



January 2024

Dear Parents,

Our staff is dedicated to providing the warm, nurturing environment necessary for young minds and bodies to grow and develop. We are looking forward to a fun, safe and unforgettable summer.

In keeping with New Jersey's childcare licensing requirements, we are obligated to provide you, as the parent of a child enrolled in our program, with the attached informational statement. We are also required to provide you with our Parent Handbook designed to provide you with an overview of the goals, philosophy and programs offered at Congregation Israel of Springfield. The statement highlights, among other things: your right to visit and observe our program at any time without having to secure proper permission: the school's obligation to be licensed and to comply with any licensing standards: and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Family Services (DYFS). Please read this handbook and statement and if you have any questions, feel free to contact us.

Best,

Eliana and Aviva

Eliana Daitch and Aviva Bresler
Chairs, Camp Kitanim

Please sign where indicated as acknowledgement of receiving the required Parent Handbook and Information Statement to Parents.

I have received a copy of the Parent Handbook and Information to Parents Letter.
I have received a copy of the Discipline and Expulsion Policy in the Parent Handbook.

Parent's Name (print): _____

Parent's Signature: _____

Date: _____



Congregation Israel of Springfield

Parent Handbook



Summer 2024

Dear Parents,

Welcome! We are so happy that you have chosen to send your child to summer camp and be a part of our wonderful community.

This handbook has been created to answer your questions regarding the policies and procedures of our Early Childhood program. The handbook is also a guide to how we create a structured, safe and respectful camp/camp community. Please take a few moments to read through the handbook and refer to it as needed.

Best Wishes,

Aviva Bresler and Eliana Daitch
Co-Chairs, Camp Kitanim



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Congregation Israel of Springfield Early Childhood Program General Information and Policies

Please contact the camp director if you have any questions.

1. Allergies

If your child has any allergy to food or medication, please indicate it on the information sheet and confirm with the Director.

2. Back to Camp Adjustment:

On the first day of camp, a parent or caregiver should come with the child to help orient him to his counselors, room, and peers. Please plan to stay with your child as long as it is necessary for the child's reassurance. After this first day, we encourage parents to make their daily departure short and sweet. This will allow the child to adjust to his/her new routine. A child may bring one security object to aid in separation from the parent or care giver. Other than as stated in this handbook, no toys from home are allowed in camp.

If there is information about your child that we should know, please inform the Director. This could be as simple as how your child prefers to eat lunch. This knowledge will assist us in making your child feel secure and as comfortable as possible.

3. Birthdays

Anyone wishing to arrange an in-camp celebration for your child's birthday should notify the Director up to two weeks before the date. We will not be doing in person birthday parties this year. You will be able to send in to celebrate your child's birthday. Please keep birthday celebrations simple. One food treat, ice-cream, or cupcake per child is sufficient. Please do not send additional candy as many parents prefer to limit their child's treat intake. Please see the Food section for approved food selections. A small gift (book, puzzle, etc.) for the classroom from the birthday child would be wonderful and most appreciated.

4. Biting

We understand that biting behavior may be expected from nonverbal or not fully matured children. We try our hardest to prevent such an incident and to avoid situations that may lead a child to bite. If a biting incident does occur, the counselor will separate those involved. The injured child will be examined and cared for as needed. If skin is broken, we will contact parents immediately. Otherwise, parents will be informed of the incident at the end of the day. The child exhibiting the biting behavior will be closely monitored and redirected. If a child continues to bite uncontrollably, that child may be removed from the class for a period of time.

5. Carpools and Pick-up

Prompt pick-up is very important, especially in the beginning to ensure a pleasant experience. Counselors cannot bring children out to your car. We are not staffed for this service and counselors must be with their classes at all times.



The door leading into the two-year-old classroom from the parking lot is for emergency exit only. Do not use this as an entrance; enter only from the Mountain Avenue door. Please wait for your child in the lobby until the children are dismissed. We ask you not to congregate outside the classrooms during dismissal and after you drop your children off in the morning.

There will be one late pick-up allowed for emergencies during the summer. If you will be more than ten minutes late, it is your obligation to arrange for babysitting or to phone a friend or neighbor to pick-up your child, and inform the camp of the arrangement. We ask you to be considerate of your child and your child's counselor. Parents who are negligent about pick-up time will be charged the following rates: \$3.50 per 15 minutes; \$6.00 per half-hour; \$10.00 per hour.

