

JCamps Parent Handbook 2024



Kindergarten – 9th Grade

Monday through Friday

May 28 – August 16

8:30AM until 5:30PM

SHALOM AUSTIN

Dell JCC

YOUTH & TEEN DEPARTMENT

7300 HART LANE AUSTIN, TX 78731

(512) 735-8050

WWW.SHALOMAUSTIN.ORG

Welcome to the Shalom Austin family! JCamps strives to create a friendly and cooperative atmosphere that fosters individual growth. Campers are encouraged to learn new skills and master old ones, to express themselves creatively and to grow in their abilities to relate to others. In this supportive environment, a true sense of community develops. Campers are also encouraged to learn about their environment and the world around them. The camp setting gives children an opportunity to be part of a camp family in a nurturing and exciting atmosphere.

Hours of Operation

- The JCamps Office will be open from 8:00am – 5:30pm.
- JCamps programming hours are 8:30am – 5:30pm.
- You will be assigned a drop-off and pick-up time.

Drop-Off and Pick-Up

- Drop-Off and Pick-Up will happen in the back circle drive.
- If you need to drop-off your camper late, please reach out to the JCamps Office: jcamps@shalomaustin.org.
- *You are required to drop-off your camper(s) during your assigned time.* The staggered drop-off and pick-up times are designed for the safety of all campers and staff during the summer, plus it helps to expedite the process in the morning and afternoon.
 - If you arrive after 9AM, you must go to the back circle drive and call the JCamps office (512-735-8050). Please note that after 9AM, our full camp team is busy so it may be a short while before someone is able to pick-up your camper.
- We will have staggered drop-off and pick-up times for campers. Each family will have an assigned time. You **MUST** arrive in the time allotted.
- Please drive the back circle drive. When you pull up to the designated area, a member of the JCamps and/or Shalom Austin staff will be there to assist your camper(s) in exiting/entering the vehicle safely. You are always welcome to park and walk your camper(s) to the back breezeway area.
- You will be given your assigned time and place prior to the start of camp. It is our intention to keep these consistent throughout the whole summer. If you would like to request a change in your time, please reach out to Shannon Bonney at shannon.bonney@shalomaustin.org.
- **Gate Pass for DJCC nonmembers:** JCamps will electronically send a gate pass specific for summer camp. Please have it easily accessible before you enter the gate on campus. We recommend taking a screenshot on your phone.

JCamps Pick-up Placards: Please be sure to place your JCamps pick-up placard on your dashboard. This will help the JCamps staff recognize the camper(s) you are picking up and have them ready to enter your car at the designated area. Placards will be handed out on the first day of each session.

PM Care

PM Care Pick-Up will take place in the BACK CIRCLE DRIVE.

- We have 3 pick-up time options: 4:30PM, 5:00PM, 5:30PM
- Please choose your pick-up time here: [JCamps 2024 PM Care Sign Up](#)

- Please pull into the back circle drive area. A JCamps and/or Shalom Austin staff member will assist your camper into their vehicle. You are always welcome to park and meet your camper in the back breezeway area.
- Should you need to change your pick-up time, please email jcamps@shalomaustin.org or call us at 512-735-8050 by 2PM.

Early Pick-Up

If you need to pick up your child prior to the end of camp, you must speak to the Camp Office in advance. These incidents will need prior approval from the JCamps Administrative Team. **Early pick-ups are facilitated on the hour and half hour.** You will need to call the office upon arrival so a Staff member can bring your child to the pick-up zone. Early pickups end at 3pm Monday – Thursday and 2:45pm on Fridays.

Late Arrivals

If you arrive after 9AM, you must go to the back circle drive and call the JCamps office (512-735-8050). Please note that after 9AM, our full camp team is busy so it may be a short while before someone is able to pick-up your camper.

Late Pick-Up

In the event of an emergency, we request that you call the JCamps Office to indicate that you will not be on time to pick your child up so that we can make appropriate arrangements.

- If not enrolled in PM Care: After 4pm, your camper will be taken to PM Care. You will be charged a daily rate for PM Care.
- If enrolled in PM Care: After 5:30PM, a parent/guardian or the emergency pick-up person will be contacted. Parents/guardians will be charged a late fee of \$35 plus \$1 per minute after 5:30 PM. If excessive lateness becomes a problem, your child may be removed from the program and CPS may be contacted.

Absences

Please notify the JCamps Office by 8:00AM if your child is going to be absent.

- 512-735-8050 or jcamps@shalomaustin.org

Out of Town

If you plan to be out of town while your child continues to attend camp, please advise us accordingly and give us the name of someone who should be contacted in your absence.

Class Sizes & Group Regulations

Camp groups will be consistent, stable groups each day per session. JCamps will maintain small groups and abide by strict group sizes at all times that meet or exceed Texas State standards.

- Entering Kindergarten through 10th grade: 2 staff per 15-18 children

While every effort will be made to accommodate friend requests, they are not guaranteed. Camp groups will be organized by age and/or grade.

Behavioral Guidelines

JCamps uses positive guidance techniques including redirection, anticipation of potential problems, positive reinforcement and encouragement while avoiding competition, comparison, or criticism. We are planning a fun experience for all and insisting on increased health and safety practices. Consistent and clear expectations will be reviewed with the campers.

