

**BETH EMETH EARLY
CHILDHOOD CENTER**

Camp Kaitana

POLICY MANUAL

Revised: November 2011

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Camp Kaitana Philosophy and Goals

Camp Kaitana offers summer time fun in a stimulating and loving environment. The program fosters the natural curiosity of each child, while challenging his or her intellectual, physical and social abilities. It provides a wide range of experiences, including the use of art materials, movement and dance, storytelling, and discovery in nature and science. We hope to inspire the children with good feelings about themselves and others.

Licensure

Under Section 63.1 – 196.3 of the Code of Virginia, which exempts child day centers operated under the auspices of a religious institution, BEECC is exempt from licensure. In order to maintain this exemption, annual documentation with the Virginia Department of Social Services must be filed. The manual containing all Virginia codes and requirements is maintained in the School Office.

Staff

The staff consists of a Director, an Administrative Assistant, head counselors and assistant counselors. Head counselors are college graduates. Assistant counselors are high school students or older. Those who are 16 years of age and younger must provide a work permit. The staff is certified annually to be free from any disability that would prevent them from caring for children. These records are maintained in the School Office.

Facilities

Congregation Beth Emeth is located at 12523 Lawyers Road in Herndon, Virginia. It is a one-story physical plant of approximately 21,000 square feet. The original structure was completed in 1988, and the addition was completed in 1997. Camp Kaitana uses twelve permanent classrooms, and the Flex Space for music and exercise. The multi-purpose areas are used on inclement weather days for gross motor activities, and there is an outdoor fenced-in playground area. The total maximum daily enrollment is limited to one hundred children. All areas of the premises that are accessible to the children are free of obvious injury hazards. There is cushioning material under the playground equipment, which is replaced as necessary.

Security

Congregation Beth Emeth is equipped with an electronic security system. This system includes cameras and an intercom system, which are located at the four primary entrances of the synagogue – the front entrance, the school entrance, the playground, and the back kitchen entrance. When Camp Kaitana is in session, all doors are locked. To gain entry to the building, auditory identification with both first and last names is required. Unfamiliar people must show photo identification and state the nature of their business before entering the building.

Enrollment

Enrollment is open to all children, regardless of race, religion, or ethnic background. Camp Kaitana will not discriminate against children with disabilities where reasonable accommodation can be made without undue hardship. The CBE Board of Directors, or its designee, will make this decision in accordance with the procedures and policies contained within the special needs section of this document. In reaching their decision, the Board may consult with the child's physician, the Camp Kaitana Director, and the parents. The child's right to privacy will be respected, and personnel will be advised of the child's condition on a need-to-know basis.

Camp Kaitana offers four sessions, each lasting two weeks in duration. Children may attend camp two days per week, three days per week, or five days per week, depending on age. Children can enroll for one, two, three or all four sessions. Each week of camp has a different theme, which changes from year to year.

Children attending the 2 day camp program must be entering BEECC's Bet program in the fall. Children attending the 3 day and 5 day camp programs must be at least 3 years old by September 30.

Camp will run for eight consecutive weeks, split into four equal sessions. Camp will not be held on July 4th. In the event that July 4th falls on a weekend, Camp will not be held on the celebrated Federal Holiday for July 4th.

Congregation Beth Emeth (CBE) members in good standing (as defined by the CBE Board of Directors) and current BEECC students are given priority for registration during the month of March. The order of preference for enrollment and class placement during March is as follows:

- 1) Returning CBE member students
- 2) Siblings of present CBE member students
- 3) Siblings of alumni CBE member students
- 4) Other CBE member students
- 5) Returning non-CBE member students
- 6) Siblings of returning non-member students

7) Siblings of non-member alumni students

8) Others

All applications postmarked on or before March 1 will bear the receipt date of March 1. During March, acceptance into Camp Kaitana is based on a first-come-first-served basis within each priority category. If waiting lists must be generated during the month of March, a separate waiting list for each priority category will be maintained. Openings will be filled from names on waiting lists in sequential order.

Acceptance into Camp and waiting lists for all other applications received on or after April 1 will be handled on a first-come basis regardless of CBE membership. Acceptance letters are mailed in April.

