



# Camp J 2019 Parent Handbook

**Tucson JCC Service Pledge:**

We create community based on Jewish Values by providing the highest quality programs and services in a safe and secure environment for all people of all ages.

**Children, Youth, and Camp Mission Statement:**

Camp J provides an intentional summer experience where all campers can discover, learn, and grow.

## THE CAMP TEAM

We feel strongly that a skilled, caring staff ensures a safe, creative and enjoyable camp experience. Camp J is supervised by full-time staff from the Tucson JCC.

- ✓ **Josh Shenker ~ Camp Director**
- ✓ **Corey Cravens ~ Assistant Camp Director and Giborim Unit Head**
- ✓ **Robin Kelley ~ Camp Program Coordinator and Shalom Unit Head**
- ✓ **Emily Malin ~ Inclusion Coordinator and Director of Special Needs Services**

Our camp staff is comprised of an outstanding and enthusiastic group of individuals. In addition to counselors our staff includes:

- ✓ Operations and Office Manager
- ✓ Unit Heads
- ✓ Art Specialist
- ✓ Etgar (Challenge) and Archery Specialist
- ✓ Music and Drama Specialist
- ✓ Gardening and Nature Specialist
- ✓ Athletics Specialist
- ✓ Cooking Specialist
- ✓ EMT / Medic
- ✓ Red Cross Certified Aquatics Staff

All staff members will participate in an extensive orientation program prior to the beginning of camp. This program will include basic first aid and CPR, activities to get to know the camp facility and procedures, and effective behavior management and communication skills. Staff will also participate in ongoing training and development throughout the summer. In addition, all staff have a criminal background check and fingerprint clearance card. All staff have a supervisor who will work with them to help provide the best camping experience for your child.

## Camp J Dates and Descriptions

New Parent Open House: Thursday, May 16, 2019 – 5:30PM

Meet our Staff: Thursday, May 23, 2019 – 7:00-8:00PM

May 28<sup>th</sup> – August 2<sup>nd</sup>

No camp July 4<sup>th</sup> or 5<sup>th</sup>

### Shalom (Entering Grades K-2<sup>nd</sup>)

Unit Head: Robin Kelley

Shalom is the Hebrew word for Peace. These campers will explore all that Camp J has to offer (except Archery). Games, projects, and a variety of other fun activities enhance your child's creativity and skill building.

### Giborim (Entering Grades 3<sup>rd</sup>-5<sup>th</sup>)

Unit Head: Corey Cravens

Giborim is the Hebrew word for Heroes. Daily activities and elective choices develop your child's sense of individuality and independence. Weekly trips outside of the building add diversity and excitement to the Camp Giborim program.

### Tiyul (Entering Grades 6<sup>th</sup>-8<sup>th</sup>)

Unit Head: Matt Carpenter

Tiyul is the Hebrew word for Trip. Weekly day trips and overnight trips add to the adventure of this exciting travel camp. The structured freedom and intentional guidance helps to engage campers in teamwork and awareness of self.

### Bonim, Leaders-in-Training (Entering Grades 9<sup>th</sup>-12<sup>th</sup>)

Bonim is the Hebrew word for Builders. Future leaders start here at the Camp J Bonim LIT program. The program consists of leadership training, skill development, and social interaction.

## Inclusion

Our award-winning Special Needs Inclusion Program is designed to include children with certain special needs into the Camp J day-camp setting. Children are carefully paired with advocates in a 1:1, 1:2, or 1:3 ratios. We work with parents, children, staff and support coordinators as a team to create the best summer camp experience possible. About 15% of our campers are in the inclusion program, ages range from 5 to 11.

## Jewish Heritage

Jewish traditions are a part of the culture of the Tucson JCC. Many basic values of Judaism are incorporated into our activities. These values include: respecting human dignity, sharing, showing compassion, learning responsibility, and being creative. We create enjoyable and meaningful Jewish cultural experiences through daily and weekly rituals such as: Shabbat, holiday celebrations, singing and dancing, Ruach (spirit), art, cooking and usage of Hebrew words.

