

Downtown Jewish Preschool
Parent Handbook
Summer Camp Edition



TABLE OF CONTENTS

- Welcome to our Camp.....
- Location.....
- Contact Information.....
- Hours of Operation.....
- Tuition Policies.....
- School Closings.....
- Snacks and Lunch.....
- Clothing.....
- Birthday Parties.....
- Drop Off and Pick Up.....
- Health and Safety.....
- Stay Connected.....
- Discipline Policy.....
- Biting policy.....

A NOTE FROM US:

Welcome to our camp!

Thank you for choosing Downtown Jewish Camp for your child.

DJC – Home to the happiest campers in all of Fort Lauderdale.

You can bet that a DJC summer is like no other – jam packed with awesome activities and overflowing with Jewish pride!

At DJCamp you can expect your child to be given the same love, care and attention that we are famous for at Downtown Jewish Center Chabad!

Looking forward to welcoming you and your family

Please take a moment to review the parent's handbook so that we can be partners in creating the best, safest and most enjoyable experience at Downtown Jewish Camp. Please don't hesitate to call or e-mail with any and all questions.

We are here to serve you to the best of our ability.

Welcome to the family!

Sincerely,

Rabbi Schneur and Devorah Kaplan

WHO WE ARE AND HOW TO REACH US:

Downtown Jewish Camp is a project of the
Downtown Jewish Center Chabad.

The Camp is located at:

The Steen Family Jewish Education and Event Center
1012 E Broward Blvd. Fort Lauderdale Florida 33301

Contact information:

Our phone number: 954.667.8000

E-mail: info@downtownjewish.com

website: www.downtownjewish.com

Director

Devorah Kaplan

E-mail: Devora@downtownjewish.com

Direct cell number 754.234.5770

HOURS OF OPERATION:

Downtown Jewish Camp is for boys and girls Toddlers (walking) through 5 years old.
(Entering Kindergarten)

Full day program

Monday - Friday from 9:00am to 3:00pm

Half day program

Monday – Friday from 9:00am-12:30pm For all ages.

Extended day after care

We currently provide extended day - after care from 3-5pm

Pickup anytime between 3:06pm and 4:05pm is \$15 per child;

Pickup anytime between 4:05pm and 5:00pm is \$25 per child.

Your card on file will be charged automatically for extended care.

Pre pay benefit for weekly extended day - after care:

\$100 per week paid in advance for extended day after care from 3-5pm.

Late policy:

A consistent and timely schedule is of paramount importance for all children.

Children arriving after 9:15am must contact the office for permission to drop off late.

No child will be allowed to arrive on campus after 10:00am.

NEW FAMILIES

Children who are new to our camp or school and have never been in school or camp before will begin their first week as a 'phase in week'.

On the first day of camp the children will attend for one hour and increase their attendance time over the week until we and they are comfortable in the environment and have been able to separate from mommy or daddy.

New families must fill out and submit all forms on the camp checklist.

CAMP PAYMENT INFORMATION

A non-refundable registration fee and security fee are due upon registration. Tuition may be paid in full at the time of registration or pursuant to an approved installment plan, with payments due according to the schedule established by the Camp. Lunch fees, if applicable, must be paid in full by the deadline set by the Camp. For registrations covering individual sessions or weeks, full payment for the selected time period is due at the time of registration.

CAMP TUITION AND FEES POLICY

All tuition and fees must be paid in accordance with the selections made on the registration and payment forms. Any payment returned for insufficient funds or a closed account will incur an administrative fee. Camp attendance is contingent upon the account remaining current, and the Camp reserves the right to deny attendance if payment obligations are not satisfied. Attendance is also contingent upon submission of all required health and immunization documentation.

Enrollment is for the specific program or sessions selected, and no refunds, credits, or reductions will be issued for absences due to illness, holidays, vacations, or any other reason. In the event of early withdrawal, the full tuition amount remains due and payable, and no refunds will be provided. If the Camp is closed or operations are modified due to weather or other circumstances beyond the Camp's control, there will be no make-up days, refunds, or credits.

All registration and security fees are non-refundable.

A workable form of payment, such as a viable credit card, must be on file at DJC to charge the tuition and to be used in case of early withdrawal or other school expenses.

EXPULSION POLICY

Reasons for expulsion may be but are not limited to:

- If we find a child is a danger to himself or to others.
- If we cannot adequately support or provide for his or her needs (as determined in the discretion of the administration).
- If a parent is abusive or disruptive to children, staff or the program (as determined in the discretion of the administration).
- If payments are not made in a timely manner.
- If all paperwork is not submitted.

