



# **JCC of Ottawa Summer Camps Parent Handbook 2020**

## **Contact Information**

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Camp Administrator  
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## Drop Off + Pick-Up

Prior to leaving camp each day, children must be "signed-out" with a counselor by the person picking up.

Group	Drop off time & location	Pick-up time & location
<b>Itty Bitty Friends</b> 2 year olds	8:30 am – 9:00 am Inside Ganon Preschool	Half Day Campers: 12:30 pm Inside Ganon Preschool  Full Day Campers: 3:45 pm Inside Ganon Preschool
<b>Junior Friends</b> 3 Year Olds	8:30 am – 9:00 am Inside Ganon Preschool	Half Day Campers: 12:30 pm Inside Ganon Preschool  Full Day Campers: 3:45 pm Inside Ganon Preschool
<b>Junior Friends</b> 4 Year Olds	8:30 am – 9:00 am Outside in the Ganon Preschool Play-ground	Half Day Campers: 12:30 pm Inside Ganon Preschool  Full Day Campers: 3:45 pm Outside Ganon Playground
<b>Junior Friends</b> 5 Year Olds	8:30 am – 9:00 am Outside in the Ganon Preschool Play-ground	3:45 pm Outside Ganon Playground
<b>Senior Friends</b> 6 – 10 Year Olds	8:30 am – 9:00 am OJCS Play Structure	3:45 pm OJCS Play Structure
<b>Junior Jocks</b> 6 – 10 year olds	8:30 am – 9:00 am OJCS Play Structure	3:45 pm OJCS Play Structure
<b>Traveling Sports Camp</b>	8:30 am – 9:00 am OJCS Basketball Court	3:45 pm OJCS Parking Lot
<b>Specialty Camps</b>	8:30 am – 9:00 am OJCS Field	3:45 pm Patio Deck by indoor pool
<b>All Star Basketball Camp</b>	8:30 am – 9:00 am SJCC Gymnasium	3:45 pm Patio Deck by indoor pool

## Rainy Days

On wet rainy days drop off and pick up will take place inside the SJCC.

- Day Camp – Camp Rooms
- Traveling Sports Camp - Gymnasium
- Specialty Camps – Teen Lounge/ Camp Room
- All Star Basketball Camp - Gymnasium

When the summer temperatures get too hot and it is unsafe and uncomfortable for our campers and staff to remain outside, end of day pick up will take place inside the Soloway JCC. A decision regarding pick up will be made by our camp team by 3:00 pm and parents will be notified via email.

**You must present an SJCC Membership Card or photo ID in order to gain access to the SJCC building**

## **Late Arrivals**

If your child arrives after the camp day has already begun, please bring him/her to the camp office located in the Ganon Preschool. Your child will be signed in and escorted by a member of our camp team to join the rest of their group.

## **Early Pick-up**

In the event that your child needs to leave camp before the end of the day please email the camp office [camp@jccottawa.com](mailto:camp@jccottawa.com), a day in advance and let us know what time you would like to have your child waiting for you in the camp office. The camp day is busy; therefore some advanced notice helps ensure that we will have your child ready in time. While you might see your child at an activity when you are coming to pick them up, it is important that you go to the camp office and sign your child out.

*Campers must be a minimum of 12 years old in order to leave camp at the end of the day unattended by a parent or guardian. Written permission must be submitted to the camp office.*

## **Carpools**

Children will be released to parents and authorized carpool drivers only. Anyone authorized to drive your child/children should be listed on the Pick-up Authorization Form that was submitted before your child started camp. If at any time a person, other than those listed, will be picking up your child, the camp requires written consent prior to pick up. When you pick up your child or other campers in your carpool, you must sign out with their counsellors before departing.

## **Absences**

If your child is unable to attend camp on any given day, please let us know. Contact the camp office before 8:00 am (613) 798- 9818 ext. 258, [camp@jccottawa.com](mailto:camp@jccottawa.com).

## **Lost + Found**

We strongly recommend that all items that come to camp (bathing suits, towels etc.) are labelled with your child's first and last name. Please do not send your child with any items considered valuable and irreplaceable.

## **Electronic Devices**

Please do not send your children to camp with any electronic devices. If a child does have a device at camp, it will be confiscated and returned at pick up.

## **Birthday Celebrations**

We love celebrating birthdays at camp and you are welcome to bring in a special treat for your child's group; however, due to possible food allergies amongst the campers we require that you notify the camp office in advance of bringing birthday treats. (613) 798-9818 ext. 258, [camp@jccottawa.com](mailto:camp@jccottawa.com).