All campers and parents/guardians must sign the **School Aged Code of Honor** prior to a camper starting Camp. It is our goal that counselors/staff, children and parents work together toward good behavior and a cohesive atmosphere. However, in some cases, disciplinary measures may be necessary. "Taking a break" from the group is used on occasion as a consequence for disruptive behavior. This allows the camper time to settle down, talk with the counselor and then return to camp activities.

You will be asked to pick up your camper should their behavior compromise safety.

Additional disciplinary measures (including removal from the camp program) may be necessary if a child inflicts physical or emotional harm on another child, is dangerous to him/herself, or is physically or verbally abusive to staff. **No refunds will be made if a camper is suspended or withdrawn from camp due to inappropriate behavior.**

Inclusion

JCamps supports families and children who may need additional accommodations to include home language, support special needs or differing abilities, or incorporate cultural backgrounds. Our goal is to promote the success of each and every child. The more you tell us about your child, the more we can work to ensure your child, and all of our children, have positive experiences in our program. If your child has any special needs (dietary restrictions, a medical or physical condition, specific social needs, etc.) JCamps administrators may ask for a meeting prior to the start of camp.

JCamps also has a specific Inclusion Program for the summer! Our Inclusion Program is created so that campers with disabilities can receive individualized support while having their best summer ever at JCamps! This program is for children with learning, developmental, social, emotional, and/or physical disabilities. Depending on the need, campers will be paired 1:1 or 2:1 with an Inclusion Counselor who will provide ongoing support throughout the camp day! Inclusion campers will be integrated into a bunk of roughly 15 other campers for all camp activities.

The Inclusion Program is only available for Sessions A-D for Classic Camps (Chamudim, Noar, Kochavim, Giborim)! When filling out your camper application for your camper, please indicate your interest in the Inclusion Program when you apply. Spots are limited!

Initial Registration Information

Priority Registration is the process by which current DJCC Members enroll for summer JCamps programming, typically in January. Community Registration opens a few weeks later. All pertinent information must be completed online AND appropriate forms must be signed by stated deadlines to maintain enrollment and registered status for the current summer. Our online registration and enrollment system is called CampInTouch, by CampMinder. You can log into your account here: <https://shalomaustincamp.campintouch.com/v2/login.aspx>.

You will be notified of any policy changes via email.

Physical Activity at JCamps

Children are continually developing their physical skills and they need opportunities to use and build on their physical abilities. When children are awake, restricting them to a seat may limit social interactions. These social interactions are essential for children to gain language skills, develop self-esteem, and build relationships. There are many opportunities at JCamps for our campers to engage in structured and unstructured physical activity, both indoors and outdoors. JCamps has use of the main playground along with plenty of outdoor spaces around campus, some examples are: the Lower Field and areas around the Camp Pavilion. Each camp group has

scheduled outdoor and indoor time for physical activity. Campers are encouraged to walk, run, jump, dance, and move their whole bodies while playing and having fun!

We will adjust the amount of outdoor play time if the temperature/heat index exceeds 100 degrees. Campers will still be outdoors, but their time outdoors will be adjusted allowing for more time inside during the camp day.

Information Specific to certain “Teen Camp” programs

Certain Teen Camp programs during Sessions A – D: Madatzim Leaders, Keep Austin Weird, Austin Adventurers, often leave campus for some fun social programming. Campers are transported to their destination(s) by either walking (weather permitting, and if the location is extremely close to the DJCC) or driven in a Shalom Austin vehicle. Campers are always supervised and accompanied by the Teen Camp counselors, along with other JCamps Staff when applicable. All staff who drive for Shalom Austin have undergone extra training specific to transportation safety and transporting children. All parents/guardians are required to sign a Permission Slip per week/session of Teen Camp. These will be delivered via email before the first day of the session. Additionally, all teen campers and their parent/guardian are required to sign a “Cell Phone Use” policy and document.

Medications

If your child has medication that needs to be administered during camp hours, it should be sent with an appropriate form to the Camp Office. This form can be found [here](#). If your child has an Epi-pen or other epinephrine auto-injector, you will also need fill out a FARE form, linked [here](#). Medications must be sent in the original bottles with the prescribed dosage and the child’s name indicated on the label. All medications are administered by JCamps Admin Team. Medications will not be administered unless the appropriate form(s) has been completed. A log is kept to record the time and dosage of medication administered. Medication and special needs must be indicated on the camper profile and medical forms. **We strongly recommend that campers who take medication during the school year take their medication during camp.**

NO CAMPER WILL BE PERMITTED IN CAMP, UNLESS THEIR CAMP PAPERWORK, WITH PHYSICIAN’S SIGNATURE AND SHOT RECORD, HAS BEEN RECEIVED.

The following forms must be completed, signed, and uploaded to complete your camper’s registration:

- 2024-2025 Physician’s Form (signed AND stamped by the physician)
- Immunization Records (signed AND stamped by the physician)
- School-Aged Code of Honor
- Shalom Austin JCamps Parent Waiver

Per licensing requirements: Immunization records and the Physician’s Form must have a doctor’s stamp (including address) and authoring signature. Note: “My Chart” records without the aforementioned are not acceptable.

If Your Child Becomes Ill While at JCamps

If your child becomes ill during the afternoon, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. If a child becomes too ill to be at camp, staff will contact a parent to schedule immediate pick-up (**30 minutes maximum**). Please see the list in the “ILLNESSES” section below for the symptoms we look for before sending a child home.

