

Camp Mah-Tov at Temple Beth Torah Sha'aray Tzedek

Summer Camp Parent Manual

June 12th – July 28th

TBTST Camp Mah-Tov Summer Day Camp Program's intent is to make summer a happy and safe experience for your child. Our **purpose** is to provide a quality camping experience to support parents in their desire for their children to grow to their fullest potential. TBTST goals are to provide a safe environment, to challenge each child individually, and surround them with staff who know how to listen and who will help each child reach their fullest potential. Each child has talents and skills to develop, energy to use, and huge reservoirs of creativity that need to be encouraged. This program provides care for children from 6 weeks to 3rd grade with opportunities to explore, experiment, discover, work cooperatively in small groups, and enjoy large group activities. Giving children the opportunities to make their own choices about what to do and when, builds their problem-solving skills while they learn to respect differences and similarities within their own community.

Our Values:

- Excellence in the quality of our summer camp programming
- Honesty and integrity, as families trust us with their children.
- Open communication with the families we serve, employees, and our co-workers.
- Respect for all children, families, employees, and our co-workers
- Creative teamwork to make Camp Mah-Tov Summer Camp a success
- Experienced and loving staff

Our Goals and Objectives for Camp Participants:

1. To provide opportunities that will stimulate the development of each camper's self-esteem.
 - a. Campers will participate in getting-to-know-you games during the first day of camp.
 - b. Staff will provide the campers with positive comments and encouragement throughout the summer
2. To provide opportunities that showcase our commitment to the Jewish lifestyle.
 - a. Weekly Shabbat
3. To provide opportunities for friendship building.
 - a. Campers will participate in team building activities.
 - b. Staff will encourage collaboration with projects and games.

Camp Mah-Tov Activities Include:

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| <ul style="list-style-type: none">• Indoor and Outdoor Games• Splash pad/Swimming (UPPER)/Water play• Arts and Crafts• Performing Arts and Music• Dancing• Yoga• Creative Movement• Entertainment/On site Field Trips | <ul style="list-style-type: none">• Playball• Themed Weeks• Mad Science• STEM Challenges• Weekly virtual trips• Music• Weekly Shabbat Celebrations• Daily Kosher Snacks• Weekly Ice Cream Truck Visit |
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Hours of Operation:

Camp Mah-Tov is open for care from 7:00 am until 5:30 pm Monday through Friday (excluding Holidays). Office Hours are 8:30 AM to 4:30 PM.

Communication:

Summer is a busy time for parents, campers, and staff. Camp Mah-Tov strives to make communication easy for all which is why we will have a designated administrator in the camp office from 8:00 am to 4:00 pm Monday through Friday (excluding holidays.) You may contact the Camp Office by calling 954-722-9537. In addition to calling our camp office, Camp Mah-Tov's primary means of communication will be through email and our Brightwheel App. Parents will receive daily notification about what activities their camper participated in and any items needed for the following day/week (i.e. diapers, swim diapers, extra clothes, etc.). Pictures of your campers' will be posted daily on our Brightwheel App. Please direct all questions and concerns to senior counselors **only**.

If you have not supplied your email on the summer camp application, please make sure you do so before the beginning of camp.

If you need any assistance with the Brightwheel App – please call our office immediately. This is the primary form of communication and a necessary tool for daily Check-in & health screening.

Camp Mah-Tov/TBTST Camp Staff:

Camp Mah-Tov prides itself on providing your children with highly motivated and enthusiastic staff who will mentor your child. Candidates must meet strict qualifications that meet and often exceed licensing guidelines. All staff must provide proof from a practicing physician that they are free from any disability that would prevent them from caring for children. Applicants must pass a fingerprinting and background check; participate in trainings such as child abuse recognition and prevention, CPR/First Aid training and other staff licensing training. Staff also strictly adheres to the state licensing ratios to ensure that appropriate supervision is maintained throughout the duration of the program.

