



JCC Richmond Gymnastics Camp Manual

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Dear JCC Richmond Gymnastics Camp Families,

Welcome to the JCC of Staten Island's Richmond Gymnastics Camp. We are committed to providing a safe, high quality Day Camp experience for your child with a focus on excellent training FUN, FRIENDSHIP, and COMMUNITY.

This manual contains valuable information that will answer many of the questions that may arise as you prepare your child for camp and throughout the summer. Please read through carefully and hold onto to it for future reference.

Our coaching staff and counselors lie at the center of the camp's success. Our caring and experienced team of gymnastic professionals works year-round to create a fun-filled and balanced program for the campers. We have a diverse leadership group with backgrounds in education, social work, and school psychology. Coaches have been screened for maturity, creativity, a sense of responsibility and spirit. They are required to attend pre-camp trainings that emphasize children's safety and well-being and stresses their essential role of encouraging campers to reach their full potential and discover talents they never knew existed within them.

We recognize the role that camp plays in a child's development and will work tirelessly to make your child's experience at JCC camp a rich and rewarding one.

Thank you for joining us this summer!

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1. WHAT TO BRING TO CAMP

- Leotard or shorts & tank top
- Flip flops (for bathroom)
- PPE Mask (when not on the gymnastics floor)
- Enough water for the day (water fountains will not be in service for refills for safety reasons)
- “Sweat” towel(s)
- Lunch/snacks
- Coloring book, crayon, markers, or stickers (activity to do following eating lunch)

*Note: *Everything must have child’s name on it!**

2. WHAT TO WEAR TO CAMP

- Leotard or shorts & tank top
- Flip-flops
- PPE Mask (when not on the gymnastics floor)

3. LOST AND FOUND

An inevitable part of camp is children misplacing things. We have a “Lost and Found” area located in Director Mary Fontana’s office. Please know we highly encourage campers NOT to bring valuable items such as personal video games/music devices, jewelry, excessive amounts of cash, etc. as they do not belong in camp. We are not responsible for these items if they are misplaced, lost, stolen or broken.

4. LUNCH

Please bring your own lunch/snacks.

5. HEALTH AND SAFETY

Your child’s physician must examine your child and fill out the Medical (Physical Examination) Form, which can be found online: https://www.sijcc.org/uploads/1/2/2/7/122792762/sports_camp_health_record.pdf. Please complete medical forms by June 30th. Any camper who signed-up after that date MUST turn in their completed forms before they will be allowed to attend camp. Children cannot participate in camp programs without this information, including a complete list of up to date vaccinations.

Please make certain to inform the Sports Camp Director about your child’s need for any medications. Please inform us of any food or other allergies and medical conditions that we should be aware of so that we can ensure a safe camp experience for your child. This vital information will only be shared with your child’s camp directors and counselors, as appropriate.

If your child is sick in the morning, please do not send him/her to camp. If, in the opinion of the camp medical professional, your child is not well enough to remain at camp, you will be called to take your child home. If your child is at home with a fever, he/she should remain at home until their temperature is normal as per the new mandated CDC guidelines.

In case of an emergency, you will be notified immediately. If we cannot reach you, we will notify your child’s physician. Please make certain that the emergency numbers in your child’s file are up-to-date.

If a child is diagnosed with head lice, a parent will be contacted and must pick up their child from camp. This policy is maintained in order to prevent spreading to other campers. Parents will be notified if lice is found in his/her child’s camp group. Campers who have lice must be treated and will be re-checked upon return to camp. Campers must provide a note from their doctor that they are lice free.

6. MEDICATION:

Medication brought to camp by your child should be given to his/her Sports Camp Director upon arrival at camp. Medication must be in its original container and directions must be marked on the bottle. A signed physician's note must be brought with the medication detailing how and when it should be administered. If a change in medication is to occur, please notify us immediately. The Sports Camp Director will be in charge of storing and dispensing medication. Parents are responsible for picking up medication at the end of each camp session/end of camp season.