## **Safety + Security**

We take security very seriously at the Soloway JCC. Our security measures include on site radios, first aid stations, campus security guards and an emergency procedures plan. In the interest of camper safety, the SJCC may run unannounced evacuation drills. Parents should report any special needs or concerns to the camp. Please do your part in keeping our campers safe by following all requested procedures and policies.

## **Parental and Guest Visitation**

For some children adjusting to a camp day can be difficult. Visits from parents can be disruptive and do not help children get comfortable in the new setting. Our professional staff will inform parents of any concerns or difficulties that their child may be having while at camp.

## **Behavior Policy**

JCC of Ottawa Summer Camps has a 3 strike policy for any aggressive behavior (physical or verbal), defiance of rules and authority, vandalism, and/or theft. Such incidents could result in the camper's expulsion from camp without refund. These decisions are at the discretion of the JCC Summer Camp Directors.

Unacceptable behavior is dealt with in a kind and gentle manner. A child should never leave a situation feeling shamed or humiliated. It is critical that the child be made to understand that it is the 'action' not the 'person' that is undesirable. Our goal is to support and encourage the child to either solve the problem at hand, or to find a more acceptable outlet for his or her emotions.

Certain behaviors, which may be deemed aggressive or violent, are at times developmentally characteristic for a certain age level. For example, a 2-year-old may bite or pull hair as a means of communicating. These behaviors must be carefully monitored and every effort must be made to stop a recurrence. If these behaviors are continuous and excessive, or create a safety concern for the other children, they will be addressed in an appropriate and timely fashion.

## **Bullying Policy**

Bullying is not permitted at JCC of Ottawa Summer Camps and will result in the dismissal of the camper. This decision is at the sole discretion of the camp directors.

Bullying means aggressive and typically repeated behaviour by a camper where:

- a. The behavior is intended to have the effect of causing harm, fear and distress to another camper, including physical, psychological and social harm.
- b. The bullying camper is of the age to understand the effects of this behaviour.
- c. The bullying camper creates a negative environment at camp for another camper.
- d. Bullying behaviour includes the use of any physical, verbal, electronic (cyber bullying), written or other means. If the aggressive behavior is physical, it may include hitting, pushing slapping and tripping. If it is verbal, it may include name calling, mocking, insults, threats and racist or sexist comments. If it is social, it may include gossiping, spreading rumours, excluding others from a group, humiliation, shunning and ignoring.

## **Children Requiring Support Staff**

Please contact the Summer Camp Director of the camp your child is attending for JCC Summer Camps policies and procedures regarding support staff at camp. All children are welcome at JCC Summer Camps and we are happy to work with you to make this a successful summer camp experience for your child.

By enrolling your child in JCC of Ottawa Summer Camps, you have agreed to this policy. The JCC of Ottawa Summer Camps bullying policy will be enforced with zero tolerance.

## **Packing for Your Day at Camp**

**Please ensure that all personal items coming to camp are clearly labeled with your child's name.**

### **Day Camp Half Day Campers**

- 1 bathing suit
- 1 towel
- Sun hat
- Water bottle
- Sunscreen
- Lunch & snacks (nut free)
- Spare clothing to leave at camp for the duration of their stay
- Diapers/swim diapers if needed

### **Day Camp Full Day Campers**

- 2 bathing suits
- 2 towels
- Sun hat
- Water bottle
- Sunscreen
- Lunch & at least 3 snacks (nut free)
- Spare clothing to leave at camp for the duration of their stay
- Diapers/swim diapers if needed

### **Traveling Sports Camp**

Campers have instructional swim each morning. Please refer to the weekly Traveling Sports Camp schedule and pack accordingly for the afternoon activities.

- Bathing suit
- Towel
- Sun hat
- Sneakers
- Water bottle
- Sunscreen
- Lunch and at least 4 snacks

### **Specialty Camps**

Campers have a free swim each afternoon. Please pack accordingly for each daily activity

- Bathing suit
- Towel
- Sun hat
- Water bottle
- Sunscreen
- Lunch & at least 4 snacks

### **JCC of Ottawa Summer Camps is nut free.**

You know your child's eating habits best. Please be sure to pack enough food to get them through the day and, if they are staying for After Camp Care, include an extra snack for later in the day.

## Medication / Allergies

All food brought to camp **must be nut free**.