Please arrive as soon as possible because your child is not feeling well. It is important to ensure that you have at least one local emergency pick-up contact if we cannot reach a parent when a child is sick. If your

child has a doctor-confirmed communicable disease, such as those mentioned below, please notify JCamps as soon as possible either by phone, by email, or in person. An anonymous illness notice will be emailed for the benefit of the other parents with children in their bunk, as well as for the benefit of our staff.

Illnesses

You know your child better than anyone. If your child has a loss of appetite, or shows unusual signs of listlessness, irritability, or fatigue, your child may have come down with an illness and should be kept at home. Many illnesses are contagious. Please keep your child at home and do not send them to camp if you suspect your child may be getting sick. Please do not bring your child back until the disease/illness is no longer communicable, and your child can participate in indoor and outdoor activities.

An ill child must be kept home if one or more of the following exists:

1. An illness prevents your child from participating comfortably in camp activities, including outside play during normal weather conditions. Please note that hot weather is considered "normal" in Austin, Texas.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. Your child has ANY of the following:
 - In the past 24 hours, oral temperature of 99.4 degrees or greater, rectal temperature of 100.4 degrees or greater, or armpit temperature of 99.4 degrees or greater. Your child must be fever-free WITHOUT MEDICATION for 24 hours before returning to camp.
 - Two or more vomiting episodes in the past 24 hours.
 - Two or more episodes of diarrhea or loose, watery stools in the past 24 hours.
 - Rash with a fever, discharge from the eyes, mouth sores with drooling, wheezing, behavior changes, or other unusual symptoms.
 - The child has been diagnosed with any communicable disease, including, but not limited to: chicken pox, bacterial or viral gastroenteritis, hand/foot/mouth disease, mumps, measles, meningitis, diphtheria, scarlet fever, fifth disease, head lice, conjunctivitis or pink eye, strep throat, impetigo, influenza, whooping cough, COVID, etc.

Until medical evaluation determines that the disease/illness is no longer communicable, and your child can participate in JCamps activities, please allow them to recuperate at home.

In these cases, please give a doctor's release note to JCamps administrators upon your child's return.

The next few pages contain a chart relaying more information on these communicable illnesses.

Communicable Illnesses			
<i>This chart is not an exhaustive list of the communicable diseases and policies for exclusion from childcare. For more information, please contact a member of the JCamps Administration team.</i>			
Illness	Contagious?	Symptoms	When to return to childcare or school

Chickenpox	Yes – spread by direct contact with fluid inside blisters or with droplets from mouth or nose	<ul style="list-style-type: none"> • Fever • Red, itchy rash on body – changes from bumps to blisters to scabs 	<ul style="list-style-type: none"> • Schedule an appointment with your child's pediatrician and plan treatment. • Tell the school and playmate's parents if your is diagnosed. • Provide a doctor's note upon return to school. • Children who have not yet had chickenpox should receive a shot (vaccine) to protect them from the disease.
Colds	Yes	<ul style="list-style-type: none"> • Runny nose • Scratchy throat • Cough <p>NOTE: These symptoms may also be caused by allergies.</p>	<ul style="list-style-type: none"> • Your child may go to childcare with minor cold symptoms. • If symptoms are worse than you might expect with a common cold, schedule an appointment with your child's pediatrician. • Call right away if your child is not acting normally, has a fever or has any trouble breathing.
Fever	Depends on cause	Temperature over 100.3F	Keep your child home until there is no fever without using medicines for 24 hours.
Flu	Yes – spread by contact with droplets from eyes, mouth or nose	<ul style="list-style-type: none"> • Fever • Chills • Cold symptoms • Body aches • Sometimes vomiting and diarrhea 	<ul style="list-style-type: none"> • Schedule an appointment with your child's pediatrician for diagnosis. • Keep your child home until there is no fever without using medicines for 24 hours and symptoms subside. This is usually for 5 to 7 days. • Provide a doctor's note upon return. • NOTE: Children with chronic health problems should have a flu shot each year.
Impetigo	Yes – spread by direct contact or by droplets from mouth or nose	Red, oozing, blister-like rash on body or face	<ul style="list-style-type: none"> • Schedule an appointment with your child's pediatrician. • Keep your child home until their doctor says it is OK to return to school. • Provide a doctor's note upon return.
Middle ear infections	No	<ul style="list-style-type: none"> • Ear pain • Fever 	<ul style="list-style-type: none"> • See your child's pediatrician. • Start medication if necessary. Your child may attend school if comfort level allows.
MRSA	Yes – spread from person to person by hand contact	<ul style="list-style-type: none"> • Swelling • Drainage • Fever 	<ul style="list-style-type: none"> • Give antibiotics if advised by your child's doctor. • Provide a doctor's note upon return. • For open sores, keep covered until no more drainage. • No close contact sports until all sites are healed.

