



Parent Manual

Charles Schusterman Jewish Community Center
2021 E. 71st Street, Tulsa, OK 74136
(918) 495-1111
www.csjcc.org

Parents,

Thank you for choosing Camp Shalom to help give your child a summer of fun and a lifetime of memories. We ask that you read this manual in its entirety and please do not hesitate to contact us if you have any questions. In its 40 plus years, Camp Shalom has been providing happy summer memories for generations for children throughout northeastern Oklahoma. We look forward to providing your child with a fun, safe, and exciting experience they will never forget!

Sincerely,
Martha Kelley
Deputy Director
Charles Schusterman Jewish Community Center

Who and how to reach us

Martha Kelley, Deputy Director and Camp Director, 918-495-1111, MKelley@jewishtulsa.org
Camp Office, 918-495-1111 ext. 250, CampShalomTulsa@gmail.com
Charles Schusterman Jewish Community Center Website, www.csjcc.org
Robert Saucedo JCC Membership and Camp Payments, 918-495-1111, rsauceda@jewishtulsa.org

2025 Camp Dates

During Camp Shalom weeks, campers are grouped by grade.

During Specialty weeks, campers are grouped by which specialty camp they chose.

5/26-5/30/25: Week 1 - Camp Shalom (No camp 5/26: Memorial Day)
6/2-6/6/25: Week 2 - Specialty (No camp 6/2: Shavuot)
6/9-6/13/25: Week 3 - Specialty
6/16-6/20/25: Week 4 - Specialty
6/23-6/27/25: Week 5 - Specialty
6/30-7/4/25: Week 6 - Camp Shalom (No camp 7/4: Independence Day)
7/7-7/11/25: Week 7 - Specialty
7/14-7/18/25: Week 8 - Specialty
7/21-7/25/25: Week 9 - Specialty
7/28-8/1/25: Week 10 - Camp Shalom

NOTE:

This Handbook is to give you general information about CSJCC-Camp Shalom and an overview of the policies and programs of our school. The child care reserves the right to revise any policies or portion of the Handbook. If policies or situations change before the revision of a new Handbook you will be informed as the changes occur. Please feel free to contact the Director if you have any questions or concerns. We are here for all of you!

Campers 3 years old to Kindergarten

- Send your child in their swimsuit (under their clothes) *every day*.
- Please put sunscreen on them in the morning before camp every day.

On **Monday**, their backpacks need to contain the following....

- A bottle of sunscreen with your child's name on it to stay in the classroom. We will send a note home when it runs out.
- Towel labeled with their name.
- Filled water bottle
- Blanket and/or small toy for rest time
- Flip flops / Crocs / other water shoes for them to wear to the pool. (The pavement will start to get hot)
- An extra set of clothes to keep at camp in case of accidents.
- A hat to leave at camp so they can wear it when we go outside in the afternoon.
- We do Show & Tell every day. Your child is welcome to bring something as long as it's small and inexpensive.

Other Information:

- Counselors will send home Monday-Thursday a wet bag that contains your campers swimsuit and towel. Please send in the wet bag each morning with a dry towel and clothes changing into each day after swimming.
- All art projects go home Friday
- Label all your child's items. Sometimes they forget what towel they brought. If you are missing any of your child's items, let me know and we will do our best to locate it.
- **Children must be potty trained and are not allowed to wear diapers/pull ups.**
- **Lunch and afternoon snacks are provided each day.**
- Campers 3-years to Kindergarten have at least a 45 minute rest time.

A day at camp involves a variety of activities. It is suggested that campers wear "self help" clothes that are comfortable and enable them to participate in all activities. It is important to dress your child appropriately for the weather every day, Camp Shalom is during the summer, so please do not send your camper in long pants or long sleeve shirts. Remember that camp is a place to play, have fun and interact with the environment, so please make sure your camper has clothes that will not be damaged if stained. It is essential that all clothing and belongings be labeled with your child's full name. Please do not send any valuables to Camp Shalom with your camper, as they may be lost or damaged.

Swimming:

Swim lessons are 30 minutes per group in the bigger pool on Monday, Wednesday and Friday. Free swim in the wading pool is Tuesday and Thursday mornings for 30 minutes per group.

Campers 1st-10th Grade

What To Bring

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Daily:

- Wear:
 - Socks and shoes or athletic sandals that are comfortable and able to be worn for hours at a time. Crocs, slides or flip flops are not allowed unless it is a pool activity.
 - Shorts or weather appropriate pants
 - Cool, lightweight T-shirts
- Bring:
 - Cap or hat
 - Sunscreen - every camper must bring their own
 - Swim Suit
 - Towel
 - Water Bottle
 - Lunch: non meat lunch and one that does not require a microwave.
 - Weekly lunch option available online.

1st-6th Monday Swim Test

Every Monday, campers will take a swim test. The swim test will determine your camper's swim bracelet color. Red bracelets will be allowed only in the wading pool. The yellow bracelets will be allowed in the wading pool and only in the bigger pool with a counselor. Green bracelets and their green band buddy are allowed to go anywhere in the big pool. Please help your camper keep their bracelet on for the week. If campers do not want/refuse to take the swim test, a red bracelet will be given. Both the Camp Shalom smaller pool and our standard regulation pool will be used, depending on your child's readiness. As with any children's activity, gaining confidence is our first step. Campers will advance and be encouraged to learn new skills and develop to their fullest potential. .