Upon acceptance, the following forms and payments must be submitted:

- By First day of Camp, *if not already on file*:
 - 1) Tuition paid in full
 - 2) Personal Information Sheet
 - 3) Activities Permission Form
 - 4) Emergency Information and Release Form
 - 5) Physical Examination Form
 - 6) Proof of Identity and Age (Initial BEECC registration, only)
 - 7) Snack Authorization Form
 - 8) Publicity Opt-Out Form

No child will be allowed to attend Camp Kaitana until all his or her documentation has been received.

Tuition and Other Fees

A registration fee of \$30 for each applicant must accompany each application and is non-refundable unless Camp Kaitana is not able to place your child by June 1.

Tuition must be paid for a minimum of one full camp session. However, if a parent wishes to split a session with another parent for the same camp session, it must be approved, on a case by case basis, by the Kaitana Director. A late fee of \$15 is charged for camp payments made after the 25th of the month. A fee of \$25 is charged for each check returned by the bank for any reason.

If a non-member becomes a member of Beth Emeth, or a member withdraws membership from the synagogue prior to the first day of the child's camp attendance, the tuition will be adjusted. If membership status changes once the child begins camp, tuition will not be adjusted. It is the parents' responsibility to notify the Kaitana Assistant Administrator of a change in membership status.

A 5% tuition discount is given for subsequent children attending Camp Kaitana at the same time.

Children of BEECC employees who are CBE members will receive a 5% tuition discount. Children of BEECC employees who are non-CBE members will receive a 5% discount at the non-member rate. There will be no additional employee discounts, other than the 5% discount, for second and subsequent children who attend Kaitana at the same time. This discount does not apply to special program teachers (i.e., Music, BEECCercize, etc.).

Parents will be charged a late pick-up fee of \$5 for every five minutes of lateness after 1:20 p.m. The fee is paid to the staff person in charge at the time of pick-up.

Withdrawals, Suspensions and Expulsions

In the event that a child is withdrawn from Camp Kaitana, there will not be a refund of tuition. Parent(s) must give BEECC written notification of withdrawal.

The decision to suspend or expel a child is made by the Camp Kaitana Director, except for non-payment of tuition, in which instance the President, the Treasurer, and the Executive Director of CBE make the decision. The parent(s) may appeal an expulsion decision, for reasons other than non-payment of tuition, to the BEECC Committee. If a child is expelled, the parent(s) will not be responsible for remaining tuition payments, but shall continue to be responsible for any unpaid tuition through the date of expulsion. TUITION WILL BE PRORATED AND TUITION PAID FOR DAYS STUDENT DID NOT ATTEND CAMP WILL BE REFUNDED.

Food

Each child brings a dairy (non-meat/non-poultry or pareve) lunch and drink to camp that does not require refrigeration or heating. Products made with animal shortening are not acceptable. Soy products that have the appearance of meat, i.e. chicken nuggets, hot dogs, etc., may not be brought to camp, even for personal consumption. This also applies to any food, snack or lunch, consumed off property at a BEECC sanctioned function during school hours, i.e. field trips.

The school provides a daily morning snack and a Shabbat Kiddush for Friday snack time. Kaitana provides snack that are dairy or pareve and nut-free. CBE makes a good faith effort to purchase products for Kaitana and BEECC that represent themselves as nut-free. Special snacks will be incorporated into the classroom whenever appropriate.

In accordance with synagogue policy, students are prohibited from bringing in food for general consumption that has been made in private kitchens.

Allergies and Special Dietary Needs

Parents of children with any serious allergies and/or special dietary needs must notify the Camp Kaitana Director via the Personal Information Form. Once Camp Kaitana has been alerted to the situation, a more detailed Emergency Health Care Form will be provided, informing the teachers and administrators of the appropriate response in the event of a reaction by the child during school hours. One copy of this form will be kept in the classroom, and one copy will be kept in the child's file in the School Office. An allergy list, recording all allergic children enrolled in Camp Kaitana with their respective allergies, will be posted in each classroom.

Children with special dietary needs (allergies or sensitivities) may elect to bring their own snack to school. In this case, parents must complete a snack authorization form indicating that they will provide a snack for their child. Parents may leave a supply of these snacks with the Head Counselor to ensure availability when needed. Parents will be informed when this supply needs to be replenished.

Parents of children with allergies or sensitivities will be notified in advance of any special celebration so they can provide appropriate treats for their child.

