



2021 SUMMER CAMP HANDBOOK

Westchester Jewish Center
175 Rockland Avenue
Mamaroneck, NY 10543



Director - Ann Pardes: 561-400-7361 or ann@wjcenter.org
Director - Carol Meyers: 914-260-4091 or carol@wjcenter.org

WJC Main Office: 914-698-2960
Summer Camp Office: 914-698-2767

Please read this entire handbook. Sections in red indicate updates and changes and supersede our typical policies and procedures due to circumstances surrounding COVID-19.

Camp Groups and Times
Summer Camp
June 21-August 13 - Choose your Weeks

Twos Programs (2 years old by December 31st)
3 days Tuesday, Wednesday, Thursday 9:00am-11:30am
5 days Monday-Friday 9:00am-11:30am

Three & Fours Programs
5 days Monday-Thursday 9:00-12:45 Friday 9:00am-12:00pm



Welcome to Camp
Week 1

Red, White & Blue
Week 2



Animals & Insects
Week 3

Crazy Days
Week 4



Transportation
Week 5

Music
Week 6



Carnival
Week 7

Magic
Week 8



COVID-19 Policies

All Early Childhood Centers must designate a site safety monitor whose responsibilities include continuous compliance with all aspects of our site safety plan.

Ann Pardes, our ECC Director, David Goldstein, our Executive Director, and our WJC COVID-19 Task Force will work in partnership to make all decisions related to how COVID-19 affects our camp families and determine what is prudent in every situation regarding health and safety.

With the COVID-19 pandemic we continue to strive to maintain our enriching, nurturing, developmentally appropriate camp experience for your children. We also know that modifications will need to be made for the health and safety of the children, families, and staff. Please understand that adjustments may be made throughout the summer based on the evolving COVID-19 situation. We will communicate those changes as they arise.

We appreciate your compassion, patience, flexibility, and support.

Our Early Childhood camp provides a safe, healthy, warm, nurturing and child-centered environment in which children can make friends, be active in the fresh air and enjoy the summer under the supervision of caring, vaccinated adults.

Our groups are small so that we can provide appropriate attention to each child. Our professional, mature adult staff are selected for their educational background, early childhood training, teaching experience and for their sensitivity to the individual needs of the young child. Most summer staff also teach in the Early Childhood program here at WJC during the school year.

Your child will participate in a variety of activities including arts & crafts, nature, music, science, cooking, water play, story time and table games. All activities reflect and incorporate our weekly themes. Our flexible program allows you to pick and choose your 2-8 weeks of summer camp.

Our facility includes:

- Spacious outdoor playgrounds
- Classrooms designed for early childhood programs
- Developmentally appropriate materials for each age group
- Outdoor activity center tents
- Gymnasium
- Carpeted indoor climbing activity area
- Library
- Water play areas
- Vegetable, herb & flower garden



Snacks, Lunches and Kashrut

We will be providing snack each day. Snacks include natural applesauce, cheese, whole grain pretzels and crackers, fresh fruit and challah on Fridays.

For those children staying for lunch, we request that you send a dairy or pareve lunch (no meat) in a clearly labeled lunch box. Please prepare and wrap each lunch so your child can manage it by him/herself. Uneaten foods will be sent home.

The following items may cause choking, so we ask that you not include them in your child's lunch: popcorn, peanuts, carrots, and grapes.

If your child has any special dietary requirements or food allergies, please inform the Camp Directors (Ann or Carol).

Please note: We are a nut-controlled facility. All nuts (including peanuts, tree nuts & sesame) cannot be brought into our building.

The following are some helpful tips to remember:

1. If your child demands your attention, try to redirect him/her to the teachers. Offer a few words or a hug but keep your interactions with your child to a minimum so that he/she learns to trust the teachers.
2. NEVER sneak away without saying goodbye to your child. Always tell your child you are leaving and when you will be back (i.e. after story time, after lunch). Then, be sure to return at that time.
3. When you say goodbye to your child, always exude confidence and trust in the teachers. If you express any ambivalence, your child will sense it, making the separation process much more difficult.

Always feel free to give us a call later in the day to check on your child's adjustment. Should you wish to remain on the premises, you are welcome to relax on our outdoor grounds.

Once separation has been established, always remember to pick up your child from camp on time. They look forward to seeing you at dismissal time.

Birthdays

We are thrilled to celebrate your child's birthday in camp. Please plan to provide a kosher, peanut/tree nut free treat for the children. Please notify your child's teacher to arrange a suitable date and time.

Shabbat

Our camp groups celebrate Shabbat each Friday with our clergy.

Separation

DUE TO COVID 19, PARENTS & CAREGIVERS MAY NOT ENTER THE BUILDING. SEPARATION WILL TAKE PLACE OUTDOORS.

