

**WEINSTEIN JCC**



**SUMMER**



# **Camp Ganim**

## **2019 Parent Manual**





## Carole and Marcus Weinstein Jewish Community Center

The Harry & Jeanette Weinberg Campus  
5403 Monument Avenue  
Richmond, VA 23226  
804.285.6500 • weinsteinjcc.org

# 2019 CAMP GANIM PARENT MANUAL

Dear Parents,

Summertime is upon us! The days ahead are sure to be memorable, as you are giving your child the gift of truly experiencing and enjoying summertime fun while interacting with nature through Camp Ganim!

Your child will be getting wet, playing in the sand, taking swim lessons (3 years and older & toilet trained), singing, dancing, playing instruments, climbing, swinging, pretending, creating beautiful pieces of art, playing in the water, painting at the easels, reading a story under a tree, having a picnic snack or lunch outside on the playground, making friends, enjoying gardening, playing in the dirt and mud, digging in the sand, running, leaping and laughing...lots of laughing!

Summertime is a time for recreation, lots of physical movement, creative expression and time to simply play outdoors. Being outside provides a tremendous sense of freedom for young children. Outdoor play is less directive and very freeing. Children can shout, sing, roll, stretch and jump! "Outdoor voices" are encouraged. A child can be more carefree in a fun camp environment and can make decisions, explore, experiment and get messy!

Participating in Camp Ganim allows children to expand their horizons and releases them from the coziness of the classroom-based environment to the wondrous experiences found in summer play and the natural world. Summer activities offered at Camp Ganim encourage children to use all of their senses by tasting, touching, seeing, feeling and hearing.

Camp Ganim provides young children opportunities to initiate play, make new friends, and interact positively with peers and adults. Having time to play on the playground helps children to negotiate, take turns and develop other skills of cooperation.

During camp, children have opportunities to take chances and to stretch their abilities in a safe environment. Learning happens everywhere! Through the varied experiences offered at Camp Ganim, your child will be able to gain new skills and delight in the dynamic activities summer offers.

By reading this Camp Manual thoroughly, you will become more familiar with policies and procedures followed during Camp Ganim. Our goal is to provide a fun, rewarding and safe camp experience. We look forward to getting to know you and your child this summer at Camp Ganim. If we can be of assistance, please do not hesitate to call us.

Sincerely,

A handwritten signature in black ink that reads "Lily Ocasio".

Lily Ocasio  
Camp Ganim Director  
285-6500 x8115

A handwritten signature in blue ink that reads "Donna Peters".

Donna Peters  
Early Childhood Director  
545-8617

A handwritten signature in black ink that reads "Barbara B. Wise".

Barbara B. Wise  
Early Childhood Asst. Director  
545-8616

## LICENSING

The Commonwealth of Virginia Department of Social Services licenses the Weinstein JCC Early Childhood Program. The Department of Social Services has developed minimum standards for child care centers. The Weinstein JCC Early Childhood Program adheres to these “Minimum Standards” or to policies, which are more stringent. A copy of the Minimum Standards is available for review in the Camp Ganim office or by contacting the Virginia Department of Social Services at 1-800-552-3431. Parents may also review the Weinstein JCC program’s most recent licensing reports located on the bulletin board outside the Early Childhood offices.

## SECURITY

The Weinstein JCC Camp Ganim has two policies directly involving you as camp parents. **The first is we have a no cell phone policy for the Weinstein JCC Preschool/Camp parking lot. Please note this includes talking on the cell phone during both driving and walking in the lot.** Our parking lot gets very busy and we feel the distraction of talking on a cell phone creates a hazard for our children as they enter and exit the building. Please observe our “no cell phone zone”!

**The second policy is all parents wear their Weinstein JCC identification badges while at camp.** These badges allow access into the secured preschool/camp classroom area and also allow the staff to identify you as a camp parent. **We are asking you to display your Weinstein JCC identification badge at all times while in the Weinstein JCC building. If you do not have your badge and are trying to enter the secured area, please don’t ask another parent to let you in.** Any parent without their Weinstein JCC badge can go to the building’s main entrance and check-in at the front desk. The front desk personnel will verify your ID and issue a temporary card to allow access to the camp for the day. Please be advised if you enter the secured building without your badge visible, you will be asked to immediately display it.

This policy is in place because we recognize if our identification cards are not used consistently by parents, they become almost completely ineffective. The ECC determined we wanted to maintain an environment allowing our parents to walk their children in and out of preschool/camp while providing a secure building. During carpool drop-off, camp staff will hold the doors open for arriving families, but we will still ask your badge be visible.

Observing our no cell phone zone and wearing your Weinstein JCC badge while in the camp area is mandatory. We need your cooperation in this matter and greatly appreciate your support!

## CELL PHONE RESTRICTIONS

For safety reasons and out of respect, we require cell phones not be used:

- Upon entering the Camp Ganim lobby
- During carpool arrival and dismissal
- When walking in the Camp Ganim halls
- When in the Camp Ganim classrooms
- When walking and driving through the Weinstein JCC parking lot
- On the playgrounds

We appreciate your cooperation in this matter!

### **IMPORTANT!**

The Weinstein JCC has written policies to promote wellness and safeguard the health and safety of children and adults.

**Please be aware the Weinstein JCC prohibits smoking, firearms and other significant hazards posing risks to children and adults. This policy is strictly enforced.**

# TABLE OF CONTENTS

PURPOSE.....	6
PHILOSOPHY.....	6
GOALS.....	7
JEWISH HERITAGE.....	7
Shabbat.....	7
ADMISSION.....	8
Required Forms.....	8
ADJUSTMENT AND TRANSITIONS.....	9
Adjustment To Camp And Childcare.....	9
Daily Transitions For Childcare.....	10
ARRIVAL AND DEPARTURE PROCEDURES.....	10
Individual Arrival/Carpool Arrival.....	10
CAMP GANIM SECURITY.....	10/11
Carpools.....	12
Carpool Departure.....	12
Individual Departure.....	12
CAR SEATS.....	12
LATE CHARGES.....	13
CAMP COUNSELORS AND VOLUNTEERS.....	13
CHILDREN'S CLOTHING.....	14
Children's Clothing and Outdoor Play.....	14
Shoe Safety Policy.....	15
DROP-IN CHILDCARE POLICY.....	16
HEALTH – ILLNESS, ACCIDENTS, MEDICATION PROCEDURES & POLICIES.....	16
Health and Sickness Policy.....	16
Contagious Diseases.....	17
Head Lice.....	17
Child Protective Services.....	17
Accidents – Emergencies.....	18
Administration of Medication To Children.....	18
Prescription medications.....	18
Certain Over the Counter Medications.....	18
Other Over the Counter Medications.....	19
Sunscreen Application.....	19
Maintaining A Healthy Environment.....	19
HOME – CAMP COMMUNICATION.....	20
Messages from Home.....	20
Messages from Camp.....	20
Newsletters.....	20
Counselors' Notes.....	21
Parental Concerns.....	21

Parent/Child Consultations and Children with Special Needs.....	21
VISITING SPECIALISTS.....	22
HOURS OF OPERATION.....	23
FOOD/KASHRUT POLICIES & PROCEDURES.....	23
Lunch, Snack, Kashrut.....	23
Food Policies – Kosher Guidelines.....	24
Menu Suggestions.....	25
Lunch Safety Requirements.....	26
Birthday Celebrations.....	26
A DAY AT CAMP GANIM.....	27
CAMP EXPERIENCES.....	27
AQUATICS PROGRAM.....	28
Pool Staffing.....	28
BEHAVIOR MANAGEMENT ISSUES.....	29
Discipline Policy.....	29
Discipline Strategies/Time Out.....	29
Biting Policy.....	29/30
LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS.....	31
TERMINATION OF SERVICE.....	31
WEATHER-RELATED CAMP CANCELLATIONS.....	32
Tornado and Extreme Weather Emergency Plan.....	32
Emergency Backpack Contents.....	33
Emergency Evacuation Plans.....	33
APPENDIX I: Written Medications Consent Form/CARE PLAN.....	34/35
APPENDIX II: GUIDELINES FOR HAND WASHING.....	36
APPENDIX III: VISITING SPECIALIST POLICY.....	37
APPENDIX IV: LATE PICK-UP POLICY AND LATE FEES.....	38
APPENDIX V: LATE PICK-UP POLICY AND LATE FEES AFTER 6:00 PM.....	39
APPENDIX VI: LUNCH GUIDELINES.....	40
APPENDIX VII: SUNSCREEN IN CAMP GANIM AND CHILDCARE.....	41
WHAT TO BRING TO CAMP.....	42
What Not to Bring Camp.....	42
Camp Office Hours.....	42
Items to Remain at Camp.....	42
RECEIPT OF CAMP MANUAL Must Be signed and Returned.....	44

## PURPOSE

The purpose of education in the Early Childhood Department is to develop young children's minds, bodies and emotions, as well as to produce individuals who are self-directed, lifelong learners by:

- Fostering Jewish identity through an experiential approach to Judaism
- Generating a relaxed Jewish atmosphere which provides openness, spontaneity, creativity, joy and love
- Providing an array of stimulating activities to promote aesthetic and cultural awareness, academic readiness, motor development and social skills
- Encouraging independence, feelings of self-confidence, respect for others and a sense of belonging and sharing in a group
- Offering loving support to each child and each family
- Provide early opportunities for children with and without disabilities to grow and develop together in nurturing and inclusive settings, while maintaining natural proportions

## A. PHILOSOPHY

Our philosophy is based upon the belief we have the ability and responsibility to nurture each child's social, emotional, cognitive, and physical growth through interactions and experiences fostering a zest for life and a love of learning. We believe "care" and "education" are inseparable and view each child as a feeling, thinking, and creative individual whose growth we nourish. We believe a child's positive self-esteem is paramount to emotional, social, physical, and intellectual development. The daily environment we create for our children must provide them with all the components necessary for positive growth and development. Developmentally Appropriate Practices encourage the children to view themselves as capable human beings. We are committed to supporting the parents/guardians of our campers by providing a variety of quality services and by developing positive relationships between home and camp.