Admission Policies:

Camp Mah-Tov admits children from 6 weeks of age up to 3rd grade. Children of any race, color, religion, sex, and national and ethnic origin are granted all rights, privileges, programs and activities generally accorded or made available at the center. Camp Mah-Tov will address physically challenged and special needs children on a per request basis with the hope that we can serve all children who come to us. Camp Mah-Tov does not discriminate based on race, color, religion, sex, or national or ethnic origin in administration of its personnel and admissions policies.

Application & Immunization:

All parents must fill out the Camp Mah-Tov application form per child and return it to us before the first day of the program. For campers in lower camp (6 weeks to Pre-K) **only**, these registration forms must be accompanied by a valid copy of your child's most recent physical form and most recent DH680 Immunizations form provided by the pediatrician with the doctor's signature on the bottom (Says Department of Health on top) – NOT a printout report from the pediatric patient portal.

Camp Shirt/Swim Shirt Policy:

Campers in Giborim (Ages 4+) and Upper Camp are required to purchase rash guards (swim shirts) and wear them on Mondays and Fridays to go to the pool. Upper Camp is required to wear the grey Camp Mah Tov shirt on Wednesdays in order to participate in the field day across the street at the Caporella Pool Annex Park.

Arrival and Dismissal:

The regular camp day begins at 9:00 am and ends at 3:00 pm. Half day options for lower Camp campers are available and end at 1:00 pm. **Unless registered for the Early Bird or Extended Day Program, campers should not be dropped off before their scheduled time.** Upon arrival at our parking lot, you will be required to scan the QR code via our security officer. Please fill out the daily medical form via Brightwheel and this will sign your camper/s into the camp. A camp counselor or director will escort your camper to their room. All

campers will be dropped off at the ECC entrance **under the overhang**. We know that you might be in a hurry, but please keep our campers safe and make sure you do not stop your car and let your camper out in the middle of our parking lot.

Dismissal will begin promptly at 3:00pm. Parents are required to park and pick up their camper from their classroom.

If someone else is picking up your child, a written notification is needed via email or our Brightwheel App. The person picking up the child must have a valid photo id and be on the authorized pick up list. All campers should be picked up by 3:00pm unless they are registered for the Extended Day Program

Campers who are not picked up by 3:00pm will be brought to the Extended Day Program. Parents must adhere to the late Pick-up Policy.

Most parents, who use Early Bird service regularly, have arranged to pay monthly (at a reduced fee). **On a “daily basis” or to use only on occasion, the early bird and extended day fee is \$11.00 per hour.**

All parents who do not pick their camper/s up by 5:30 pm will adhere to the Late Pick up Policy.

Authorization to Pick Up:

Authorization to pick up a camper is given in the attached application. No camper will be released to a person not authorized by the custodial parent. We must have written authorization for changes in this respect. Campers will not be released to siblings. Staff will question those people with whom they are unfamiliar and check authorization before releasing a camper. Identification will be requested of anyone we do not know.

Non-Release of a camper to an intoxicated/impaired individual

Please be aware that if you, the parent, or anyone else who picks up your camper is suspected of intoxication or is impaired, we reserve the right to not release your camper. Instead, we will call another responsible adult on the authorized pick-up list. If you are driving away and seem to be intoxicated or impaired, we will call the police and give them your vehicle's information.

Absences:

If your camper needs to miss a day of camp due to illness or other reasons, please notify us via Brightwheel or by calling 954-722-9537 before 8:00am. There are no refunds for campers due to absences or non-participation.

Late Pick Up Policy:

Camp Mah-Tov understands that a late pick up may occur on a rare occasion/emergency. However, please understand that we open at 7:00 am sharp and close at 5:30 pm sharp. If your camper is not picked up by the end of the Camp Day, **a late fee will be charged to your account.**

The late fee is \$2 per minute (per camper). This fee is specifically used to pay the staff who remain with your child. If you know you are going to be late, call us at 954-722-9537. We do understand that things come up and traffic can be challenging even at the best of times. We tend to worry about your safety just as much as your camper does. Please be considerate. If we have not heard from you by 5:30 pm and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to come and get your camper. If neither you, nor your emergency contacts can be reached, we will keep your camper for one hour. After that time, the police will be contacted to see if there has been an accident and/or to drive by your home and see if there is a problem. If no problems are found, then *Child Protective Services* will be called.

