

# FAMILY ORIENTATION MANUAL



## WELCOME TO JCAMP!

Your choice of JCamp for your camper's summer is greatly appreciated! We are committed to creating lasting memories and providing meaningful experiences through our stellar staffing, outstanding programming, and rooted in our mission, vision, and core values.



## JCAMP MISSION/VISION/VALUES

### Mission

We work collaboratively to build quality relationships and experiences that support a sense of communal belonging and positive personal development for all.

### Vision

To empower staff, campers, and their families to create a fun, safe environment open to the entire community that fosters positive individual and communal-based growth built on a foundation of Jewish values.

As a program of the JCA, we share the values both in English and in Hebrew:

English	Hebrew	Pronunciation	Meaning
<b>Teamwork</b>	<i>Chaveirut</i>	chah-vey-root	friendship
<b>Instilling Self Confidence</b>	<i>Ometz Lev</i>	oh-met-z lehv	grit, courage
<b>Making a Difference</b>	<i>Tikkun Olam</i>	tea-koon ooh-lahm	repairing the world
<b>Empathy</b>	<i>Chesed</i>	chah-said	kindness

*\*the ch in Hebrew is like Bach rather than change*

We're going to have a great **TIME!**

## JCAMP PHILOSOPHY

We strive to provide all our campers and staff with experiences that enable them to grow personally, work cooperatively, explore responsibly, and develop spiritually.

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### PERSONAL GROWTH

#### POSITIVE SELF IMAGE, INTEGRITY, AND SELF ESTEEM

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- Strengthen existing skills and master new ones
- Express individual needs, abilities, and interests through the camp program
- Develop self-understanding and relationships with others - both campers and staff
- Develop a feeling of security in group settings
- Develop spontaneity, flexibility, and the capacity for enjoyment and assimilation of new experiences

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## COOPERATIVE SOCIAL EXPERIENCES

### CREATING A RESPECTFUL COMMUNITY

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- Give campers the opportunity to take responsibility for the basic challenges of their day-to-day lives
- Teach campers how to live and cooperate with others to become good citizens
- Demonstrate respect for individual differences
- Create a setting that provides a balance between freedom and structure, fun and responsibility, permissiveness and boundary setting, and organized activities and free time
- Learn to make a connection between Jewish heritage and our partnership with nature.
- Care for the world around us

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## CREATIVE PROGRAMMING

### POSITIVE IDENTIFICATION AND RESPECT FOR COMMUNITY

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- Develop positive communal identification in a welcoming atmosphere, respectful of Jewish heritage and culture and the diverse cultures that make up our community
- Campers and staff are given the opportunity to understand the cultural heritage and contemporary Jewish life through a variety of activities.

# CAMP POLICIES AND PROCEDURES

## ONE JCAMP ~ THREE GREAT LOCATIONS



JCAmp programs operate on three different campuses. To speak with a member of our leadership team, please use the following extensions or email addresses. At the JCA we are proud to offer:

(904) 730-2100 • Fax: (904) 730-2444

**Warm Up/ Wind Down** ☼ Alex Minardi, ext. 254 | [WarmupWinddown@jcajax.org](mailto:WarmupWinddown@jcajax.org)  
**Sababa Theatre Camp** ☼ Shelly Higgins Hughes, ext. 252 | [shelly.hughes@jcajax.org](mailto:shelly.hughes@jcajax.org)

The Jacksonville Jewish Center is the summer home of:

**Aliyah** (Rising Grades 5-6) ☼ Chris Pratt, JCAmp office cell | [Aliyah@jcajax.org](mailto:Aliyah@jcajax.org)  
**Anaf** (Rising Grades 3-4) ☼ Kate Wilson, JCAmp office cell | [Anaf@jcajax.org](mailto:Anaf@jcajax.org)  
**Mensch** (Rising Grade 10) ☼ Evan McInnis, JCAmp office cell | [Mensch@jcajax.org](mailto:Mensch@jcajax.org)  
**Shoresh** (Rising Grades 1-2) ☼ Alexandra Allard, JCAmp office cell | [Shoresh@jcajax.org](mailto:Shoresh@jcajax.org)  
**Yalla** (Rising Grades 7-9) ☼ Julia Breen, Yalla cell | [Yalla@jcajax.org](mailto:Yalla@jcajax.org)

Congregation Ahavath Chesed is the summer home of:

**Camp Aman** (Rising Grades 1-9) ☼ Macie McMillan, Camp Aman cell | [Aman@jcajax.org](mailto:Aman@jcajax.org)

For general information please contact the **Program Registrar** at ext. 228 or 233.

