

Downtown Jewish Preschool  
Parent Handbook  
Summer Camp Edition



## TABLE OF CONTENTS

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

## A NOTE FROM US:

### **Welcome to our camp!**

Thank you for choosing Downtown Jewish Camp for your child.

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

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

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

Looking forward to welcoming you and your family

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

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

Welcome to the family!

Sincerely,

***Rabbi Schneur and Devorah Kaplan***

## WHO WE ARE AND HOW TO REACH US:

Downtown Jewish Camp is a project of the  
Downtown Jewish Center Chabad.  
The Camp is in our education building.  
Steen Family Jewish Education and Event Center  
1012 E Broward Blvd. Fort Lauderdale Florida 33301

### **Contact information:**

Our phone number: 954.667.8000  
E-mail: [info@downtownjewish.com](mailto:info@downtownjewish.com)  
website: [www.downtownjewish.com](http://www.downtownjewish.com)

### **Director**

Devorah Kaplan  
E-mail: [Devorah@downtownjewish.com](mailto:Devorah@downtownjewish.com)  
Direct cell number 754.234.5770

## HOURS OF OPERATION:

Downtown Jewish Camp is for boys and girls aged 18 months through 5 years old. (Entering Kindergarten)

### **Dates:**

June 17- July 26  
No camp Thursday, July 4

### **Full day program**

Monday - Thursday from 9:00am to 3:00pm  
Fridays from 9:00am- 3:00pm

### **Half day program**

Monday – Friday from 9:00am-12:30pm / Researchers half day ends at 1:00pm

### **Pre-care – Aftercare**

We currently do not provide precare or after care in camp

### **Late policy:**

A consistent schedule is important for all children.  
Children arriving after 9:15am must contact the office for permission to drop off late.

## NEW FAMILIES

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

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

Please see the enclosed information on prepping your child for the first week of camp.

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

## TUITION POLICIES:

### **Registration:**

The \$100 registration fee is a non-refundable processing fee.

### **Withdrawal Policy:**

In the event of early withdrawal there are no refunds, and you are obligated to pay the complete amount you registered for.

The registration fees are non-refundable. You may be eligible for a refund of tuition (less non-refundable deposit) if your contract is terminated.

Your contract may be terminated if the Director chooses to dismiss a child based on the procedure outlined in the Parents' Handbook, or for nonpayment of tuition.

### **Security Fee:**

There is a \$250 security fee to help pay for the security at camp.

It is non-refundable

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

## EXPULSION POLICY

### **Reasons for expulsion may be but are not limited to:**

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

## SCHOOL CLOSINGS:

### **Inclement Weather:**

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

### **Holidays:**

DJC camp will be closed on July 4 in commemoration of the holiday

## **SNACKS AND LUNCH**

Downtown Jewish Camp provides morning snack as part of the tuition cost. Snack may include fruit, vegetables and low glycemic carbohydrates such as pretzels or cheerios.

**Children with allergies or food preferences such as; gluten-free, egg-free, dairy-free and the like, must provide their own snack.**

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

If you do not participate in the DJP camp lunch program, a Kosher dairy or pareve (no meat) lunch and afternoon snack should be sent with your child to school every day. We cannot heat or cool food items, so please be sure to send lunch in temperature controlled, insulated containers such as a thermos. **We are a peanut and tree nut friendly school.** and each class will be assessed by the enrolled students' needs. As we strive to provide a healthy example, please send your child with a well-balanced, nutritious lunch. **Please do not send candy or juice boxes to school.** All lunchboxes and containers should be clearly marked with child's name. If sippy cups are brought to school, cups must be marked with child's name and date brought. Food brought from home will not be shared with other children out of respect for the individual kosher and dietary restrictions of each child.

## CLOTHING:

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

Any soiled clothing will be sent home in a plastic bag. Please make sure your child has a complete set of clothing at the school in case of an "accident". Make sure the clothing is clearly marked.