- We believe young children learn through direct and concrete experiences. Ongoing opportunities for discovery, exploration and experimentation are provided to encourage children to think, reason, question and experiment through intentional activities planned by the counselors and emerging from the interests and needs of the children and families.
- We believe a child's self-perceptions are influenced by the attitudes of significant others in his/her life. Adults involved in the child's life are viewed as partners and are encouraged to actively participate in the educational experiences of the child. The Weinstein JCC's Camp Ganim summer program strives for a positive and accepting social-emotional environment for children, families and staff to work together and feel supported and nurtured.
- We believe each child, family and staff member is unique. Individual needs and differences are valued in order to promote tolerance and respect for the diversity found within the Weinstein JCC Early Childhood Department as well as in the larger society.

## **B. GOALS**

The Weinstein JCC Early Childhood Program provides a variety of developmentally appropriate activities and materials emphasizing concrete experiential learning in order to achieve the following goals:

These goals guide counselor's ongoing assessment of children's progress.

1. Attend to the needs of each individual child helping them to feel safe, happy and comfortable throughout the day.
2. To develop in each child independence, confidence and a feeling of self-worth as an individual and as a member of a group.
3. Develop social skills.
4. Encourage cognitive development through thinking, reasoning, questioning, and experimenting.
5. Encourage and demonstrate sound health, safety, and nutritional practices.
6. Encourage creative expression and appreciation for the arts.
7. To foster in young children and their families a sense of Jewish identity, an understanding of and a respect for the Jewish religion and culture.
8. Promote a respect for the cultural diversity of staff, children and their families.
9. Be responsive to individual family home values, beliefs, experiences and language as well as to the individual learning needs of all children.
10. Support early spiritual formation based on trust, concern for and acceptance of others.
11. To stimulate each child's curiosity, sense of wonder, and motivation to learn about the world around them by establishing an age appropriate hands-on and stimulating environment.
12. To develop in children a social responsibility by teaching good will towards others and respect for the environment.
13. To support and nurture parents and guardians in their efforts as they provide stability, growth and enrichment of their young child's development.
14. Fostering motor development through swimming lessons, art activities and outdoor recreational games.
15. Foster music development by engaging in singing, dancing, movement and playing instruments.

## **C. JEWISH HERITAGE**

Practicing Judaism and Jewish traditions are a part of the daily life at the Weinstein JCC. Many basic values of Judaism are incorporated into our activities. These values include: respecting human dignity, sharing, showing compassion and learning responsibility, being creative, cherishing the Torah and Eretz Yisrael (Land of Israel). Jewish values are presented at the child's developmental level.

### ***Shabbat***

The Jewish Sabbath starts at sundown every Friday and lasts until sundown on Saturday. It is written in the Torah G-d created the world in six days and rested on the seventh...giving us Shabbat. In many Jewish homes the tradition of lighting candles and saying prayers to welcome the Sabbath are observed.



Although Shabbat lasts from sundown Friday to sundown Saturday, all the children in our program join together on Friday mornings to celebrate the coming Shabbat. Traditional prayers and Shabbat songs and stories make this weekly program special.

Each camp classroom has an additional Shabbat celebration in the morning with challah (braided bread) and “wine” (water).

## **D. ADMISSION**

The Weinstein JCC’s Camp Ganim has an open enrollment policy including members and non-members.

### ***Required Forms***

All families will receive information about Camp Ganim and childcare programs before camp begins. Included with the information packet will be a variety of forms to complete and return before camp begins. All personal family and child information is kept confidential in a lockable file. Information will only be shared with the family of the child, designated Weinstein JCC staff, and representatives from Virginia Department of Social Services (VDSS). Any changes in address, telephone number, or work location **must** be reported promptly in writing to the Early Childhood Department. ***Emergency telephone numbers must be kept current.***

**Each camper must have on file in the Early Childhood Office the following completed and signed forms:**

1. Registration form
2. Medical form signed by physician
3. Medical emergency authorization form
4. Developmental form
5. Discipline statement
6. Permission form
7. Copy of Birth Certificate (proof of age)
8. Other childcare previously attended form
9. Suspected Child Abuse/Neglect Reporting Procedure Form
10. Health and Safety Information Access form
11. Health Insurance form
12. Extremely Important Information About My Child form
13. Photo Release form
14. Read the Camp Manual form

## E. ADJUSTMENT AND TRANSITIONS

### ***Adjustment To Camp And Childcare***

We are excited to welcome you and your child to Camp Ganim. Below are a few tips for easing your child into the program.

Separation anxiety is a real fear for some children. There are many reasons children are afraid to leave the parent or to have the parent leave them. There are many degrees of anxiety...from simple clinging, quieter than usual, to tears, or temper tantrums.

The counselors, directors, and support staff have a lot of experience dealing with children's adjustment processes and separation anxiety is very common among young children, particularly two- year-olds. Parents should not be embarrassed or worried if their child cries when they leave.

When your child enters a new situation, he/she may feel uneasy. A new place, new people, separation from parent, and the number of other children can be worrisome to a child.

If this is your child's first time attending the Weinstein JCC, we encourage you to bring your child to the Center before Camp Ganim begins. It's important for your child to know what we look like and become familiar with the new surroundings.

You can help by not being upset during the first few days if your child clings to you when you leave him/her. Be sympathetic and understanding. Discuss the experience with your child at home. **Please talk with your child about camp before the first day.**

Go through the daily routine, who will be there and what he/she will be doing. Always stress the fact one of your child's parents, guardians, nanny or babysitter will always come to pick him/her up. Tell your child why he/she is going to camp. Refer to the pleasant things about camp, your job, etc. Try avoiding the word "send," for it implies your child is being "sent away."

As the counselors help move your child into an activity, your presence will be less vital. Counselors are trained to help ease a child's separation from his/her parent. Please listen to the counselor and leave if asked. Many times a child will be more likely to get involved with other children when parents are not around. Never slip away without telling your child good-bye and reassuring him/her you will return. **Feel free to telephone Lily Ocasio (285-6500 x8115), Donna Peters (545-8617) or Barbara Wise (545-8616), Lisa Plotkin (545-8661) or Carol Smoot (545-8615).** If you have concerns about your child's adjustment or to check on your child, we are happy to assist you in any way we can. Once a child is settled and secure in his/her surroundings, we encourage you to come, visit, and be an active part of your child's camp experience.

### ***Daily Transitions For Childcare***

For children who arrive before 8:55 a.m. and stay past noon, there will be some staff and room transitions. Children enrolled all day may have a different room and counselors for camp and childcare. It is our intention to minimize transitions as much as possible for your children. To create few transitions and to develop warm interactions with their peers and counselors, we try to maintain consistency in the children's child-counselor relationship. Your child will keep the same counselors during the summer sessions. Six of our nine childcare classrooms are family grouped. They include children 2-years-old through young fives. Two childcare classrooms are 3-4 years and one childcare room is our older four and fives. Please call the office if you would like more details about your child's individual transitions. It is helpful to write notes regarding specific instructions about your child's day. These notes can then be passed on to the other staff members caring for your child and the information will be followed through and shared among the appropriate staff.

## **F. ARRIVAL AND DEPARTURE PROCEDURES**

In order to insure the safety of your child and to make everyone's stay here as pleasant as possible, it is important each child is dropped off and picked up as smoothly as possible. We have several procedures to help you and our staff to be certain your child is safe and secure. **Please help us by making sure you are familiar with the following policies.**

### ***Individual Arrival/Carpool Arrival***

**Camp hours are 9:00 a.m. to 12:00 noon or 9:00 a.m. to 2:00 p.m.** If children arrive before 9:00 a.m., parents are required to remain with them until camp begins. Lily Ocasio, Camp Director, and Camp Ganim staff will be at the Camp Ganim entrance doors greeting the children at 8:55 am. Please do not enter the classroom before 8:55 a.m. This is counselor preparation time. The counselors will be ready to greet you and your child at 9:00 a.m. In the morning, parents may park in the parking lot and walk their children into the building and directly to the classroom; or parents may use the carpool drop-off line (no carpool number is necessary in the morning) to drop off their child, and a counselor or volunteer will walk the children directly to the classroom. **The drop-off option is ONLY available from 8:55 – 9:05 a.m. Parents or caregivers may not leave their car in the carpool line and come in. They must remain in their car.**

### **CAMP GANIM SECURITY**

A security Guard will be standing at the camp entrance checking your badge and your Preschool sticker from 7:30-9:30 am.

The Early Childhood staff will greet you at the camp entrance from 8:55 – 9:10 am.

A Security Guard will be at the EC entrance checking your badge from 4:30 – 6:00 pm.

**If you do not have a working badge, please be sure to speak with membership. If you do not have a preschool sticker, please stop by the Early Childhood Office.**

Please be on time to pick up your child at his/her scheduled departure time. Children become anxious and worried when they are not picked up promptly. If an emergency arises, please call the Early Childhood Office at 545-8615 so we can provide appropriate care for your child.

Our security plans are developed using information from school safety experts and local police. We do know the following elements are very important for keeping schools safe:

- Locked entrance doors to create barriers to access. Our school doors are locked and accessible only by a security card, but it is very important everyone cooperates with this important aspect of school safety for it to work. Parents, members and staff must have their Weinstein JCC photo ID badges visible every time you enter the school.
- We have Security Guards on-site in the EC entrance area from 7:30-9:30am and again from 4:30-6:00pm when the EC entrance doors are accessible to members.
- Do not “tailgate” or allow anyone to enter behind you. Although this can feel unfriendly, try to think of it as your way of keeping all of our children safe. If you cannot enter through the preschool entrance door please go through the main entrance doors and walk around. Do not expect EC staff or parents to let you in, that defeats the purpose of our security protocols.
- Wearing a nametag with a photo is a very important way to know the people in the school, both staff and family members. Whether or not a nametag is worn, please be sure to ask any adult to identify him or herself if you aren’t sure they belong in the preschool area.
- Good relationships with community partners such as Weinstein JCC staff, police, firefighters and others. We work very closely with local police, safety officials and licensors. Our JCC also receives regular security alerts through a system of Jewish agencies in the Richmond area. We work very closely with both JCC management and the Facilities staff to maintain a secure environment.
- Every room in the JCC has a telephone in it with emergency numbers posted as well as each classroom and administrator has a walkie talkie. We will continue to review and upgrade our communication methods where necessary.
- Sense of community, alert caring adults and strong relationships. Advisors tell us the human factor is most important-adults in the space (including both parents & staff) monitoring what’s going on and remaining alert to potential problems as well as knowing what to do if they see something concerning. The close relationships staff members develop with children and families contribute to the sense of security by helping us know when things do not seem right. Our camp is a community and every person who enters takes responsibility for creating a safe environment. We will continue to work with staff on remaining alert and aware of developing problems, and you as parents can also let us know if something seems amiss.
- Your voice and input is important. Please communicate with us if you have thoughts, questions or ideas beneficial to our safety.

