



JEWISH COUNCIL FOR YOUTH SERVICES

North Suburban Day Camp Parent Handbook





Dear JCYS North Suburban Day Camp Parents,

Welcome to Summer of 2019. This handbook will be a guide to prepare you and your child for a summer to remember. We have recently reviewed, edited and updated the information so please read it carefully.

In this handbook you will find answers to frequently asked questions, and a basic sample daily schedule as well as information about transportation and the most effective ways to communicate with the camp administrative team. Open and constant communication with our camp families is something we strive for here at Henry Horner.

The guidebook, along with the forthcoming summer calendar, weekly emails, and the website should keep you up to date on your child's daily activities; but, as always, never hesitate to call the office if you ever need anything.

Yours in Camping,

A handwritten signature in black ink, which appears to read 'Graham Little'. The signature is written in a cursive, flowing style.

Graham Little

Director—JCYS North Suburban Day Camp



How to Reach Us

Camp Director

Graham Little847.279.0900 x 123

glittle@jcys.org

Camp address

JCYS North Suburban Day Camp

1700 Weiland Rd

Buffalo Grove, Illinois 60089

Camper and Parent Night at JCYS NORTH

- Thursday, June 6th, 2019; 6:30 pm - 8:00 pm
- Meet Your Counselors
- Meet the Camp Administrative Staff
- Meet Other Campers
- Get Answers to Last Minute Questions
- Interactive Tour

See for yourself what your camper does every day!



Program Overview

At North Suburban Day Camp our campers establish roots and develop skills to last a lifetime. All of this takes place in the framework of a wholesome, positive environment.

Mission, Goals, and Objectives

JCYS Mission: Guided by Jewish values and culture, Jewish Council for Youth Services provides educational and recreational programs for Chicagoland's children and through board service, develops the next generation of Jewish civic leaders.

Purpose: To provide programs that cultivate experiences that intentionally develop children's values, curiosity, and respect for the world around them.

Goal 1: To provide a safe and nurturing environment JCYS will:

- a. Maintain accreditation with the American Camp Association
- b. Review all policies and procedures on an annual basis
- c. Hire and train only the highest quality staff
- d. Treat all campers fairly and respectfully
- e. Provide activities which utilize the unique natural setting of its camp and promote stewardship

Goal 2: To stimulate curiosity and learning in camp's unique environment JCYS will:

- a. Provide diverse activities that facilitate learning in any environment
- b. Provide activities which utilize the unique setting of camp and foster an understanding of sustainability.
- c. Emphasize an awareness of nature, respecting it as one would a friend.

Goal 3: To instill the values of JCYS Day Camps. The values are:

- a. Integrity
- b. Empathy
- c. Respect
- d. Stewardship
- e. Equality
- f. Tikkun Olam

North Suburban Day Camp instills these values in its participants by:

- Believing that people are more important than possessions
- Emphasizing self-discovery and interpersonal relationships
- Believing that trying is more important than winning
- Promoting stewardship which cultivates appreciation of the natural environment
- Adhering to, and promoting, the principles of Tikkun Olan.

◇ **North Suburban Day Camp demonstrates a commitment to people over possessions by:**

- ◆ Providing scholarship for families in need
- ◆ Investing in the hiring, training, and development of qualified staff
- ◆ Managing behaviors in a caring manner that engages both the camp and the camper family

◇ **North Suburban Day Camp emphasizes self discovery and interpersonal relationships by:**

- ◆ Implementing it's PLAY FAIR Philosophy for campers and staff
- ◆ Providing weekly time for reflection and sharing during Shabbat
- ◆ Providing campers with choices for programming that engages individual interests.

◇ **North Suburban Day Camp demonstrates a belief that trying is more important than doing by:**

- ◆ Providing competitive activities that require the cooperation of the group versus showcasing individual skills
- ◆ Teaching the importance of winning and losing with grace
- ◆ Encouraging campers to challenge themselves and take safe and meaningful risks

◇ **North Suburban Day Camp promotes stewardship which cultivates an appreciation of the natural environment by:**

- ◆ Providing activities that focus on learning about the natural world and our place in it
- ◆ Encouraging daily clean up of litter around camp grounds
- ◆ Creating a camp schedule that emphasizes Outdoor Living Skills as well as environmental education

◇ **North Suburban Day Camp promotes the principles of Tikkun Olam by:**

- ◆ Providing opportunities for service learning
- ◆ Providing time for group discussion for conflict resolution
- ◆ Teaching the importance of environmental stewardship
- ◆ Celebrating good deeds with Mitzvah Cards

What Unit is My Child In?