CAMP CLOSINGS:

Inclement Weather:

Please note that if Broward County Schools/camps are closed for inclement weather, we will also be closed. We will not make up for days closed due to the above.

Holidays:

DJC camp will be closed in commemoration of the July 4th holiday. See current calendar.

SNACKS AND LUNCH

Downtown Jewish Camp provides snack as part of the tuition cost. Snack may include fruit, vegetables and carbohydrates such as pretzels, crackers or cheerios. **Children with allergies or food preferences such as gluten-free, egg-free, nut or seed free, dairy-free and the like, must provide their own snack.** While DJC does not and cannot guarantee that any child's environment will be free from substances, foods, or allergens that may trigger a child's allergies, sensitivities, or other medical conditions, each class will be assessed by the enrolled students' needs, and we will attempt to accommodate for potential allergens.

DJC offers you the opportunity to purchase our daily lunch program. The lunch program includes lunch and afternoon snack. A well-balanced, healthy, kid-friendly lunch is provided with changing menus. Details on the cost and menus are provided for your consideration. **Children with food allergies, sensitivities, or preferences cannot be part of the lunch program and must provide their own lunch.** On occasion your child may not prefer what we have on our lunch menu, which is completely natural as we all have different tastes and preferences. On the days that your child does not like the camp lunch you are welcome to send a lunch to camp. See below for home lunch requirements.

If you do not participate in the DJC lunch program, a Kosher dairy or pareve (no meat) lunch and afternoon snack should be sent with your child to school every day. We cannot heat or cool food items, so please be sure to send lunch in temperature controlled, insulated containers such as a thermos. As we strive to provide a healthy example, please send your child with a well-balanced, nutritious lunch. **Please do not send candy or juice boxes to school.** All lunchboxes and containers should be clearly marked with child's name. If sippy cups are brought to camp, cups must be marked with child's name and

date brought. Food brought from home will not be shared with other children out of respect for the individual kosher and dietary restrictions of each child.

A clearly labeled water bottle must be sent daily with your child. Please ensure the bottle is full upon arrival at camp. Children are encouraged to drink from their water throughout the day. We will refill their water bottles as needed.

LUNCH PROGRAM

Participation in the Camp's lunch program is optional. Lunch charges are due upon registration. No refunds, reimbursements, or prorated amounts will be issued for any lunch charges already assessed or paid, whether paid in full or in installments, regardless of the timing of cancellation or non-use of the lunch program. Cancellation applies prospectively only and does not create any obligation on the part of the camp to refund prior payments.

CLOTHING:

Downtown Jewish Camp has an adorable camp shirt that can be purchased and worn every day or whenever you want. The camp t-shirt is worn Fridays by all children for Shabbat party. Children are welcome to wear appropriate play clothing of their choice on other days. Please bear in mind that the children will be playing outside and with a variety of materials and mediums throughout the day. Children tend to get messy and dirty. As noted on the supply list, please send a smock to be kept in the classroom for your child. Although teachers try to ensure they wear smocks, sometimes their creativity carries them away.

Any soiled clothing will be sent home in a plastic bag. Please make sure your child has a complete set of clothing at the school in case of an "accident". Make sure the clothing is clearly marked. Please check periodically to see that the clothing fits your child and is appropriate for the weather.

Children should wear sturdy, well-soled shoes, that will be practical and comfortable for them to wear at all times during the day, whether they are in the playground, sandbox, or in the classroom. Tennis shoes are the recommended footwear for their comfort and safety. Please send along appropriate jackets or sweaters when the weather gets cooler so that the children will be comfortable while playing outdoors.

There are designated swim days, however, we do anticipate the children getting wet every day at camp.

BIRTHDAY PARTY GUIDELINES

Birthdays are such an important day and we would love to celebrate with you at DJC.

We have put together these guidelines for celebrating a birthday in our camp class:

- Please notify your child's teacher in advance to schedule your child's class party and ensure that we put it on the calendar.
- The recommended contribution towards the party is \$25 paid to DJC or a gift for the class in honor of your child.
- Birthday parties are celebrated ONLY on Fridays at our Shabbat party.
- We request that you do NOT bring ANYTHING for the party □
The children will do everything from baking the cake to decorating a hat and more!
- Do not send party bags or any birthday items.
- Parents are welcome to join the birthday party for children in the older classes – This must be coordinated with your child's teacher.
- If parents attend the party, you will take your child home after the party.
- Parents not attending the party may join on zoom or WhatsApp video.
Please coordinate with your child's teachers.