7. CAMP ARRIVAL AND DISMISSAL

A.M. Drop off procedures

- Parents will drive into the Avis JCC parking lot and will be instructed to drive to the end of the parking lot to turn around in order to form a carpool line to drop off their child at the front door
- Prior to AM drop off, you will be required to complete an online questionnaire asking whether your child(ren) is experiencing symptoms of COVID-19, or has recently been in close proximity with someone who is experiencing symptoms or tested positive for COVID-19.
- When you arrive in the camp parking lot and have come to a complete stop you will be asked to show the results of the questionnaire to the JCC staff member approaching your car.
- The link to complete the questionnaire is here:
<https://forms.office.com/Pages/ResponsePage.aspx?id=FJn3Rf2t4EqM0m3wAVEpHDS65k2RGbtCnQjXue-Rt5NUOFhNNEINOEg1SE03UksxMUFYUllUVUc3TS4u>



- QR code:

In brief, the AM screening protocol is as follows:

- A JCC staff member will meet your vehicle and request that you show a copy of the questionnaire results discussed above.
- Afterwards, the staff member will proceed with a temperature check of campers using a touchless thermometer. (If a child records a temperature of 100.4 F or higher, they will be prohibited from exiting the vehicle.)
- If your child passes the wellness check, a staff member wearing a face covering will escort the camper to their dedicated meeting location for their camp "pod" or "family."
- Please note, all staff will go through the same health screening questions and temperature checks as well.
- We will also confirm that all essential paperwork has been received (medical and waiver). If all paperwork is not submitted, your child will not be permitted into camp until it is received.

P.M. DISMISSAL/PICKUP

- Parents will drive into the Avis JCC parking lot and will be instructed to drive to the end of the parking lot to turn around in order to form a carpool line to drop off their child at the front door
- You must have your carpool pass displayed on your dashboard and give the counselors your child's name. They will release the child(ren) to the parent/guardian
- If you are planning to have someone else other than a parent pick up your child, make sure they have a carpool pass and are listed on the authorized pick-up form. You must also alert the Director.

- Campers will be released by pod groups.

NOTE : At no time during the day are parents allowed into the Avis JCC Building without the expressed consent of the gymnastics camp director, Mary Fontana.

8. BUILDING DIRECTIONAL FLOW

Please have your child follow all directions as well as directional arrows and signage throughout the building as we try to maintain one-way traffic flow and social distancing. This is a tentative arrow key that may change due to necessary safety precautions:

Gymnastics Camp Directional arrow key:

- Enter building to gymnastics gym - BLUE
- Exiting gym to front desk - RED
- Exiting gym to go to restrooms - PURPLE
- Exiting bathroom to go to the gym - GREEN

* Upon entering the gym, campers will be required to sanitize both their hands and feet. There will also be sanitizing stations throughout the gym.

9. A TYPICAL DAY AT CAMP

8:30-9:30am	Morning Arrival & Stretch
9:30-10:00am	First event
10:00-10:05am	Sanitize hands, event & equipment used
10:05-10:35am	Second event
10:35-10:40am	Sanitize hands, event & equipment used
10:40-11:10am	Third Event
11:10-11:25am	Campers will sanitize hands and have a snack/bathroom break Coach to sanitize event & equipment
11:25-11:55am	Fourth event
11:55-12:00pm	Sanitize hands, event & equipment used
12:00-12:30pm	Game time
12:30-1:30pm	Half day camper dismissal & full day camper lunchtime
1:30-2:00pm	Fifth event
2:00-2:05pm	Sanitize hands, event & equipment used
2:05-2:35pm	Revisit event of pods choice
2:35-2:40pm	Sanitize hands, event & equipment used
2:40-3:20pm	Conditioning/organized games
3:20-3:30pm	Dismissal

Note: This is a sample schedule that may change.

10. EARLY PICK-UP

If you need to pick up your child early, please notify the camp director the night before to make appropriate arrangements. When picking up your child you must sign him or her out with Mary Fontana, Gymnastics Director.

11. COMMUNICATING WITH COACHES

We recognize the importance of having an open line of communication between parents and directors. As such, coaches do their best to be available to each parent on a daily basis. During the day, coaches are very busy with the campers and are typically unavailable to answer phone calls. Due to this schedule, coaches may return calls after 5:00pm or early in the morning. When appropriate, parents are also encouraged to email the director with any questions or concerns that they may have at gymnastics@sijcc.com. You may also send a note with your child to his/her coach or to the Director.