## Shabbat

Each week we host a Shabbat program on Friday. We will be singing Shabbat songs, our favorite camp songs, reciting the traditional Shabbat prayers, as well as other special programming. This is the time where we come together as a camp community and celebrate the week that we have had together. Shabbat at camp is all about community, celebrating out time together, and welcoming in the week ahead of us.

## Camp Hours

Camp hours are 9:00 a.m.– 4:00 p.m. M-F. Pre-care and After-care are included with camp for free. Pre-care hours are 7 – 9 a.m. and After-care hours are 4 -6 p.m. The Camp office can be reached 8:30 a.m. - 4:30 p.m. M-F at 299-3000 x160 during camp.

## Clothing

What your child wears to camp is extremely important. Clothes must be comfortable and allow the child to participate in an active and varied program. You must expect that your child will not come home as clean as when he/she left, but this always indicates that your child has had a lot of fun that day! Clothing for camp is very casual since indoor and outdoor fun is the name of the game. Shorts, t-shirts and athletic shoes are most appropriate. **Open-toed shoes such as sandals, Flip Flops, Tevas, or Birkenstocks are NOT acceptable.** **All clothing and other items brought to camp must be clearly marked with the camper's full name.** Bathing suits and towels should be brought in your camper's backpack each day. Each camper should also bring a hat and sunscreen. Aqua shoes are recommended for swimming.

Each day of camp, campers should bring the following (**LABELED**) clothing in a clearly labeled backpack:

1. Two (2) bathing suits (**LABELED**) (**one is fine as well**)
2. Two (2) towels (**LABELED**) (**one is fine as well**)
3. Extra set of clothes at bottom of knapsack (**LABELED**).

---These should come home each day

**All clothing should be labeled to allow for the return of any items that happen to be lost. Any articles found at camp will be placed in a central "Lost and Found" at the end of each day. Label...Label...Label...Label...Label...Label...Label...Label...Label...Label...EVERYTHING!!!**

## Pictures

Every summer at Camp J is filled with many memories for every child and we certainly would like to provide the opportunity for our campers to have pictures of their happy times while at Camp. Pictures will be posted weekly to the Tucson JCC's Facebook page.

## Cell Phone Policy

Cell phone use by campers is NOT permitted at Camp J. We understand that kids may have cell phones for the sole purpose of communicating with parents. If you must reach your child at camp in the event of an emergency, you can contact the camp office at any time. If a child has a cell phone it must remain in their bag. If it is seen it will be given to the Director and returned at pick up. The exception to this rule is for our oldest group, Tiyul. They are permitted to use their cell phone with restriction on field trips and their travel trips. Camp is not responsible for lost or stolen cell phones.

## Outdoor Programming

We are keenly aware of the effects of the summer heat. Water coolers are available all around camp in order to ensure that campers remain properly hydrated. **Children are encouraged and required to drink water throughout the day.** We will also have adequate shade structures placed throughout our outdoor program space.

## Program Policies

### Pick-up and Drop-off

All drop-off and pick-up will take place outside the Catalina Room and Ballroom. Should you need to drop-off or pick-up during camp (between 9-4) you should go to the camp office.

Per state licensure, all children must be signed in to our program upon entering and signed out at pick up. Each child must be signed out of camp individually with the time and first initial and full last name of the responsible person who is signing the child in or out. If they are brought by a parent/guardian, then it is the responsibility of the parent/guardian to sign the child in. A parent/guardian or designated adult must sign each child out of camp. Please inform the camp staff if someone other than you will be picking up your child. In order to sign your child out, they must be listed on the blue card and have picture ID. **Campers 6<sup>th</sup> grade and up may sign themselves into camp at 9am and sign themselves out of camp at 4pm. They must remain in camp's care during camp hours unless signed out by a parent/guardian.**

If an emergency situation arises and you will be delayed, please call the camp office so we can provide appropriate care for your child. We kindly request that parents develop a plan for this type of occasion.