Junior Village

Pioneers.....Kindergarten, 1st, and 2nd Grade

Explorers3rd and 4th Grade

Senior Village

Trailblazers5th and 6th Grade

Earth Trekkers7th and 8th Grade

Before Camp Begins

Please make sure we have all your forms before camp begins. They provide our staff information that allows us to best meet your child's needs. There will be an opportunity at Family Night to fill out any missing forms.

First Day Preparations

- **Label** everything with your child's name.
- Be sure your child is ready for the bus on time.
- Pack a backpack or camp bag with:
 - ◇ WATER BOTTLE!
 - ◇ Lunch (unless enrolled in the hot lunch program)
 - ◇ Towel & bathing suit
 - ◇ Sunscreen
 - ◇ Bug spray
 - ◇ Dependent on weather, a light jacket or sweatshirt
- Dress your child in comfortable clothing that can get dirty.
- Junior Village campers should wear their bathing suits to camp daily (underneath their clothing). This makes it easy for them to be ready to swim right away.
- Please do not send your child with any valuable personal items. JCYS NORTH is a screen-free environment and electronics with screens are prohibited. (See Page 13 for additional information on cell phones)
- Water stations will be available at camp and we encourage campers to stay hydrated throughout the day. If your child does not bring a water bottle, we will give them one. Every water bottle given after the first occurrence will incur a \$2 fee. PLEASE REMEMBER TO SEND A WATER BOTTLE EVERY DAY!

Medications at Camp

If your child is going to require medication at camp, please follow these guidelines. Medications are dispensed by our administrative staff and are kept in locked storage

- For the safety of all campers, no camper will be allowed to keep medication in their possession. With the exception of inhalers/epi-pens, all medications.
- A **Medication Form** signed by the parent and the doctor must be on file at camp. Verbal permission from parents is not sufficient.
- Give the medication in the original packaging and Medication Form to the director at check-in
- Call to alert the camp administrative staff that the medication is coming.

Payment

Payments are due two weeks prior to the start of each session with the completion of a Tuition Express automatic payment form. If automatic payments are not set up then 50% of your camp fees will be due April 1st with the remainder due May 1st. Deposits will be applied to your balances. **Late Payments may result in being dropped from a session.** Please contact our business office if you would like to set up a flexible payment plan. Please review our detailed financial policies on our website.

Refund/Cancellation Policy

If cancellation is necessary, notification must be in writing. Refunds will be granted on the following basis once notification is received:

- More than 14 days before the first day of the session, full refund less \$50.
- Less than 14 days before the first day of the session, no refunds will be given except for documented injury or illness.

All refund requests must be made in writing to our business office at **obaron@jcys.org**. Refunds will be given if a camper has missed 3 or more days due to illness, a doctor's note is required. There will not be any refunds or prorating for days that are periodically missed throughout a session. Refunds are not given to campers dismissed for disciplinary issues. **It is the responsibility of the parent to inform the camp in writing of their child's withdrawal from the program. Therefore, if the camp is not informed of termination the parent is still responsible for payment.**

Federal Child Care ID

The federal tax ID number for JCYS is **36-2193616**.

Before Camp Care

We offer Before Camp Care at the JCYS Northwest Family Center in Buffalo Grove. You may drop your child at the Northwest Center between 6:50-9:00 AM. A light snack or breakfast will be provided. Before Camp Care is FREE but you must be registered so we can properly account for all campers.

After Camp Care

After Camp-Care is offered at the Northwest Family Center. During After Camp Care your child will be able to continue to enjoy camp activities like Sports, GaGa, Carpetball and Arts and Crafts. After Camp Care runs 3:00-6:00 p.m. After Camp Care is FREE but you must be registered so we can properly account for all campers.

Inclement Weather

Day Camp operates rain or shine. We have indoor programs designed to keep your camper engaged in the case of inclement weather.

In the case of severe weather we will follow our emergency weather action plan and escort all campers to the appropriate locations. These locations are all inside the Northwest Family Center or The Lil unless we are on a field trip.. We will remain in the building until the National Weather Service has indicated, on the weather radio, that the danger has passed. Regular programming will resume at the discretion of the camp leadership. Emergency locations for field trips are determined prior to attending the venue.