AS ALWAYS, WE WILL BE EMOTIONALLY RESPONSIVE TO YOUR CHILD AND APPROACH THE SEPARATION IN CREATIVE WAYS THAT WILL HELP EASE THE TRANSITION:

- 1. FACETIME CALLS WITH YOUR CHILD'S TEACHER BEFORE camp STARTS TO SEE THE TEACHER WITHOUT A FACE MASK AND START FORMING A BOND.**
- 2. TEACHER VISITS TO HOME DRIVEWAYS AND FRONT LAWNS (FOR CHILDREN EXPERIENCING SEPARATION ANXIETY AT THE START OF CAMP. ECC DIRECTOR, TEACHERS AND PARENTS WILL DETERMINE IF A VISIT WOULD BE HELPFUL TO THE CHILD)**

The process of separation is tailored to meet the needs of individual children and families. Children's reaction to separation can range from a child who is able to comfortably say good-bye on the first day of camp, to a child who clings to a parent and requires more time. So, what can you expect during the first days of camp? There will probably be a range of reactions and emotions. You may be able to say a quick goodbye at the drop off tent. You may be able to say goodbye but need to remain on the grounds in case your child becomes upset and needs you.

At WJC, we believe that successful separation is a process whereby children learn to develop trust and are more able to have a positive camp experience. We do not strive for the most expedient separation process.

You and your child's teachers will work as a team to develop the best plan of action for a successful separation process. Communication is key.

Arrival and Dismissal Procedures

All parents/guardians/caregivers and children over the age of 2 must arrive at camp wearing PPE (currently, face masks satisfying CDC guidelines).

No parents/guardians/caregivers will be allowed into Westchester Jewish Center during operating hours.

For the first week of camp, parents will park in our Lower Parking Lot for drop off and pick up. For drop off, please walk your child to his/her color coded drop off tents. Special accommodations will be made for children starting after week one. Staff will be there to greet you and provide guidelines for your child's transition into separation. For pick up, you will park in the Lower Parking Lot and meet your child in the same color-coded tent.

After a short transition time, all campers will be dropped off and picked up in a car line. It is important that all children arrive safely and promptly. Please always follow the direction of our security staff.

2s will use the Upper Parking Lot on Rockland & Palmer Ave.

3s and 4s will use the Lower Parking Lot on Rockland Ave.

Camp staff will meet you at your car to take your child in and out of car seats.

- Car seats for the 2s should be placed on the driver's side.
- Car seats for the 3s should be placed on the passenger's side.

All occupants in your car must be wearing a mask for our staff to assist your child in and out of your car.

Parents must notify the camp if their child will be absent or late. It saves considerable time and worry if we are aware of any changes to the normal schedule.

Only an authorized adult may pick up a child. An authorized adult is one whose name is written on the child's release form. Children will not be released to any other person. If someone other than a parent or authorized adult will be picking up a child, a handwritten note or email from the child's legal guardian will be the only acceptable form of release.

During Camp Operations

Teachers will be required to wear face masks during the time camp is in session. Face shields alone are not considered an adequate substitute for face masks. We do however understand that it is difficult for some children to tolerate wearing masks. With this in mind, we are encouraging children to wear masks and will plan to build mask-wearing and mask-breaks into the routines of the day in fun and engaging ways.

Each class "Pod" will be assigned a bathroom, indoor classroom space, outdoor classroom space, and indoor and outdoor play space on a rotating basis. This means that all "Pods" will learn and play using all the space we have available to us throughout the week. Some learning materials will be individually assigned to each child and any shared materials will be managed and cleaned according to OCFS guidelines.

Classrooms, bathrooms, common areas, and indoor gross motor rooms and playgrounds will be cleaned and disinfected in accordance with NYS Health Department and CDC guidelines.

In addition, at the end of the camp day, our WJC Maintenance Team will be using a UV Germicidal & Disinfecting Lighting System designed to promote a healthier environment and proven to effectively inactivate viruses such as COVID-19.

Handwashing will become a more frequent part of the daily routine. Children will be expected to wash their hands upon entry, before/after eating, before/after engaging in play with shared materials, after using the restroom, when their hands are soiled, and before dismissal.

Teachers will continue to monitor the children throughout the day for health/wellness. If a child develops signs of illness while at camp, the student will be isolated, away from other students and will be supervised in a “Feel Better Room” until they can be picked up by a parent/guardian/caregiver.

Dismissal Procedures

All parents/caregivers must wear PPE (currently face masks satisfying CDC guidelines) when picking children up from camp. Children will be brought to their Outdoor Canopy/Tent on the lawn adjacent to the Lower Level Parking Lot by their teachers, where they will be picked up by their parent/guardian/caregiver. Once our campers have transitioned to our program, we will begin to do pick up via a car line. We request that children only be picked up by their own parent/guardian/caregiver to minimize potential exposure among Pods. Please refrain from carpooling with children from other Classes/Pods.

