



Parent Handbook 2020

Contact Information

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Health + Safety Measures for Summer 2020

In order to keep our campers, their families and staff safe during the pandemic we have instituted the following Health & Safety Measures:

- The SJCC building will remain closed to all members during this time and will be available only for SJCC Summer Program participants.
- Each camper and staff member will answer a health questionnaire daily
- Each camp group will have their own space within the SJCC/Campus and will remain separated from other groups throughout the day. Physical distance protocols will be enforced with the exception of staff interventions for behaviour management and issuing first aid.
- Staff will remain with the same group the entire week and will not “float” between groups.
- Parents and guardians will not be permitted into the building for pick up and drop off (weather permitting - more information on procedures coming soon).
- The SJCC building itself, including high touch areas, washrooms and all rooms used by participants, will be deep cleaned on an ongoing basis throughout each day.

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
2 year olds	8:30 am – 9:15 am Ganon Entrance, north side of SJCC, across from playground	3:30-4:00 pm Same as drop off. Staff will bring child to the door
3 Year Olds	8:30 am – 9:15 am Ganon Entrance, north side of SJCC, across from playground	3:30-4:00 pm Same as drop off. Staff will bring child to the door
4 Year Olds	8:30 am – 9:15 am Fenced in area of OJCS play structure	3:30-4:00 pm Fenced in area of OJCS play structure
5 Year Olds	8:30 am – 9:15 am Fenced in area of OJCS play structure	3:30-4:00 pm Fenced in area of OJCS play structure
6 & 7 Year Olds	8:30 am – 9:15 am Basketball courts and field in OJCS playground area	3:30-4:00 pm Basketball courts and field in OJCS playground area
8-11 Year Olds	8:30 am – 9:15 am OJCS playground area	3:30-4:00 pm OJCS playground area

Late Arrivals

If your child arrives after the camp day has already begun, please call the camp office and someone will come to get your child.

Your child will be signed in, screened 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, a day in advance and let us know what time you would like to have your child ready. Call the camp office when you arrive and your child will be brought outside. The camp day is busy; therefore some advanced notice helps ensure that we will have your child ready in time.

Campers can not leave the camp at the end of the day on their own. Pick-up must be by a parent or legal guardian 19 and older

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. 280, camp@jccottawa.com.

Lost + Found

There will be no lost and found at camp this summer. 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 + Toys

Please do not send your children to camp with any electronic devices or toys. If a child does have a device at camp, it will be confiscated and returned at pick up. Personal toys should not come to camp for sanitary reasons this summer.

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. We will not be allowing parents into the building unless absolutely necessary.

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 SJCC Summer Program 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 the SJCC Summer Program 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.

By enrolling your child in the SJCC Summer Program, you have agreed to this policy which will be enforced with zero tolerance.

Children Requiring Support Staff

Please contact the Summer Program Directors Angela and Reesa at ganon@jccottawa.com for our policies and procedures regarding support staff. All children are welcome and we are happy to work with you to make this a successful experience for your child.

Packing for Your Day at Camp

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

- 1 bathing suit
- 1 towel
- Sun hat
- Water bottle
- Sunscreen (spray sunscreen only)
- Lunch & at least 3 snacks (nut free) and easy to open
- Spare clothing to leave at camp for the duration of their stay
- Diapers/swim diapers if needed

**SJCC Summer Program is nut free. You know your child's eating habits best.
Please be sure to pack enough food to get them through the day**

Swimming

There will be no swim lessons this summer however campers will enjoy a free swim throughout the week.

SJCC lifeguards are stationed around the pool and all camp counselors are required to be in the water with their groups as added supervision; 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 summer swim program please contact SJCC Aquatics Manager, Jordan Masson (613) 798-9818 ext. 377, jmasson@jccottawa.com

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.
- 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. 280.

Please do not send a sick child to camp and notify the camp office if your child will be staying home.

Summer Program 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 100.4° 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)

Please see COVID 19 Protocols in regards to health of campers and staff.