Camper Absences

If your camper is going to be absent from camp please call the camp office @ **847.279.0900**. If no one is available please leave a message.

Visitors

We are very proud of the program we offer at JCYS NORTH. If you would like to schedule a visit to camp

Transportation

For campers utilizing our transportation service, a professional charter and school bus company will be used to transport your child to and from camp. The Bus Company and camp administrative staff put together the most effective routes possible. There will be camp staff, serving as Bus Counselors, riding on all the routes. Bus routes and times are subject to change throughout the summer due to enrollment and unforeseen circumstances. We will always keep you informed.

- In the event of a major traffic jam or weather condition that causes a delay of over 15 minutes, we will contact parents of the campers along the bus route.
- By working together as a team we can minimize transportation concerns.
- Please be patient the first few days of each session.
- Have your child ready and waiting for the bus five minutes before the earliest scheduled arrival time.
- Say your good-byes before the bus arrives.
- All requests for changes in transportation (i.e. pick up or drop off location or for children being picked up from camp) must be in writing and should be done through our business office. Please email bus changes to glittle@jcys.org.
- If you are aware that your camper will not be attending camp on a specific day, prior to that day please send an email to let us know. If your child wakes up sick, call or email the camp office between 7:00 and 7:45 a.m.
- If you are concerned about any aspect of transportation, don't hesitate to send a note or call the camp office.
- Any camper not picked up at the stop will remain on the bus through the last stop and will be taken to back to camp. We will attempt to contact parents during this time and your child will remain supervised until you pick them up. If your camper is not picked up by the last stop and must be transported to JCYS you will be charged a fee of \$20.

Behavior Expectations While on the Bus

Keeping your children safe is our number one priority. In order to ensure a safe ride, we must be firm about behavior during transportation. If a camper is misbehaving on the bus (i.e. foul

language, inappropriate behavior, disturbing fellow campers, and/or not following bus rules) the following steps will be taken:

1. A verbal warning
2. A note and/or phone call to the parents
3. Suspension from the bus, or camp, the following day
4. Expelled from the bus, or camp, for the remainder of the session/summer

Dropping off and Picking Up Your Child from Camp

JCYS NORTH operates a drive thru drop off and pick up. Drop off begins at 8:30 and pick up begins at 2:50. When pulling into camp follow the parking lot around past the front of the building and arrive at the back of the building with your passenger side door facing the fence. We will have traffic cones out to initially help direct traffic. A staff member will greet you at you car and direct your camper to their group. Pick up will work in a similar fashion. All campers **MUST** be signed in and out.

If you will be picking up your child from camp early, please let us know ahead of time. This way we can have them ready and waiting for you when you arrive. We suggest you use email or call the office. When you arrive at Camp, park in the visitor parking and then come into the lobby. Your child will be waiting for you or will arrive shortly. You must sign your child out. This procedure helps to ensure camper safety.

Your Camper's Health

If your child contracts a contagious illness or condition (for example, strep throat, chicken pox, ringworm or lice) during the season you are required to inform us so that we can protect the overall health of our camp community. Your family will have anonymity.

Health Services

Administrative staff certified in First Aid and CPR will attend to minor scratches, cuts and bruises. In the case of minor illness, we will make your child comfortable and call you to arrange pick-up at the camp. If emergency care is needed, campers will be taken to Condell Hospital in Libertyville via ambulance unless we are away from camp. In this case we will utilize the nearest facility if an emergency arises. You will be notified any time your child visits the Health Center. Camp does not provide transportation to the hospital in personal or agency vehicles.

The Sun

It is a big change for your child to go from being inside a school to being outdoors all day. While we are diligent about having campers reapply sunscreen, sunburn can still occur. You can help us in sunburn protection by making sure your child has sunscreen on before they arrive at camp and by discussing the importance of sunscreen usage with them. As well as showing proper application.

We also encourage our campers to:

- Wear a hat!
- Wear protective clothing (light colored, loose)
- Wear waterproof sunscreen, minimum SPF 15, and apply 30- 60 minutes before exposure.
- (Remember earlobes, tops of feet and neck. Use sunscreen even in hazy, cloudy weather.)
- Reapply sunscreen regularly.
- Stay hydrated — drink a lot of water.