**Every family must purchase the camp t-shirt and the children should wear it on Fridays.**

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

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



## BIRTHDAY PARTY GUIDELINES

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

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

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

## ARRIVAL AND DEPARTURE PROCEDURES

Camp begins at 9:00am sharp and ends at 3:00pm. We ask that you cooperate with our Camp policy and not bring your child before 8:55am or pick them up after 3:05 pm. Children may not arrive after 9:15 am unless they have preauthorized permission from the director. The latest a child can come to camp with permission is 10:00am.

- Parents may park on the street or in the school parking lot.
- You may also park at our properties 900 & 912 E Broward Blvd.
- Our security guard is here to keep us safe, so please heed his instructions carefully.
- **Teachers are NOT available for extended conversation during drop off and pick up.**
- No child will be released to a person not authorized in writing by a Parent/Guardian to pick them up. Please be aware, we will check Photo ID before releasing your child to someone unknown to us. They will also need to share your **password**.
- At DJC we appreciate the benefits of a parent walking the child to and from camp.
- **How to drop off:**
  1. Park.
  2. Bring your child to the front gate
  3. Share a morning greeting with the welcoming staff
  4. Do your goodbye routine with your child
  5. Your child will be signed in
- Classroom doors lock at 9:15am. **You must have permission to drop off after 9:15**
- **How to pick up:**
  1. Park.
  2. You will retrieve your child from the front door.
  3. The teacher will sign out your child.
  4. School ends at 3:00 pm Sharp

At DJC we appreciate the benefits of a parent walking the child into camp and picking them up at the end of the day and being fully present.

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

## HEALTH AND SAFETY

### **Fire/Disaster Drills:**

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

### **Vaccinations and Immunizations:**

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

### **Toilet Training:**

Children in the 18-month class wear diapers and are not toilet trained. Children in the 2-year-old class do not need to be toilet trained. We are happy to assist in our classroom in the training process under these conditions: 1. Children must be using the toilet on their own without accidents for **at least one week** at home 2. The child can verbally communicate their desire to use the restroom with clear articulate words such as "I need to go to the bathroom or pee pee". With these two conditions in place we can continue to assist in our classrooms. Be sure to send plenty of extra underwear. For all diapered children, parents must provide diapers, wipes and scented bags for disposal.

### **Minor Injuries & Illness:**

Our school is well equipped to handle minor injuries, such as superficial cuts and bruises. If we have any questions as to the severity of an injury, we will contact parents at the emergency numbers we have on file. An incident report will be sent home. Parents will be contacted in the event their child becomes ill or injured at school. The school faculty will use their own discretion to determine if the child is well enough to remain at school.

## Medications:

Downtown Jewish Preschool / camp will not administer prescription or non-prescription medications without an Authorization for Medication form filled out.

## Illness:

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

Children must be kept home when they have the symptoms of a contagious illness. This policy protects the recovering child, whose resistance to new infection is low, as well as his/her classmates and teachers. If your child requires medication upon returning to school, please stop by the office to complete a Medication Authorization Form.

Keep your child home if he or she has:

- Diarrhea - acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours.
- Vomiting - one or more episodes of vomiting within a period of 24 hours.
- Fever - elevated temperature over 99.5 F within 24 hours.
- Strep throat - sore throat or constant cough.
- Conjunctivitis - red eyes with a discharge, often a sign of conjunctivitis ("pink eye"), which is highly contagious.
- Rashes - skin rash, excluding diaper rash, lasting more than one day.
- Runny nose - especially with green mucus.
- On Antibiotics - has begun an antibiotic for a contagious condition less than 24 hours ago
- Chicken Pox - Child may return to school when all lesions are crusted over.
- Head Lice - The DJP honors a no-nit policy. Child may return to school after the removal of all lice and nits.