<p>Pinkeye</p>	<p>Yes – spread by bacteria or virus</p>	<ul style="list-style-type: none"> • Watery eyes • Itchy eyes • Redness in whites of eyes • Puffy eyelids • Drainage from eyes <p>NOTE: These symptoms may also be caused by allergies.</p>	<ul style="list-style-type: none"> • Treat your child’s pinkeye as advised by his doctor. This may include antibiotics. • Provide a doctor's note upon return.
<p>Respiratory Viruses including COVID-19</p>	<p>Yes – spread by contact with droplets from eyes, mouth or nose</p>	<ul style="list-style-type: none"> • Fever • Cold symptoms • Body aches • Sometimes vomiting and diarrhea 	<ul style="list-style-type: none"> • Schedule an appointment with your child's pediatrician for diagnosis. • Keep your child home until there is no fever without using medicines for 24 hours and symptoms subside. This is usually for 5 to 7 days. • Provide a doctor's note upon return.
<p>Ringworm</p>	<p>Yes – spread by direct contact.</p> <p>Ringworm can affect the skin or scalp.</p>	<ul style="list-style-type: none"> • Skin – pink, raised patches and mild itching • Scalp – flaky or crusty patches, and hair loss 	<ul style="list-style-type: none"> • Treat your child’s skin or scalp as advised by his doctor. • For skin - keep patches covered with a bandage. • For scalp - teach your child not to share hats, brushes, combs, clothing or linens. • Provide a doctor's note upon return to school.
<p>Scabies and lice</p>	<p>Yes – spread by direct contact.</p> <p>Scabies affects the skin; lice affect the scalp.</p>	<ul style="list-style-type: none"> • Itching • Scratching 	<ul style="list-style-type: none"> • Treat your child’s skin or scalp right away as advised by his doctor. • For scabies - keep your child home until treatment is started. Return with a note from the doctor. • For lice - keep your child home until all live lice are gone. Check your child’s head for lice for 7 to 10 days. Re-treat, as needed. Return with a note from the doctor. • Teach your child not to share hats, brushes, combs, clothing or linens.

Strep throat or scarlet fever	Yes – spread by contact with droplets from mouth or nose	<ul style="list-style-type: none"> • Sore throat • Fever • Headache • Stomachache 	<ul style="list-style-type: none"> • Take your child to the doctor if he has these symptoms. • Keep your child home until he is free of fever and on antibiotics for 24 hours. Return with a note from the doctor.
Vomiting or diarrhea	Depends on cause	<ul style="list-style-type: none"> • Vomits more than once • Loose, runny stools 	<ul style="list-style-type: none"> • Keep your child home until there is no fever without using medicines for 24 hours and symptoms subside. • For vomiting – also, keep your child home until they have not vomited for at least 24 hours. • For diarrhea – also, keep your child home until they have not had diarrhea for at least 24 hours. This includes children who wear diapers. • If diarrhea or vomiting occur often or occur with a fever, rash or general weakness, call your child's doctor.

Clothing

Campers should come dressed in clothes that enable them to participate in all camp activities, such as a cotton shirt with shorts, close-toed shoes with socks and a hat. Campers should also bring a filled water bottle. **All items should be labeled with your child's full name.** *Closed-toed shoes are REQUIRED at camp (no flip-flops, crocs, or open toed shoes).* **ALL campers and staff will need to have at least 1 full change of clean clothes on hand at all times.**

All campers should apply sunscreen and bug spray before leaving home.

JCamps staff will prompt campers to apply sunscreen (and bug spray when applicable) throughout the camp day, specifically when campers are outside for longer periods of time and after pool time. Please send sunscreen and bug spray with your camper EVERY DAY! (It is your choice what type to send.)

Personal/Valuable Items

Campers should not bring valuable items to camp. Jewelry, iPods, tablets, cell phones, video games, trading cards (i.e. Pokemon), collectibles, and musical instruments should be left at home. Camp cannot assume responsibility for lost items. There is no need for additional toys as our camp day is full of fun activities. **Money is not needed at camp.**

Lost and Found

A Lost and Found is maintained by the JCamps office. All unclaimed items are kept for two weeks following each session and then donated to a charitable organization.

LABEL EVERYTHING!!!! This will help ensure that lost items get returned to your camper.

Food at Camp

All campers need to bring a lunch (unless you have purchased our catered lunch and/or pizza package), a filled water bottle, and 2-3 snacks (unless you have purchased our snack package) daily. We ask that parents pack utensils as needed. Staff will wear gloves whenever helping campers open their lunch and snack.

In accordance with Shalom Austin's Kosher policy, lunches and snacks may NOT contain meat. We recommend placing an ice pack in your child's lunch box as they will not have access to a refrigerator. Lunches will be kept inside in an air-conditioned space. Campers will not have access to a microwave.

Lunch Suggestions

- PB&J sandwich
- Bagels and cheese
- Baked Tofu/Tofu salad
- Tortillas with cheese
- Vegetarian nuggets
- Rice cakes with spread
- Grilled cheese
- Tuna Fish
- Cheese w/ vegetables
- Yogurt and granola
- Rice
- Couscous
- Pastas
- Veggie quiche
- Egg salad/hard-boiled egg

Sides

- Carrot sticks
- Celery sticks
- Red pepper strips
- Broccoli
- Fruit
- Dried fruit
- Apple sauce
- Cole slaw
- Pickles
- Potatoes
- Pasta
- Chips
- Granola bars
- Trail mix
- Pudding
- Jell-O snacks
- Popcorn
- Granola

Water Activities

The Rochelle & Stanley Ferdman Family Aquatic Center is open! Most campers will participate in Swim Skillz lessons twice a week. Most campers will also participate in Free Swim each day. You will receive specific information regarding your camper's swim/water activities before each session.

