

# MJCC Day Camp 2010

## Parent Manual



Mittleman Jewish Community Center

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# General Information

## *Welcome!*

Thank you so much for choosing MJCC Day Camp for the summer of 2010! We are very excited to work with your child. Our staff is committed to helping every camper have a safe and memorable summer, full of fun and learning. 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 Chai (life). 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](mailto:daycamp@oregonjcc.org)  
503-452-3436 or 503-244-0111  
6651 SW Capitol Hwy  
Portland, OR 97219  
Fax: 503-245-4233

Ben Edmunds, Camp Director  
[bedmunds@oregonjcc.org](mailto:bedmunds@oregonjcc.org)

## *Camp Hours and Dates*

Winter/Spring Office Hours: 10 AM-4:30 PM (February 1-June 13, 2010)  
Summer Office Hours: 8:30 AM-5:30 PM (June 14-August 27, 2010)

Pre-Care: 8 AM-9 AM

Day Camp, Full Day Session: 9:00 AM-4:00 PM  
Day Camp, Morning Session: 9:00 AM-12:00 PM  
Lunch Care: 12:00 PM-1:00 PM  
Day Camp, Afternoon Session: 1:00 PM-4:00 PM

After Care: 4:00 PM-6:00 PM

## *More Important Dates and Information*

- ❖ Come celebrate Shabbat with us at camp every Friday at 3:30 PM!
- ❖ If your child will be absent from camp for any reason, please call the camp office as soon as possible. (503-452-3436)
- ❖ You must check in and check out your child(ren) with the staff everyday!

## *Communications*

The Day Camp office will be in frequent communication with you throughout the summer. **All our outreaches will be via email**, so it is important that we have a current 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 blog for regular updates** about some of the cool, fun activities happening at camp! The link to our updates will be on the MJCC website.

## *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. Twice during the summer, we will send a camp evaluation. Please take the time to complete and return it 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 director are available and excited to discuss programming and your child(ren)'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 Terwilliger 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 and Information

## *Our Camps*

The MJCC offers four types of camps.

- 1) Adventure camps for middle schoolers, which are field-trip based
- 2) Multi, activity traditional day camps (Simcha, Kehila, Ruach)
- 3) Sports camps
- 4) Special interest enrichment camps, including drama, art, music, and cooking

## *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 'room' or group of campers. They travel with the same campers from activity to activity and manage your child's homeroom. Your child(ren)'s counselors will be available to speak with you each day during both drop off and pick up.

**Program Specialists:** Our program specialists plan the bulk of the activities for our traditional day camps and lead our enrichment/special interest camps. These folks are passionate about sharing their skill—whether it be dance, gymnastics, Frisbee, or cooking—with our campers.

**Unit Directors:** Each Unit Director oversees and manages the logistics and planning for one of our camps. They work closely with other staff to develop imaginative, age-appropriate activities and curricula for our campers. There are four unit directors—one for Camp Simcha, one for Camps Kehila and Ruach, one for Adventure camps, and one for our enrichment camps (who we also call the Activities/Programs Manager). 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 Director, the Unit Directors make up the corps of the camp administration.

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

**Camp Director:** Ben Edmunds oversees all camp operations, planning, and staff. While he wishes he could spend more time outside with kids and less time in the office, he knows that MJCC Day Camp's day-to-day operations are in the good hands of our amazing staff. Ben is available and excited to speak or meet with you. During the camp season, he's in the office most days from 8 AM until 6 PM. His email is [bedmunds@oregonjcc.org](mailto:bedmunds@oregonjcc.org).

Jordana Levenick is the Operations Manager of the MJCC and works closely with Ben Edmunds in the planning and administration of MJCC Day Camp. She can be reached at 503.244.0111.

## *Pre Care and After Care*

MJCC Day Camp offers extended care options Monday through Friday. Pre Care runs from 8-9 AM; After Care, from 4-6 PM. Pre registration is required for both programs. During program time, there is a mix of unstructured play time and set activities. Both programs take place in PJA. Younger campers can be dropped off and picked up at PJA Room 106; older campers at PJA Room 108.

## *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
- ❖ Plastic Bag for wet stuff
- ❖ Water Bottle
- ❖ Lunch + Snack
- ❖ Sunscreen
- ❖ Full Change of Clothes
- ❖ Appropriate clothes for the day's activities!
- ❖ Personal Potty Supplies (3-5 year olds)

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.

Please note that we have scheduled snack during the day. Do to concerns regarding allergies and health, the MJCC does not provide snack as part of camp programs; **parents must send snacks with their child(ren).**

## *Camp Attire*

Campers should wear comfortable, casual clothes. Please keep in mind that campers do get dirty. So, 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. Accidents do happen. Please note: Simcha campers (3-5 year olds) should come to camp wearing their bathing suit in order to maximize pool time and expedite the changing process.



## *Field Trips*

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. Before departing on any adventure, attendance will be taken, and again upon arriving at the destination. This process will be repeated when leaving to return to the MJCC.