Required Forms

All children must have the following required forms:

1. Current Medical Exam and immunization record is required for all children prior to the first day of camp. Medical form must be updated annually by your child’s physician.
2. Emergency Information Card
3. Signed Dismissal Form
4. Allergy/Emergency Medication Form (if applicable)
5. Child Information Form
6. Permission to Apply Topical Ointments (i.e. sunscreen)
7. Photo Release Form
8. Daily Attestation of Health (to be completed on Remini)
9. Return From Quarantine (if applicable, on Remini)

Medication

WJC ECC will not administer any medications, prescription or over the counter, to the children. We can reapply sunscreen but will need parents to complete the necessary documentation for us to do so. In cases of severe allergies, our staff has been trained to administer EPI PEN. We will require paper documentation for all emergency medications.

We ask that you apply sunscreen prior to your child’s arrival at camp.

Allergies

It is the parent’s responsibility to inform WJC of any allergies the child may have to foods and/or insect-bites or if your child has asthma. WJC Camp is **nut-free** and does not serve or allow any food containing nut products in the classrooms. It is important to note that Westchester Jewish Center is not a nut-free building. Please help us by not sending food items that may contain nut products to camp.

Photography

Photos of children will be posted daily on Remini, a safe & secure app for parent communication. From time to time, we would like to display photographs of the children doing various activities on WJC's website, our bulletin boards and include them in email notices to you as well. This will give you the opportunity to get an up-close look at your children at camp, busy at work and play. No personal or identifying information will be included with any pictures posted on the website. If you do not wish photos of your children to be displayed or emailed, or if you have any questions or concerns about this, please let the Director know.

Health & Illness

The health and safety of our campers is as important to us as it is to the families. And as parents, we understand the difficulty of making arrangements for care of a sick child; however, for the health and safety of all children and staff, sick children may not attend camp.

All children will be required to wear a mask at camp. Please be sure your child is wearing a mask at arrival and send in a few extra masks. We always have disposable child size masks available at camp as back up.

IF YOUR CHILD OR ANYONE IN YOUR HOME IS DIAGNOSED WITH COVID-19 OR EXHIBITS SYMPTOMS OF COVID-19, YOU MUST KEEP YOUR CHILD AT HOME. WE NEED TO BE INFORMED IMMEDIATELY.

***PLEASE REMEMBER THE FOLLOWING;
"IF IN DOUBT KEEP THEM OUT"***

COVID-19 CLOSURES

It is unlikely that we will need to close camp and impossible to list all the scenarios in which a closure might occur. But here are some example scenarios in case of a quarantine or closure:

1. If a camper tests positive for COVID-19, then that classroom quarantines and closes for 2 weeks.
2. If that camper has a sibling in a different class, then that sibling quarantines for 2 weeks.
3. If a parent, caregiver, or sibling of a camper tests positive for COVID-19, then that camper quarantines for 2 weeks, but the class will remain open.
4. If there is an uptick in the community, then the entire camp will need to close.

Children may be readmitted:

1. After a specific contagious disease has been confirmed by a physician, the child has no symptoms and is under the appropriate treatment.
2. If temperature has been normal for 24 hours, without medication.
3. When rash or other condition has been medically treated or diagnosed.
4. With a physician's statement indicating that the child is free from communicable disease.
5. If vomiting, and/or diarrhea has not occurred with the last 24 hours while on a normal diet.

No child should return to camp with new or worsening symptoms. **Children must be 100% healthy in order to return to camp.**

Communicable Disease & COVID-19 Policy

Based on state licensure and COVID-19 requirements, we are unable to provide care for children with the following conditions. These include symptoms of COVID-19.

1. Diarrhea (2 or more abnormal loose stools within a 24-hour period).
2. Coughing/unusual coughing sounds
3. Difficult or rapid breathing, shortness of breath
4. Yellowish skin or eyes
5. Redness of the eyes, obvious discharge, matted eyelashes, burning, itching
6. Temperature above 98.7 (we take temperatures of every child upon arrival)
7. Infected skin patch(es), unusual spots or rashes
8. Unusually dark urine and/or gray or white stools
9. Evidence of lice/nits, scabies/nits, or other parasitic infestations
10. Stiff neck with an elevated temperature
11. Sore throat or difficulty swallowing
12. Vomiting or nausea
13. Cold accompanied by yellow or green mucus or excessive discharge
14. Muscle or body aches; headache
15. Loss of taste or smell
16. Sore throat
17. Lethargy, fatigue
18. Congestion or runny nose (even if it's clear discharge)

Should your child become ill while at camp, you will be contacted immediately, and arrangements must be made to pick up your child from WJC as soon as possible. **We must be able to reach you at all times while your child is in our care.**

All sick children will be removed from their group and accompanied by a staff member to our "Feel Better Room". It is advisable to have a back-up plan in mind for those unexpected illnesses and pick ups.