Arrivals, Departures, Car Pools

Morning drop-off begins promptly at 9:15 A.M. Parents/caregivers may use the designated carpool lane or may walk their child(ren) to the school entrance. The student(s) will be met at the entrance by a counselor or an assistant counselor and escorted into the building. If they wish, parents/caregivers may accompany their child(ren) to the classroom.

Due to traffic and safety issues, parents walking their children to the door must arrive prior to the doors opening at 9:15 A.M. After 9:15, children may not use the crosswalk while the carpool line is in session. The only exception to this is for parents walking in with toddlers for the Budding BEECCer classes. If a parent arrives after 9:15 and wishes to walk their child to the door, they must wait until the carpool line is completed for the morning (usually around 9:30 A.M.).

The procedures for the carpool line are as follows: The first car in line should pull up along the white curb line in front of the school entrance, only as far as the crosswalk. Stopping along the yellow curb line is prohibited, as this is the building's fire lane. Parents/caregivers and students are to wait in their cars for a teacher or an aide to escort the student(s) into the building. Cars should be put in "park" and the parking brake should be engaged while waiting in line. Once the students have safely exited the cars, drivers may slowly move forward to the parking lot exit, being careful of adults and children crossing in the crosswalk. The teachers or aides will take children from the first four or five cars in line that are parked along the white curb area. Children should not be unloaded before their car has reached the curb. When using the carpool lane for drop-off, drivers must remain in their cars at all times.

For late arrivals, parents/caregivers must park in the parking lot and escort students to their classroom(s).

Afternoon dismissal. Parents/caregivers are asked to wait in the lobby of the synagogue if they arrive prior to 1:10pm. At 1:10pm the doors to the school wing will be open and parents can proceed to their child's classroom for pick-up.

Personal photo identification may be requested through verification with the list of approved drivers submitted by parents at the start of camp. This procedure is performed to ensure the safety and security of the children. Personal photo identification will be checked any time an unfamiliar driver arrives to pick up a child.

If a child is to go home with someone other than the regular driver, the child's parent must send a written note to school on that day. If a child is going home with another camper, parents of both students must send written permission. No student will be released to an unauthorized driver.

Drivers are responsible for the installation of car seats and restraining children in their vehicles.

Early Pick-up

If a child is picked up early from camp, the child must be signed out in the BEECC office. Students will only be released to authorized drivers.

Late Pick-up Fees

Parents will be charged a late pick-up fee of \$5.00 for every five minutes of lateness past 1:20 P.M. The fee is to be paid at the time of pick-up to the staff person in charge.

Records

Parents must submit a Commonwealth of Virginia health form, completed and signed by the child's physician, on or before the first day of camp, if not current and already on file in the School Office. The physician must have completed the health form no earlier than August 31 of the previous year. All children at Camp Kaitana must be in compliance with the provisions of Commonwealth of Virginia code 32.1-46 regarding the immunization of children against certain diseases. In accordance with Virginia law, no child will be admitted to school without this form on file. Parents are responsible for completing, submitting, and keeping current the emergency information, teacher information, snack authorization, and field trip release forms. The school will keep these records on file.

Parents are also required to provide proof of a child's identity and age. Proof of a child's identity and age may include a certified copy of the child's birth certificate, notification of birth (hospital, physician or midwife record), birth registration card, or passport

Illnesses

Children should be kept home if they are not feeling well enough to participate in school activities. Unless a physician's note states otherwise, children should remain home until symptom-free for twenty-four hours after the following:

- a. heavy nasal discharge, frequent sneezing, and/or coughing ***unrelated to allergic rhinitis*** that is accompanied by a change in their usual behavior and/or other symptoms of illness
- b. fever
- c. vomiting
- d. diarrhea
- e. conjunctivitis (pinkeye), on antibiotics for 24 hours and symptom free
- f. skin rash with fever or other symptoms of illness
- g. strep throat (until 24 hours after treatment, and without fever)
- h. mouth sores
- i. impetigo (until 24 hours after treatment)
- j. varicella (chicken pox) until all lesions are dried and crusted

In the event that a child has head lice, parents are asked to notify the school so that other children in the class may be checked. When a case of head lice is suspected while a child is at school (i.e. the child is frequently scratching their head), the teacher will perform a scalp check, and notify the child's parent if an infestation is visible. A note will be sent home to the parents of all the children in a class with a confirmed case of head lice, so that each student may be checked as well.