Mosquitoes

Please discuss the importance of reapplying bug spray with your camper as well as assuring they have their own bug spray to use at camp. JCYS does not provide bug spray.

Custody

In the case of divorce or separation, we must provide equal access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes a parent's rights. A legally binding document is a certified court order or other legal paper that prohibits the parent's access to the child. A certified court order is also required if restrictions were placed on when and where a parent might contact, visit or pick up a child. A handwritten note, a telephone call or comments on the registration form are not legally acceptable. We must have a copy of certified court orders noting the restrictions. This information is confidential and is shared on a limited basis with those camp staff responsible for your child's welfare.

Communication

You will receive an email or call from your camper's unit head prior to the summer. Should you need to ask a question, please feel free to email him or her or call the office. You will also receive weekly communication from the camp administrative staff. It is imperative that you read each email from the camp as there is important information about upcoming trips, schedules and special events/theme days.

Camper/Staff Communication

We recognize that campers and staff will develop close, trusting relationships during the summer. These relationships are healthy, wholesome, and beneficial to campers and staff. We also recognize that it is natural for campers to want to keep in touch with their favorite counselors after camp.

As a camp, we do not encourage or sanction the exchange of contact information between campers and staff, nor do we take responsibility for what may occur as the result of such contact.

Therefore, it is our policy to forbid the exchange of contact information of any kind between campers and staff, whether paid or volunteer. This includes, but is not limited to, phone numbers, emails, addresses, Facebook, Instagram, and Snapchat.

If a parent or legal guardian wishes their child to exchange such information with a camp staff member, the parent or legal guardian assumes responsibility for whatever may occur as a result.

Bringing Your Child to Camp

If you will be dropping off your child at camp late, please call the main office. Park in the main lot and enter the lobby. You will be required to show picture ID to gain access to the lobby. The office staff will contact a member of the administrative team to come pick up your child. You must sign in your camper and then leave your child with the supervisor in charge.

Cell Phones/Mobile Devices at Camp

JCYS NORTH is a screen free environment. We understand that allowing your child to have a cell phone/mobile device in case of an emergency is all too relevant in light of current events. In order to be sensitive to this we have enacted the following interpretation of our screen free policy. Parents who choose to send their child to camp with a mobile device should be aware of the following guidelines. We encourage you to review these guidelines with your camper.

- Cell Phones and mobile devices must remain in your child's backpack at all times.
- At no time during the camp day are campers allowed to be using their cell phones/mobile devices.
- Campers who are found to be using their cell phones/mobile devices while at camp will have them confiscated. Devices will be returned directly to parents when the camper is picked up.
- Multiple violations of this policy may result in additional consequences.
- Campers are not allowed to take pictures of other children or to post any photos of other children on any social media pages or websites.
- Inappropriate usage of cell phones/mobile devices, including accessing/sharing age-restricted content, may result in dismissal from the camp program.
- JCYS NORTH is not responsible for lost, damaged or stolen phones/devices.

Behavior Expectations and Consequences

At JCYS NORTH, staff and children interact as a team to promote the development of self-esteem, creativity and fun. Because of the outdoor setting and types of activities offered, children are expected to behave in a manner that does not:

- decrease the enjoyment of the other children
- cause harm to themselves, other children or staff.
- Cause destruction, or loss, of JCYS property

Behavior that is not tolerated in the groups includes:

- swearing
- fighting
- hitting, kicking or otherwise hurting children and/or staff
- being disrespectful to other children or to the program staff
- destruction /theft of JCYS equipment or personal property
- possession of knives or weapons of any kind will result in immediate suspension from the program.

Consequences that are utilized are:

- warnings with redirection
- a counseling session with a counselor and/or unit leader
- a counseling session with the Camp Director
- phone call home by and/or meeting with Camp Director
- probation, suspension and/or termination from the program, depending on the extent of the situation.

Unit leaders are encouraged to discuss behavior issues with parents early on so we can work to keep severe consequences to a minimum.

PLAY FAIR

JCYS NORTH subscribes to a PLAY FAIR philosophy for all campers and staff. This philosophy is outlined in detail below. Each week staff will review this philosophy on the first day as well as use it for reflection on Fridays.

Participate to the best of your ability

Leave your hands to yourself

Accept other's differences

You are responsible for your own actions

Follow all the rules

Ask for help if you need it

Insist on being treated equally

Respect yourself, others, staff, property, and the environment

Participate to the best of your ability

- Staff spend many hours preparing activities that are enjoyable for all campers, please try every activity you encounter. Day camp is designed to be an active experience, not a time to sit around.