Dress Policy:

Campers should wear comfortable and appropriate clothing for indoor and outdoor activities. We use washable paints and crayons; however, clothing can still get stained so please do not send your camper in their “party” or best clothing. We do not reimburse if clothing rips, stains, or normal wear and tear. Closed toed shoes are required for all campers to participate in the Camp activities. If you send your camper to the program in open-toed shoes, you will be called and asked to bring different shoes for your camper.

Please put the camper’s first and last name on every item of clothing, towels and shoes with permanent marker. Remember... The nature of camp is to get outside and have fun, which often means getting dirty and wet. Please do not send your child wearing anything either of you will be afraid of getting dirty.

Swimming / H2O Zone at Aquatic Center:

The Lower Campers that are in Giborim (Entering Pre-K) and all Upper Campers will go to the pool on Monday and Friday mornings, (weather permitting). Giborim will play in the Splash Zone area. Upper Campers will take the swim test (determines life vest needs) and be permitted into the larger pool. Please make sure that a bathing suit, towel, closed toe water shoes, and lime green camp rash guards are worn every Monday and Friday. To make the transition from Camp to Swimming as quick and efficient as possible, parents must send their camper to camp wearing their suits, water shoes, & rash guards – ready to enter the pool. **Don’t forget their towels, sneakers for after, change of clothes, and a plastic bag to put their wet clothing in.** **If your camper does not come with their suit, water shoes & rash guard – they will NOT be permitted to enter the pool.**

Water Playground:

Campers in the Lower Camp will go to the water playground at TBTST during group designated times (as always, weather permitting). Please make sure that a bathing suit, towel, and closed toe water shoes are worn every day. They will change into dry clothes after they are done at the water playground. **Don’t forget to pack their dry sneakers, change of clothes, towels, and a plastic bag to put their wet clothing in.** Please apply sun block to your camper at home in the morning **BEFORE** camp.

Food and Beverage:

TBTST Camp Mah Tov provides morning snacks to all campers and afternoon snacks to the campers in the late stay program. Campers are required to bring their own lunches daily. Lunches cannot be refrigerated and must be packed with ice packs or be non-perishable items only. (ex. Do not send cheese, yogurt, or any other dairy item without an ice pack due to the high risk of the item perishing/spoiling and causing illness.)

If your camper has any dietary needs or concerns such as food allergies, please be sure to inform the camp on the registration forms and verbally prior to the start of camp. You can also update your camper’s profile on Brightwheel to reflect a list of their allergies which is extremely helpful to our staff. Camp Mah-Tov will be happy to assist you with this situation.

LUNCH/SNACK: We observe a Kashrut policy as part of Temple Beth Torah Sha’aray Tzedek. Camp Mah-Tov follows a **NO MEAT, POULTRY, OR SHELLFISH OF ANY KIND MAY BE SENT IN.** Dairy or pareve lunches are to be brought to camp. We have a list of suggested meals that we are happy to provide if you need ideas.

If you have any further questions, please call the Camp Office at 954-722-9537.

If you are sending in food for a class celebration such as a birthday, the food items must come in their original packaging and must have one of the symbols below printed onto the packaging label.



Everyday reminders:

- Arrive to camp in bathing suit and closed toed water shoes on scheduled pool/water days
- Towel, Change of Clothes, & Closed Toe Sneakers – must be sent in camper’s bag with them daily.
- Plastic bag for wet clothing/towel
- Sunscreen must already be applied at home prior to arrival
- Send Lunch
- Water Cup (We recommend Thermos - FILLED with ice & water) – Label with name.
- Diapers, wipes, & diaper cream (if your child is not potty trained)
- Rash Guards & Camp T-shirts on Wednesday for Field Day depending on camper’s camp group.

** Giborim and Upper Camp will go to the Splash Zone/Pool at the Aquatic Center on Mondays & Fridays. Must wear camp rash guard.