ARRIVAL AND DEPARTURE PROCEDURES

- Camp begins at 9:00am sharp and ends at 3:00pm. We ask that you cooperate with our Camp policy and not bring your child before 8:55am or pick them up after 3:05 pm.

You must have permission from the director to drop-off after 9:15am with a valid excuse such as, but not limited to a Dr.'s appointment.

No child will be admitted to school after 10:00am.

Parents may park on the street or in the school parking lot.

- You may also park at our properties 900 & 912 E Broward Blvd.
- Our security guard is here to keep us safe, so please heed his instructions carefully.
- **Teachers are NOT available for extended conversation during drop off and pick up.**
- No child will be released to a person not authorized in writing by a Parent/Guardian to pick them up. Please be aware, we will check Photo ID before releasing your child to someone unknown to us. They will also need to share your **password**.
- At DJC we appreciate the benefits of a parent walking the child to and from camp.
- **How to drop off:**
 - 1. Park.**
 - 2. Bring your child to the front gate**
 - 3. Share a morning greeting with the welcoming staff**
 - 4. Do your goodbye routine with your child**
 - 5. Your child will be signed in**
- **Classroom doors lock at 9:15am.**
- **How to pick up:**
 - 1. Park.**
 - 2. You will retrieve your child from the front door.**
 - 3. Camp ends at 3:00 Doors open for dismissal at 2:45pm and close at 3:05 pm sharp. Any child not picked up by 3:05pm will be brought to extended day after care and you will be charged accordingly.**

PLEASE RESPECT YOUR CHILDREN AND BE PRESENT WHEN DROPPING OFF AND PICKING UP. CELLPHONE USE IS NOT ALLOWED. Please, finish your call before drop off or pick up.

HEALTH AND SAFETY

Fire/Disaster Drills:

During the year, we conduct fire and disaster drills teaching students our safety procedures in a non-frightening manner. During fire drills, the children will practice evacuating to a safe location away from the building. During disaster drills the children will practice evacuating to the innermost hallways away from windows and doors. During lock down the children will be ushered into the bathrooms or protected under tables and chairs while the teachers barricade the doors.

Vaccinations and Immunizations:

Broward County requires that all Health and Immunization records be completed and presented to the camp prior to opening day for your child to be admitted to class. Without current Health and Immunization forms, a child is not allowed in school. It is your responsibility to know the expiration date and update your forms with the office.

Toilet Training:

Children in the 2-year-old class do not need to be toilet trained. We do not toilet train children at camp. Children are considered toilet trained and may transition to underwear (no pullups) at school when all the following occur: 1. Child is fully toilet trained for at least one week at home without accidents. 2. The child can verbally communicate their need to use the restroom with words that are clear and appropriate. 3. The child can independently dress and undress themselves. If your child has 3 or more accidents, we will need to re-evaluate their toilet training readiness and they may need to remain in diapers.

Minor Injuries & Illness:

Our camp is equipped to handle minor injuries, such as superficial cuts and bruises. If we have any concerns as to the severity of an injury, we will contact parents unless the circumstances require immediate contact to emergency services, in which case the school will call 911 first and then the parents will be contacted. Parents will be contacted in the event their child becomes ill or injured at school. Most head injuries will require a child to be picked up and can return with a note from the Dr. The school faculty will use their own discretion to determine if the child is well enough to remain at school.

Medications:

In most cases, Downtown Jewish Camp will not administer prescription or non-prescription medications. In the event that we determine that we can administer medication, it can only be done with a filled-out Authorization for Medication form.

Illness:

We certainly hope that everyone stays healthy, but we must state our health policy for the record. Our primary consideration is for the well-being of all students and staff, so while it is normal and even healthy for young children to be sick in the early years (it helps develop a strong immune system), communicability remains an important consideration in deciding if a child is well enough to be in school. **We reserve the right to ask you to keep your child home until we feel comfortable having the child back in school, regardless of the doctor's note or 24 hour waiting period.**

Children must be kept home when they have the symptoms of a contagious illness. This policy protects the recovering child, whose resistance to new infection is low, as well as his/her classmates and teachers.

Keep your child home if he or she has:

- Diarrhea - acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours.
- Vomiting - one or more episodes of vomiting within a period of 24 hours.
- Fever - elevated temperature over 99.5 F within 24 hours.
- Strep throat - sore throat or constant cough.
- Conjunctivitis - red eyes with a discharge, often a sign of conjunctivitis ("pink eye"), which is highly contagious.
- Rashes - skin rash, excluding diaper rash, lasting more than one day.
- Runny nose - especially with green mucus.
- On Antibiotics - has begun an antibiotic for a contagious condition less than 24 hours ago
- Chicken Pox - Child may return to camp when all lesions are crusted over.
- Head Lice - The DJP honors a no-nit policy. Child may return to camp after the removal of all lice and nits.
- Pin Worms - Child may return to camp 24 hours after treatment.
- Fifth Disease - Also known as Parvovirus, Fifth Disease is a mild illness and not serious in

healthy children. However, it can cause serious complications during pregnancy. Because there could be pregnant employees and parents at our school, we ask that your child stay at home if you notice any symptoms such as low-grade fever, tiredness, or cold-like symptoms.