### ***Carpools***

Please notify Erin Cole in the EC Office (545-8615) so carpool information can be recorded, and a carpool number assigned.

### ***Carpool Departure***

At noontime, carpoolers must pull into the carpool driveway where the children will be brought to the car at 12:00 noon. Each carpool will be given a number. Your carpool number must be displayed prominently (front, right side window).

### ***Individual Departure***

The policy for release of children is as follows:

- A child is released only to a parent or adult designated in writing (on emergency card or letter written by parent).
- If there is a change in the child's normal pick-up procedure, parents **MUST** send a note informing us who is picking up the child.
- If a person authorized to pick up a child is unknown to staff, the staff will require a picture identification such as driver's license.
- If a parent calls to authorize the emergency release of a child, the Center will verify the caller is actually the parent.

**Individual pick up at noon is done through the playground entrance. You will pick up your child from the back door of either room 3 or room 4 and sign them out with a Camp Counselor.**

## **G. CAR SEATS**

**To provide optimum safety at carpool time, the following procedures are in effect.**

- If you must leave your child's car seat at the Weinstein JCC, the car seat may be left in the Camp Ganim lobby in front of the purple door.
- If there is a change in your regular carpool, the person picking up your child is responsible for getting the car seat before dismissal.
- If your child is brought in individually in the morning and will need a car seat for dismissal, the person bringing your child is responsible for putting the car seat outside the purple door in the Camp Ganim lobby.
- Each car seat must be clearly labeled in bold letters with the child's name and carpool number in a clearly visible place.
- **Due to Virginia State car seat requirements, all children going on a field trip must have a safety seat.**

**The Weinstein JCC is NOT RESPONSIBLE for lost, damaged or missing car seats!**

## **H. LATE CHARGES**

Camp ends at 12:00 noon (or 2:00 p.m.). Please be sure to pick up your child on time. Children truly enjoy their camp experiences when they know their parent or carpool will arrive at the appropriate time.

If something makes you unexpectedly late, please call the camp staff and let us know when you will arrive. **Please be aware your call does not negate late charges.**

The late fee policy also applies to Lunch Bunch and Childcare sessions.

### **LATE PICK-UP POLICY AND LATE FEES AFTER 6:00 P.M.- APPENDIX IV & V ALL LATE FEES ARE DUE THE NEXT DAY!**

## **I. CAMP COUNSELORS AND VOLUNTEERS**

Many of our counselors are also Weinstein JCC Preschool staff. All counselors must have at least one year of college or experience in early childhood education or related field. Camp Counselors receive training in First Aid/CPR. In addition, they are trained by our inclusion specialists to work with children with special needs. The counselors are required to attend staff workshops to review Weinstein JCC and licensing policies and procedures. Counselors must also attend an all-camp orientation with various professionals speaking about children's issues (communication, behavior management, etc.). We are very pleased to have many teen volunteers. All volunteers must be twelve years old or entering seventh grade in the fall. Our teen volunteers receive camp orientation and must have references relating to their work with children.

Teen volunteers are never left alone with the children. We are happy to have them as part of our Camp Ganim team as they are very helpful and provide a lot of camp enthusiasm!

Teens are not responsible for the children's care so please refrain from asking them about your child's behavior, etc. The camp counselors are in charge, so please refer to them for information about your child.

## J. CHILDREN'S CLOTHING

### *Children's Clothing and Outdoor Play*

Children should be dressed in comfortable and washable clothing. Clothing which is easy to put on and take off encourages independence at toilet time. Please be aware children should not wear overalls, belts, onesies, and snap-legged pants as this clothing makes toileting times difficult for children and counselors.

Our program promotes exploration and direct experiences of many kinds. Please understand this kind of philosophy is not consistent with staying clean and it helps when children's clothing for camp is selected with this in mind. Please send your child to camp in clothing meant to get dirty. Children love to get messy! The children will be outdoors whenever weather permits (even in the rain), be sure your child has on adequate clothing. **Wearing sun- protective clothing or applying skin protection with UVB 15+ is recommended during the summer. It is recommended you apply sunscreen to your child in the morning before leaving for camp. Please inform staff if/when child needs re-application. Parents must fill out the sunscreen permission slip and provide the sunscreen.**

Rubber-soled shoes and tennis shoes are best for active children. **For safety reasons, children may not wear flip-flops, open sandals, crocs, jellies or boots.** Sandals often get sand or rocks in them, boots may be hazardous and dressy shoes are very slippery. Walking and running are a part of a child's day, and he/she needs sturdy shoes.

Please do not send jewelry to camp. It can inhibit physical movement and can easily be lost. Each child must have a complete change of clothing to be kept at camp. **All clothing stored at camp and all articles of removable clothing (including towels, socks, swimsuits, hats, etc.) should be marked clearly with the child's name.** Each child will have a cubby in which outdoor clothing, change of clothing, and other personal items will be stored.

**Thank you for your cooperation and support in these matters!**

# CAMP GANIM

## Shoe Safety Policy!!

Please do not send your children to camp in:  
flip flops, boots of any kind or CROCS!

### Do's

Heel strap—YES!

Closed toes—YES!

Open toes—Parents' discretion

### Dont's!

Flip flops—NO!

Crocs—NO!

Open heel—NO!

Boots—NO!





## K. DROP-IN CHILDCARE POLICY

Drop-in childcare is available in emergency situations at the discretion of the Director or Assistant Director, where space is available. Drop-in rates will apply.

## L. HEALTH: ILLNESS, ACCIDENTS, MEDICATION PROCEDURES & POLICIES

### ***Health And Sickness Policy***

Parents should notify the camp if their child will be absent. We are concerned about the health of every child in our program. To ensure the well-being of all children in our camp, we strictly enforce the following policies:

*A child who has a fever over 100° or is otherwise ill (vomiting, pain, diarrhea, frequent coughing, excessive nasal discharge, signs of conjunctivitis, etc.) should be kept at home. If a child becomes ill while at camp, parents will be notified so the child can be picked up and taken home. **When called, the parent, (or an alternate emergency person), are expected to pick up the child within the hour. There are no exceptions to this rule.** The child will remain with the child's counselor or other familiar caregiver until a parent or guardian arrives to take the child home. Children without visible symptoms may also be sent home if it is determined the child clearly is not feeling well (lethargy, severe pain, general malaise). Parents of children with chronic symptoms of colds, coughs and allergies including significant mucous, may be asked to have their child checked by a physician to rule out any infection.*

**Bringing a child with any of these symptoms to the Weinstein JCC usually causes other children to get sick. ALL parents can help by keeping sick children at home. Everyone's children - including their own will be sick less often.**

Outdoor play is an integral part of the day's program and the children go outdoors daily. If a child is not well enough to play outdoors, he/she must be kept home or picked up prior to outside play so both counselors can be on the playground. The counselor-child ratios must be maintained while the children are outside. Parents should take the weather into account when dressing their child for camp. Layering your child's clothing is desirable, so he/she may adjust clothing to maintain a comfortable body temperature.

**After the child has been ill, it is important to adhere to the following guidelines when determining whether or not the child is ready to return to camp.**

1. Mood, appetite, behavior and activity are again normal.
  2. At the minimum, fever free for 24 hours.
  3. Antibiotics (if prescribed) have been used for a full twenty-four hours.
  4. Vomiting, diarrhea cleared for 24 hours.
  5. Frequent coughing, excessive nasal discharge resolved.
  6. Pain, (earache, cramps, headache, etc.) resolved.
- **If these conditions are not met, you will be required to pick up your child immediately.**

## ***Contagious Diseases***

Parents will be notified if their child is exposed to a potentially contagious disease while at camp. Likewise, parents must notify the camp if their child has been exposed to, or has a contagious disease, such as conjunctivitis, head lice, ringworm, chicken pox, etc.

### ***Head Lice***

Head Lice are small insects, about the size of a sesame seed, that live on the scalp and feed by sucking blood. Often found in the hair behind the ears and on the back of the neck, head lice cause severe itching. They may also live on the eyebrows and eyelashes of humans. Eggs take about 1 week to hatch. To live, adult lice need to feed on blood. If the lice fall off a person, then they will die within 2 days. The adults' life span is approximately one month, and eggs can survive on clothing for a month.

Anyone can get head lice. You can catch head lice by coming in direct contact with an infested person's head or with personal belongings such as combs, brushes, and hats. Head lice can spread as long as lice or eggs remain alive on the infested person or clothing. Itching of the head and neck is common with head lice.

Head lice are diagnosed by the presence of adult lice or eggs. Lice may be difficult to see. They are most commonly seen at the nape of the neck and behind the ears. Nits (eggs) may be seen as specks "glued" to the hair shaft. Nits range in color from yellow to grey.

A person infected with head lice can be treated. Medicated shampoos or crème rinses kill lice. Some medications also kill nits. Permethrin-based medications (such as Nix) are the treatment of choice and may be purchased over-the-counter. Follow package directions closely. Removal of Nits is recommended in addition to proper medication. Fine toothed combs are available to help remove nits from hair. A second course of therapy is sometimes needed. This is an important part of treatment. For your convenience, the following are some lice removal services in the Richmond Area:

- [Virginaliceremoval.com](http://Virginaliceremoval.com) – 804-337-3124
- [Licehappens.com](http://Licehappens.com) – 804-495-5426
- [licedoctors.com](http://licedoctors.com) – 800-224-2537

Infestations can be prevented:

- Avoid physical contact with a person who has lice.
- Do not share combs, brushes, hats, scarves, ribbons, or other personal items.
- Household members and close contacts of a person with head lice should be examined and treated if they are infested.
- Exclude children with head lice from school or day care until the morning after treatment is completed IF there are NO NITS.