## *Swimming*

Swimming is part of the afternoon program for both Camp Kehila and Camp Ruach (Mon – Fri); all campers get to swim each day. Swimming is part of the morning program for Camp Simcha, and campers in this program typically swim twice a week. As always, safety is our highest priority. All campers are strongly encouraged to swim at camp, but no one is ever forced into the pool. To encourage campers to try our swim program, we ask all campers to change into their swim suits whether or not they plan to swim. There will be an alternative activity available during the free swim time for campers choosing not to swim. Lifeguards will be present at all times during

aquatics activities. All Kehila/Ruach campers are required to take the swim test in order to swim freely in the deep end of the pool. For campers with long hair, we ask that his/her hair be tied back or put in a swim cap. Finally, we ask that all Camp Simcha participants come to camp wearing their swimsuit, as this helps reduce changing time before swimming. If you are interested in additional swim lesson opportunities, private swim lessons are available between 4pm and 7pm. Please call Kristin O'Neill, MJCC Aquatic Coordinator, at 503-244-0111, if you have any questions or concerns 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 at 3:30 PM.

## **Security**

Your child(ren)'s safety is our foremost concern; Day Camp as a program and the MJCC as an institution implement various risk management and security policies to provide a safe environment for you and your child(ren).

Two practices are of particular importance for Day Camp parents, and we highlight them here to explain why they are in place and to ask you for your support in creating a secure environment for our campers. First, **we require that anyone who arrives to pick up your child 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 ID ready every day** as we cannot guarantee that the same staff member will be checking out your child every day.

Second, **all of the doors to the area around camp 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 will have a staff member near the entrance who can provide the code for you at that time. **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. We recognize that this system can cause some frustration, but we ask for your understanding, as measures such as this allow us to provide a more secure camp for your child.

# Attendance

## *Pick Up and Drop Off*

### Age 3 - Kindergarten

**3-5 year-old campers need to be dropped off at their assigned camp location everyday** unless they are in Pre- or After Care. The location of your child's camp will be announced in the final confirmation email sent to you approximately 10 days before the start of the camp session. **Half-day (morning only) campers must be picked up from their assigned camp location. All full-day campers must be picked up from 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 (PJA 106). **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 "3-5 year old camps" near the PJA entrance, and one of our staff will direct you to the assigned camp room.

### Campers entering grades 1-8

**Morning check in for all camps lasts from 8:45 until 9 in the morning at the fenced field near the PJA entrance.** Pre-care campers will also be taken out to the field at 8:45am to meet up with their camp for the morning. At 9 AM sharp, all camps leave the PJA field for their designated locations. After 9 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 9:10 to direct you or take your child to his/her camp. **Please do not drop your child off unattended at the MJCC entrance.**

At 4:00 PM campers and counselors will wait in their camp sites/rooms. **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. (503-452-3436).

If you plan on picking up your child early, please call the Camp Office, and his/her counselor will escort him there. All early pick-up happens from the Camp Office.

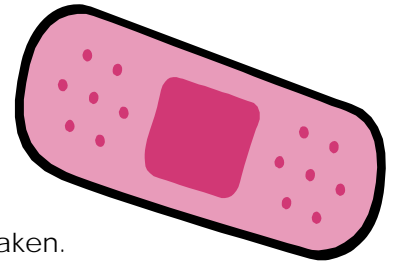
If you are running late, please call the Camp Office, and we will be able to direct you to the appropriate place to drop off your child.

**In case of early arrival or late pick up, your child will be escorted to our extended care program in PJA Rooms 108 and 106; the cost of the program is \$20 (member)/\$25 (guest) for pre care and \$25/\$30 for after care per week. Please see the MJCC Day camp Terms and Policies below for more information.**

## 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, and 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. 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 have hand sanitizer nearby 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 during 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.
- ❖ has symptoms of communicable disease.
- ❖ is unusually lethargic or tired – “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.** The only exception is for a camper who requires the immediate use of an inhaler for a medical condition. In this case, written permission needs to be on file in the camp office. All medications, including over the counter health items, must be in their original packaging.

### *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
- ❖ Wood scraps
- ❖ 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*

Day Camp has two primary Lost and Found sites: one is in the Day Camp Office; the other is the large plastic closet on the west end of the PJA Playground, just beneath the stairs. MJCC Day Camp can not assume responsibility for lost or damaged items. Lost and Found items that are turned into the Day Camp office will be held until **September 3, 2010**. You are welcome to come claim your items up until that date. After September 3rd 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 2010 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, staff addresses the situation directly and in a timely manner by clarifying expectations around 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 other people's 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.

## *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 \$25 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 \$25 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.

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

## *Early Drop-Off*

Drop off begins on the PJA Playground each morning at **8:45**. 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 8:45. 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 promptly.

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.

### *Late Pick-Up*

The regular camp day ends at 4 PM, and parents need to pick their child(ren) up from the PJA Playground 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 \$25 (members) / \$30 (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, 2010.**

### *Prorated Camps*

Due to staffing and logistical issues, we are unable to offer any prorated or "three-day" camps. Enrollment for all 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 Chief Executive Officer or the Operations Manager of the MJCC, in consultation with the Day Camp Director 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, 2010.**
- Payment in full must accompany applications made after **June 1, 2010.**
- Cancellations or camp transfers must be made in writing to the Camp Office. A **\$25 administration fee** will be charged on all cancellations or changes. Refunds will be available only if cancellation is received more than **10 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 ten days prior to the first day of the session. A \$25 processing fee will be withheld on each cancellation, and the remaining monies will be refunded within 30 days. **There are no refunds for cancellations ten days prior to the start of the camp session or after.**

#### *PJA Discovery*

Except for course cancellation, there are no refunds after May 1, 2010.