### ABSENCES / LATE ARRIVALS

If your child is ill or is not planning to attend camp, please notify the camp office by phone at 520-299-3000, x160 or e-mail to [camp@tucsonjcc.org](mailto:camp@tucsonjcc.org). We are concerned about each child and want to know if he/she is not attending.

Late arrivals must come to the camp office to check in and be joined with their group. Prior written notice of a late arrival should be sent to the office at least one day in advance, if possible.

### ACCIDENTS/EMERGENCIES

Staff members certified in First Aid and CPR are present at the Tucson JCC at all times. Should emergency action be necessary, staff will provide immediate care, call EMS, and call the parent.

In the event that the building needs to be evacuated, the senior staff member will be responsible to have access to all the emergency blue cards and registration forms to the Freedom Fighter monument and immediately notify parents. If further evacuation is needed children will be evacuated to the designated evacuation location.

## Accident Reports

Accident reports will be filled out when your child receives any minor injury that requires more than a Band-Aid so you will be aware of the incident. Camp J staff will contact you if the injury requires immediate attention. An incident report will be written regarding the occurrence, requiring a parent/guardian signature at time of pick-up.

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If an emergency situation arises and you will be delayed, please call the camp office so we can provide appropriate care for your child. We kindly request that parents develop a plan for this type of occasion.

## Personal Items from Home

Toys may be brought from home as approved by parent and Camp Director. However, the JCC will NOT assume liability for theft or damage. We do not allow weapons or toy weapons of any kind. **Gameboys, iPad's, DS (video games), iPods, Pokémon Cards, baseball cards, and fidget spinners are not allowed at Camp J.**

## Lost and Found

Any lost article without a name will be placed in a box or shelf labeled LOST AND FOUND. This box or shelf will be near the camp office in the Camp Auditorium. On Fridays, all articles will be sorted and hopefully returned to the owners. You are welcome to check the lost and found at any time. Any articles not claimed by the following week will be donated.

PLEASE REMEMBER before you leave the premises with your camper at the end of each day to check backpacks, lunchboxes, swim suits, towels, etc. for items that may have been left behind.

## **Visitors**

Parents are welcomed visitors at camp. Parents are always invited to observe, to volunteer, or to share a special talent with the children. An integral part of the summer camp experience is children learning and experiencing new and exciting things on their own. Therefore, we limit parent participation at camp, but provide opportunities during the summer to see your camper in action upon request. Visitors must call Director or camp office in advance to arrange visits and check in at the camp office upon arrival.

## KASHRUT

When sending food with your child, please follow the JCC Kashrut policy. You may send dairy snacks and lunches with your children. This means no meat or non-kosher seafood. Fish with fins and gills, like salmon and tuna are fine. Shellfish, like shrimp are not allowed in the JCC. Foods like vegetables, fruits, nuts, starches, and dairy are fine to bring to the JCC. We thank you for your cooperation in respecting the Kashrut policy of the JCC and respecting the observant members of the Jewish Community.

## Lunch

Camp J will provide camp lunches every Friday to all campers. Camp lunches are available for order from the Café @ the J. There will be a menu sent out and all lunches must be purchased in advance. **No campers will be allowed to go to the Café during the camp day.** If a camper arrives without a lunch or arrangements with the café, we may purchase a healthy lunch for them and charge your account \$10.

As part of our program, we expose the campers to a variety of Jewish customs, traditions and laws. Jewish dietary laws (kashrut) are an integral part of our Jewish heritage. As a Jewish institution, we are requesting that you be respectful of this policy. Please look to purchase food items that have a

Ⓢ, Ⓜ, CRC, Ⓚ, and Ⓝ stamped on the package. All foods served at camp are kosher. We ask that you adhere to the following guidelines when preparing your child's lunch:

- Children should bring a well-balanced dairy lunch.
- No soft drinks or high sugar snacks.
- No glass bottles.
- Please clearly mark bags with child's name.