### ***Child Protective Services***

As required by law, all cases of suspected child abuse or neglect will be reported to Child Protective Services. Staff report any suspected case of child abuse or neglect immediately to the EC Director and/or Assistant Director and Child Protective Services may be contacted.

### ***Accidents - Emergencies***

In case of a medical or dental emergency we will contact parents immediately. At least one staff member who is certified in First Aid and Cardiopulmonary Resuscitation is present at the Weinstein JCC at all times. Should emergency action be needed, staff will provide immediate care; call EMS (911), call the parent and the child's physician. **Bon Secours St. Mary's Hospital is our primary site for emergency care.** A staff person will accompany the child and EMS to the Hospital with necessary Emergency Medical Forms – individual emergency care plans for children with known medical or developmental problems or other conditions requiring special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions requiring medication or technology support) should be on file with the counselor.

Staff will contact you when your child receives any minor injury requiring more than “a hug and a kiss” so you will be aware of the incident. If we do not reach you by phone, a note will be sent home reporting the nature of the accident as well as the first aid given. These incidents will also be logged in our “bump book” as required by State Licensing, located in the Camp Ganim kitchen.

### ***Administration Of Medication To Children***

If a child requires medication during the day, parents should deliver the medication directly to the Early Childhood office, along with a completed Written Medication Consent Form/CARE PLAN which may be obtained from your child's counselor or the counselor's mailbox area. **To ensure the safety of all children, NEVER leave medication in the child's back pack or lunch box.**

**Only staff certified in the Medication Administration Training provided by an approved trainer for the Virginia Department of Licensing will be allowed to give medicine.**

**Prescription medications** will be administered only when medication is in the original container with original prescription label, with the child's first and last name, date prescription was filled, directions on how to administer and store medication, and physician's name, and the name and strength of medication along with the Written Medication Consent Form/CARE PLAN (See Appendix I) **completed by your child's Physician.**

### ***Administration of Certain Over the Counter Medications***

In accordance with NAEYC requirements our program has a health consultant. Lauren Gary, a licensed pediatric health professional who directs the administration of certain over the counter medications, such as first aid creams, antiseptic solutions and allergy medicines.

In order for OTC medications to be administered for first aid purposes, parents/guardians must fill out the consent to administer over the counter medication release form. By signing this form you are giving the staff permission to administer the OTC medication in accordance with the recommendations given by our licensed health care consultant located in the Early Childhood Office first aid kits such as: First Aid cream, antiseptic wipes, Insect Bite relief medication, de-activated charcoal, etc.

### **Other Over the Counter medications**

Except as provided with respect to First Aid Medications above, all other OTC medications such as Children's Tylenol, Benadryl, Dimetapp, allergy medications, etc – provided by parents – will be administered **ONLY** when medication is in the original container with the child's first and last name along with the Written Medication Consent Form/CARE PLAN (See Appendix I) **completed by your child's Physician.**

No medication will be administered to a child without a completed Written Medication Consent Form/CARE PLAN. Staff will document each dose of medication given and will keep all medications inaccessible to children at all times. It is the parent's responsibility to retrieve the medication at the end of the day or at the end of the camp session.

- Written Medication Consent Form/CARE PLAN is only good for 6 months and must be updated at the end of 6 months if child still needs medication at school, i.e. albuterol, nebulizer, epi-pen.

### **Sunscreen Application**

Please apply sunscreen on your child **every day before arriving** at camp. If you would like sunscreen reapplied during preschool please:

1. Send in the original sunscreen container
2. Label the container with your child's name
3. Be sure to return the bottom of the sunscreen form giving permission for your child's counselor to apply sunscreen on your child – **See Appendix VII**

### ***Maintaining A Healthy Environment-See Appendix II (Guidelines for Hand Washing).***

The classroom floors and bathrooms are cleaned and sanitized by the housekeeping staff each evening. The carpets are cleaned on a monthly schedule in the classrooms and sooner if needed. Staff sanitize the classroom tables, furniture, sinks, faucet and toilet handles and other areas of the classroom on a daily basis and as needed throughout the day. Toys in the two-year rooms and mouthed items are washed, rinsed, sanitized, and left to dry or washed and dried in a mechanical dishwasher daily. Washable toys, pillows, etc. are washed in the classrooms periodically.

Using the model of Integrated Pest Management, the Weinstein JCC makes every effort to prevent children from being exposed to pest and pesticides. While pesticides protect children from pests, such as insects, rodents and weeds, under some circumstances the pesticides may also pose a hazard to children and staff, pest control practices will involve a variety of non-chemical and chemical methods. A licensed exterminating company treats the classrooms, kitchen, and playgrounds with pesticides for common household pests on a quarterly basis. The treatment is always done after camp hours and under the supervision of a Weinstein JCC staff member. **Further information about the pesticides and treatment schedule can be obtained from Craig Brotzman, Chief Financial Officer at 545-8614.**

The entire Weinstein JCC and playgrounds are smoke free.

All rooms the children use are heated, cooled and ventilated to maintain room temperature and humidity level. Facility systems are maintained in compliance with national standards for facility use by children.

## M. HOME – CAMP COMMUNICATION

We believe direct, effective communications are at the heart of a stimulating, safe, caring program for young children. If you have concerns about day-to-day operations, the program, or your child's care, please feel free to discuss them with staff or the department directors.

The Early Childhood Department will make every effort to work with families speaking a language other than English in the home or are bilingual. If needed, a counselor who speaks fluent Hebrew or Spanish can join in with the counselor or director for the enrollment process, parent-counselor conferences, and other meetings as needed. If you need written materials in a language other than English please let the Directors know and every effort will be made to provide these materials.

Generally, there is at least one Hebrew and Spanish speaking counselor on staff available to assist a child as needed. Families speaking languages other than English are encouraged to share with the counselor's simple words and phrases to use in conversations while the child is in our care.

### ***Messages from Home***

All important messages (a change in schedule, a different person picking up your child, child going with a friend, etc.) **MUST BE IN WRITING, DATED, SIGNED, AND GIVEN TO THE COUNSELOR.**

Please let us know when something is happening which may have bearing on your child such as: a projected move, birth, death, separation, etc. Having this information will enable our staff to help the child deal with his or her feelings.

### ***Messages from Camp***

Many important messages from the Early Childhood Department will be sent home in your child's backpack or tote, and by e-mail. Please read each note. Notes and emails are all designed to keep you informed about your child, his camp program, and Weinstein JCC activities.

### ***Newsletters***

You will receive a camp newsletter by email weekly. We urge you to read the newsletter as it contains news pertinent to what is going on in your child's camp group and Camp Ganim. We feel it is very important for each parent to stay informed! **Be sure the Early Childhood office has your current email address.**

### ***Counselors' Notes***

Counselors email-notes detailing the events of the day. Please read your emails carefully so you will be informed about your child's camp experiences and you can easily talk with them about their camp day.

### ***Parental Concerns***

Parental concerns about happenings in the Weinstein JCC Early Childhood Program should be directly expressed to the Camp counselor. If concerns are not addressed satisfactorily, parents are encouraged to contact the **Camp Ganim Director, Lily Ocasio. If concerns still exist, parents should contact Donna Peters, Early Childhood Director or Orly Lewis, Weinstein JCC Chief Operating Officer.**

### ***Parent/Child Consultations and Children with Special Needs***

We have consultants on staff available to observe in the classroom and/or consult with parents, child, and staff in situations where intervention would be beneficial to the child, family and Camp Ganim.

The Camp Ganim Director, Early Childhood Director, Assistant Director, Support/Inclusion staff, counselors and/or parents may request these consultation services in order to best meet the needs of the child in our camp setting. The Early Childhood Department is pleased we are able to provide an inclusive preschool and camp environment for our children with special needs. We have developed procedures and programs to assist our children with special needs and their parents. Every effort is made to connect children to public/private services when appropriate.

The Early Childhood Department is committed to meeting the needs of each individual child. When it is deemed necessary, the parents, at the parent's cost, must provide a one-on-one assistant in order for us to safely and successfully meet the child's needs.

**Melissa Bunce**, (MSW, LCSW), Weinstein JCC Director of Inclusion & Support Services, coordinates services for children with special needs who are mainstreamed into the preschool and camp programs. Melissa implements and conducts intake procedures, including the development of Individual Education-Social Plans (IESP) and family team meetings on a regular basis.

**Gini Blostein-Wolf** is the camp's Inclusion Support Coordinator. Gini provides assistance to parents and specialists and monitors the progress of IESP goals and objectives for each child.

**Tessa Boutwell**, (M.Ed), is the Early Childhood Inclusion Support Specialist. Tessa works with children, teachers, and parents to provide strategies that enrich child experience and classroom environment. She provides support in the classrooms as needed to help children be successful.

Parents, counselors, staff or the specialists can initiate the IESP process when there is concern about a child's development. Every effort will be made to have the IESP meeting in a timely manner. The Early Childhood Department aims to coordinate services with a child's special therapists. In order for this to happen, we require direct communication between the therapists and the EC Department. This takes place at the scheduled IESP meetings with counselors, parents, Early Childhood Director, Camp Ganim Director, Director of Inclusion & Support Services, and Inclusion Coordinator.

## **N. VISITING SPECIALISTS**

Any observations, assessments or visits by outside therapists **MUST BE** coordinated with the Early Childhood Director, Camp Ganim Director, or Inclusion Coordinator in order to take place. Every parent should have received and signed off on a letter stating our policy for visiting specialists (See Appendix III). The following is a summary of our philosophy and policies.

As early childhood educators, we promote children's engagement in regular camp routines. With on-going planning with specialist (therapists, early childhood interventionists and special educators), our counselors are able to ask questions and brainstorm strategies. Staff and specialists collaborate on how to implement strategies within camp routines.

The Support/Inclusion Program could not meet its goals without collaboration. We believe there must be collaboration between therapy and the instruction occurring in the room with other children present and in the context of on-going routines and activities because:

- Children learn skills in places they will use them;
- Children have increased practice opportunities;
- Children's social relationships are fostered;
- Counselors can expand skills by seeing what specialists do;
- Specialists can see if strategies are working;
- Camp counselors and specialists can focus on skills immediately useful for the children;
- Specialists can work with counselors as problems arise.

