



# Parent Handbook

2025

# Packing for Your Day at Camp

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 2 bathing suits | <input type="checkbox"/> Water bottle  | <input type="checkbox"/> Spare clothing to leave at camp for the duration of their stay |
| <input type="checkbox"/> 2 towels        | <input type="checkbox"/> Sunscreen (spray sunscreen only)                                      | <input type="checkbox"/> Diapers/swim diapers if needed                                 |
| <input type="checkbox"/> Sun hat         | <input type="checkbox"/> Lunch and plenty of snacks (it's a busy day and the kids get hungry!) | <input type="checkbox"/> EpiPen/inhalers if needed                                      |



**All food coming to camp *must be NUT FREE***

## Drop Off & Pick-Up

Prior to leaving camp each day, children must be “signed-out” with a counselor by the person picking up (must be over 16).

Campers are not permitted to leave camp, at the end of the day, on their own. Pick-up must be by a parent or legal guardian 16 and older. Children 12 and over who are permitted to walk home on their own from camp, must provide the camp office with written notification from a parent. Please email your consent to [camp@jccottawa.com](mailto:camp@jccottawa.com)

## Late Arrivals

If your child arrives after the camp day has already begun, please bring them to the Camp Office, located in the Ganon Preschool, and a member of our camp team will take them to join the rest of their group.

Please contact the camp office to let us know in advance if your child will be late, (613) 798-9818 ext. 280, [camp@jccottawa.com](mailto:camp@jccottawa.com)

## 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 ready. The camp day is busy; therefore some advanced notice helps ensure that we will have your child ready in time.

## Absences

Can't make it to camp one day? Let us know. Contact the camp office before 8:00 am (613) 798- 9818 ext. 280, [camp@jccottawa.com](mailto:camp@jccottawa.com).

## 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, is picking up your child, please provide 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.

## 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.

## Recreational Swim at Camp

During the free swim period, 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. If your child requires use of a life jacket, please provide your own.

## Instructional Swim

**Day Camp** (ages 3+) and all **Sports Campers** will have a 30-minute daily swim lesson. Specialty Camps and the CIT Program do not include instructional swim. Campers who are enrolled in two consecutive weeks of camp will receive a report card at the end of their stay at camp indicating their progress and achievements. For children staying the whole summer, we will adjust their levels accordingly based on their performance in each level after every two week period.

## Put your name on it!

Please ensure 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.

## 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.

## Safety and 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.

## Children Requiring Extra Support

All children are welcome and we are happy to work with you to make this a successful experience for your child. Please contact [camp@jccottawa.com](mailto:camp@jccottawa.com) for information on how we can support your child to ensure a great summer.

## Challenging Behaviors

SJCC 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 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.

Parents will be required to cover the cost of any repairs to property damaged by their child either at the SJCC or at other locations during Field Trips.

## No Bullying Policy

Bullying is not tolerated at SJCC 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 behavior 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 developmental 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 Camps, you have agreed to this policy which will be enforced with zero tolerance.

## Medication / Allergies/Medical Conditions

- 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 or sharing 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, medical administration, 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. Notify the camp office if your child will be staying home.

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 100.4° Fahrenheit or higher. Must be fever-free without the use of medication for 24 hours before returning to camp.
- Diarrhea throughout the day
- Vomiting
- Cold-like symptoms (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)

## Photo Release

Pictures and videos are taken of the campers throughout the summer. These photos are used by the SJCC for marketing/promotional purposes on our website/social media. Your authorization is assumed unless we are advised otherwise by contacting the camp office, [camp@jccottawa.com](mailto:camp@jccottawa.com).

## Contact Us

**General Camp Inquiries:** [camp@jccottawa.com](mailto:camp@jccottawa.com)

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