Admission to the JCA is through the main entrance only. For the safety and security of our campers, all adults entering the JCA building will be required to present either a JCA membership card OR a photo ID with NO EXCEPTIONS. Guests of the JCA must check-in via a tablet that is available in the lobby alcove. Following that, a photo ID will be presented to the JCA receptionist. This is the procedure EACH time you enter the building, so please be prepared in advance. Children, age 10 and older with membership cards, may sign in without an adult. All other children must be escorted by a parent or caretaker.

The Jacksonville Jewish Center and Congregation Ahavath Chesed are also secure facilities with limited access. For admission during the camp day, please call the designated JCAmp cell phone at the number provided via newsletter prior to each session.

## BEHAVIOR EXPECTATIONS

All campers are expected to work cooperatively within the camp group and follow the directions of the camp staff. We expect all campers to treat each other with respect and communicate with positive messages and acceptance. When and if there are behavior problems or disrespectful treatment, the program leadership will contact the parents; parental cooperation is expected in handling these issues.

If the behavior continues, the JCA reserves the right to dismiss the camper from the program without a refund or financial credit. Behavior problems are defined as behaviors that are unmanageable, disruptive to the group or endangering the welfare and safety of other campers, staff, or oneself; this includes negative or hurtful communication.

Under no circumstances, if brought to the attention of JCA staff, will bullying behavior of one camper toward another be tolerated, and the JCA reserves the right to dismiss a child who bullies another child or children from the program without a refund or financial credit. Bullying behavior is considered targeted and persistent harassment, verbal or non-verbal, written, graphic or physical, that causes another child to feel unsafe or fearful of being at camp and interferes with their ability to participate in or benefit from the JCAmp program.

## CABIN GROUPS

Campers will be grouped by age and/or by selected activities. Selected activity groupings may result in mixed ages within the age range of each program. All campers accepted into JCAmp programs must be able to function within the group size/age group combination.

While friendship requests are accepted, they are requests only and not guaranteed. Requests must be reciprocal and emailed to JCAmp@jcajax.org two weeks prior to your campers session to be considered in the placement process.

## CLOTHING

Busy, active children will get themselves and their clothes dirty! All campers should wear comfortable play clothes, socks, and tennis shoes at all times. Flip flops are not allowed. In addition, we suggest no dangling jewelry. We encourage all participants to wear their JCAmp t-shirt (each camper will receive one) on days designated by each program and to dress up for any/all theme days!

## DAILY ITEMS TO BRING

Each camp day, campers should carry a tote or backpack with the following items. All items (including totes and backpacks) must be labeled with the camper's first and last names.

- ⚙ Bathing suit, goggles, towel (**The JCA towel service is NOT available to campers**).
- ⚙ Lunch (see guidelines later in the manual)
- ⚙ Refillable water bottle
- ⚙ Appropriate gear for specialties when directed (tennis rackets, painting shirts, etc.).
- ⚙ Sunscreen for self-application if age-appropriate; younger children should have sunscreen applied before arrival. If staff needs to re-apply sunscreen during the camp day, the parent must send a note authorizing application.
- ⚙ Please do not bring anything of value such as **technology devices/electronics, smart phones, collector cards, etc.** The JCA will not assume responsibility for loss, theft, or damage of such items.
- ⚙ Pocketknives and other items that may be construed as weapons are not allowed anywhere on the grounds or in the facilities.

Lost and found will be collected each day and we will make every attempt to return all belongings to their rightful owners. Please check back with the JCAmp staff frequently during your session. After each session, all unclaimed items will be donated.

## DISCIPLINE

Our staff will use behavior management techniques such as redirection, conflict resolution and positive reinforcement when discipline is appropriate.