12. CELEBRATING BIRTHDAYS AT CAMP

If you would like to celebrate your child's birthday at camp, please notify the camp office in advance. If you send food to be served to other campers, it must be pre-packaged, Kosher, and nut-free. Be sure to include enough "party" paper goods (i.e. plates, napkins, forks, spoons, etc.) for the child's entire group. Please give at least one-weeks' notice to the camp office of any birthday arrangements you plan to make.

13. VISITING POLICY

Visitors are not allowed to walk into the building due to new health regulations. Should you need to pick-up your child or drop something off, please contact the camp director or park your car, come to the front door, and ring the bell. Someone will come to assist you. Note: You may not park in the fire lane at any time.

14. TIPPING POLICY

Tipping staff at camp is permissible but entirely at your own discretion. Money, gift cards and other items have been given in the past.

A "suggested" amount to tip for an 8 week camper would be as follows:

Senior Counselor\$50.00 - \$75.00

Junior Counselor\$35.00 - \$50.00

CIT II\$20.00 - \$30.00

CIT I \$10.00 - \$15.00

A reminder, this is only a suggested rate. You may give whatever you feel comfortable giving.

Safety & Operations Guidelines

Summer 2020

Dear JCC Richmond Gymnastics Camp Family,

Our goal in this Safety & Operations Addendum is to effectively communicate the best practices we have put in place to ensure a safe summer at our camp. There are elements of this document that will continue to evolve as we receive more information. In providing you with our current framework for the summer, we hope you see our path to a safe and healthy camp season.

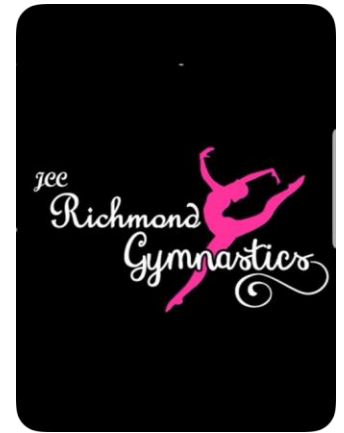
As we transition our lives out of our homes and look to reintroduce our children to socializing and interacting with friends, camp offers a haven for children to be this summer. Camp is not a risk-free environment, but with our commitment to implement the guidelines set forth by the New York State Department of Health and CDC to minimize risk, we are looking forward to providing campers with a safe and fun summer camp experience.

From health screening to start the day, to sanitizing and disinfecting throughout the day, you can be assured that we will offer your child the healthy environment they deserve while delivering the friendships, memories and growth they need!

JCC Richmond Gymnastics Camp enters every summer with thoughtfulness in making sure every element of the camp day is executed properly. Along with our devoted staff, small camper groups, and thorough cleaning procedures we will create a community of sunshine and smiles. We are unwavering in our goal to deliver a safe and healthy summer to your family and have committed all our passion, experience, and knowledge to bring about Summer 2020!

Stay well and see you at camp,

JCC Richmond Gymnastics Camp Staff



Our Promise to You:

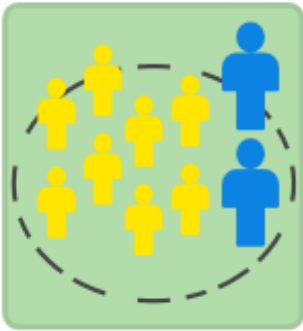
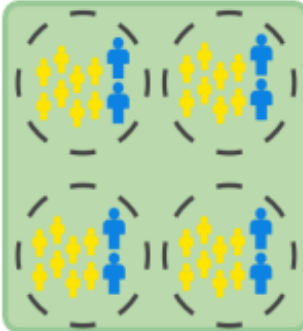
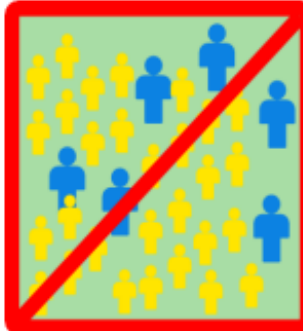

- Train our staff on the necessary measures that ensure the safety of our campers
- Administer daily surveillance assessments to all staff and campers
- Maintain aggressive cleaning and sanitation protocols throughout camp
- Practice social distancing guidelines established for our camp
- Encourage healthy habits to keep our staff and campers safe
- Use masks and personal protective equipment, where and when practical to do so
- Deliver a program which brings “sunshine and smiles” to Summer 2020
- Communicate. We will be here for you.