6. Child Release Policy

No child can be released from our program to any person other than the child's parents without authorization. If you wish to have a neighbor or caretaker pick up your child, please provide written authorization. This authorization may be provided at the beginning of the summer or as needed.

In situations where there is a single parent family, the staff must be told (in confidence) what custody arrangements have been made and whether the non-custodial parent is permitted to take the child from the center. A copy of the court order backing these conditions must be on file at the camp in order for us to have legal backing to refuse the release of a child.

If your child is to go home with someone else or is going to a friend after camp, please send an email to the director. It is very confusing to remember last minute instructions if they are not in writing. If you will be detained, please call and let us know what arrangements you have made for your child to be picked-up on time. Cooperation in this matter is appreciated.

If the parent or person authorized by the parent fails to pick up a child at the time of the center's daily closing, the child will be supervised at all times and staff members will attempt to contact the parent or person authorized by the parent. If, an hour or more after closing time, all arrangements for releasing the child to his or her parent or authorized person have failed and the staff member cannot continue to supervise the child, the staff member shall call the Department of Human Services 24-Hour Child Abuse Hotline to seek assistance in caring for the child until the parent or person authorized by the child's parent is able to pick up the child.

If the parent or the person authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk or harm if released to such an individual, the child shall not be released to such an impaired individual. The staff member will attempt to contact the child's other parent or an alternative person authorized by the parent. If the center is unable to make alternative arrangements, a staff member shall call the Department of Human Service's 24-Hour Child Abuse Hotline to seek assistance in caring for the child.

7. Clothing



Please send a season appropriate change of clothing even if your child is toilet trained. Other types of accidents sometimes do occur. When extra clothes are used, please send a clean replacement back to camp promptly. Label all clothing. Do not send expensive items, i.e. jewelry, as we can not be responsible if these items are lost or broken.

Dress your child according to the weather. We take the children to the playground daily except in the most severe weather.

8. Optional Conferences

Please feel free to make an appointment for consultations whenever necessary. We believe that good parent/Director communication is a basic factor for a positive camp experience.

9. Conflict Resolution

Anyone having a conflict or grievance regarding the Early Childhood Program's counselors should feel free to contact the Director. If further assistance is required, the shul's chair's will be available to assist.

10. Diaper Changing and Bathroom Policy

Children in the two/ three-year-old classes will be changed as necessary.

Our schedule includes one diaper changing time in the morning and another following lunch. In addition, your child's counselor or assistant will change a soiled diaper when needed or requested by the child.

To ensure proper health and sanitary conditions:

- Staff member will wear disposable rubber gloves while diapering and will wash their hands after each diaper change.
- Our diapering surface is flat, smooth, and non-absorbent.
- The diapering area will be washed and disinfected between diaper changes.

Parents will need to supply diapers and wipes.

Counselors or assistants will accompany children to the bathroom at set times of the morning in addition to taking them when needed or requested by the child.

11. Discipline Policy

It is our educational philosophy to ensure that children will not be pressured beyond their capacities nor will their actions be limited unnecessarily.

Classroom rules and acceptable behavior will be introduced to children at the start of the program, reviewed throughout the summer, and reinforced as needed. Praise and positive reinforcement are used efficiently and effectively. At no time will a counselor shout at, berate, or act in a physical manner with a child.



In the event that a child's actions or behavior endangers the health, safety, or personal growth of any persons including the child, disciplinary measures will be taken.

The counselor may elect to take one or many of the following actions:

- Discuss improper behavior with the child and make it clear why it is unacceptable.
- Encourage the child to express him/herself verbally. Role-play and think of resultant consequences, often concluding with an apology.
- Use sticker charts and other positive reinforcement tactics
- Use a time-out if aggressive or harmful behaviors continue.
- Call the parents and work to resolve the problem as a team.
- Meet with parents to enforce a change. If harmful behavior continues, the camp director may impose a short-term suspension.

12. Dismissal

Children will be dismissed from the playground or An exit during inclement weather. Please do not disturb the group by entering the room prior to dismissal time. Only parents or a pre-arranged adult with a signed consent form will be allowed to take children from the camp.

13. Educational Philosophy

The goal of the Congregation Israel Early Childhood Program is to provide our children with a warm and secure environment that fosters a love of both Judaic and secular learning.

Our children must understand how special they are to themselves, each other, their families, and our community. Play is a child's way of learning and it is an integral part of their program.