Shabbat Celebrations:

Every Friday campers will celebrate Shabbat. Please send your camper to camp wearing their camp Swim Shirt (Giborim and Upper Camp) on Fridays.

Lost and Found:

All lost and found items will be placed in a container at the Early Childhood entrance. If it is properly marked, it will be returned. At the end of the camp season, all unclaimed items will be donated to a charitable organization. **LABEL EVERYTHING!**

Personal Items Policy:

We have plenty of equipment and activities to keep your camper busy all day long. Please do not allow your camper to bring in any toys, games, “iPad” type devices or cell phones to accompany your camper. We will not be responsible for any broken, lost, or stolen items.

Masks Policy

Our Camp has a mask ‘optional’ policy for campers, parents, and school employees. The decision for facemasks to be optional does not exclude any camper, parent, or employee from wearing a facemask during drop off/pick up or in camp. We encourage all families to be respectful to another person’s decision to wear – or not wear- a face mask. The decision is yours to make about whether – or not -to wear a mask. If you chose for your camper to wear a mask, be sure to provide extra masks to stay inside the camp as needed.

Covid and Sick Child Policy:

If your camper becomes ill in our Summer Day Camp Program, you will be called, and arrangements must be made to pick up your camper immediately. If we send your camper home with a fever, he/she may not return to the program until they have been without a fever, without medication, for 24 hours.

Any one of the following symptoms require children to stay home and inform us as soon as possible.

- A fever of 100.4 or above

- Cough
- Shortness of breath
- Stomach cramping/Vomiting
- Diarrhea
- Nausea
- Fatigue

If a camper presents with any combination of the symptoms consistent with COVID-19 (fever of 100.4F or above, cough, shortness of breath, stomach cramping/vomiting, diarrhea, vomiting, nausea, fatigue), the camper must self-isolate at home until all of the following are true:

- The camper has had no fever or cold like symptoms for at least **24 hours** (that is one full day of no fever without the use of medicine that reduces fevers).
- Other symptoms have greatly improved (for example, cough, shortness of breath, fatigue, etc.)
- At least 5 days have passed since symptoms first appeared
- Children with pre-existing health conditions that could make them more vulnerable to COVID-19 will need verification from a doctor to return.

An exposure within the Camp

In case of an exposure within the camp, parents will be notified via brightwheel that there was a positive case in your child's group. Parents will be asked to monitor their camper for symptoms and campers will be able to remain in camp if they show no symptoms.

Medication:

Our preference would be to have you arrange your camper's medication before or after camp. However, if it is necessary for us to give a camper medication while he/she is at camp, you **MUST** fill out a Medication Authorization form. The forms are kept in both the camp office and the Early Bird/Extended Day room #4.

DO NOT SEND MEDICATION IN YOUR CAMPER'S LUNCH BOX OR PUT IT IN YOUR CAMPER'S SIPPY CUP!

ALL PRESCRIPTION MEDICATION MUST BE IN ITS ORIGINAL CONTAINER WITH THE CAMPER'S NAME AND EXACT DOSE INDICATED ON THE LABEL.

DCF (Department of Children & Family Services) rule states that we can only administer over-the-counter medication given to us in an **UNOPENED CONTAINER**. Please read labels on the over-the-counter medicine carefully. We cannot administer medication that does not list the appropriate dosage for your camper's age unless we have written authorization from your camper's doctor. Remember to send a "measured spoon".

IF TYLENOL OR SIMILAR PAIN RELIEF PRODUCTS ARE NEEDED, YOUR CAMPER NEEDS TO BE AT HOME. THEREFORE, WE WILL NOT ADMINISTER PAIN RELIEF PRODUCTS.

Discipline Policy:

The purpose of the discipline policy is to help campers understand and modify unacceptable behavior and/or attitudes. When it becomes necessary to discipline a camper, all efforts will be taken to guide campers to appropriate behavior.