A child diagnosed with head lice must be treated prior to returning to school. We ask that parents reassess their child 10-14 days following their initial treatment. A variety of treatments are available. Please discuss these options with your child's physician.

Parents should call the school no later than 9:30 A.M. if the child will be absent.

When a child has symptoms of illness while at school, the teacher will call the parent(s) to pick up the child. If neither parent can be reached, the emergency person listed on the emergency form will be contacted. Emergency contact people listed on the form **MUST** be local. Ill children must be picked up promptly.

Parents are to notify the teacher if their child contracts an infectious disease (e.g., strep virus, chicken pox, "pink eye"). Notification of an

infectious disease will be made to other students in the same age group, without disclosing the name of the child infected.

Staff members do not routinely administer medications. Special circumstances must be addressed to the Director. In the event that a child must take medication during school hours, the Medication Administration Form must be completed and signed by the child's parent. The medication must be in its original container with the child's name on it. A teacher will administer the medication.

BEECC follows CBE's infectious and communicable disease guidelines for students in the Religious School and Early Childhood Center.

Accident and Incident Reports

Accidents and incidents demonstrating inappropriate behavior will be documented on the Incident or Accident Report Form. One copy will be submitted to the parents of all children involved and one copy will be kept in the child (ren)'s office file.

Behavior

When a child exhibits a problem behavior on a continual basis that is not resolved through appropriate behavior management strategies, the Head Counselor will document the problem behavior and meet with the Director to ask for further guidance.

If the behavior problem is still not resolved, the Head Counselor shall request a meeting with the child's parent(s), to discuss the problem behavior. The Director, the Head Counselor and the parent(s) will collaborate on the development of strategies to resolve the problem behavior. During this process, the staff will keep the Camp Kaitana Director and child's parent(s) informed of progress in resolving the behavior problem. The Head Counselor will provide information to the parent(s) in written form with copies kept in the child's file. If a child's behavior results in an injury to another child or staff member, the aggressive child's parents will be notified as soon as possible and written documentation of the incident will be provided to the parent(s) and placed in the child's file.

If the Director and the Head Counselor feel that they need further assistance in resolving the behavior problem, the program may, with the parental permission, request the assistance of an outside party. If the Director and the Head Counselor feel that the problem may be a result of a special need, the program may, with parental permission, refer the child for evaluation. If the parental permission is refused and/or the problem behavior continues, the continued enrollment of the child will be reconsidered. At this point, the program may ask the parent(s) to discontinue attendance at Camp Kaitana in accordance with the Withdrawal, Suspensions, and Expulsions policy contained within this document.

Written documentation of all of the above steps will be provided to the parent(s) and placed in the child's file.

Special Needs

I. Consideration of Special Needs Children

Although Camp Kaitana is not a special education school and does not have a defined special education program, children who have been determined to have a special need, whether it is physical, mental, or psychological, may be accepted conditionally on a case-by-case basis into the program. In order to be considered for acceptance, the parents must supply a full medical history to the school including any existing protocols for special medical conditions. This background should include written reports from many different sources including physicians, psychologists, behaviorists, etc. If an Individual Family Service Plan (IFSP), Individual Service Plan (ISP), or Individual Education Plan (IEP) is available, this should be supplied as a reference item, although Camp Kaitana is in no way required to fulfill the plan set out in such a document. All such documentation submitted will be kept in strict confidence so that the student's right to privacy can be maintained. Acceptance into the school will be at the Director's discretion based on meetings with the parents, involved professionals, and the teacher responsible for the class in which the child will be placed. As there is no professional nurse on staff at Camp Kaitana, we cannot accept students requiring the camp staff to provide regular administration of medication or maintenance of special equipment.