A child with disruptive behavior will be given an opportunity to correct him/herself. If the behavior is not corrected, the child will be removed from the group for a specified time period depending on the age of the child. As stated under "Behavior" as part of the discipline process, parents will be informed if their child's behavior is disruptive and will be expected to work cooperatively with the JCA staff to correct the behavior.

While we strive to make every effort to redirect behavior and encourage self-reflection, we have a responsibility to all children in our care. Therefore, we are unable to handle repeated behavior challenges that require excessive attention and hamper our ability to supervise participants as a group. If a child continues to be disruptive, harm others, or put themselves at risk, the JCA reserves the right to dismiss that child from the program.

## DROP-OFF AND PICK-UP PROCEDURES AT THE JCA

The daily drop-off and pick-up times for camp at the JCA are drop-off from 8:50 - 9:15 am and pick-up from 3:15 - 3:40 pm. Please enter the JCA's main entrance on San Clerc Rd. and take an immediate left. Please park in the lot and walk to the front entrance to drop-off or pick-up your child. Children registered for early extended care (7:30 - 9:00 am) should be brought to the Bessie Setzer Frisch auditorium for Sababa Theatre Camp. Children registered for late extended care (3:30 - 6:00 pm) are to be signed out at the Bessie Setzer Frisch auditorium for Sababa Theatre Camp, where your child will be brought to you.

For parking lot safety, keep in mind the 5 MPH speed limit. Our parking lot is very busy at drop-off and pick-up times, so we ask that you follow the signs posted, use caution and safe driving skills. Please do not use your cellphone while driving in our parking lot as they are a distraction and jeopardize the safety of our children. Anytime your child is with you in the parking lot, please hold their hand or keep them near you for safety reasons as there is a great amount of traffic. Campers are expected to wear seat belts to and from camp, and we caution you against transporting your children in non-passenger vehicles such as in the back of pick-up trucks.

## DROP-OFF AND PICK-UP CARLINE PROCEDURES AT THE JACKSONVILLE JEWISH CENTER

The daily drop-off and pick-up at the Center will occur at the day school entrance, with drop-off from 8:50 - 9:15 am and pick-up from 3:15 - 3:40 pm. Detailed carpool procedures for programs located at the Jacksonville Jewish Center (Aliyah, Anaf, Mensch, Shores, and Yalla) will be sent via email prior to the beginning of camp.

For parking lot safety, keep in mind the 5 MPH speed limit. Our parking lot is very busy at drop-off and pick-up times, so we ask that you follow the signs posted, use caution and safe driving skills. Please do not use your cellphone while driving in our parking lot as they are a distraction

and jeopardize the safety of our children. Anytime your child is with you in the parking lot, please hold their hand or keep them near you for safety reasons as there is a great amount of traffic. Campers are expected to wear seat belts to and from camp, and we caution you against transporting your children in non-passenger vehicles such as in the back of pick-up trucks.

#### DROP-OFF AND PICK-UP PROCEDURES AT CONGREGATION AHAVATH CHESED

The daily drop-off and pick-up times at the Temple will occur at the rear of the building, with drop-off from 8:45 - 9:10 am and pick-up from 3:15 - 3:40 pm. Detailed carpool procedures for Camp Aman will be sent via email prior to the beginning of camp.

For parking lot safety, keep in mind the 5 MPH speed limit. Our parking lot is very busy at drop-off and pick-up times, so we ask that you follow the signs posted, use caution and safe driving skills. Please do not use your cellphone while driving in our parking lot as they are a distraction and jeopardize the safety of our children. Anytime your child is with you in the parking lot, please hold their hand or keep them near you for safety reasons as there is a great amount of traffic. Campers are expected to wear seat belts to and from camp, and we caution you against transporting your children in non-passenger vehicles such as in the back of pick-up trucks.

#### ELECTRONICS AND VALUABLES

Campers are discouraged from bringing electronics (including phones and smartwatches), toys, trading cards, valuable jewelry, or anything else from home. Camp is a great place for campers to disconnect, live in the moment, learn independence, and focus on friends and fun. Any electronics must be in school mode or left in backpacks. Items that are being used inappropriately will be collected by staff, secured in the office, and sent home at the end of the day. Neither the JCA nor JCamp staff will be responsible for any lost or damaged items that come to camp.