Please send a swimsuit and towel along with water shoes and goggles daily. We also recommend sending a "wet bag" for campers to keep their wet swimsuits and towels separate in their backpacks.

JCamps Aquatics Procedures 2024

1. All non-swimmers fifteen (15) years of age or younger must wear a USCG-approved Lifejacket Type III. These are provided by JCamps. Lifejackets are not required during JCamps Swim Skillz.
2. Campers, fifteen (15) years of age and younger, who would like to swim without a lifejacket during Free Swim, must successfully complete the DJCC Swim check under DJCC lifeguard supervision. In order to complete the swim check, swimmers will enter the pool feet first, make forward progress using freestyle or breaststroke for 25 yards with their face in the water using rhythmic breathing. Before exiting, swimmer must tread water in the deep end for 15 seconds using their arms and legs. Swimmer must be able to climb out of the water independently. If a swimmer becomes vertical in the water, stops, or cannot continue, then the swimmer does not pass the test. Swimmers may only attempt the swim check once per day. After successfully passing the test, the swimmer will receive a wristband that must be worn all time while in the pool or on the deck.
3. On the first day of each new camp session, campers may choose to take the DJCC Swim Test. Campers who do not choose to take the swim test must wear a USCG-approved Lifejacket Type III. Camp Counselors will keep a roster of the campers that pass the swim test. Counselors will collect and distribute

wristbands to campers daily. During the swim test, Lifeguards and Camp Counselors are positioned throughout the swim test area.

- a. Rising Kindergarten campers:
 - i. Campers are required to wear a lifejacket during free swim.
 - ii. Campers will only be given the DJCC Swim Test if their parent/guardian requests it.
 - iii. If an incoming Kindergarten camper passes the DJCC Swim Test, their parent must send an email to the Camp Administrator giving their "DJCC Super Swimmer" permission to swim without a lifejacket during free swim.
4. Swim Skillz at JCamps will have specific instructors designated to each group of children. Groups are based on swim level, and the instructors will teach skills from the designated level. At all camp swim skillz periods, the group's counselors will be stationed to watch the swimmers IN ADDITION TO the lifeguards on duty AND the lesson instructors. Counselors, instructors and lifeguards will also remain on duty and watch during camp free swim times.
5. In all camp swimming scenarios, parents may request their child wear a life jacket while in the small and/or large pools.
6. The lifeguard to swimmer ratio during camp programs will be 1:25. **Additionally**, in accordance with State of Texas licensing codes, the minimum caregiver (adult/teacher/counselor/instructor) to child ratios will be as follows:

Activity Pool
Ages 5-6 = 1:20
Ages 6-12 = 1:22

Lap/Main Pool
Ages 5-6 = 1:10
Ages 6-12 = 1:12

JCamps campers and staff will not be permitted to buy food/items from the pool side snack bar during the camp day.

Swim Skillz Procedures 2024

- JCamps Swim Skillz are 25 minutes, twice a week.
- The following camps will **NOT** participate in Swim Skillz:
 - Giborim, Sports All-Stars, Ms. Hill's Art Adventure, ZACH Theatre, Martial Arts, and Kim's Gym
 - All Pre-Camp and Last Blast camp programs
- The Aquatics Coordinator:
 - Facilitates the process of dividing campers into groups on the first day of each session, and makes adjustments as needed
 - Ensures that campers are grouped in appropriate skill levels
 - Keeps a roster of all campers swim levels
 - Manages instructors and camp counselors to ensure safety of all participants
- Swim Instructors will communicate with the Coordinator regarding varying skill levels to assist Coordinator in creating compatible groups
- Once instruction is complete, swim instructors are responsible for:
 - Assisting campers with lifejackets as needed
 - Providing additional supervision for the campers in the pool, by staying in the pool within arm's reach of swimmers or sitting at the edge of the pool. Supervision from a chair or in groups is not permitted.
 - Helping collect lifejackets after free swim and storing them
 - Updating Skill Sheets for each participant

- Coordinator is responsible for submitting complete skill sheets for each participant at the end of each two-week session to camp Unit Heads.
- Camp Counselors must be in a swimsuit ready to get in the water during their groups swim time. During lessons & free swim, counselors are either in the water or sitting on the side of the pool. Counselors provide additional supervision and support to the instructors as needed. Counselors are responsible for assisting campers with lifejackets or swim tests.
- Camp Counselors must provide consistent supervision in all areas that campers use. Including bathrooms and changing areas. Staff may not leave the pool deck to change until all of their campers are out of the water and properly supervised.
- Cell phone use is not permitted on the pool deck, unless in the event of an emergency or to contact a member of the JCamps or Aquatics Admin Team.

JCamps Staff

All JCamps Staff have been properly vetted and interviewed prior to interacting with any campers. In compliance with Texas licensing rules and regulations each one has undergone a thorough background check and FBI fingerprint, as well as being CPR and First Aid certified. Staff attend extensive training before camp begins, in addition to continuous staff meetings and ongoing professional development sessions throughout the summer.

This summer there will be a health professional on campus during camp hours.

