

SJCC
S

SUMMER CAMP'10



summer quest

PARENT HANDBOOK 2010

WELCOME

Welcome to the Sabes Jewish Community Center's Summer Quest Program. We are excited that you will be spending part of your summer with us. Please see the list below for your individual program dates and times. All camps run from 9am-4pm and are for children entering grades 3-6.

June 21–25

Secret Agent
Fencing

July 6–9

Abracadabra
Wet 'n Wild

July 19–23

Super Scrapbooking
Outdoor Adventures

August 2–6

Get that Role!
Martial Arts

June 28–July 2

Stage Combat
NFL Flag Football

July 12–16

Comedy Sportz
Ultimate Frisbee

July 26–30

Comic Book Creations
Gymnastics

August 9–13

Flight Academy
Wet 'n Wild 2

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
Donna Garber
Anita Lewis

Camp Director
Associate Camp Director
Inclusion Director

952-381-3344
952-381-3374
952-381-3489

dkornblum@sabesjcc.org
dgarber@sabesjcc.org
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 program.

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 Summer Quest after the registration, payment and parent pack forms are received. The following forms are required for all children attending Summer Quest programs:

- Child Emergency and Dismissal Form
- Behavior Agreement
- Health Form
- Acknowledgement of Summer Quest Policies

NO CHILD WILL BE ALLOWED TO ATTEND ANY SUMMER QUEST PROGRAMS WITHOUT THESE 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 – Summer Quest cannot provide your child with the aforementioned without this signed permission form

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. The registration deadline is April 9, 2010. All applications received after this date are subject to a \$25 late fee per program.
2. 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

The Summer Quest program 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 where they will be directed to their groups. Thereafter, campers can be brought directly to their groups each morning. Children who are dropped off before 8:45am 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

Summer Quest ends at 4 pm each day. Parents may pick up their children from 4–4:15 pm. Children not picked up by 4:15 pm 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 in writing or via 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 Summer Quest. 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's group is away from camp (on a field trip), Summer Quest cannot put your child with another program. The parent has the option of bringing the camper to the field trip, or making alternate arrangements for the 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

SUMMER QUEST 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.

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 Summer Quest Program Director.

Swimming

All Summer Quest programs will have time for free swim each day. Prior to the start of your program, you will receive a second packet of information with the general schedule for your program.

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.

Food

A kosher snack will be served each afternoon at 3:30pm. Snacks include cookies, 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, Summer Quest 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 Sabes JCC Summer Youth Programs 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 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 HaBonim 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 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.



PARENT ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES

I _____ THE PARENT/GUARDIAN OF _____

have read and understand the Parent Handbook.

I am aware that I am responsible for knowing the information contained therein.

I agree to abide by all policies and procedures as outlined in the Summer Quest Parent Handbook.

SIGNED

DATE