### Some dairy suggestions:

Tuna fish	Rice cakes	Green beans	Apples
Boiled eggs	Cream cheese	Carrot sticks	Grapes
Sliced cheese	Cottage cheese	Tomatoes	Melons
Crackers	Egg salad	Broccoli florets	Berries
Bagels	Celery	Cucumbers	Bananas
Pita bread	Peppers	Cauliflower florets	Oranges
Pasta salad	English muffin/cheese	Dips and veggies	Cheese and crackers
Salad	Kiwi	Sliced pineapple	Peanut butter & jelly
Cream cheese & jelly	Yogurt	Veggie Sandwich	Macaroni & cheese

\*Please be aware that we are peanut/nut allergy aware. Although we do not prohibit campers from bringing peanut products for lunch, our snacks are nut free and we do have nut-free tables during lunch for campers to utilize.

## Snack

Campers receive a morning and afternoon snack. A snack menu is posted in the camp office.

## Communication

We believe that direct, effective communication is at the heart of a stimulating, safe, caring program for children. If you have concerns about day-to-day operations, the program, or your child's care specifically, please feel free to discuss them with Josh Shenker.

### Messages from Home

All important messages (a change in schedule, a different person picking up your child, child going with a friend, etc.) **MUST BE E-MAILED** ([camp@tucsonjcc.org](mailto:camp@tucsonjcc.org)) or **communicated by TELEPHONE 520-299-3000, x160**. The Camp office phone will be answered from 8:00am to 4:30pm. Overnight messages for camp personnel may be left on the camp voicemail or sent by email to [camp@tucsonjcc.org](mailto:camp@tucsonjcc.org)

Please let us know when there are changes that may have bearing on your child such as: a projected move, birth, death, separation, etc. Having this information will enable our staff to help the child deal with his/her feelings.

Any questions you have regarding a specific program at camp or an experience your child has had **should be directed to the Camp Director only**. Please do not ask the counselors working directly with your child. The counselors are **unavailable** during the day. The supervisory staff will be able to reach the counselors on your behalf and respond to you. Written notes or questions to your campers' counselors will be responded to by your campers' counselors as soon as possible. **Please remember that notes should go directly to bus counselors and not in campers' back packs.**

### Messages to Home / Newsletter

Many important messages from Camp J will be sent to you through e-mail and physical copies will be available at the check-in desk. Please read each note. These notes are designed to keep you informed about your child, his/her group and camp activities. We will send weekly Monday notes as well as weekly newsletters on Friday.

For emergency situations we will be using the Voice/Text/Email message system, OneCallNow to communicate important information to our parents.

### Tiyul – trip communication

All important messages and communication while on overnight travel trips should be filtered through camp staff. Tiyul parents will be given the number for the emergency phone that the trip leader will have with him. This should only be contacted for emergencies. All other communication can be directed to the camp office or camp director. If campers are calling/texting home with issues, you should encourage them to speak with the trip leader.

### Program Evaluations

Each year a survey about the camp program is sent home to parents. This will give parents an opportunity to objectively comment on our program and staff. We welcome your input!

### Parental Concerns

Parental concerns about happenings in camp should be directly expressed to the camp director.