Our policy is:

1. If a child is receiving intervention (speech, occupational and or physical therapy; counseling, educational consultation, etc.), the family should inform the Camp Ganim Director (**Lily Ocasio**, 285-6500 x8115) or Early Childhood Director (**Donna Peters**, 545-8617 or [dpeters@weinsteinjcc.org](mailto:dpeters@weinsteinjcc.org)) or Inclusion Coordinator (**Gini Blostein-Wolf**, at 285-6500 ext. 8119 or [gblostein-wolf@weinsteinjcc.org](mailto:gblostein-wolf@weinsteinjcc.org)).

**2. Any specialist coming to evaluate, observe or provide therapy to a child must contact Gini Blostein-Wolf, Inclusion Coordinator at 285-6500 ext. 8119 prior to the initial visit.**

3. Specialists should enter through the main Weinstein JCC entrance and check in at the reception desk to obtain a pass to the camp. Each time they visit, specialists are required to sign the Visitors Log located in the Inclusion Office across from Room 6.

4. A meeting with the family, camp staff and the child's specialist will be scheduled to provide information about the child's needs and daily routines in order to develop an Individual Education Social Plan (IESP). Goals and strategies will be identified which will be embedded throughout the child's camp day.

**Hillel says: "Do not separate yourself from the community..."**  
**Pirkei Avot 2:5**

## O. HOURS OF OPERATION

The Dora L. Lewis Family and Child Development Center is open Monday through Friday, 7:30 AM until 6:00 PM. Children may register for the following time periods.

7:30 --	9:00 AM	Early Morning Childcare
9:00 --	12:00 PM	Camp Ganim
9:00 AM --	2:00 PM	Camp Ganim
12:00 --	2:00 PM	Lunch Bunch
12:00 --	5:00 PM	Afternoon Childcare
5:00 --	6:00 PM	Late Afternoon Childcare

## P. FOOD/KASHRUT POLICIES & PROCEDURES

### *Lunch, Snack, Kashrut*

Good, sound nutrition is a must for total development. Through your food presentation to your child, you are shaping eating habits affecting your child throughout life.

Before bringing your child to the Weinstein JCC, make sure he/she has had breakfast. This will provide your child the energy to participate actively and attentively.

We serve a morning snack to all children. An afternoon snack is served to those who stay all day. Snacks are nutritious and are Kosher. On Friday, we serve challah in observance of Shabbat. **Snack menus are posted on glass window of the kitchen as well as in the weekly newsletter.**

1. Foods served by the Early Childhood Department are kosher and nut-free.
2. A morning kosher snack is offered to all campers.
3. If your child stays for lunch, lunch is eaten by 12:30pm. Children in afternoon childcare will be served snack by 3:30pm.
4. Good nutrition is an important part of our program, we ask parents to provide only nutritious lunches for camp.
5. All food sent to camp should be **pre-cut** (to avoid choking) and age-appropriate. **Round, hard candy, chewing gum, nuts or seeds, popcorn, un-sliced grapes and olives, grape or cherry tomatoes, large marshmallow, taffy, hard fresh vegetables (including carrots and celery), pretzels, spoonfuls of peanut butter and other foods are common causes of choking and are NOT permitted. Raisins are not served to children under 3 years.**
6. All foods and beverages served must be under 110 degrees Fahrenheit in temperature. If Food or beverages are 100 degrees Fahrenheit or higher they must be out of reach of the children until cooled.



### **Food Policies – Kosher Guidelines**

The following dietary guidelines are observed in the Early Childhood department. Please ask for help in the EC office if you have any questions. Any food handled in our kitchens or provided by the EC department for our programming will follow these guidelines:

1. Meat products are not permitted.
2. Shellfish, catfish, shark, squid are not permitted. Tuna (or any other fish not previously listed) is fine and may be combined with dairy products.
3. Packaged foods sent for lunches must be marked non-meat. For example, Morning Star products - it is difficult to know these are non-meat without the packing label.
4. Always check the package label for the seal or sign of certification. All runs of a given product are not necessarily kosher. Sometimes certification is discontinued unexpectedly. In some lines, only certain flavors or varieties are kosher.
5. **Nut products** are not served in the Early Childhood Department. If a classroom is designated “nut free” than we will not allow any nut products to be served to the children. For example, children in a nut free class may not bring peanut butter for lunch. Soy butter would be a good alternative. This is a policy enforced to keep a child with a nut allergy safe and able to participate. We appreciate all parents’ cooperation in this matter.
6. Fresh fruits and vegetables are a healthy treat alternative. Be aware we do not serve grapes, carrots, cherry tomatoes, or popcorn as they can be a choking hazard to young children under the age of four.
7. Snacks and lunches sent from home are to be packed in closed containers or bags and clearly labeled.
8. The following Kosher symbols are acceptable:



**In accordance with NAEYC accreditation requirements and Commonwealth of Virginia Licensing, the Early Childhood Education Department does not serve children younger than 4 years the following foods:**

Carrots (raw chunks/whole)	Pretzels
Grapes (whole)	Popcorn
Nuts	Raisins
Peas (raw)	

Or any foods small enough to be swallowed whole.

Foods served will be cut into pieces not larger than ½” square for 2 year olds, according to each child’s chewing and swallowing capability.

An important purpose of our program is to expose children to a variety of Jewish customs, traditions and laws. Jewish Dietary Law (Kashrut) is an integral part of Jewish Heritage. As a Jewish institution, we are requesting you be respectful of this policy. Our program only serves Kosher food. Lunches being sent in from home do not need to be Kosher just meat free and following our Healthy Lunch Guidelines.

All foods cooked and served in our program are Kosher and dairy. We operate a kosher dairy kitchen. We ask you observe these guidelines when preparing your child's camp lunch.

- Please keep your child's lunch box in their backpack.
- Include an **ice pack** or two in your child's lunch box.
- Keep their lunch box inside their back pack, or in their cubby if no space in backpack.
- When you pick up your child at the end of the day, make sure you have their child's lunch box. If it is not in their backpack, please check their Childcare cubby, the refrigerator, or the Preschool lobby (Late Night). Whenever possible, we will continue to refrigerate lunchboxes after lunch if a child does not finish their perishable items (if able to save).
- Please pack a dairy lunch (NO meat), which is high in nutrition and excludes sugar and over-processed foods.
- 2% milk is provided for each child two years and older.
- In the event your child forgets his/her lunch, **there will be a \$5.00 service charge to make a lunch.**

### ***Menu Suggestions***

Be sure to provide a protein source, bread source, vegetable, fruit and milk (provided).

Bread (pita, wheat, banana, muffins, berry)	Spaghetti or noodles
Celery (sliced and cut in ½) with Peanut Butter or Cream Cheese Cheese (Cheddar, Swiss, etc.)	Peanut butter (banana/honey) sandwich
Cottage Cheese	Pudding with milk
Crackers (whole grain)	Quiche (without meat)
Cream Cheese	Salad (tossed, pasta, potato)
Eggs (salad, scrambled)	Sliced Apples (with Peanut Butter)
Fruit (apples, blueberries, pears, peaches, oranges, cut pineapple, strawberries)	Tuna Fish
Dry Fruit (raisins, mangos – only for children 3 yrs. of age or older	Vegetables & Dip (cut ½ inch square for 2 yr olds.)
Fish sticks or filets – cut ½ inch	Yogurt with fruit
Granola Bars	
Honey	
Pizza (cheese)	
*Peanut Butter (not spoonfuls)	

\*SunButter is a nut free alternative. It is made with sunflower seeds and can be purchased at most natural food stores and online at [www.sunbutter.com](http://www.sunbutter.com).

Add your own ideas to this list and make a tedious chore into a fun and creative time for yourself and your child! As you pack your child's lunch, explain the nutritional value of the foods you include.

**For more information see Lunch Guidelines: Appendix VI**

### ***Lunch Safety Requirements***

In order to ensure proper health and safety handling of all foods prepared, saved, and stored onsite or brought from home, we follow the USDA and Child and Adult Care Food Program Guidelines. These are also requirements established by the Licensing Department of the Virginia Department of Social Services.

1. All lunches need to be dated on a daily basis. This is to make sure lunches are fresh and safe for your child to eat.
2. All plastic containers and thermoses must also be dated daily.

Suggestions –

- Write date daily on a paper bag lunch/lunch box
  - Use masking tape or a round peel off sticker.
3. All lunch bags and lunch boxes must also have the child's name clearly labeled in permanent marker on the **outside** of the lunch box in an easily visible place.
  4. If a lunch is left in the refrigerator, after twenty-four hours, the contents will be thrown out.

Thank you for your cooperation in these safety regulations.

Parents have an open invitation to come and have lunch with his / her child in the childcare program. Lunchtime is a wonderful opportunity to socialize with your child, counselors and classmates.

We will inform you if your child needs more food for lunch. Uneaten portions of lunch are returned in the lunch box so you will be aware of your child's dislikes or changing appetites.

### ***Birthday Celebrations***

A birthday is a very special day in the life of a preschooler. We understand families celebrate their children's birthdays in different ways and some do not celebrate birthdays at all. We recognize and respect these differences. We are also aware that a little bit of excitement goes a long way in groups of young children. We intentionally keep birthday observances low-key. **In our effort to promote healthy eating habits and try to alleviate potential allergy complications, we do not celebrate birthdays with food.** Each child's birthday will be celebrated in their classroom in order to recognize their special day! While birthday celebrations are often celebrated with food related treats, we as a camp would like to encourage birthday celebrations to be a time the class can create a special experience for the birthday child. The class will be having individual celebrations within their own camp class. The celebrations the counselor and the children plan for each other will have special meaning and value for their own class.

- If your child is having a birthday celebration away from camp, we will distribute invitations at camp only if each child in the camp group is invited. Otherwise, please mail your invitations! Please be considerate of our children's feelings and comply with this request. A roster with children's names, parents' names, and telephone numbers is published and distributed.
- When planning birthday parties, please be mindful Jewish Sabbath begins Friday evening at sundown through Saturday evening at sundown. Some children may not be able to participate in activities and events at those times.