Your Promise to Us:

- We are all in this together, we ask that you follow our guidance and general knowledge so we can all be healthy and happy together
- Be patient, as this summer will be unlike any other. As we learn new information, we will communicate to you any changes in our guidelines and protocols.
- Not lose sight of what is most important, as your sports camper takes part in their favorite activities and reconnects with their camp friends.
- If your camper has been experiencing symptoms of COVID-19 or has been recently exposed, we ask that you notify us immediately

Our Plan:

JCC Richmond Gymnastics Camp will rely on guidance from the American Camp Association (ACA), CDC, and the New York State Department of Health. Our procedures follow COVID19 preventative measures and practices. Our plan is designed to be flexible, so that we can adapt and refine our response as guidance changes. Our goal is to minimize risk and provide campers with amazing sports camp experience

			
<p>SMALL CAMP FAMILIES</p>	<p>FAMILIES WILL NOT MIX</p>	<p>NO LARGE GATHERINGS</p>	<p>SAFE INTERACTION WITH EXTERNAL STAFF</p>
<p>Each group will move around camp in their “family” to their activities.</p>	<p>“Families” will be required to maintain appropriate social distancing from other families.</p>	<p>Large gatherings like blast off will be modified and executed on a much smaller scale to maintain proper distancing. Special events will be reworked to accommodate the “family” dynamic.</p>	<p>All staff will be required to wear proper face coverings.</p>

What is a “Pod or Family”?

Campers will be organized into small, self-contained groups with dedicated supervisory staff that stay together all day, every day. We will refer to these uniquely organized groups as “pods or families.” “Pods or families” will socially distance by not mixing or interacting with other “pods or families” during the camp day. Any other staff members that interact with campers outside of the “pod or family,” such as activity specialists, will wear proper face coverings according to the guidelines established by the CDC and NYS DOH.

Masks/Face Coverings?

Masks will not be required to be worn by campers during a camper’s regular sports routine throughout the day. Campers, however, may choose to wear masks. The camp program will avoid “pods or families” from breaking social distancing guidelines. Camp staff will be required to wear face coverings throughout the camp day unless they are on break and a safe distance from campers and other staff.



Temperature checks with a non-contact infrared thermometer will be required for all staff and campers prior to entering the building. As per CDC guidelines, any camper, or staff member with a temperature of 100.4°F or higher, will not be allowed to enter the building. Visual health checks will be performed throughout the day.

The following is a list of symptoms supervisors, counselors and medical staff will be checking for: Fever or Feverish, Cough, Sore Throat, Shortness of Breath, Unusual Fatigue, Chills, Body Aches, Vomiting, Diarrhea, Nausea, Abdominal Pain, Loss of smell or taste.

All staff will be trained in recognizing symptoms.

JCC Richmond Gymnastics Camp prides ourselves on the cleanliness of our camp. We have always employed a team of dedicated staff to clean camp throughout the day and after camp each day. We are taking the following additional steps to sanitize.

All common areas and tactile surfaces will be sanitized before camp each day.

Shared activity supplies and equipment will be cleaned before and after each use.

Bathrooms will be cleaned on a regular basis. There are newly installed touchless sensor faucets in bathroom areas.

Personal Responsibility

We will hold small group conversations with campers on precautions and behaviors to help keep campers safe and healthy. In a calm and reassuring manner, campers will be encouraged to ask questions and talk about how they are feeling. Colorful visuals and signs will be posted as reminders to follow the best practices for washing hands and social distancing in order to keep ourselves and others healthy and safe. This is a good life lesson on how to take personal responsibility in caring for yourself and others.

- We will monitor and enforce hand washing.
- Hand sanitizer will be available throughout building and at activity areas and throughout. All campers and staff will be required to use wash hands and/or use hand sanitizer before and after every activity.
- Campers will be reminded to protect themselves and others by following guidelines regarding Coughing, Sneezing & Not Touching your Face.
- Campers will not be required to social distance when they are in their fixed “pod or family” group.
- Time will be spent on campers learning and understanding the proper etiquette on avoiding face to face “close” contact, high fiving, hugging and other similar forms of behavior.