#### EVALUATION/FEEDBACK

Twice during the course of the summer, parents and campers are asked to go online to complete a questionnaire that will provide useful feedback to us on a consistent and immediate basis. The questionnaire will be emailed to you at the end of each session. Additionally, always feel free to talk to our program directors, unit heads, or administrators with any feedback you wish to share. We are eager to hear from you with both positive and constructive comments.

#### FINANCIAL INFORMATION

All families must be in good financial standing with the JCA prior to the beginning of the camp season. As previously stated, balances for all camp programs, regardless of session, must already be paid in full. The JCA will not guarantee placement if balances are outstanding after

May 2, 2025. Notification of withdrawal after May 2 will result in loss of all fees paid. Forfeited fees will go into the JCA Camp Scholarship Fund. All changes (in writing) regarding registration (including schedules, sessions, specialties/electives) will result in a \$15.00 per change fee payable at the time the change is made.

## FOOD

Kosher dietary guidelines (see Lunch section) are observed during camp. Campers will receive a daily kosher snack. Please do not send money for the vending machines at the JCA, as campers are not permitted to use the machines while under JCA supervision. If your child has allergies or special dietary needs, please indicate this on the required health form and verify via your program's designated email address, as indicated on page 3.

## ILLNESS POLICIES

Parents or designated caretakers will be called to come to the JCA or the Jacksonville Jewish Center to pick up their child if they exhibit any of the following symptoms:

- Fever of 100 degrees and above
- Diarrhea
- Vomiting
- Respiratory/Covid related symptoms
- Abnormal behavior

We expect pick-up within one hour of notification.

No child is to be brought to the program in the morning with any of these symptoms. If in doubt about your child, please keep them at home. It is highly unfair to healthy staff and children to expose them unnecessarily to illness. Please note that once a virus begins in a group, it becomes very difficult to control. Please be considerate of the special health needs of others. Please alert the office when your child develops a communicable disease (chicken pox, etc.) so that we can notify the other families.

We understand that it is sometimes difficult for parents to plan for their ill child, however, ***we are not set up to care for sick children.*** It is the responsibility of the parents to have advance alternative plans to provide for their ill child.

A child sent home with fever will not be allowed back into the program until they are fever free without medication for 24 hours. A note will be made of the dismissal time. These policies exist for the benefit of the children and our staff in our care and take the cooperation of all parents in the program to be effective.



## JCA FACEBOOK

Like us on Facebook! For photos and updates from your child's camp experience, check out our program groups:

✿ Aliyah, Anaf, Aman, Mensch, Shoresh, and Yalla – [facebook.com/groups/jcayouthservices](https://www.facebook.com/groups/jcayouthservices)

✿ Sababa Theatre Camp – [facebook.com/groups/jcatheatre](https://www.facebook.com/groups/jcatheatre)

## LATE AND EARLY FEES

Our early and extended care staff are hired according to registration received for that time of the day. When children arrive earlier or stay later than their scheduled times, it can impact the staff-to-child ratios. We ask that you abide by the times for which your child is registered. To enforce this policy, we will charge \$1.00 for each minute of care which is not pre-registered. In extenuating circumstances, or to change your child's schedule, please call the JCamp or program director.

## LOST AND FOUND

Any item left behind after the camp day will be placed in lost and found. We encourage our campers to check regularly for misplaced items. We encourage parents/guardians to check with our staff to look through lost and found as well.