- Discipline will be constructive or educational in nature and may include some measures as diversion, separation from the situation and discussion about the situation.
- Separation, when used as discipline, shall be brief, appropriate to the child's age, and shall be carried out in a safe place.
- Campers shall not be subjected to fear, mental or physical abuse or humiliation.
- No camper shall be punished for toileting accidents.
- Verbal abuse or derogatory remarks about a camper's person, his/her family, race, religion or cultural background will NOT be permitted.
- Lunch, snack and swim MAY NOT be denied as a disciplinary measure.
- Campers shall at no time be allowed to punish or discipline another camper.
- Praise and encouragement of positive behavior will be given whenever possible. A system of "Time-Outs," redirection and suggestions from parents on what has worked in the past will be used.

Camp Mah-Tov Behavior Policy:

I agree to follow the rules and behavior guidelines of the Camp Mah-Tov and Temple Beth Torah (Camp). Program rules include, but are not limited to the following:

1. I will show respect to my other campers and all program staff. This means that I will speak to others in a respectful manner and tone of voice, I will follow directions and I will not cause or threaten physical harm towards others. I understand that disrespectful behaviors include, but are not limited to, hitting, punching, kicking, biting, spitting, swearing, lying and refusing to listen to camp staff.
2. I will be respectful of the Temple grounds and building, places we may visit and the belongings of others. This means that I will not litter, vandalize, steal or destroy items that do not belong to me. I will act in a behavior that will not give a negative image to Camp Mah-Tov and TBTST.
3. I agree to follow all Camp rules including those that are not listed on this behavior agreement.

First Occurrence – The first time an incident happens will result in a phone call home. A Senior Staff Member will explain to parents what happened and that such behavior is not acceptable. In the case where kicking, biting or other severe behavior occurs, the camper may automatically be given one day suspension from the program, with no refund for that day.

Second Occurrence – The second time an incident occurs will result in a second phone call home from a Senior Staff Member, most likely the Director. At least one day suspension may be given, if not more (with no refund) and it will be explained to the parents that the next occurrence will result in the camper's expulsion without refund.

Third Occurrence – The third incident will result in immediate expulsion from camp without refund. The Camp Director will make the final determination for expulsion.

Child Abuse Prevention Policy:

Camp Mah-Tov advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection prevention and the development of self-discipline. Camp Mah-Tov staff and volunteers will be sensitive to each person in need of their personal space.

****Note: Camp Mah-Tov at Temple Beth Torah Sha'aray Tzedek, like many other public institutions, is mandated by law, to report suspected child abuse.**

“CHILD ABUSE is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, even death.”

Procedures:

1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported will immediately inform their supervisor.
2. Temple Beth Torah Sha'aray Tzedek will make a report to Child Protective Services and will request that the situation be investigated.
3. In the event the reported incident or suspicion involves a staff person or volunteer, the responsible supervisor director will suspend the person from all responsibilities, and if appropriate, without pay until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor.
5. Transportation of program participants in a private vehicle may only occur with the written permission of the parent and specific approval from the staff member's supervisor.
6. Camp Mah-Tov staff and volunteers may not contact campers or parents involved in a child abuse incident without permission of the Program Director.
7. Whether the incident or alleged offense takes place on or off TBTST premises, it will be considered job related (because of the youth-involved nature of Camp Mah-Tov).
8. All incidents or alleged offenses will be documented the day of occurrence.

Local and In-School “Field Trip”

As a parent of _____, I give permission to escort my camper out of the preschool and through the parking lot of Temple Beth Torah Sha'aray Tzedek to the nearby Caporella park and pool. I also give permission for my camper to attend programs, shows, and other in-school “field-trips”, and do hereby release TBTST Early Childhood Center and its employees from any and all liability of any kind or nature from injury to my child.

Child's Name: _____

Parent's Name: _____

Date: _____
Summer camp 2023

Food Permission Form

Throughout camp we have many festivities that your camper may participate in. We have holiday and birthday celebrations as well as cooking projects. The following list is a sample of the foods that your camper may be served during our celebrations/cooking. By signing the form you are agreeing to have your camper participate in our celebrations and be served the foods we provide during these times. If your camper has a food allergy, please make sure you note it on the application and notify the camp office and your camper's counselor. Campers will not be served any of the foods provided for the celebration unless this consent form is signed and returned. TBTST is a Kosher facility and we will only serve Kosher foods and follow Kashrut dietary laws.