**Thank you for your understanding and cooperation!**

## **Q. A DAY AT CAMP GANIM**

Camp begins promptly at 9 a.m. Each day will be filled with many activities. Your prompt arrival will allow all the campers to enjoy the full range of activities scheduled for them.

The singing of our camp song and other songs outside on our playground will be the first event of each day. The rest of the morning will include: swim lessons (water play for two-year-olds), arts and crafts, music, gardening with specialist, a mid-morning snack, Shabbat celebration each Friday, with Judaic songs and blessings.

## **R. CAMP EXPERIENCES**

**Art:** The children will participate in art activities during Camp Ganim. Mediums such as paint and clay provide an opportunity for the child to experience satisfaction with manipulation, experimentation, and exploration of the medium, and provide outlets for the expression of ideas, feelings and emotions. Activities are open-ended and are process oriented rather than product oriented.

**Large and Small Motor Activities:** Climbing, running, pushing and pulling are a few of the large muscle activities encouraged by the availability of slides, balance beams, and various climbing apparatus. Activities such as cutting and gluing, art activities, and other manipulative materials, provide opportunities for the practice and development of small motor skills.

**Music:** Opportunities include singing, rhythms, listening, rhythmically moving, experimentation with various instruments, and creation and interpretation of music.

**Movement:** Counselors will lead the children in games and other activities encouraging gross motor development. Using a “team sport” system will provide opportunities to balance, catch, throw, and run, while working together to achieve a common goal.

**Experiences with Literacy:** Providing books, discussions, storytelling, and experiences with printed materials aid in the child’s development and help him/her learn about the world.

**Outdoor Play:** Children have daily opportunities (even if it rains) to play outdoors on the playgrounds at the Weinstein JCC. The playgrounds are designed for water play, climbing, biking, balancing, running, exploring, sliding, playing in the sand, dirt and mud, and other gross motor activities. The playground has play stations to enhance outdoor exploration. Please dress your child appropriately.

**Gardening:** The children will participate in gardening activities; planting, weeding, harvesting, composting, tasting, plant identification, etc. The garden specialist will guide the children to explore, learn and respect the gardening process while teaching them the importance of sustainable gardening.

**Lunch Bunch:** An exciting program for children ages 2 - 5 who are ready for a longer day. Lunch Bunch runs from 12 – 2:00 PM daily. Children bring their non-meat lunch. Milk is provided. See pages 21-24 for more lunch information.

## S. AQUATICS PROGRAM

Three primary objectives/goals:

1. Learn water safety
2. Enjoy the water and have fun
3. Improve swimming skills

### **All children are expected to wear their swimsuit each morning to Camp.**

All toilet-trained children who are three years old and older are encouraged to get into the pool and participate with their class. Instructors assist children as they learn, among other skills, to put their faces in the water and blow bubbles.

If you have any questions or concerns about the Aquatics Program, please contact **Myles Phelps**, Aquatics Director at 545-8640 or Camp Ganim Director, **Lily Ocasio** at 285-6500 x8115.

### ***Pool Staffing***

Children will be placed in small groups of approximately six to eight children according to their swimming skill level. Each group will be led by a Water Safety Instructor (WSI). All instructors are supervised by the Aquatics Director of the Weinstein JCC. There is always a lifeguard on duty. Camp Ganim counselors are also required to remain at poolside while their class is in the water.

***Water Safety Instructor (WSI)*** require certification in lifeguard training, First Aid and CPR plus separate certificate in Water Safety.

***Lifeguard Trained – “helpers”*** require certification in lifeguard training, Community First Aid and CPR.

## T. BEHAVIOR MANAGEMENT ISSUES

### ***Discipline Policy***

Staff encourages developmentally appropriate independence in children by using positive techniques of guidance, including redirection, anticipation and elimination of potential problems, positive reinforcement and encouragement rather than comparison or criticism. Staff abstains from corporal punishment or other humiliating or frightening discipline techniques. Persistent refusal to cooperate in cases of biting and inflicting bodily harm to other children results in use of "Time Out" or a "cool down time". Consistent clear rules are explained to the children and understood by the adults. Discipline means teaching not punishing. The staff will be proactive in regard to discipline.

Any strong concerns will be communicated to the parent, as well as a plan developed with parent input as to what will be done in the future to encourage positive behavior and relationships. **In the event a child's behavior is inappropriate and out of control, the child's parent will be contacted immediately, and the parent may be asked to pick up their child.** Parents are encouraged to give the staff any suggestions or insight regarding their child.

### ***Discipline Strategies/Time Out***

"Time out" can be used in the following ways:

- A child needs time to calm down – staff will try to get the child to take deep breaths and relax. Offer to go for a walk, get a drink of cold water. This is a chance for the child to regain composure and rejoin the group.
- A child has behaved inappropriately and been warned of "time out" possibility. Child is seated in a chair, with or near the group of children for a few minutes (2-5 minutes). The staff member dealing with the child says (for example): "We do not use our hand to hit. I have asked you to stop – you need to go to time out for a few minutes." The staff member walks the child to the chair or couch near the group and in direct vision of the counselors. After the allotted time, the counselor goes back to the child and reviews the situation briefly. The child always gets a "new chance" and joins the class again.
- If the child is experiencing a temper tantrum or is not changing his/her behavior in an appropriate way, the counselor may choose to receive help from the Inclusion Staff, Camp or EC Directors. Parents must be notified when behavior gets to this extreme. A parent conference may be deemed necessary.

### ***Biting Policy***

Many pre-verbal children go through a time of biting. They bite for several reasons. One, they find the impulse to bite is a natural defense when cornered, not having yet mastered more refined ways of defending and protecting themselves and their wants. Two, the immediate effect of the bite may be so gratifying to the biter, both sensually and dramatically, for a time, the biter may be inspired to go on a rampage of biting. We recognize biting, while not acceptable, is normal and natural for toddlers and not unusual for two-year-olds and preschoolers. It frequently occurs in groups of children just on the verge of fluent language.

### ***Our policies concerning biting:***

1. Staff will carefully monitor children.
2. Staff will model appropriate gentle behavior and pre-social play, encouraging children to use words.
3. When a biting incident occurs:

- A. Staff will quickly respond with a clear message to the biter: "No! I won't let you bite. Biting hurts!" Tone of voice, body language, and facial expression all will clearly express disapproval. Staff will recognize the biter's feelings: "I know you are angry but I can't let you bite."
- B. Staff will comfort the "bitee" with ice, a Band-Aid (if necessary), and TLC until the child is ready to return to play.
- C. Staff will suggest alternatives to biting behavior as appropriate for the age of the children. "Next time, say MOVE!" The seriousness of the incident may need to be reinforced: "No! It's not funny. Biting hurts. No biting."
- D. Parents of both children involved in the incident will be notified. Biting is a part of the young child's normal developmental process. We take a proactive, rather than a reactive approach. Each biting situation will be handled in the manner outlined above. We will not discuss personal information with any parent about a child other than their own. Biting is a frightening but normal part of most children's development, and we ask you to trust each biting incident will be handled in a developmentally appropriate and professional manner.
- E. If the biting behavior is not improving or placing others at too high of a risk, termination might be an option discussed with the parents.

## **U. LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS**

The Commonwealth of Virginia helps assure parents child day programs assume responsibility for the supervision, protection, and well-being of a child for any part of a 24 hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, and a ratio of children per staff member, equipment, program, and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Central Regional Office    Phone: (804) 662-9743  
1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229-5008

## **V. TERMINATION OF SERVICE**

Service at the Dora L. Lewis Family and Child Development Center may be terminated in several different ways:

1. Parents may voluntarily withdraw their child with written notification. Parents are responsible for completion of payment for the camp session.
2. Service will be terminated because of non-payment of fees.
3. Repeated violations of rules and policies may lead to termination of service. For example, parents who repeatedly send an ill child to camp or who are habitually late to pick their child up will be refused further service.
4. If it is determined by the Weinstein JCC professional staff a child is not benefiting from the program or if we are unable to meet their needs due to medical or behavioral concerns, then service may be terminated.
5. When possible, parents will be given two weeks advance notice of the termination date.



## W.WEATHER-RELATED CAMP CANCELLATIONS

During inclement weather conditions, please call our Inclement Weather Hotline at 285-0422. This will give you our latest news about Weinstein JCC closings/openings. We will also have information on channels 6, 8, 12, on our website at [weinsteinjcc.org](http://weinsteinjcc.org) and on our Facebook page at [facebook.com/weinsteinjcc](https://facebook.com/weinsteinjcc).

In order to most effectively communicate any urgent needs or changes related to the Center and our programs, **we are implementing a new messaging service allowing us to send short customized notifications by text, voice, app, email, and other channels to keep you as up-to-date as possible.** In order to opt-in for this new service, please click on our online sign-up form at [www.weinsteinjcc.org/news-happenings](http://www.weinsteinjcc.org/news-happenings) where you will enter your name, email and cell phone number, as well as choose what department(s) you would like to receive messages from. ***Please note: this system is in addition to our regular Center communications and will only be used for emergency alerts and other important messages.***

Members have the option to opt-out of this service at any time, but it is our hope this added form of communication will allow us to more quickly and directly let you know of any changes you need to be aware of, including weather-related delays/closings, program cancellations or other high priority messages. **Thank you for signing up for this new service to allow us to more effectively communicate Center changes with you!**

### ***Tornado and Extreme Weather Emergency Plan***

If there is a need to seek shelter for an emergency such as a tornado, or other weather related situation, the Weinstein JCC Early Childhood staff does the following:

Leave classrooms, turning off lights and closing doors (as we would for a fire drill) and count all children. Counselors proceed with their entire class to the lower level of the Weinstein JCC, to the hallway in Kids' Place. Counselors will receive additional instructions when we meet at the lower level of the Weinstein JCC. Before returning to the classrooms we are required to do another head count.

#### **Reminder:**

Counselors will count children and bring attendance sheet and children's emergency forms with them whenever they leave the building or evacuate to Kids' Place during weather related emergencies. Emergency backpacks will be taken anytime they leave their classroom.

- Counselors will continually keep count of the children.
- One counselor walks in the front of the line and one counselor walks at the end of the line.
- Cell phones and walkie talkies will be brought with the counselors whenever they leave the building.