**At the end of each session all lost and found is donated to local charities.**

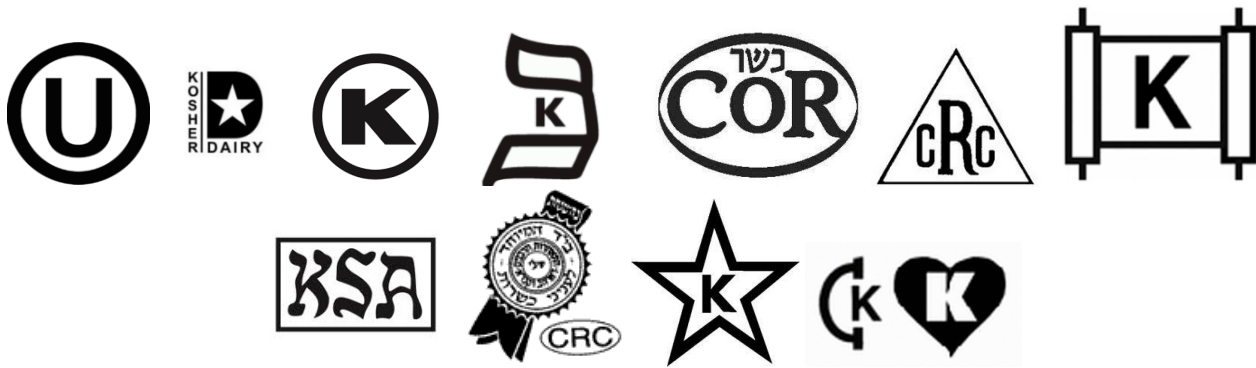
## LUNCH AT JCAMP

All campers\* must bring a daily lunch daily according to the following Kosher dietary guidelines:

Shellfish or pork products are not permitted.

Meat and dairy products cannot be mixed for the same meal.

Pre-packaged foods must have an acceptable Kosher symbol. The following symbols are acceptable:



Fresh fruits and vegetables are always acceptable.

Lunch boxes will not be refrigerated or microwaved and must be packed in closed containers.

Please wash/disinfect lunch boxes and utensils daily.

\*Does not apply to Camp Aman campers leaving at 12:00 pm or arriving at 12:30 pm.

## MEDICATION

Medication cannot be administered without a completed medication form (available at the end of this packet and in each program office). Medication must be in its original container with the child's name on the prescription label. We will **NOT** give over-the-counter medications such as Tylenol, etc., unless accompanied by a doctor's note. If your child is in need of such medications, they may not be well enough to be at camp.

## PARENT-STAFF COMMUNICATION

We maintain a strong belief in the value of good and open communication. Before the first day of each session, you will receive an emailed newsletter outlining the plans for the session and informing you of other important information. We encourage you to come to the program office to speak with us or to arrange a conference with your child's program director or unit head if you feel it is needed. Office hours are generally from 9 am to 6 pm. At prime drop-off and pick-up times (9:00 am and 3:30 pm), our staff are occupied making sure campers are safe. Please try to visit the office thirty minutes before or after those times. If you have trouble reaching our staff (a directory is included in this packet), please leave us a voice mail message, and we will contact you as soon as possible.

If you are having trouble reaching someone in the office at the JCA location, and you feel a voicemail message will not suffice, please dial "0" and ask the JCA receptionist to reach us through the walkie talkies. The walkie talkies are with our camp staff whose primary concern is watching your child, so please save any phone calls that are not of an emergency nature for our office between the hours of 9:00 am and 6:00 pm.

If your child is at the Jacksonville Jewish Center (Aliyah, Anaf, Mensch, Shoresh, and Yalla) or Congregation Ahavath Chesed (Camp Aman), the JCamp office, Camp Aman, and the Yalla direct phone lines will be shared via newsletter prior to each session.

Each program has an associated email address that can be used to contact the program staff for non-urgent matters. These email addresses can be found on page 3.

In addition, we will be creating WhatsApp groups for each program to help keep parents informed and connected throughout the summer. These groups will be used for quick updates, reminders, and general communication. You will receive information on how to join your child's group prior to the start of the session.

## REQUIRED FORMS

All campers were required to have health forms returned by May 9, 2025. The form is included with the camp confirmation email to all JCamp families. If you received your confirmation email after May 9, please be sure to return your health form prior to your child's first day of camp. In addition, release forms are required for certain Camp Aman, Aliyah, and Yalla specialties. If they are required for your child, they will be emailed to you by your child's unit head or program director and must be returned prior to the beginning of camp.

## SECURITY

To pick up campers, photo ID is required every time until the authorized individual is familiar to our staff. Written permission must be given to the program director, unit head, or administrator via email if anyone other than an authorized pickup will be allowed to pick up a camper. They will be added to your camper's authorized pickup list.