Gratuities

Please do not give gratuities to staff. There are opportunities to honor staff through donations to the JCamps Scholarship Fund, which allows less fortunate campers to have the same great experience your child had. Please email Jessica Ochs at jessica.ochs@shalomaustin.org for details.

Digital Photographs

Another drawback of having cell phones at camp is many of them have built-in cameras. It has happened at some camps around the country that children have secretly taken photographs of other campers or staff during changing or showering times and later uploaded those images on to the Internet. (If you belong to a health club, chances are it has a “no cell phone” policy). To lessen the possibility of this happening we have decided to *ban all digital cameras*.

We take photographs during the summer, which are available for viewing on the camp app. Information on how to access these photos will be sent out at the start of each session. Camp families can view pictures, download them, and order prints. Please help us maintain a safe environment by explaining this to your child (see our note below about “Policies for Campers”). You should know that *any camper that takes a compromising photograph of another camper or staff member and uploads it on the Internet or makes it public in any way may be subject to dismissal from JCamps or may not be allowed to return. If the law is broken, the appropriate authorities will be notified.*

In addition, unless you explicitly tell us **in writing** that your child is not allowed to be photographed, all photographs and videos taken of campers at camp by our media team have the potential to be used in JCamps/Dell JCC/Shalom Austin marketing materials, including but not limited to: social posts on Facebook and Instagram, e-mail campaigns, and website usage.

Cell Phones

As you know, we have a “**no cell phone**” policy at camp. Aside from the fact that cell phones are expensive and can get lost or stolen and that the physical camp environment is not kind to such items, there is a fundamental problem with campers having cell phones at camp, and that is trust. When children come to camp, they and you, make a leap of faith, temporarily transferring their primary care from you as their parents to their Counselors and our staff.

This is one of the growth-producing, yet challenging aspects of camp. As children learn to trust other caring adults, they grow and learn, little by little, to solve some of their own challenges. We believe this emerging independence is one of the greatest benefits of camp. It is one important way your child develops greater resilience. Contacting you by phone essentially means they have not made this transition. It prevents us from getting to problems that may arise and addressing them quickly. Sending a cell phone to camp is like saying to your child that you as the parent haven't truly come to peace with the notion of them being away from you and in our care.

We agree to tell you if your child is experiencing a challenge in their adjustment to camp. *You can help* by talking with your child *before they leave for camp* and telling them that there is always someone they can reach out to, whether it is their Counselor, a trusted Specialist or a member of the JCamps Admin Team. We are all here to help, but if *you* don't trust us, your children certainly won't either.

Teen Camp campers will have a specific cell-phone policy for both campers and their parents/guardians to sign.

Communication

The director and staff of the Youth & Teen Department want you to feel welcome. If we begin the JCamps/Home relationship with an open approach, we can build trust. Then when issues arise, we can talk about them without hesitation. Your children's unit heads, staff, and counselors are here to listen and respond to your input, and you should come to them for answers to questions or to offer support. Please consider scheduling a conference to discuss significant issues instead of discussing them during peak times (like pick up), so you have our full attention. Our staff also welcomes your feedback and maintains an "open door" policy.

We will communicate with you by:

1. Calling and/or sending home reports to inform you of unusual behaviors or specific incidents and/or accidents concerning your child.
2. Sending activity, snack, and holiday closing calendars home each session.
3. Emailing you with any policy changes.

We hope you will communicate with us by:

1. Notifying us of any event or changes at home that might affect your child.
2. Notifying us if your child will be absent from JCamps by 8:00AM.
3. Notifying us immediately if your child comes down with a communicable disease.
4. Notifying us **in writing** of any schedule changes in your child's care.

Family/Guardian Rights & Responsibilities

You have the RIGHT to...

- Visit JCamps during our operating hours to observe your child, our program activities, the building, the premises, and the equipment without having to secure prior approval. Upon arriving on campus, please call (512) 735-8050.
- Request a conference to review and discuss any questions or concerns about the policies or procedures of the operation or any other topic, via email or phone call with our administrative staff, including the Director, Youth & Teen Manager, and Youth & Camp Manager.
- Review our publicly accessible records.
- Review our written records concerning your child.
- Inspect video recordings of an alleged incident of abuse or neglect involving your child.
- When appropriate, participate in JCamps activities, like Friday Shabbat. Upon arriving on campus, you will check-in at the main Welcome Desk and proceed to the correct area/room.

- Know that Under the Texas Penal Code and area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.
- Know that your child is being physically, mentally, and emotionally nurtured and cared for.

You are RESPONSIBLE for...

- Letting us know if your child will be absent from JCamps.
- Keeping all information in CampInTouch current, including family contact information, pickup and emergency contact lists, allergies, and health records.
- Picking up your child in a timely manner when notified of illness or injury.
- Paying all tuition payments and fees, in a timely manner and in accordance with our payment policies.
- Observing all policies and procedures set forth in this Parent Handbook.

Cyber-Bullying and Harassment

It has happened at camps around the country that a few campers have sent rude, demeaning, intimidating or vulgar emails, texts, or DMs to other campers; and some campers have created false screen names to harass members of the camp community or spread false and damaging information about them. Most Internet communication is fun, positive and one important way campers stay in touch with their friends. Our "Policy for Campers" which we are asking you to read over and then read with your child, covers our response to this problem. In addition, *we have outlined steps you or your child should take should they receive an abusive, demeaning or otherwise threatening or inappropriate Internet communication.*

Being familiar with these steps is part of the overall safety and healthy practice you should have in place with your child if they are online, regardless of whether they attend camp or not. Sharing them with you is one way we felt we could support your effort to protect your children whether they are at camp or not.