Leave your hands to yourself

- Physical aggression is not tolerated at JCYS North Suburban Day Camp. Do not poke, tickle, squeeze, push, punch, slap, or grab ANY camper or staff member.
- Fighting, even play-fighting, will not be tolerated. All parties involved will be disciplined.

Accept other's differences

- Everyone at day camp is unique, that is what makes it such a great place.
- Do not put others down because of the way they look, talk, or act.

You are responsible for your own actions

- You have ultimate control over whether or not you decide to participate in something that will later involve you being disciplined.
- Think before you succumb to peer pressure
- If someone is forcing you to participate in an activity that will result in you being disciplined you have a responsibility to approach a counselor and ask for help.

Follow all the rules

- Rules at camp are in place to keep everyone safe and to ensure camps is enjoyed by all.
- There will be consequences for not following the rules, they include:
 - ◇ Time-out/ Loss of privilege
 - ◇ Behavioral note sent home
 - ◇ Meeting with parent(s)
 - ◇ Suspension
 - ◇ Dismissal

Ask for help if you need it

- It is acceptable to ask for assistance if you are having difficulty with an activity at camp
- If another camper is calling you names, threatening to harm you, physically harming you, stealing from you, or forcing you into a situation you are uncomfortable with you must tell a staff member so they can get you the help you need. If you don't bring a problem to the attention of camp staff it is more difficult to solve the problem.
- If you feel your friend is being bullied you have a responsibility to tell the camp staff

Insist on being treated equally

- All campers deserve respect from camp staff.
- You have the right to be praised and disciplined in the same manner as everyone else
- You deserve to be listened to when you have questions and concerns

Respect yourself, others, staff, property, and the environment

- Don't put yourself down, it just makes others think it's okay to do the same
- Don't put others down, we are all unique and we all deserve to be treated fairly and with respect.
- Camp staff are here to help you be safe and have an enjoyable summer. They are giving their time to you, treat them with the same respect you would a teacher, principal, or parent.

Camp Activities

Swim Program

Campers at JCYS NORTH will swim multiple times per week at our private pool, The Lil', in Highland Park. Campers will be transported, via school bus to our beautiful pool. The Lil' is located at 1195 Half Day Road in Highland Park and is roughly a short 15 minute bus ride. Camper in Junior Village will receive a 30 minute American Red Cross Swim Lesson as well as 30 minutes of Free Swim. Lessons are on Tuesday and Thursday. On Monday and Friday, Jr. Village campers will have a 45 minute free swim. Senior Village Campers will have one hour of free swim on Monday and Wednesday as well as a 45 minute free swim on Fridays. Sports and Tennis courts are also available for campers who choose not to swim or would like to participate in another activity.

Lunch

JCYS NORTH has a catered lunch program available for \$7.50 per day. If you are not electing to purchase catered lunch, parents should send a labeled (camper's name and unit) lunch daily with the exception of Friday's when we have our all camp cook-out . All lunches will be refrigerated. Water is available to everyone daily at lunch but you may choose to include a juice box or other beverage. Please be sure to alert us of any dietary needs or restrictions. Campers who forget their lunch will be provided an adequate alternative and your account will be billed \$7.50.

Snacks

During before and after camp care we will serve a snack. Snacks are usually icy pops, granola bars or other light and healthy snack foods.

Field Trips

Field trips are a part of our regular camp program and are listed on the calendar. If the Unit program is a field trip, and the camper chooses not to attend, be aware that there are no alternative activities available and we do not offer refunds. Campers must wear the designated Camp shirt on field trip days for safety and security purposes. Occasionally, due to the weather changes, we will take an unannounced field trip. Junior Village will attend one field trip per week on Wednesdays. Senior Village will attend 2 field trips per week on Tuesdays and Thursdays

Explorer Focus/ Hobbies

This is your child's opportunity to sign up for an activity they enjoy doing or want to learn more about. Focus is offered to Explorers only. Camper's Choice is for Senior Village campers. These programs are not offered to Pioneers. Possible choices include cooking, arts and crafts, sports and more. Camper's Choice/ Focus allows children to make a decision which influences their weekly schedule. This helps teach good decision-making and independence. New choices will be offered every two weeks.