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

COVID 19 Protocols

The SJCC remains vigilant to ensure the protection, health and safety of the children, families, staff and community. We will be following the recommendations from the Ottawa Public Health Department, Health Canada and the Ministry of Education.

It is important to remember that the children who are infected with the COVID 19 virus are more likely than adults to have mild infections and symptoms, but these children can still transmit the infection to other children and adults in the centre or when they come in contact with others.

A screening program will be in place to help detect infections when symptoms are present. This screening process will not detect infected children or adults who do not have any symptoms.

Summer camp care will not be provided if the child, staff or any household member fits the criteria below:

- you or your child(ren) have any symptoms such as fever and /or cough, difficulty breathing
- you or your child(ren) have travelled outside of Canada in the last 14 days
- you or your child(ren) live with, provide care for, or spent extensive time with someone who has tested positive for COVID 19, suspected to have COVID 19 or who has a fever, cough or shortness of breath that started within 14 days.

Screening

- parents / guardians will complete the screening questionnaire daily and take their child's temperature before arriving at camp. If their temperature was not taken at home, we will take the child's temperature before they are accepted into care.
- children will be screened before entering camp and will be monitored throughout the day for COVID related symptoms
- Parents must wait until the screening has been completed and their child is accepted into camp.
- only one entrance and exit will be used to ensure effective screening practices
- If possible, families will designate one adult to drop off and pick up children. The parent or guardian must be over the age of 19.
- one parent can enter the screening area with their child, we encourage other family members to remain outside the area. A staff member to bring the child to their specific cohort. If parents enter the building, they will be screened as well.
- children will be excluded from care if they present or develop any of the COVID 19 related symptoms and isolated until their parents come.
- for children being dropped off inside we will have a staggered drop off and pick up times in order to help maintain social distancing
- Each entrance will have a hand sanitizing station. Hands must be sanitized prior to entering the buildings
- SJCC maintenance staff will be sanitizing the screening entrance regularly throughout the day.

COVID 19 Protocols *(continued)*

Symptoms

- fever
- cough
- difficulty breathing or shortness of breath
- Other upper respiratory tract infection symptoms such as: nasal congestion, nasal discharge, sneezing and sore throat

All individuals including campers, counsellors, staff, and parents/ guardians entering the SJCC will be screened daily.

The participant will be asked to take their temperature at home before entering the center and if their temperature exceeds 37.8° Celsius / 100.4° Fahrenheit or greater they will be denied access to the center.

Any child/staff who has any symptoms of illness OR whose parent or other household members are showing any symptoms of illness as described above, will be asked to stay home and self-isolate for 14 days from the first day of symptoms OR until 24 hours AFTER symptoms have FULLY resolved, whichever is the longer time frame OR provide a negative COVID test.

All campers and staff will answer the COVID 19 questionnaire daily and if they answer yes to any of the questions, they will be denied access to the summer program.

Social distancing of at least two meters (6 feet) will be maintained during the screening process. The staff member doing the screening will wear PPE while doing the intake.

A record of all campers and staff will be kept with the time of arrival and departure as well as the public health questionnaire results. These records will be kept and used to facilitate contact tracing in the event of a confirmed case of COVID 19 or an outbreak.

We have a duty to report suspected or confirmed cases of COVID 19 to Ottawa Public Health Department and who will provide specific advice on what control measures should be implemented and how to monitor for the possible infected campers or staff.

Exclusion Steps for Children and Staff

- Parents will be notified immediately if their child is showing signs of illness. The child will be taken into an isolation room in the care of staff and wait for immediate pick up.
- If immediate medical attention is needed, an ambulance will be called, and the parent/guardian will be informed.
- Ottawa Public Health will be notified if necessary.
- The child will be asked to remain in self isolation for 14 days from the first symptoms or 24 hours after the symptoms have fully resolved, and the staff member who was monitoring the individual will be closely monitored for any symptoms.

**There will be no refunds except for professionally documented medical reasons.
Refunds will be prorated for days attended.**