Your Kids, Our Staff, After Camp

Our pledge is to put your children in the company of the most trustworthy and capable young adults we can hire--Counselors who are well suited to the task of caring for our campers. The effort we put into screening and selecting our staff is part of that pledge.

Our staff members work with your children in the context of a visible, well-scrutinized environment that has many built-in checks and balances. Counselors are supervised by full-time staff and guided by clear, firm policies regarding behavior. Their actions are also visible to co-workers and campers. By hiring them, we are not recommending them as babysitters, nannies or child companions outside of camp. *In general, we discourage our staff from having contact with your children after camp since we cannot supervise it. We hire our staff for the camp season. We do not take responsibility for their behavior off-season or after hours.*

As a parent you are, of course, free to make your own choice in this matter. While we cannot keep you from allowing your child to visit with one of our staff members, in doing so you take full responsibility. We also know that many children exchange contact information (e.g. e-mail address, profile names, cell phone numbers) with Counselors without our or your specific awareness or permission. *We recommend that you, as the parent, supervise your child's online activities just as you do other aspects of their life in your home, and oversee any off-season contact our staff members and your child has. You take full responsibility to oversee any contact that results.*

Working Together to Keep Your Children Safe

We see many positive and exciting ways for youngsters to enjoy the healthy benefits of the Internet and other technologies. As advocates for children, we want to work with you to keep those experiences safe, healthy and positive. That is why we have taken the time to write these policies, include some resources for you, and urge you to talk with your children--both about camp and their online activity in general.

JCamps Policy for Campers and the Internet

We have asked your parents to go over some policies we have developed about the Internet and other important issues so that everyone has the best experience at camp as possible.

1. We view email, direct messages (DMs) and social networking sites, like Facebook and Instagram, as positive ways for you to express yourself and keep in touch with your friends. As a camper at JCamps, you have the right to exchange email or DMs with other campers and invite other campers to be on your “friends” list in any way that you *and your parents* see fit.
2. When it comes to exchanging contact with anyone on our staff, however, *parents must take full responsibility for you to do that*. This includes giving or getting an email address, cell phone number, social networking profile, or any other Internet contact. (We tell this to our staff during orientation.) It’s not that we don’t think your relationships with your Counselors are important. They are! It’s just that, once they leave camp, we cannot take responsibility for what happens between you and them—*only parents can*. There is a parent communication permission form which is available upon request, *which your parents must fill out before a Counselor can give you any contact information or take any contact information from you*.
3. Regarding emails, messages, and comments you might make to other campers on their social networking site, we ask you:
 - keep what you say positive and respectful of staff and campers alike
 - not to use obscenities, vulgar, or sexual language
 - not to say mean or threatening things to or about other campers or staff
 - not to post pictures online that would embarrass or violate anyone’s privacy
 - not to pose as another camper online or spread false information about anyone or say damaging or threatening things to or about anyone
 - not to use a web site or blog or email to talk about things that are against camp policy, like using drugs or alcohol or bullying or sexual topics
4. Most Internet communication is positive, and that’s great! In the rare case where there might be any negative messages to other campers or staff, our policy is to call the parents of campers who send those messages and share the content with them.
5. We will use any legal means available, including contacting the police and the FBI, to attack the source of any offending or threatening Internet communication if we need to.
6. Any camper who violates any of our policies regarding the Internet or other communication might have to leave camp, might not be able to come back to camp, and might even have to answer to the police or other law enforcement authorities.
7. We want you to be safe on the Internet. ***If you receive a threatening e-mail, DM, or message on your personal web site—one that is mocking, uses vulgar or harassing language--here is what you should do:***
 - Do not respond to the message or retaliate, because it might encourage the sender or get you into trouble.
 - If possible, record the message on to your hard drive.
 - Print a copy of the message, then close it but ***do not delete it***.
 - Tell your parents about it and have them notify the local police or, if necessary, contact your Internet service provider (like AT&T, Verizon, Xfinity, etc).
 - If you suspect that the sender is from camp, please call us immediately.
 - You or your parents can also contact the National Center for Missing and Exploited Children (www.missingkids.org).

JCamps programs are meant to be fun, safe and happy places for all of us! We need your help to keep the way people from communicate with one another positive and in the spirit of camp---a way that makes everyone feels safe.

Safety & Emergency Procedures

All Shalom Austin staff are trained to prepare for a wide range of emergencies should they arise. In the event of any emergency on campus (lock down, medical emergency, etc.), JCamps will notify 911, parents/guardians, and campus security. JCamps staff will provide First Aid and CPR if necessary.

JCamps conducts routine fire and tornado drills. In the event of a fire, all people will follow emergency evacuation routes to the closest exit and will stand 300 ft away from the building. All persons will be accounted for. Building evacuation plans are posted by the door in each classroom. Please keep us up to date with all your emergency numbers in the event that we need to contact you.

If the facility must be evacuated, Shalom Austin Security has arranged an alternate location to which we will move the children. If you learn that your child has been evacuated from the Shalom Austin Campus property, please go immediately to the following location: Northwest Hills United Methodist Church, 7050 Village Center Dr. (Far West and Hart Lane), (512) 345-1743.