What to wear

Dress children in their bathing suits under cool comfortable clothing. Footwear needs to be safe. Sneakers or closed water shoes are best. All clothing should be labeled with the child's name.

Please apply sunscreen at home.

Lunch

Children staying past 12:00 noon bring a Kosher dairy lunch.

Camp Supplies

It is recommended that each child bring the following labeled items:

1. A large zip-lock bag
2. Closed water shoes
3. Sunscreen (please apply before your child comes to camp; we can reapply only if you've completed a permission form.)
4. Towel
5. Change of clothes (please label all items with your child's name)
6. Underwear or diapers and wipes (if needed)
7. Extra masks

WJC has adopted the following policies for our ECC children and families. These protocols will be updated periodically, including to reflect updates in Westchester County, New York State and CDC guidelines.

Guiding Principles

WJC is committed to seeking to maintain the safety of our campers, teachers, and staff. We are asking families to partner with us in minimizing risk of COVID-19 infection in our community. When choosing to join our community, you are acknowledging your responsibility to act in a way that helps to keep all members of our community safe. Campers and teachers will be grouped in "Pods" by class. These "Pods" will remain distinct units, with no other children, teachers, specialists, or adults entering the "Pod" unless in an unavoidable situation.

Once camp begins we ask that you attempt to maintain the sanctity of the "Pod" and minimize your family's and child's interactions with people or groups outside of your child's "Pod". We also encourage you to minimize the number of people responsible for transporting your children to/from camp to the extent possible.

Pre-Arrival Health/Wellness Check

Each parent/guardian will complete a daily Health Screening Attestation form on Remini, our communication platform.

By completing this document, you agree to complete a health screening, on your own, BEFORE arriving at WJC every day consisting of the following questions regarding your child and you, any other caregiver, or anyone else in your household who will be entering any WJC area or activity.

- Are you, a caregiver, any person living in your home, or your child currently experiencing ANY of the following symptoms or have had these symptoms?
 - Cough (new or worsening)
 - Shortness of breath (new or worsening)

- Trouble breathing (new or worsening)
- Fever (100 degrees Fahrenheit or higher)
- Chills
- Muscle pain (new or worsening)
- Headache (new or worsening)
- Sore throat (new or worsening)
- New loss of taste
- New loss of smell
- Have you, a caregiver, any person living in your home, or your child had known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?

- Have you, a caregiver, any person living in your home, or your child tested positive for COVID-19 through a diagnostic test in the past 14 days?

If the answer to any of the above questions is YES, the child should remain home and you should contact your healthcare provider for assessment.

Additionally, individuals who:

1. Have tested positive for COVID-19 and have not subsequently tested negative, OR
2. To their knowledge had contact with someone who has experienced symptoms of or tested positive for COVID-19 within the last 14 days OR
3. Who are required or advised to quarantine under NY State, CDC, or other applicable orders or guidelines will be prohibited from entering the building and grounds of WJC.

An employee, parent/guardian, or child who screens positive for or exhibits symptoms of COVID-19 must not be allowed to enter the facility or area, and must be sent home with instructions to contact their healthcare provider for assessment and testing.

*In cases where COVID-19 is not suspected and has been ruled out, children generally must remain home until they are symptom-free for 48 hours. Decisions on returning to camp should be made based on your family's exposure, with advice from your child's physician, and in communication with the ECC Director. In cases where a physician has diagnosed and treated an illness, children may return to camp with a note from and at the recommendation of their physician. *

Any traveling requires you to follow the current New York State guidelines. These change frequently.

NYS Guidance on COVID-19 positive cases:

In the event that a parent/guardian/caregiver of a child in the child care program must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, they cannot enter the WJC building or grounds for any reason, including picking up their child.

If the parent/guardian/caregiver, who is a member of the same household as the child, is exhibiting signs of COVID-19 or has been tested and is positive for the virus, they must utilize an alternate parent/guardian or emergency contact authorized by the parent to come pick up the child.

As a “close contact” of a person who is under quarantine, the child must not return to WJC for the duration of the quarantine.

If the parent/guardian/caregiver, who is a member of the same household as the child, is being quarantined as a precautionary measure, without symptoms or a positive test, WJC staff will meet the child at the boundary of or outside, the premises. As a “contact of a contact,” the child may attend WJC during the duration of the quarantine.

If a child or their household member becomes symptomatic for COVID-19 and/or tests positive for COVID-19, the child must quarantine and may not return to or attend WJC until after quarantine is complete.

WJC ECC will follow guidance from the Westchester County Department of Health, the Office of Children & Family Services (OCFS) and our WJC COVID-19 Task Force regarding closures and proper contact tracing procedures.