## SHABBAT AND JUDAIC ACTIVITIES

Each Friday, Shoresh, Anaf, Aliyah, and Sababa Theatre Camp gather to welcome the incoming Shabbat, a joyful day of rest after the work of creation. Our time together will consist of songs, traditional blessings, and a snack of challah (sweet egg bread).

Programming around our core values will be integrated into camp life.

Challah is available for purchase at the front desk of the JCA main entrance on Thursdays and Fridays. This gives our families the opportunity to have delicious, fresh baked, kosher challah in your home each week for Shabbat.

## SPECIAL NEEDS

Please advise the camp staff if your child has special health needs that require attention or care while in camp programs. While we strive to work with every family, whether we are able to meet those needs with our available staff will be decided on a case-by-case basis.

If your child has a 504 plan or IEP, please provide a copy to the JCamp or program director. It is helpful to know the student's accommodation so we can best communicate with you and provide our participants with support within our means as a non-academic program.

JCamp campers must be able to change with limited assistance, use the toilet and manage their own personal hygiene care without pull-ups. While toileting accidents happen, this cannot be the norm in order to participate in our programs.

## SWIM ASSESSMENT AND INFORMATION

The JCA is an licensed provider for the American Red Cross. All skills taught follow the Red Cross Learn-to-Swim guidelines. JCamp lesson plans are a modified version of our Learn to Swim Curriculum, focusing on water safety and lifesaving skills, not stroke development.

Lifeguard ratios are approved and standardized by the American Red Cross.

JCA and the Center pools meet or exceed the state requirements for aquatic facilities.

Pool water chemistry is tested at least every three hours throughout the day, exceeding health department requirements.

Pool use is contingent on weather and health and safety standards. We will never compromise our standards to keep the pool open.

In order to participate in free swim, all campers will be required to complete a swimming skills assessment at each location they attend JCamp this summer. Due to facility differences, we do not transfer swim assessments between sites.

Campers will be assigned a **yellow** or **red** swim neckband to wear in the pool throughout camp based on the strength of their swimming ability. These bands will assist our American Red Cross certified lifeguards in keeping our less experienced swimmers safe. The JCA will supply YELLOW (swimmers who pass the test) and RED (swimmers identified at risk) neckbands to each child. Children with red neckbands will be required to wear a Coast Guard approved life jacket during their free swim times. Please do not send neck bands from home.

## SWIM INSTRUCTION – SHORESH (GRADES 1 AND 2)

The JCA is a licensed provider for the American Red Cross. All skills taught follow the Red Cross Learn-to-Swim guidelines. JCamp lesson plans are a modified version of our Learn to Swim Curriculum, focusing on water safety and lifesaving skills, not stroke development.

JCA swim instructors are certified and trained Water Safety Instructors (W.S.I.) and Instructor Aides

Swim groups are formed according to swim ability.

Our Learn to Swim group lesson program, which utilizes a level-by-level curriculum focused on in-depth stroke development is available in the afternoons on-site at the JCA.

#### THEME DAYS

All JCAmp sessions have fun, theme days where the campers and staff are asked to dress accordingly. These days will be detailed at the beginning of each session in the emailed newsletter you receive from your child's specific program.

We strongly encourage you to read your newsletters and make note of these special days so that your camper can experience and participate in the excitement with the rest of their peers. JCAmp theme days are not intended to require too much time, expense, or planning on the part of our families.

#### TRANSPORTATION OFFSITE

JCA vehicles and school buses will be used for off-site activities. All drivers are experienced, licensed and have successfully cleared a background screening. Our staff has been trained in safety and accident procedures to follow while on trips away from camp. In addition, the staff is trained in providing careful supervision of campers while on and off the vehicles. All children are expected to behave properly and listen to their counselors while traveling. Departure and arrival times will vary for each trip and specialty and will be shared with you directly.

All vehicles are equipped with first aid and emergency equipment, and at least one staff member per vehicle will have a cell phone for emergency communication. When traveling, camp staff will have the emergency and health information of each camper with them.

When traveling, the staff-to-camper ratios are consistent with those while at any JCAmp program. When deemed necessary, additional staff will be added to the supervision ratios.