### ***Emergency Backpack Contents:***

Every camp classroom has an emergency backpack including the following items as required by State Licensing.

- |   |  |
|---|--|
| • Pen, pencil, note pad                   | Sealed pkg. antiseptic for cleaning        |
| • Parent phone list                       | Disposable gloves                          |
| • Emergency List                          | Non-glass thermometer                      |
| • 24 oz. bottled water w/ sport top spout | Cold pack                                  |
| • Large empty garbage bag                 | Current First Aid Guide AAP                |
| • Age appropriate books                   | Splints                                    |
| • Paper/color sheets                      | Liquid soap                                |
| • Crayons/sidewalk chalk                  | Bandage tape                               |
| • Game ideas & puzzles                    | Sterile gauze pads & Flexible roller gauze |
| • Diapers & Wipes (if applicable)         | Bandage                                    |
| • Snack (like Cheerios)                   | Safety pins                                |
| • Flashlight                              | Eye dressing                               |
|   | Adhesive strip bandages                    |
|   | Scissors & Tweezers                        |

### ***Emergency Evacuation Plans***

The Licensing Department for the State of Virginia and NAEYC have mandated all licensed camp/childcare facilities establish an emergency plan for evacuation.

All ECC staff are aware and trained in the evacuation emergency procedures. If you would like to see the written emergency plans please call **Donna Peters, 545-8617**.

We hold fire drills monthly and evacuation routes are posted in each classroom as well as gym, auditorium and pool area, Camp Ganim art room and Sisisky Family Community Rooms.

In the case of an emergency requiring the children and staff to evacuate the building the protocol will be as follows:

The Early Childhood staff and specific Weinstein JCC staff will take children and proceed to a specific off site location. EC staff will have parent contact information with them and will contact parents as soon as the children are off site and safe. Another call will be made when permitted by authorities to let parents know the off-site location and procedures for pick up if necessary.

In order to keep our children safe and secure we will not be giving parents off-site locations in advance. The Weinstein JCC has a few off-site safe locations used in the event of an emergency requiring evacuation. Weinstein JCC EC staff are notified and trained in emergency procedures and protocols and carry emergency bags with them at all times carrying parent contact information, medical information for each child, etc. Most staff also have CPR, AED, and First Aid certification as well.

Staff will not re-enter the Weinstein JCC facility until directed to do so by Police/Fire Authority and/or JCC administrator.

# Appendix I

## Written Medication Consent Form/CARE PLAN

- \* One form must be completed for each medication. Multiple medications cannot be listed on one consent form.  
 \* The child's health care provider MUST complete the form in its entirety except for #18 - #28.

1. Child's First & Last name:	2. Date of birth:	3. Child's known allergies:
4. Name of medication (including strength):	5. Amount/dosage to be given:	6. Route of administration:
7A. Frequency to be administered: _____ OR 7B. Identify the symptoms that will necessitate administration of medication: (signs and symptoms must be observable and, when possible, measurable parameters): _____		
8A. Possible side effects: <input type="checkbox"/> Parent must supply package insert (or pharmacy printout) for a complete list of possible side effects AND/OR 8B. Additional side effects: _____		
9. What action should the child care provider take if side effects are noted: <input type="checkbox"/> Contact parent <input type="checkbox"/> Contact prescriber at phone number provided in #33 <input type="checkbox"/> Other (describe): _____		
10A. Special instructions: <input type="checkbox"/> Parent must supply package insert (or pharmacy printout) for a complete list of special instructions AND/OR 10B. Additional special instructions: (Include any concerns related to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any preexisting conditions. Also describe situations when medication should not be administered.) _____		
11. Reason the child is taking medication (unless confidential by law): _____		
12. Does the above named child have a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and requires health and related services of a type or amount beyond that required by children generally? <input type="checkbox"/> No <input type="checkbox"/> Yes		
13. Are the instructions on this consent form a change in a previous medication order as it relates the does, time or frequency the medication is to be administered? <input type="checkbox"/> No <input type="checkbox"/> Yes If you check yes, complete #36-#37 on the back of this form.		
14. List medications given at home: _____		
15. Describe any needed accommodation(s) the child needs in daily activities and why: Diet or Feeding: _____ Transportation: _____ Classroom Activities: _____ Naptime/Sleeping: _____ Toileting: _____ Outdoor or Field Trips: _____ Other: _____ Additional Comments: _____		
<b>ONLY COMPLETE THIS SECTION (#16-#17) IF THE PARENT REQUEST TO DISCONTINUE THE MEDICATION PRIOR TO THE DATE INDICATED IN #31</b>		
16. I, parent/legal guardian, request that the medication indicated on this consent form be discontinued on _____ Date Once the medication has been discontinued, I understand that if my child requires this medication in the future, a new written medication consent form must be completed.		
17. Parent or Legal Guardian's Signature: _____		
<b>SPECIAL EQUIPMENT/MEDICAL SUPPLIES</b>		
1. _____	2. _____	
3. _____	4. _____	

This is a double-sided form

# Appendix I (Continued)

EMERGENCY CARE		
CALL PARENTS/GUARDIANS if the following symptoms are present: _____ _____		
CALL 911 (EMERGENCY MEDICAL SERVICES) if the following symptoms are present, as well as contacting the parents/guardians: _____ _____		
TAKE THESE MEASURES while waiting for parents or medical help to arrive: _____ _____		
PARENT/GUARDIAN MUST COMPLETE THIS SECTION (#18—22)		
18. If Section #7A is completed, do the instructions indicate a specific time to administer the medication? (For example, did the prescriber write 12pm?) <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No Write the specific time(s) the preschool is to administer the medication: _____		
19. I, parent/legal guardian, authorize the child day program to administer the medication as specified in the "Licensed Authorized Prescriber Section" to _____ (child's name)		
20. Parent or legal guardian's name (please print):	21. Date Authorized:	
22. Parent or legal guardian's signature ( <i>I hereby give consent for my child's health care provider or specialist to communicate with my child's child care provider or school nurse to discuss any of the information contained in this care plan.</i> ): _____		
WEINSTEIN JCC PRESCHOOL/CHILDCARE MUST COMPLETE THIS SECTION (#23—28)		
23. Provider/Facility Name: <b>Weinstein JCC Preschool</b>	24. Facility Telephone #: <b>804-545-8615</b>	25. Date Received From Parent
26. I have verified that #1-#22 and if applicable # 36 - #37 are complete. My signature indicates that all information needed to give this medication has been given to the child day program.		
27. Authorized child care provider's name (please print):	28. Authorized child care provider's signature:	
LICENSED AUTHORIZED PRESCRIBER TO COMPLETE ALL AREAS UNLESS OTHERWISE SPECIFIED		
29. Describe any additional training, procedures or competencies the child day program staff will need to care for this child. _____		
30. Date consent form completed:	31. Date to be discontinued or length of time in days to be given: (date cannot exceed 6 months from the date authorized or this order will not be valid)	
32. Prescriber's name (please print):	33. Prescriber's Telephone number:	34. Date:
35. Licensed Authorized Prescriber's Signature: _____		
36. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to dose, time or frequency until medication from the previous prescription is completely used, please indicate the date by which you expect the pharmacy to fill the updated order. DATE: _____ By completing this section the Weinstein JCC Preschool will follow the written instruction on this form and <i>not</i> follow the pharmacy label until the new prescription has been filled.		
37. Licensed Authorized Prescriber's Signature: _____		

This is a double-sided form

# Appendix II

## Guidelines for Hand Washing

**Who: All children, counselors, staff, volunteers, visitors and parents remaining in room must wash hands to prevent the transmission of infectious disease and illness. All children who are developmentally able to learn personal hygiene and all are taught hand washing procedures and are periodically monitor.**

**How:**

- Use liquid soap and water
- Rub hands vigorously for at least 20 seconds (count, sing Happy Birthday), rub back of hands, wrists and between fingers, under and around any jewelry and under fingernails.
- Dry hands with a paper towel.
- Turn off the water with a paper towel, not your bare hands.

**Children and adults must wash hands:**

- Upon arrival or return to the classroom and after coming in from the playground
- After diapering or using the toilet
- After handling any body fluids, including wiping a nose, coughing on hand.
- Before meals and snacks.
- Before preparing or serving food.
- After handling any raw food requiring cooking.
- After playing in water shared by two or more people.
- After handling pets and other animals or any material such as sand, dirt or surfaces contaminated by contact with animals.
- When moving from one group to another, involving 2 year olds.

Children with sores on their hands are not permitted to participate in communal water play.

**Adults must also wash hands:**

- Before and after feeding a child
- Before and after administering medication.
- After assisting a child with toileting, including snapping pants or buckling a belt
- After handling garbage
- After any cleaning

**Gloves are not a substitute to hand washing at any time. Gloves must be worn with diaper changes (per licensing) and at all times when handling blood or bodily fluids containing blood.**

Hand washing sinks must not be used to bathe children or clean smeared fecal matter at any time. In classrooms with two sinks, one should be used for hand washing (within children's reach) by children and adults and the other for food and art prep. In classrooms with only one sink, staff must clean and sanitize the sink prior to using them to prepare any food. Use of a hand sanitizer or alcohol based hand rubs are not recommended for settings caring for young children or to be used by children. If these products must be used as a temporary measure, a sufficient amount of time must be used to keep the hands wet for 20 seconds. Since the alcohol hand rubs are toxic and flammable, they must be stored out of reach of children in a locked cabinet.



## Appendix III VISITING SPECIALIST POLICY

### Dora L. Lewis Family & Child Development Center *Early Childhood Policy for Visiting Specialists*

The Weinstein JCC Camp Ganim is a fully inclusive early childhood program. We support children with special needs in our school through our Support/Inclusion Program by having regular contact with their families, counselors, and therapists.

As early childhood educators, we promote children's engagement in regular classroom routines. With ongoing planning with specialists (therapists, early childhood interventionists and special educators), our counselors are able to ask questions and brainstorm strategies. Staff and specialists collaborate on how to implement strategies within classroom routines.