## Health and Wellness

We are concerned about the health of every child in our program. To ensure the well-being of all children in our program, we strictly enforce the following policies:

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

**Bringing a child with any of these symptoms to the Tucson JCC usually causes other children to get sick. If ALL parents will help by keeping sick children at home, everybody's children - including your own will be sick less often.**

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

1. **Mood, appetite, behavior and activity are again normal.**
2. **At the minimum, fever free for 24 hours without the use of fever-reducing medicine.**
3. **Antibiotics (if prescribed) have been used for a full twenty-four hours.**
4. **Vomiting, diarrhea cleared for 24 hours.**
5. **Frequent coughing, excessive nasal discharge resolved.**
6. **Pain, (earache, cramps, headache, etc.) resolved.**

**\* If these conditions are not met, you will be required to pick up your child immediately.**

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

## Immunization Policy

"For the health, safety and welfare of both the staff and students, the Tucson Jewish Community Center follows all the Department of Health Services vaccination requirements for students entering our program. Documentation of compliance, from an M.D. OR D.O., with these requirements shall be provided to the center for all students upon entry to our programs. The center will monitor on-going vaccination compliance. This follows the standards and policies of the American Academy of Pediatrics, the Centers for Disease Control and the American Council on Immunization and Prevention. There are no religious or personal exemptions to this policy. Medical exemptions will be reviewed by the Director with medical consultation as necessary."

## Head Lice

We ask that all parents check their children's heads for evidence of lice before camp begins. We also suggest that parents check their children's heads periodically during the year to help prevent major outbreaks.

*In the event of an outbreak, we will be checking children's heads for evidence of lice. The policy is a "no nit policy" - meaning that children who are found to have nits (eggs) in his/her hair will be sent home.*

## Medication

Arizona State law permits us to dispense prescription medication from the original container only. WE CANNOT DISPENSE OVER-THE COUNTER MEDICATION (Tylenol, Triaminic, Pepto-Bismol, etc.) We encourage you to give your child(ren) medication at home whenever possible. Please inform the staff when your child is on medication. If your child needs medication while at a JCC program you must fill out the "request for giving prescription medication" form. DO NOT SEND MEDICATIONS WITH YOUR CHILD. OUR STAFF WILL ADMINISTER ALL MEDICATIONS. It is the parents' responsibility to retrieve the medication at the end of the day/week and refill them as necessary.

## Safety

At Camp J, we are very concerned for your child's health and safety. In addition to constantly observing your child for any signs of illness or injury, the following precautions will be taken:

- We have an Emergency Medical Technician (EMT) on our staff.
- Counselors will make every effort to be sure that campers drink lots of water at the multiple water stations located around camp. Sunscreen is reapplied after each swim period. (Please apply sunscreen before sending your child to camp and also send the appropriate sunscreen with your child to camp).
- Parents will be notified if their child is exposed to a potentially contagious disease while at camp. Likewise, parents should notify the Camp Director if their child has been exposed to or has a contagious disease such as conjunctivitis, head lice, ringworm, chicken pox, etc.
- Any instance of suspected or observed child abuse will be reported directly to the Camp Director who will observe and report to the Department of Social Services as required by law.

## Sunscreen

We use spray sunscreen at camp on all campers both before and after each swim periods. If you would like you child to use a specific kind of sunscreen you need to pack that with him/her each day. You also need to send a note to camp stating this. **If you do not want sunscreen put on your child by us throughout the camp day, that needs to be stated in written form.**

## STATEMENT OF CHILD CARE SERVICES

Camp J maintains services and records in accordance with ADHS licensure requirements, including annual updates and application process with applicant's name, physical address, fees and site visit.

Inspection reports are available, upon request.

This facility is regulated by the Arizona Department of Health Services:

Tucson Office: 400 W. Congress, Suite 100 Tucson, AZ 85701  
(520) 628-6540 (520) 628-6537 Fax

## When Should My Child Stay Home?

**Mild Illness:** If you suspect that your child is not well and/or exhibits one of the following symptoms: pallor, fatigue, irritability, diarrhea, nausea, sore throat, fever, vomiting and/or coughing, keep your child at home.

If your child shows any signs of illness or develops any symptoms during his/her day at camp, the following steps will be taken:

The child will be brought to the EMT's office. The camp EMT will assess if the child can continue to participate in daily activities and will record the following:

- Symptoms
- When it began/how long it lasted
- Changes in behavior
- Temperature
- And any other information

The camp EMT's information will be shared with the camper's counselors and the Camp Director. A decision will be made regarding when to contact the parent or legal guardian.