Thank you for your cooperation.

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| Fresh or canned fruit | Potatoes/French fries/tots | Marshmallows |
| Fresh for canned vegetables | Tuna fish | Potato Pancakes |
| Yogurt | Egg salad | Chocolate/Chocolate candy |
| Apple sauce | Mayo/Mustard/ketchup | Mashed potatoes |
| Cheese | Pickles | Stuffing |
| Deli meat | Ice cream | Corn bread |
| Pudding | Nutrigrain Bars | Cranberry sauce |
| Raisins/ dried fruit | Ice Pops | Beans |
| Pancakes/waffles/French toast | Whipped cream/Cool whip | Avocado |
| Pancake syrup | Juice | Ground beef |
| Cheese/plain crackers | Frosting | Challah (egg) Bread |
| Granola bars | Bagels | Chocolate syrup |
| Cream cheese/butter | Bread/Buns | Sprinkles |
| Cookies | English muffins | Caramel syrup |
| Cakes | Matzah | Jelly |
| Cupcakes | Honey | Peanut butter |
| Donuts | Fruit snacks | Pita |
| Pies | Cereal | Pita chips |
| Chips/Pretzels | Candy | Hummus |
| Cheese pizza | Eggs | Granola |
| Pasta and sauce | Sour cream | Tortilla chips |
| Hot dogs | Salsa | Sweet potato/yams |
| Hamburgers | Popcorn | |
| chicken nuggets | Cotton candy | |

By signing this form, I am agreeing to allow my camper to participate in school celebrations and to be served the foods provided during the celebrations.

Child's Name: _____

Parent's Name: _____

Date: _____

Summer camp 2023

Health and Safety

Medical Notes

Every camper is required to have a physical examination, and all current immunizations. DCF forms #680 and #3040 must be completed by your camper's physician and be on file in our office ON OR BEFORE THE FIRST DAY OF CAMP. Campers enrolled in the Travel Group do not need to supply health forms.

TO HELP PREVENT THE SPREAD OF DISEASE, CAMPERS WHO SHOW SIGNS OF ILLNESS SHOULD BE KEPT HOME! Teachers will call parents to pick-up their camper if they feel your camper's condition can best be treated at home.

The following position on communicable disease will be **strictly enforced**...

Any camper who is suspected of having a communicable disease (or infectious disease), or who develops a fever or other signs or symptoms, which include but are not limited to any of the following... **DIARRHEA, RASH, PINK EYE, SKIN INFECTION, HEAD LICE, ABDOMINAL PAIN, VOMITING OR GREEN MUCUS COMING OUT OF NOSE**...shall be placed in the Pre-School office. We do not have facilities to isolate sick campers. Therefore, you will be notified of immediate dismissal. Such campers shall not return to the facility until the signs and symptoms of a communicable disease are no longer present for 24 hours. A **WRITTEN STATEMENT** from a physician attesting to the fact that the camper has been appropriately treated for the disease must be provided to the Pre-School.

A CAMPER WHO STAYS HOME, OR IS SENT HOME, MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE HE/SHE RETURNS TO CAMP.

IF WE SEND YOUR CAMPER HOME WITH A FEVER, VOMITING OR DIARRHEA YOU MUST MAKE ARRANGEMENTS FOR HIM/HER TO STAY HOME THE FOLLOWING DAY.

A DOCTOR'S NOTE IS REQUIRED IN ORDER TO RETURN TO CAMP AFTER ALL COMMUNICABLE DISEASES.

Signature: _____ Date _____

This page must be sent back to the Temple signed and dated by a parent.
A copy will be supplied to you.

'We are an equal opportunity Educational Center. We do not discriminate based on sex, race or religion.'

Acknowledgement Form

I, _____, acknowledge the receipt of Temple Beth Torah Sha'aray Tzedek's Camp Mah-Tov Parent Manual. I have read and understand and will adhere to all the information and polices within.

Parent's Signature

Camper's name

Date