The Support/Inclusion Program could not meet its goals without collaboration. We believe there must be collaboration between therapy and the instruction occurring in the classroom with other children present and in the context of on-going routines and activities because:

1. Children learn skills in places they will use them;
2. Children have increased practice opportunities;
3. Children's social relationships are fostered;
4. Counselors can expand skills by seeing what specialists do;
5. Specialists can see if strategies are working;
6. Counselors and specialists can focus on skills immediately useful for the children; and
7. Specialists can work with counselors as problems arise.

Our visitation policy is:

1. If a child is receiving intervention (speech, occupational and or physical therapy; counseling, educational consultation, etc.), the family should inform the Early Childhood Director (Donna Peters, 545-8617 or [dpeters@weinsteinjcc.org](mailto:dpeters@weinsteinjcc.org)).
2. **Any specialist coming to evaluate, observe or provide therapy to a child must contact Gini Blostein-Wolf, Inclusion Coordinator at 285-6500 ext. 8119 prior to the initial visit.**
3. Specialists should enter through the main Weinstein JCC entrance and check in at the reception desk to obtain a pass to camp. Each time they visit, specialists are required to sign the Visitors Log located outside Inclusion Office door across from Room 6.
4. A meeting with the family, camp staff and the child's specialists will be scheduled to provide information about the child's needs and daily routines in order to develop a Camp Ganim Individual Education Social Plan (IESP). Goals and strategies will be identified which will be embedded throughout the child's camp day.

Our forms completion policy is:

1. ALL forms (evaluations, checklists, reports, etc.) needing to be filled out by any of our early childhood staff **MUST first** be brought to **Lily Ocasio, Camp Ganim Director**.
2. A parent request letter or a completed release of information form needs to be on file in our camp office or in the child's Inclusion file before staff will receive the form.
3. Administrative staff will deliver forms to counselors to be completed and will return them to parents or agencies as requested.
4. Remember: Counselors will only fill out forms received from administrative staff.

I have read and understand the policy for visiting specialists and the completion of forms.

---

Name _____	Signature _____	Date _____
Child's Name (Please Print) : _____		

## Appendix IV

### ***LATE PICK-UP POLICY AND LATE FEES***

**Camp Ganim ends promptly at 12:00 or 2:00 p.m. depending on the class.** Please be sure to pick up your children on time. Young children enjoy their Camp Ganim experiences when they know their parent or carpool will arrive at the appropriate time. It is very unsettling for a child to be picked up late.

**A fee of \$40.00 will be charged for all children picked up late after Camp Ganim. This fee also applies to children picked up late after lunch bunch (2:00 pm).**

If something makes you unexpectedly late, please call the staff and let them know when you will arrive. *Please be aware that your call does not negate late charges.*

#### **LATE FEES AFTER 5:00 P.M.**

**The late fee charges are as follows:**

**1<sup>st</sup> Time Late Fee Charge** – a fee of \$40.00 will be charged for all children picked up after 5:00 p.m. In addition, \$1.00 will be charged per minute after 5:05 p.m.

**2<sup>nd</sup> Time Late Fee Charge** - a fee of \$45.00 will be charged for all children picked up after 5:00 p.m. In addition, \$1.00 will be charged per minute after 5:05 p.m.

**3<sup>rd</sup> Time Late Fee Charge** – a fee of \$50.00 will be charged for all children picked up after 5:00 p.m. In addition, \$1.00 will be charged per minute after 5:05 p.m.

**\*All late fees are due by the day after you have received the written notification.**

**\* Please remember our program day ends at 6:00 p.m. \*Late fees applying to after 6:00 p.m. are on the next page.**

**We appreciate your cooperation.**

## Appendix V

### **LATE PICK-UP POLICY AND LATE FEES AFTER 6:00 P.M.**

#### **LATE FEES AFTER 6:00 P.M.**

**The late fee charges are as follows:**

**1<sup>st</sup> Time Late Fee Charge** – a fee of \$50.00 will be charged for all children picked up after 6:00 p.m. In addition, \$1.00 will be charged per minute after 6:05 p.m.

**2<sup>nd</sup> Time Late Fee Charge** - a fee of \$55.00 will be charged for all children picked up after 6:00 p.m. In addition, \$1.00 will be charged per minute after 6:05 p.m.

**3<sup>rd</sup> Time Late Fee Charge** – a fee of \$60.00 will be charged for all children picked up after 6:00 p.m. In addition, \$1.00 will be charged per minute after 6:05 p.m.

**\*All late fees are due by the day after you have received the written notification.**

**\* Our program ends exactly at 6:00 p.m.**

***It is each parent's responsibility to pick up their child promptly and on time. According to the state licensing, being habitually late to pick up your child is negligent and cause for reporting to Child Protective Services. It is also a reason for termination of serves. Please make sure you plan for alternative emergency pick up by 6:00 p.m. if you are going to be late.***

***It is very unsettling for a child to be here after closing even though he/she is supervised by a staff person.***

***Please remember our staff's work day ends at 6:00 p.m.***



## Appendix VI

### *A Preschool Parent's Guide to Packing Lunch*

We appreciate your cooperation in following these lunch guidelines as dictated by state licensing, NAEYC criteria, and by the Kosher standards of the Carole & Marcus Weinstein Jewish Community Center.

#### A few reminders:

- **Lunches should be non-meat**, so please do not send meat, meat products, or shellfish
- Milk will be provided each day
- Please clearly label your child's lunch box each day with his or her name and the date
- If needed, please send utensils for your child



#### Please do not send any of these items for children of any age:

- |  |  |
|--|--|
| • Candy or gum                                     | • Meat (even kosher meat)                  |
| • Corn chips, potato chips, nacho chips or Cheetos | • Sugary drinks                            |
| • Doughnuts  | • Crab, shrimp, lobster or other shellfish |
|  | • Spoonfuls of peanut butter               |

#### Please do not send any of these items for children under the age of 4:

- |                        |  |
|------------------------|--|
| • Whole grapes         | • Raw peas                                   |
| • Whole grape tomatoes | • Whole or chunks of raw carrots             |
| • Popcorn              | • Any other food that can be swallowed whole |
| • Pretzels             |  |
| • Nuts                 |  |

#### Please do not send any of these items for children under the age of 3:

- Raisins
- Raw vegetables, *unless pieces are smaller than a half-inch square*
- Fish sticks or filets *unless pieces are smaller than a half-inch square*

*Please refer to your Parent Manual or Childcare Manual for lunch suggestions or for more information. Thank you for your cooperation!*

## Appendix VII

CAMP GANIM 2019



### Sunscreen in Camp Ganim and Childcare

- Please put sunscreen on your child every day *before arriving at camp*. We can only apply sunscreen with your signed permission and can only apply the sunscreen you provide.
- If your child is enrolled in camp/childcare this summer and you would like sunscreen reapplied, please:
  1. Send in the original sunscreen bottle
  2. Label the bottle with your child's name
  3. Return the bottom of this form giving permission to the counselor to apply sunscreen on your child.

**Sunscreen must have an SPF of 15 or higher and be nonflammable.**

**Please return this permission form to your child's camp counselor.**

-----

The Weinstein JCC staff has permission to apply sunscreen on my child, \_\_\_\_\_, during Camp Ganim/childcare 2019.

☐ I am not aware of any adverse reactions from my child's sunscreen.

☐ Adverse reactions to the sunscreen could occur.  
Symptoms would be:

\_\_\_\_\_

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

Parent's Signature: \_\_\_\_\_





## WHAT TO BRING TO CAMP

Every day of Camp ...

- A swimsuit must be worn (under clothing), or the child will not be able to participate in swimming
- Bring a towel and ear plugs (if necessary)
- Bring a change of clothes
- Bring a bag or backpack
- Wear sneakers or rubber-soled shoes. **Open-backed sandals, Crocs, flip-flops, jelly shoes, rubber boots and cowboy boots with slick soles are not allowed.**
- Goggles (TYR, Finis and Speedo brands are recommended)
- Hat

**Please label all belongings with your child's name.**

### ***WHAT NOT TO BRING TO CAMP***

- Crocs, flip flops, jelly shoes, boots of any kind, open-back sandals
- Toys
- Jewelry
- Hair clips & bows

### ***ITEMS TO REMAIN AT CAMP***

Please bring the following items to Camp Ganim Open House or on the first day of Camp Ganim:

- A box of tissues
- A plastic smock (labeled with child's name)
- A full change of labeled clothes (for your child's room – these remain in your child's cubby)
- Diapers and wipes for your two-year-old (these remain in your child's cubby)

### ***CAMP OFFICE HOURS***

The administrators are available during Camp Ganim hours to talk with you about the program, your child, and opportunities for parent involvement in the Early Childhood Program. Occasionally the administrators may be out of the office. During these times, you may leave a message with: 1. Carol Smoot, Camp Ganim/ Early Childhood Administrative Assistant; 2. Sharon Johnson, Childcare Coordinator; 3. A member of the camp staff; 4. the Weinstein JCC Receptionist; or 5. On the voice mail system. Departmental directors will handle your message promptly.

Lily Ocasio:	(804) 285-6500 x8115 or <a href="mailto:locasio@weinsteinjcc.org">locasio@weinsteinjcc.org</a>
Donna Peters:	(804) 545-8617 or <a href="mailto:dpeters@weinsteinjcc.org">dpeters@weinsteinjcc.org</a>
Barbara Wise:	(804) 545-8616 or <a href="mailto:bwise@weinsteinjcc.org">bwise@weinsteinjcc.org</a>
Lisa Plotkin	(804) 545-8661 or <a href="mailto:lplotkin@weinsteinjcc.org">lplotkin@weinsteinjcc.org</a>
Erin Cole	(804) 545-8615 or <a href="mailto:ecole@weinsteinjcc.org">ecole@weinsteinjcc.org</a>





## RECEIPT OF CAMP MANUAL

***The 2019 Camp Manual is located and updated periodically online at [weinsteinjcc.org](http://weinsteinjcc.org). By carefully reading this manual, you will become more familiar with the Camp Ganim policies and procedures. Please read the manual and print, sign, and return this receipt to the camp office.***

I acknowledge that I have access to the 2019 Camp Ganim Manual online and agree to adhere to the policies and procedures described in it.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

Date: \_\_\_\_/\_\_\_\_/2019

Of \_\_\_\_\_  
Name of Child

***Please sign and return to Camp Office.***