Learning should be fun and enjoyable! We as counselors will do our best to provide the children with a wonderful learning experience. It is also important that you, the parents, support and strengthen the learning process at home. On a regular basis, ask your children about their day at camp. Praise your child appropriately; encourage them with words of love and kindness. Together we can help your child become the best that they can be.

14. Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

Immediate causes for expulsion:

- . The child is at risk of causing serious injury to other child or him/herself.
- . Parent threatens physical or intimidating actions toward staff members.
- . Parent exhibits verbal abuse to staff in front of enrolled children.

Parental actions for child's expulsion:



- . Failure to pay/habitual lateness in payments
- . Failure to complete required forms, including child's immunization records.
- . Habitual tardiness when picking up child.
- . Verbal abuse to staff.

Child's actions for expulsion:

- . Failure of child to adjust after a reasonable amount of time
- . Uncontrollable tantrums/angry outbursts
- . Ongoing physical or verbal abuse to staff or other children
- . Excessive biting

Proactive measures that will be taken in order to prevent expulsion:

- . Staff will try to redirect child from negative behavior.
- . Staff will reassess classroom environment, appropriateness of activities, supervision.
- . Staff will always use positive methods and language while disciplining children.
- . Staff will praise appropriate behaviors.
- . Staff will consistently apply consequences for rules.
- . Child will be given time to regain control.
- . Child will be given verbal warnings.
- . Child may lose certain privileges.
- . Child's disruptive behavior will be documented and maintained in confidentiality.
- . Parent/guardian will be notified verbally.
- . Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- . The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- . The parents will be given literature or other resources regarding methods of improving behavior.
- . Recommendation of evaluation by professional consultation on premises.
- . Recommendation of evaluation by local camp district child study team.

Schedule of expulsion:

- . If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or the parent's behavior warranting expulsion. An expulsion action is meant to be a period of time during which the parent/guardian may work on the child's behavior or come to an agreement with the center.
- . The parent/guardian will be informed regarding the length of the expulsion period.
- . The parent/guardian will be informed about the expected behavior changes required in order for the child or parent to return to the center.
- . The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate childcare (approximately one to two weeks notice, depending on risk to other children's or staff's welfare or safety).



- . Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A child will not be expelled

- . if a child's parent(s)
 - . made a complaint to the Office of Licensing regarding the center's alleged violations of the licensing requirements (1-877-667-9845)
 - . reported abuse or neglect occurring at the center (1-877-NJ-ABUSE)
 - . questioned the center regarding policies and procedures
- . without giving the parent an adequate amount of time to make other childcare arrangements.

15. Financial Arrangement/Refund Policy

Tuition payment must be submitted no later than June 25th. There will be a late fee for payments received after the first day of camp. All payment arrangements must be confirmed in writing and signed by the parent. In order for a child to begin camp, all accounts must be paid in full, or have a financial arrangement plan in place.

Our policy for tuition refunds is as follows: Tuition is not refundable with the exception of a family relocating to another area; the director asking that the child leave the camp; or a doctor's letter stating why a child is unable to further attend the camp. If tuition is refunded it will be pro-rated based on the number of sessions the child has attended camp. The deposit fee is non-refundable. Any request for refunds must be made in writing to the chairperson of the camp to be reviewed by the Camp Board Committee.

16. Fire Drills

Fire drills will be performed on a monthly basis. The bell will sound and counselors will lead children to the designated meeting spot. After attendance is taken, children will be reassured that it was a successful practice test. At times, fire drills may upset young children. Our Counselors review fire safety and our evacuation route before each practice. Discussing fire safety at home may provide additional comfort to your child.

17. Food

In order to maintain the Kashrut (keeping Kosher) policies of Congregation Israel, the camp will provide daily snacks to all children attending the program. Children should eat breakfast prior to arrival at camp and **pack a lunch that is clearly labeled!**

Parents may bring in a snack to be shared for a child's birthday.

We ask you to use the following guidelines when sending in a snack:

1. All pre-packaged foods and juices must have a reliable kosher certification such as one of the following symbols: Kof-K, OU, OK, Star-K, cRc.



2. The following are food shops approved by Congregation Israel:

*Bagels Supreme, Springfield; Jerusalem Pizza, Elizabeth & Livingston;
Dunkin Donuts, Elizabeth & West Orange; One Stop Kosher, Elizabeth.*

If items are not clearly marked as from these shops, please bring your receipt with the food item. If an item is accidentally sent in without one of the above symbols or receipts, your child's counselor will replace it and, regretfully, must send home the item in consideration of our Kashrus standards. Every attempt will be made to reach a parent before the substitution is made.