Should a child become seriously ill or suffer an accident of any kind while he or she is at camp, Camp J shall attempt to contact the parent/legal guardian immediately. In the event Camp J is unable to reach the parent/legal guardian or emergency contact immediately, Camp J and/or its designated employee/s shall be authorized to secure and consent to such medical attention, treatment and services for the child as may be deemed necessary by the Camp EMT or Camp Director

### **Contagious Illness:**

If your child should show signs of any contagious illness, the same steps as listed above will be taken and the Director will notify a parent. The parent will have 1 hour to come for the child. If the parent is unable to come for the child or we are unable to reach the parent, we will arrange for the child to be picked up by one of the three names on the Emergency Release Form in the child's file.

Any and all contagious diseases and viruses need to be reported *immediately* so that we may inform all other families about potential exposure. A few examples are: chicken pox, measles, mumps, scarlet fever, whooping cough, or strep throat.

### **Re-Entering the Camp Following an Illness:**

If a child is absent due to a contagious disease, they will be accepted back into the program after the following:

- Mood, appetite, behavior and activity are normal.
- Fever free for at least 24 hours
- Antibiotics (if prescribed) have been used for a full 24 hours
- Vomiting and diarrhea free for 24 hours
- Frequent coughing, excessive nasal discharge resolved
- Pain (earache, cramps, headache, etc.) resolved

If your child is not able to fully participate in his/her daily camp schedule, he/she should not be at camp.

## Behavior Management

Camp J strives to provide a safe, well supervised, and fun experience to all of its campers. It is understood that parents will communicate and work with staff regarding behavior management and behavior modification plans.

Rules are discussed and developed with the children when entering the program. Rules are set as group expectations, and counselors reinforce those expectations with the children through regular positive reinforcement. Examples include keeping hands to ourselves, being respectful of counselors and classmates, etc.

Children who behave appropriately and those who respond to corrective cues will be positively encouraged and reinforced with verbal reinforcement such as, "Jon is doing such a good job waiting quietly at the snack table..."

Discipline usually consists of sitting out of the activity where the inappropriate behavior occurs. The inappropriate behavior is discussed with the child and the counselor and child discuss ways to avoid repeating the behavior.

When overt negative behaviors such as tantrums occur, the child is removed from the area and allowed to calm down away from the group with supervision. Accompanied by the counselor a discussion is held to alleviate and resolve the situation. If negative behavior persists, parents are consulted.

Behavioral issues will most likely, though not always, be handled as follows:

### First Occurrence – First Time Behavior is Identified

1. *Identify/recognize inappropriate behavior*
2. *Alert child to behavior. Discuss with child until a mutual understanding is reached about why the behavior was/is inappropriate and underscore that the behavior should not be repeated. In addition, staff will provide alternative positive solutions.*
3. *Parents will be notified and kept in the loop.*

### Second Occurrence – Second Time Identified Behavior Occurs

1. *Repeat first occurrence steps and sit child out. Explain to child that this is time away from the group. Sit-out time to be no more than 1 minute more than the child's age.*
2. *Director will be informed and will speak to child. Child must explain the behavior and agree not to repeat behavior again.*
3. *Parents will be consulted.*

### Third Occurrence – Third Time Identified Behavior Occurs

1. *Repeat second occurrence steps.*
2. *Sit out time.*
3. *Parents will be called in for a meeting and may be asked to pick-up their child.*

### Fourth Occurrence – Fourth Time Identified Behavior Occurs

1. *The fourth incident will result in immediate expulsion from camp without refund. The camp director will make final determination for expulsion.*

## Aggressive Physical Contact

Whenever there is what we call "aggressive physical contact" from a child, that child's parents will be asked to come pick up their child. Aggressive physical contact is any physical contact that was intended to cause harm or was the result of frustration in an aggressive manner. The removal of this child from camp is to illustrate the zero tolerance we have for physical violence and for the safety of all in our program.