Inclement Weather

JCamps monitors the weather daily. We will adjust the amount of outdoor play time if temperature/wind chill drops below 45 degrees and if temperature/heat index exceeds 100 degrees. In case of inclement weather, please check local radio/TV channels.

Child Abuse

All Shalom Austin staff members are mandatory reporters of child abuse and neglect. JCamps staff are required to participate in an annual training of a minimum of one hour regarding issues regarding and prevention techniques for child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. Our staff also have access to licensed social workers on our staff at Shalom Austin.

As the safety and wellbeing of kids in our program is our number one priority, any staff member who suspects that a child might be the victim of abuse or neglect is encouraged to report it to a supervisor and file a report with the State of Texas Department of Family and Protective services. If you suspect that a child is the victim of abuse or neglect, we also encourage you to file a report with the Texas Abuse Hotline at www.txabusehotline.org or 1-800-252-5400. If you suspect a child is in immediate danger, as with all emergencies, please call 911. Parents of a child who is a victim of abuse or neglect can and should seek assistance and/or intervention by contacting the Texas Abuse Hotline.

Medical Emergencies at Camp

All JCamps Staff are certified in CPR and First-Aid, along with additional training during staff orientation week. Should there be a medical emergency, we will call 911 if needed, and then call the parent/guardian/adult indicated on your camper application. Campers will be transported to the nearest facility, or the hospital as indicated on your camper application.

Licensing

JCamps is fully licensed by the Texas Child Care Licensing, Division of the Texas Department of Health and Human Services (HHS) and meets strict guidelines and minimum standards in such areas as safety, cleanliness, faculty-to-student ratios, and staff background checks. JCamps is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and grounds, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. We are state-licensed and regularly inspected to ensure everything meets or exceeds standards.

Parents always have the right to review all licensing and minimum standard policies and procedures, as well as the most recent standard inspection form, in the Youth and Teen Office and/or by

contacting the State of Texas, Department of Family and Protective Services by calling the local number (512) 834-3426 or by going online at www.txchildcaresearch.org .

JCamps Changes and Cancellation/Refund Policy:

A **Change** is when a camper's number of weeks remains the same, but their schedule changes.

- Changes/additions are not guaranteed and are subject to availability in the program.
- Changes/cancellations made by May 14 are subject to a \$30 Administrative Fee per camper per session request.
- Changes/cancellations made May 15 or later are subject to a \$50 Administrative Fee per camper per session request.

A **Cancellation** is when a camper's number of weeks or sessions decreases.

- **Cancellations**, per camper, for any reason will be processed as follows:
 - **BEFORE March 15:**
 - Any money paid less initial payment is refundable.
 - **AFTER March 15**, but before the following dates:
 - 50% tuition per session and FULL lunch/pizza/snack fees refund
 - **Pre-Camp & Session A:** April 29
 - **Session B:** May 20
 - **Session C:** June 3
 - **Session D:** June 17
 - **Last Blast 1 & 2:** July 1
 - **AFTER above dates (by session) and before the first day of the session:**
 - 15% tuition refund
 - **AFTER** the session has begun:
 - No refunds will be distributed.

COVID-19 Precautions and Viral Illness Policy

Gratefully we are now in a different phase of the pandemic with high community immunity through vaccination and/or natural immunity. Covid-19 is still in our community, and reinfection can occur, but due to high community immunity, we are not seeing increases in severe disease and hospitalizations. We have learned a lot in the last 4 years, including that children rarely develop severe diseases. We consider Covid-19 like other respiratory viruses and have **one policy for all viral illnesses**.

First, we strongly encourage all families, children, and staff to stay current with their vaccinations, including Covid-19. Second, stay home if ill. Third, if you have been ill, we will require you to meet 3 criteria before returning to school outlined below:

1. Are 24 hours fever free (if fever was an initial symptom without anti-pyretics)
2. At least 48 hours (about 2 days) have passed since onset of symptoms or a positive test
3. Experiencing significant symptom improvement

Our programs will continue to thoroughly clean and sanitize nightly and keep our programming areas clean during the day, and our staff will teach, model, and supervise proper handwashing. We highly recommend vaccinating children and adults ages 6 months and older. We will continue to follow any local changes and new public health guidance. Should the current situation change, we will consult our experts and modify our policies.

JCamps Administrative Team Contact Information

The JCamps Admin Team is here to answer any questions and address any concerns you may have. Due to the increased safety and health protocols and our desire to be fully present in addressing your questions, we ask that you email us to schedule an appointment to speak over the phone or via video call.

**JCAMPS STAFF, including the Admin Team,
WILL BE UNAVAILABLE DURING DROP-OFF AND PICK-UP.**

JCamps Contact Information

JCamps@shalomaustin.org

512-735-8050

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Tommy Romano, Athletics Assistant Director

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Lizzie Rolls, Aquatics Coordinator

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Shannon Bonney, Youth & Teen Administrative Assistant

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Thank you for being our partner and helping to make this a memorable summer! We are so happy that you have chosen us as the place for your children to shine! Shalom Austin JCamps is committed to providing a safe and fun environment for everyone!

It's YOUR PLACE TO SHINE at JCAMPS!