We regret that home baked products are not allowed even if your home is kosher. Please feel free to ask the Rabbi if you are uncertain about a particular food or drink.

18. Health and Welfare

In the interest of health and welfare of all our children, we request the full cooperation from parents. Please exercise caution and good judgment by sending your child to camp only when they are physically well. The contagious period of most illnesses is at the very beginning when they are coming down with "something". If there is a doubt in your mind because of appearance or behavior, your child should be kept home until the symptoms you suspect have cleared up. If the counselor notices a child who shows signs of illness, i.e. a bad cough, runny nose with discharge or watery eyes, she will phone the parents and ask that the child be taken home. If this occurs, the child is to remain home for 24 hours. A doctor's note may be necessary if a child has a chronic condition which is non-contagious systems. If your child has allergies, please send in a doctor's note or have a physician fill out information on medical forms. In case of contagious disease, parents are asked to notify the camp at once.

Please have your child's doctor fill out the enclosed medical form. The medical form must be returned by the first day of camp. Due to state law, we are not permitted to accept any child without this form. Please fill out and return the emergency release form at the same time.

19. Medicine

We will administer medication to your child only on the condition that you sign a release giving us permission to do so, the amount, and the times it is to be administered, as well as any possible adverse reaction. The child's name, the doctor's name, contents of the bottle, dosage, and the pharmacy dispensing the medication must be written directly on the medication bottle on an official label. It must be the original bottle from the pharmacy. If your child needs to take medication, you may also choose to administer it yourself during camp time, arrange for the doses to work around the camp hours, or keep the child home until medication is no longer needed.



20. Reportable Diseases: Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, he/she should not attend camp. If such symptoms occur at camp, the child will be removed from the classroom and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eye with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff Neck
- Blood in Urine

Once the child is symptom free or has a physician's note stating that he/she no longer poses a serious health risk to him/herself or others, he/she may return to camp.

Table of Excludable Communicable Diseases

If a child contracts any of the following diseases, please report it to us **IMMEDIATELY**. The child may not return to camp without a physician's note stating that the child presents no risk to himself/herself or others.

Respiratory Illnesses

Chicken Pox
German Measles
Hemophilus Influenza
Measles
Meningococcus
Mumps
Strep Throat
Tuberculosis
Whooping Cough

Gastrointestinal Illnesses

Giardia Lamblia
Hepatitis A
Salmonella
Shigella

Contact Illnesses

Impetigo
Lice
Scabies

Reportable diseases, as specified in NJAC 10-122-7 10(A)

21. COVID GUIDELINES

Protocols:



- A. If any camper is exposed to Covid you must report it IMMEDIATELY and we will consult with medical guidance as to how long they should be out of camp for.
- B. At designated entry points, campers and staff must be screened for fever or signs of COVID-19 illness prior being permitted to enter the facility or participate in camp programming. Symptoms related to COVID-19 include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- YOU MUST KEEP YOUR CHILD HOME AND REPORT THE ABOVE SYMPTOMS TO THE DIRECTOR IMMEDIATELY

We will be following our medical director's guidance on quarantine procedures in the event of a positive case in camp.

***All things are under constant review and subject to change.

22. Vaccinations

State regulations require our camp to maintain documentation of the health examination and immunization records of each child enrolled in our program. It is important that parents submit an up-to-date immunization record appropriate for a child's age at the start of camp. Unfortunately we can not have a child come to camp without completed records or an exception letter from a physician.

23. Information to Parents

Under provisions of the manual of requirements for child care centers (NJAC 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent situation rights, state licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center may comply with this requirement (1) by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); OR (2) By incorporating the required information in its own handbooks, brochures or other informational materials, in keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of information.

Our center is required by the State Child Care Licensing Law to be licensed by the Bureau of Licensing of the New Jersey DYFS. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with The Manual of Requirements for Child Care Centers (The official licensing regulations). The regulation covers such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and



nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of The Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the manual of requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate you bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center's copy of the Bureau of Licensing Inspection/violation reports on the center, which are issued after every state licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the bureau's complaint investigation summary report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DYFS inspections/investigation. DYFS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities or operations of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time, without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.



Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, Toll-Free at (800) 792-8610, or to any district office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN717, Trenton, New Jersey, 08625.