## Bullying Policy

The Tucson JCC is committed to providing a safe, nurturing, environment for both our children and staff. We feel strongly that bullying is unacceptable. Our programs will not tolerate any behavior which is emotionally or physically harmful to a child or staff member.

### What is bullying?

Conflict is a disagreement between equals. The people involved in a conflict may disagree greatly and emotions may run high. When conflict is badly managed, it may result in aggression. Conflict may be an inevitable part of group dynamics, but bullying is not.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: Kids who bully use their power – such as physical strength, access to embarrassing information, age, or popularity – to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

### How we handle bullying

The appropriate response to conflict and bullying are polar opposites. For conflict, the response to the incident or altercation is conflict resolution. In order to appropriately manage bullying, the best practice is to use bullying prevention.

Our bullying prevention method is a 4-step process. The first and most important step of bullying prevention is the positive environment. This includes creating an environment of positive interactions and involvement and demonstrating caring and support equally to all children. The remaining three steps are: setting rules, enforcing rules, and being authoritative. Through the authoritative approach we set limits, elicit maturity, relate with warmth, and influence behavior with rational conversation and explanation of the reasons for rules.

Should bullying or suspected bullying occur we follow our bullying response procedure. If bullying is occurring during a program or an activity, we stop bullying on the spot using the following steps:

1. Intervene immediately
2. Separate kids involved
3. Make sure everyone is safe
4. Stay calm and reassure kids involved (including bystanders)
5. Model respectful behavior
6. Follow steps to address bullying

If bullying is occurring or reported to be occurring we address it by finding out what happened and supporting the kids involved.

For more information about our bullying prevention training and bullying response procedure, please reach out to Josh Shenker.

## Termination of Service

Camp J is proud of our reputation of having a safe and fun atmosphere. However, sometimes circumstances arise where a family's membership will require review and possible action. All circumstances are conducted in a fair and consistent manner and attempts are made to rectify situations that could be deemed detrimental to our program. If unable to correct the circumstance, a family may be asked to leave the program for any of the following reasons:

1. Inability or unwillingness to adhere to a method of payment
2. Camp J is unable to meet the developmental needs of a child resulting in chronic disruption and/or unsafe situations for him/her or other children.
3. Lack of cooperation between parents and administration/staff
4. Inability of parents/guardians to adhere to the JCC/Camp J policies and procedures

## Parent Check-List

Everyone is ready to go, the pool is filled, the weather is getting oh, so warm! What must I do? What have I forgotten? Not much, but JUST IN CASE....

- \_\_\_1. Fees. I've paid the Tucson JCC or have scheduled all camp payments
- \_\_\_2. All required paperwork and documents have been turned in
- \_\_\_3. Tennis Shoes- Campers should wear closed toed athletic type shoes every day to camp. This is for the safety of the camper and so that the camper can participate in all activities.
- \_\_\_4. Clothing. Campers should wear clothes that can take active play in an outdoor setting.  
**Every item of clothing should be marked with the camper's full name.**
  - A. \_\_\_Sunscreen for daily application.  
(Please apply once prior to coming to camp, we will reapply after swim).
  - B. \_\_\_Swim Suit
  - C. \_\_\_Towel (each day).
  - D. \_\_\_Water bottle, to be refilled throughout the day.
  - E. \_\_\_Labeled hat, for protection from the sun.
  - F. \_\_\_Emergency clothing, to replace missing or wet clothing.
- \_\_\_5. Dairy lunch. (Remember to pack a dairy lunch for your child daily).
- \_\_\_6. **DO NOTS**
  - Do not let campers wear expensive or valuable clothing.
  - Do not send money (paper or coins).
  - Do not let your camper wear sandals.
  - Do not let your camper bring toys/jewelry or other valuables to camp.
  - Do not let your child bring any electronics to camp.

## Let's have a great summer 2019!!!