPTION MEDICATION – Must be in the original container. Your child's name, directions and dosages must be clearly marked. If the bottle does not have the correct information, your child's physician must sign the Permission to Dispense form.

OVER THE COUNTER MEDICATION – Must be in the original container. Please write your child's name on the container.

Please note that if you would like the camp staff to supply your child with bug spray and sunscreen in case they forget it or to provide anti-biotic ointment and hydro-cortisone cream in case of need, you must sign the form you should have received in your parent pack.

Children may not have any medication with them at any time. The only exception to this is fast acting inhalers and epi-pens. In the case of young campers, their counselors will be responsible for epi-pens and fast acting inhalers.

Injuries

A staff member with First Aid and CPR training is on duty at all times.

If your child has a minor injury (small cut or scrape), you will be notified by a note home or when you come to pick up your child.

In the case of a more serious injury (bee sting, twisted ankle), the camp staff will call to inform you.

If a serious injury should occur which might need medical attention, the camp staff will call you immediately so that you can take your child to a doctor or dentist.

In an emergency situation the camp staff will call emergency services. You, or your emergency contact, will then be contacted. After the EMTs arrive, it is up to them to decide what actions will be taken. You will be responsible for medical charges.

Child Abuse

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

Emergency Procedures

In compliance with state guidelines, fire and tornado drills will be held regularly. For detailed information regarding our emergency procedures, please contact the Camp Director.

CONTACT WITH STAFF OUTSIDE OF CAMP

If Sabes JCC staff have any contact with children outside of camp, parents must understand that the staff are doing so as an individual, **NOT** as a Sabes JCC staff member. The Sabes JCC is not responsible for protecting staff liability in such relationships with children.