- Pin Worms - Child may return to school 24 hours after treatment.
- Fifth Disease - Also known as Parvovirus, Fifth Disease is a mild illness and not serious in healthy children. However, it can cause serious complications during pregnancy. Because there could be pregnant employees and parents at our school, we ask that your child stay at home if you notice any symptoms such as low-grade fever, tiredness, or cold-like symptoms. Once your child breaks out in the rash (which looks like slapped cheeks and/or a lacy itchy rash on the trunk of the body) they are no longer contagious.
- Hand-Foot-Mouth – needs at least 2 weeks or until all symptoms are clear.
- Fussy – has been fussy, cranky or out of sorts for the last 12 hours.
- Had very little sleep the night before.

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

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

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

**\*Head injuries.**

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

## STAY CONNECTED:

- For your enjoyment, we will post **daily** photos and a short description of that day's events on our private **Facebook**
- **Kaymbu** daily notes will be sent at the end of each day for children ages 18 months-3 years old, informing you of your child's essential needs such as diaper changes, nap time, and food intake of the day. Occasionally, we will note if you need to replenish any items or any additional information regarding snacks or lunch. Please check your Kaymbu notes daily for any incident reports or notes from the teacher.
- You will be added to a camp **Whatsapp** broadcast group for quick updates and reminders, as well as a class WhatsApp group.  
We urge you to stay up to date with what is happening in camp via our e-mail photo and video updates and are encouraged to visit our website often.

## DISCIPLINE POLICY

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

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

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

For more information about our Conscious Discipline Program, visit [www.consciousdiscipline.com](http://www.consciousdiscipline.com)

### **Social:**

We encourage each child to work and play with others, to develop language communication skills, to respect the rights and privacy of their peers and most of all to develop feelings of kindness, courtesy, helpfulness and acceptance.

The ability to work alone and with others in a positive way is extremely important. Children get to practice these skills daily as they play and work together and alone. Adults facilitate child interactions and model appropriate words and actions to use with friends, to join a group, to resolve conflict, to problem-solve together, etc. This is not something that can be mastered in one day. Social skills are developed and practiced throughout the year.

### **Emotional:**

Children are encouraged to develop a positive self-concept, to understand the difference between right and wrong and to develop responsibility. They are encouraged to recognize that people are different and to be accepting of others and we help them learn and practice appropriate ways to respond to others and to express their feelings constructively.

**SPECIAL NEEDS:**

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

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

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



## **BITING POLICY at DJP**

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

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

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

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

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

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

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

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

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

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

## CAMP SCHEDULE:

The full-color calendar is on our website

Please note our specialty days:

**Mondays, Wednesdays, and Fridays** are designated water days – however, the children may likely get wet on other days as well – see the supply list for necessary items.

**Mondays** are for baking and food art.  
As well as our new gardening program TBA

**Tuesdays** are **Yoga** days with Ms. Brianna

**Wednesdays** are for beloved **Super Soccer Stars** and the mitzvah of the week project

**Thursdays** are for **Martial arts** and designated for a spectacular event or show such as a petting zoo, puppet show, or extra special activity!

**Fridays** are always **Music Together** a Shabbat party and challah baking!

### **Non-Discrimination Policy:**

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

### **Binding Arbitration Policy:**

*As a condition of enrollment, parents and students are prohibited from making demands, threatening to sue, or actually litigating any matter whatsoever relating to or resulting from the student's enrollment at the school. Making demands, threatening to sue, or litigating a matter against the school will constitute sufficient grounds for immediate suspension or expulsion of student's enrollment. Parents and students are required to resolve all potential claims, disputes, or causes of action through binding arbitration using the procedures outlined in the school's arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or the enrollment agreement. Upon enrollment, parents and students waive any rights to file a lawsuit against the school or its agents in any civil court for such disputes, except to enforce a legally binding arbitration decision.*

## A FINAL NOTE:

The DJC is a collaborative project between the Downtown Jewish Center and our community. We need your input and support to make this project flourish. We depend on your feedback to create a better product, and welcome suggestions, volunteer hours, and contributions. This community project will flourish as we partner to build a meaningful Jewish experience for our families.

Through our combined efforts we can create an environment of warmth, discovery, and learning.

*Thank you and Welcome!*

*Sincerely,  
Devorah Kaplan*