II. Students Requiring Additional Assistance

If it is determined that the special needs of the child cannot be accommodated by the head counselor, the services of a private aide may be required as a condition of acceptance of the child into the program. This private aide must be a person employed by and responsible to the family who is trained to deal with the child's individual needs. The procurement of this aide, as well as the financial obligation for the aide, is the responsibility of the parents. The acceptance of the aide is at the discretion of the Kaitana Director. The attendance of this aide, or a suitable replacement, is a requirement at each class session unless otherwise determined by the educational team. No child who is supposed to have such an aide will be allowed to attend class without his or her aide. The private aide will be under the supervision of the teacher in order to facilitate inclusion of the child throughout the school environment. However, BEECC will in no way be responsible for actions taken or omitted by the aide. If such a time is reached that the medical community responsible for the care of the child believes the services of the aide are no longer required, the Kaitana Director will take their recommendation under consideration. However, removal of the private

aide from the classroom is at the discretion of the Director with input from the classroom teacher.

III. Role of the Private Aide

The private aide is in the classroom solely to support the special needs of the child to which he or she is assigned. Duties may include behavior management, instructional support, activities of daily living (e.g., toileting, dressing, hygiene, etc.), social skills training and task redirection. Although interaction with the other children in the class is both necessary and unavoidable, it is not the private aide's job to manage the classroom or the other students unless the special needs child is being endangered or endangering the other children.

IV. Removal from Program

A child may be asked to leave the program if he or she is not performing within the parameters of the classroom. The Camp Kaitana Director, based on input from the Head Counselor, will make this determination.

VI. Miscellaneous

Due to the small physical size of our classrooms, the number of children requiring private aides will be limited to a maximum of 1 per class.

School Clothes and Bags

Campers should carry a school bag or knapsack to be used to carry home art projects and notes to parents.

Children should be dressed in comfortable, washable play clothes and rubber-soled shoes with enclosed toes. Appropriate outerwear should be worn.

Children should be sent to camp wearing a bathing suit under their clothes. An additional set of clean, dry clothing and underwear should accompany the child every day. Counselors will assist children out of their wet bathing suits, and into dry clothing, at the end of water play time.

A complete change of clothing (shirt, pants, underpants, and socks) in a labeled Ziploc bag must be provided by the parent and kept at school for emergency use. Parents are responsible for restocking and returning the bag to school when soiled clothes are sent home.

Material distributed in backpacks will be limited to the following:

- 1) Related to Camp Kaitana, BEECC or Congregation Beth Emeth
- 2) Promotes Jewish community and is sponsored by or affiliated with an accredited or established institution

Parents are not allowed to distribute material in backpacks that promotes business for personal profit.

Sunscreen

Parents are asked to apply sunscreen each morning prior to dropping off their children to Camp. Counselors and camp staff are not permitted to apply/reapply sunscreen during camp.

Pets in the Building

All pet visits must be approved by the school director. If a pet is brought into school, it must be accompanied by a responsible adult at all times.

Toileting Practices

Children must come to school in diapers until they are fully potty-trained. Teachers will work with parents while the child is in transition.

For children who wear diapers, parents must supply sufficient diapers and wipes.

Calendar

Camp Kaitana closes for the July 4 Federal Holiday.

Camp Closings

At the discretion of the Director, camp will be cancelled when the safety of the students and staff is in jeopardy. This may be due to weather, health or safety issues within the building, or other unforeseen circumstances. In this event, parents will be notified by telephone and/or e-mail as early as possible.

Air Quality Policy

- **Ozone Yellow** -- Camp Kaitana will play outside for regular schedule.
- **Ozone Orange** -- Camp Kaitana will play outside for limited times before 12:00 pm.
- **Ozone Red** -- Camp Kaitana will not play outside.
- **Ozone Purple** -- Camp Kaitana will not play outside.

Field Trips

Prior to a field trip, a permission form will be sent home with each child specifying the details of the trip. During camp field trips, the Head Counselor is responsible for assigning children to the various cars. Each driver is responsible for the children in the driver's car. Drivers who smoke should not drive on field trips. Also, cell phones should not be used while driving. The driver and all passengers must wear seat belts. In accordance with Virginia law, children under age four must use car seats. Children who are age four or older must ride in a booster seat or a car seat.

If the field trip includes the consumption of food, the guidelines outlined in the "Food" section must be followed.

Publicity

During coverage of a special event at CBE, news media may want to include student photos and/or interviews. Names of students may appear in media (newspapers, internet, newsletters). If parents do not wish for their child to be interviewed, photographed, videoed, and/or on the CBE website for school publicity purposes, the Publicity Opt-Out Form must be completed and returned to school before the first day of classes.