Health Protocols:

There are several important changes we have made regarding our health protocols. Every individual (camper and staff) will have their temperature checked and will be screened for symptoms upon arrival to the camp building or field. Throughout the camp day, sports camp staff will observe campers for COVID-19 symptoms. A person with a possible COVID-19 related symptom will be directed to the Quarantine area. The symptoms are: Fever or Feverish, Cough, Sore Throat, Shortness of Breath, Unusual Fatigue, Chills, Body Aches, Vomiting, Diarrhea, Nausea, Abdominal Pain, Loss of smell or taste. We will have the camper (or staff member) evaluated. We will also have available PPE supplies for discretionary use as we ready for a need to quarantine the camper or staff until we can get them picked up by a parent or guardian to seek further medical attention.

Health Guidelines:

If a camper or staff member tests positive for COVID-19, the person with the positive test may return to camp after the following conditions are met:

- Must be 14 days after first symptom
- Fever free for 72 hours without the use of fever reduction medicine
- Improvement in respiratory symptoms (cough, shortness of breath, etc. . .)
- Provide a negative COVID-19 test result

If an individual in the “family” of a camper or staff in same “family” tests positive, the individual is deemed a “close contact” to their family member and the camper/staff must stay home, practice social distancing and monitor for symptoms. Camper/staff must not come to camp for 14 days after exposure to the COVID-19 positive individual. They must also provide a negative COVID-19 result before returning to camp.

A member of camp who is not in the infected person’s “family” is considered a “casual/proximate exposure.” Camp staff and campers will not be required to stay home if a camper or camp staff from another group tests positive for COVID-19.

You can also expect that the case will be reported to the proper health authorities and all families and staff of the individual’s “family/group” will be notified. All facilities that the individual came in contact with will be deep cleaned and disinfected as per the CDC guidelines.

If a camper or staff member is suspected of COVID-19 the camper or staff member suspected of COVID-19 will be able to return to camp when the following conditions are met: 72 hours fever free and 7 days from initial onset of symptoms -or- 72 hours fever free and a negative test.

If a camper misses camp due to being quarantined or potential exposure to a COVID-19 infected individual, they will receive a refund for the days of camp missed.

Program Schedule & Activities

Some things at JCC Richmond Gymnastics Camp would not change even if we tried! You can let your child know that the sports camp program still includes FUN as our tradition! At the core of each amazing activity is a talented group of coaches and counselors, whose drive and commitment brings excitement, learning, and fun. This is what creates our indelible memories!

Requirements:

- All campers and staff will handwash and/or sanitize before and after each activity period.
- The sanitation of equipment and supplies between uses will become a part of our routine; groups will not enter an area that has not been cleaned.
- Coaches and counselors will maintain social distancing with campers and other staff outside of their “pod” or “family.”
- Commonly touched areas like benches, tables, surfaces, etc. will be cleaned after a group departs from the area.
- We will slightly restructure the timing of the periods throughout the day to allow extra time in between activities to optimize the cleaning of the activity areas and allow for “pods” or “families” to handwash/sanitize.

Lunch:

- We will continue to collect lunches in separate bags designated for each camp pod/family.
- Hand washing and sanitizing of all campers and staff will occur prior to eating.
- Staggered lunch periods will limit the number of families eating during any period.
- Pod/families will have assigned lunch tables that will be adequately spaced from other pod/families.



Visitors:

We will not be accepting visitors into the building this summer. Therefore, there will be no prospective tours, parent visiting days or games which parents would attend. Only essential visitors will be permitted with prior arranged clearance from the camp director.

If you are picking up a sick child, you will be asked to drive to the front of the Avis Building and stay in your vehicle. Your child will be escorted to you.

Any essential visitors will be screened prior to being admitted to our property with a short series of health questions and have their temperature taken. Anyone with a temperature reading of 100.4°F or higher will be prohibited from entering the field or building and they must wear a face covering and maintain social distancing from all campers and staff.