- In the case that other allergies are present in your child's camp group, you will be notified prior to the beginning of camp.
- No trading of food is permitted among campers due to allergies.
- All lunch/snack items are to be sent to camp with your child.
- Please include an ice pack to keep all food cold and safe.
- If your child has dietary restrictions or food allergies, please advise the camp in writing as to what precautions are necessary. Concerns, questions or specific directions should be discussed with camp administration.
- JCC Summer Camp staff members are not permitted to administer fever-reducing medications such as Tylenol or Advil.
- Medication must be in the original container supplied by pharmacist and clearly labeled with name of child, dosage and direction for storage and administration.

## Health Policy

Any medical needs or precautions should be addressed on the medical forms provided before your child attends camp. If you have additional concerns, please contact the camp office to discuss (613) 798-9818 ext. 258.

- Please do not send a sick child to camp and notify the camp office if your child will be staying home.
- Before returning to camp a child must be free of fever, vomiting or diarrhea for 24 hours.
- JCC Summer Camp staff reserves the right to send a child home if they display signs of illness, which could be contagious to other children and staff.
- Immunizations must be kept up to date or an exemption form kept on file.

Parents will be asked to pick up their child from camp if the following health concerns are observed:

- Fever of 100 degrees Fahrenheit or higher
- Diarrhea throughout the day
- Vomiting
- Severe cold (symptoms include green mucus, indicating an infection)
- Chicken pox, pink eye and other contagious viruses (please advise camp administration)
- Lice/Nits (must be treated and all live nits must be removed before returning to camp)

## Swimming Lessons

- All children in the JCC Day Camp and Traveling Sports Camp will have swimming lessons during their time at camp.
- Day Camp children have a 30 minute daily lesson. Traveling Sports Camp has a 40 minute daily lesson.
- Children who are at camp for two consecutive weeks will receive a report card at the end of that period, indicating their progress and achievements in their swimming level. For children staying the whole summer, we will adjust their levels accordingly based on their performance in each level after every two week period.
- Children who are with us for one week will receive a progress report at the end of that week. This will indicate what they were working on in the short period of time but will not be a formal report card that determines a change in level unless it is determined that they are simply too strong for the swim level they were originally registered in.

## Free Swim

- Day Camp and Specialty Camp campers enjoy a free swim in the afternoon (Full Day 2 & 3 year olds do not swim in the afternoon)
- Each child is fitted with a coloured wristband based on their swimming ability which indicates what areas of the pool they are able to access and whether they are required to wear a life-jacket. For the safety of ALL children, bracelet colours are solely determined by swim level and no exceptions will be made.
- A minimum of four SJCC lifeguards are stationed around the pool and all camp counselors are required to be in the water with their groups as added supervision.
- All camp counsellors are required to be in the water with the campers during free swim, therefore, for the safety of our campers it is mandatory that all children be in the water with their group. If for some reason your child is not able to swim they are required to have their feet in the pool so they may be properly supervised.

For more information on the JCC Summer Camps swim program please contact SJCC Aquatics Manager, Jordan Masson (613) 798-9818 ext. 377, [jmasson@jccottawa.com](mailto:jmasson@jccottawa.com)

## **Refund Policy**

Deposit, payment and refund policy: Day Camps and Traveling Sports Camp

All applications must include:

1. A completed application for each child, including choice of weeks.
2. A 25% deposit at the time of registration, \$100 of which is non-refundable
3. The remaining payments must be made by April 30, 2020 by cheque, PAP or credit card. By credit card and PAP, the remainder will be charged automatically. By cheque, a post-dated cheque dated April 30, 2020 must be included with the application.
4. There is a \$45 admin fee for camp adjustments made after April 30.
5. There is a \$45 admin fee for all NSF transactions.

## **Cancellation policy**

- Day Camp: written notification more than 30 days prior to the week cancelled.
- Traveling Sports Camp: written notification prior to May 28, 2020.
- No refunds will be issued after these dates or after a camp session begins.

## **Deposit and Refund Policy:**

### **Specialty Camps**

Specialty Camp fees must be paid in full at the time of registration. If you wish to cancel your child's registration, written notification must be received by the camp office more than 30 days prior to the start of that camp session. The fee minus \$100 will be refunded.

Days missed at any JCC of Ottawa Summer Camps for any reason cannot be refunded or compensatory days issued. If the camp deems it necessary to dismiss a child, a prorated refund less the \$100 non-refundable deposit will be issued.

## **Photo Release**

Pictures are taken of the campers throughout the summer. These photos are used by the SJCC for marketing/promotion purposes. Your authorization is assumed unless we are advised otherwise by contacting the camp office [camp@jccottawa.com](mailto:camp@jccottawa.com)