- Hand-Foot-Mouth – needs at least 2 weeks or until all symptoms are clear.
- Fussy – has been fussy, cranky or out of sorts for the last 12 hours.
- Had very little sleep the night before.

Children can return to camp 24 hours **after** the fever or symptoms have disappeared. The day the child has fever is not part of the 24 hours. The first day the child is sick is considered a sick day and the counting only begins on the following day, considering that the symptoms subsided.

Children too sick to participate in full program activities, including outside play, should be at home. Please call camp when your child is absent due to illness. If your child becomes ill in camp, or if we notice any concerning marks, or fever is at 99.5 or more, we will call you to take him/her home. If we can't reach you, designated emergency numbers will be called. The camp reserves the right to determine if a child is well enough to be in camp.

Each morning, the teachers in each room will conduct a quick health check on each child as they arrive. They will check for runny noses, fever and any other common symptom. They will also be noting down any bruises or bumps a child may have.

***Head injuries.**

Injuries at home and at camp are common for young children. Most injuries can easily be treated with ice and/or a band aid by our loving staff. However, we do take head injuries very seriously. If a child hits their head at school, we will determine the severity and upon our decision the child may be asked to be picked up and taken home or, in the event of what appears to be a serious injury, we will call 911. The child can return to school only after a medical evaluation and a note from a healthcare provider ensuring the child is ok and safe to return to camp.

STAY CONNECTED:

Nurturing Strong Partnerships: Our Communication Guidelines

Effective communication is the cornerstone of a successful camp experience. At DJC, we believe in building strong partnerships with families to ensure every child feels safe,

supported, and ready to have fun. When we work together, we can create a nurturing environment where children thrive, both physically and emotionally.

To help us foster this collaboration and keep you informed, we're streamlining our communication channels into a consolidated communication platform.

Here's how we'll be staying connected:

1. School-Wide Announcements:

- We'll use e-mail and the Kaymbu app for important announcements, upcoming events, and school-wide information.
- Please make it a priority to check your e-mails and Kaymbu app regularly and respond promptly when necessary. Timely responses ensure you receive all vital updates and help us keep our records accurate.
You will need to allow for notifications in the Kaymbu app

2. Quick Reminders:

For quick reminders about special days, deadlines, or unforeseen schedule changes, we'll use the DJC Admin WhatsApp and Kaymbu announcements

3. Child-Specific Communication:

- All communication regarding your child will be sent through the secure Kaymbu app.
- This includes:
 - Daily notes (Explorers, Investigators & Innovators)
 - Incident reports
 - Requests for supplies
 - Any personal information that needs your attention
- The Kaymbu app also allows you to reply directly to messages, facilitating easy two-way communication with your child's teacher.
- For non-urgent messages, please allow up to 24 hours for a response.

4. Photos

- Daily photos will be posted on our private Facebook page or KAYMBU.

5. Direct Contact with Teachers during camp hours:

- If you need to speak with your child's teacher directly during camp hours, please call the office.
- They will return your call during their class's designated nap time or break.
- Please note: To protect privacy and maintain appropriate professional boundaries, teachers' personal phone numbers will not be provided for

communication purposes

6. Emergencies:

- In the event of an emergency, please call the office directly or contact the Director immediately.

7. Parent Class Representatives:

- We would welcome one parent per class to be the designated neutral communication liaison between the camp and class families.
- If you are interested in this position, please notify the Director.

This position expectations will include being the appointed liaison regarding questions that concern the class, as well as being the representative for class parties, camp-wide events, gifts for staff, and other PTO-type responsibilities. This position is voluntary, and the confidentiality of all student information is maintained.

DISCIPLINE POLICY

Discipline at DJC will take the form of positive classroom management. Our goal is for the child to learn self-management skills and inner control through participation in a safe, loving and well-planned environment. Children are provided with consistent routines and realistic limits and expectations.

Our teachers and staff are all trained in Conscious Discipline Program. Our classroom is equipped with the "feeling buddies" and a "quiet space or safe space". Parents are encouraged to explore Conscious Discipline at your own convenience.

Children shall not be subjected to discipline which is severe, humiliating or frightening. Discipline shall not be associated with food, rest or toileting. Spanking or any form of physical punishment is prohibited. We ensure that age appropriate, constructive disciplinary practices are used for children in our care.

For more information about our Conscious Discipline Program, visit www.consciousdiscipline.com

SPECIAL NEEDS:

Parents are responsible to ensure that their child is getting the additional support they need so that we can all be partners in the child's success. If your child is currently under any therapy during the school year, the therapy should be continued in camp. Please be sure to arrange this with our director.

We are a camp family working together for the best of each child. When additional support and specialists are needed, we must come together as a team to ensure the ultimate environment for success and growth.

If a parent refuses to cooperate with the recommended additional assistance requested, we have the right to terminate your contract.

BITING POLICY at DJP

Biting is a subject that is disturbing to our children, parents and staff. It is typical for young children to use their mouths for exploring their world and expressing their feelings. There are many reasons toddlers may bite. Sometimes biting is related to teething. Sometimes toddlers bite to express feelings they cannot express with words yet. We have seen children bite when they are frustrated, and we have seen them bite in excitement of a happy moment. No one can predict which children may bite. We are ready to help toddlers who do bite to learn other behavior. We are sympathetic to both the biter and the child being bitten.

The mission of the camp is to enhance and promote positive development and growth. Our daily routines and schedules as well as trained staff are in place to eliminate as much frustration as possible. The atmosphere in our class is calm and serene, cheerful and happy. The activities are age-appropriate and developmentally suitable for toddlers. We model calm behavior and discipline when necessary.

If a bite occurs, we help the child who was bitten. We reassure him or her and care for the bite. If the skin is not broken, we wash it with soap and water and use a cold pack. If the skin is broken, we follow medical advice – clean the bite with soap and water and cover it to protect it from getting dirty or infected. We will send home a note to both sets of parents indicating that a bite happened and what we did. In accordance with our confidentiality policy, parents will not be informed of the name of the child who did the biting.

After the appropriate medical attention is received by the child bitten, we attend to the biter.

Our response to the biter is dependent on the circumstances of the bite. We will usually have the biter help in the medical care of the bitten. Getting an ice pack and soothing the child. We encourage the biter to look at the bite and the child's sad face, to absorb the impact his bite had on the other child. Our overall message is to help the child learn the appropriate way to express his emotions, and or needs that he was seeking. We help give him language either verbally or bodily to share his feelings.

If biting is persistent, we will collect data to try and determine a pattern or trigger and will document the occurrences and information we glean. We will work on a plan to prevent further biting behavior that may include any of the following:

1. Biting necklace
2. Shadow
3. OT/ PT eval
4. Behavior eval

We put our energy into both keeping the children in the classroom safe as well as helping the child with the biting issue. The plan will include the parents, so they can help and be aware of what is being done and the progress made.

We ask for parents to keep us abreast of what they are doing at home and how the child is progressing.

Children who bite at camp don't necessarily bite at home. It is important for us to be consistent with the plan. Communication and cooperation are key to a positive outcome.

Non-Discrimination Policy:

Downtown Jewish Camp (DJC) does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs, or any other privileges or activities generally accorded or made available to DJC students. However, as a religious institution DJC reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with DJC's statement of faith, code of conduct, or other policies.

Binding Arbitration Policy:

Dispute Resolution Policy. Parents are prohibited from suing DJC or any of its employees, volunteers, or other agents in any civil court over any matter relating to or arising out of their child's enrollment at DJC (except to enforce a legally binding arbitration decision); doing so will constitute sufficient grounds for immediate suspension or expulsion of the child's enrollment. Parents are to first address all potential claims, disputes, or causes of action through good-faith discussions (up to 30 days) with the DJC Director and/or Board, then through mediation with the National Center for Life and Liberty or another agreed mediator. If mediation fails, the matter must go to final, binding arbitration, or if no arbitrator is agreed upon, to the American Arbitration Association. The arbitrator's decision will be final. This dispute resolution requirement does NOT apply to DJC's efforts to collect past-due tuition and fees, which DJC may pursue through a collection agency or otherwise. Parents are responsible for all fees and costs associated with such collection.

STATEMENT OF FAITH

At DJCamp we share the values of traditional Judaism, Jewish customs, culture, tradition, holidays, values, and Torah including at minimum, the following.

- Belief in 1 God
- Belief in the traditional Torah, and the Commandments
- Traditional roles of men and woman in Jewish custom
- Sanctity and traditional customs of Shabbat, Jewish Holidays and Kosher