REGISTRATION

Registration Agreement: I agree to enclose a non-refundable and non-transferable registration fee of \$50 per child per week, which will be applied against that week's camp fee. I understand that full payment for camps must be made prior to the first day of each week's camp unless prior payment arrangements have been made. I understand fees for Camp Shalom cannot be prorated on a daily basis. If cancellation is within two weeks of the start of that week's camp, no refund will be given.

Payments: Weekly camp balances must be paid in full the Friday before camp starts on Monday.

Add and Change Policy:

- **Before May 1st:** If a camp is added and/or changed before May 1 the early bird price will still be in effect.
- **After May 1st:** If a camp is added and/or changed the camp will have the REGULAR camp price

(not the early bird price). Cancel camp:

- **All deposits are NON-REFUNDABLE and NON-TRANSFERABLE** after the first day of camp.

If camp is canceled within 2 weeks of that week starting, the full price will be charged.

CSJCC Member Discount: Charles Schusterman Jewish Community Center members will receive a discount off non member rates. To become a CSJCC Member, please call Shelly Callahan at 918-495-1111.

Scholarships: No Jewish child will ever be denied the right to attend Camp Shalom due to financial restrictions. Adjusted fees, payment plans and scholarships can be discussed confidentially.

Scholarship applications are available upon request and are due by April 1st. Please see Shelly Callahan at 918-495-1111 for more details.

Hours/Extended Care: Our camp hours are Monday-Friday from 8:30 AM to 4:30 PM. Without exception, a parent or legal guardian must accompany all campers to their camp's staff. Campers may **NOT** be dropped off and allowed to enter the building on their own.

- Drop off begins at 8:20 AM and ends at 8:45 AM. If you need to drop off your camper(s) before 8:20 AM, your camper(s) must use Before Care.
- Pick up begins at 4:20 PM and ends at 4:45 PM. If you need to pick up your camper(s) after 4:45 PM, your camper(s) must use After Care.

Before Care begins at 7:30 AM and costs \$30 per week per camper.

After Care ends at 6:00 PM and costs \$35 per week per camper.

Camp Shalom Grounds: Camp Shalom is located at the Charles Schusterman Jewish Community Center on the grounds of Zarrow Campus. This campus also hosts Mizel Jewish Community Day School, the Jewish Federation of Tulsa, the Sherwin Miller Museum of Jewish Art and Zarrow Pointe Retirement Community. The Zarrow Campus and other facilities' property may not be defaced, damaged or destroyed in any way. Parents/Guardians will be held responsible for any damages to Zarrow Campus Property. When parking at Zarrow Campus, camp families may not block any of the traffic lanes or accessibility areas at any time.

Camper Age Groups: Camp Shalom campers range from ages 3-15. Camp Shalom provides an environment where playful learning and Jewish culture are experienced through our camps, daily HaMotzi prayers, and weekly Shabbat celebrations. Our activities are camper centered and focused on their developmental needs and interests. We ask that our campers have had an experience of being separated from their parents and are fully potty-trained. Please keep in mind that our camp is an all-day event. Campers 3-years to Kindergarten have at least a 45 minute rest time.

Weather (Outdoor/Indoor Play):

Whenever possible, we will take the children outside for recess. We go outdoors when the temperature is comfortable without a severe wind chill factor and there is no precipitation. When the heat index is excessive and uncomfortable, we will take students to the gym. Please be sure your children are dressed appropriately for any weather condition.

HEALTH PROTOCOLS

Medication:

If your child takes medication that needs to be administered during camp hours, it must be dropped off in the Camp Office by a parent along with the Charles Schusterman Jewish Community Center Medication Authorization. All medications must be in original containers.

Medications will be secured in the camp office and will be administered by camp supervisors. A daily log is also kept to record the times and dosages administered.

Safe and Comfortable Clothing:

Since play is a child's work, we ask that your child come dressed in comfortable clothing, ready to explore. They are exposed to many art materials and play both indoors and outside; this will inevitably cause your child's clothing to get dirty. Please make sure that your child dresses appropriately for the weather. In the winter months make sure your child has a labeled hat and mittens, and in the summer remember that flip flops, open toe shoes, or heels are not safe for an outside setting. All clothing including underwear, socks, shoes and outerwear must be labeled with your child's initials. Clothing that is not labeled cannot be monitored by the teachers.

Rest Time:

All 3-K groups will have rest time. CSJCC will provide a rest time cot and sheet for each child. The mat sheet will be laundered at the end of the week at the CSJCC.

Illness Policy:

Children, who become ill during school with an above normal temperature 100* or higher, a chest cough, runny nose, vomiting, diarrhea, and the like, will be sent home. Parents are asked to keep a child home until he/she is fever-free for 24 hours. If a parent notices any symptoms of illness, the child should be kept home.

- Please assess your camper's health PRIOR to arriving.
- Any child with any signs of ill health during the day will be isolated and the parents will be notified. The parents must make arrangements for the camper's prompt pick up within 30 minutes of the notification.
 - This includes but is not limited to a temperature over 100* or higher uncontrollable coughing, vomiting or diarrhea, or the appearance of conjunctivitis (pink eye), ringworm, lice, impetigo, Hand, Foot and Mouth, etc.
- Children may not return to child care until they are fever and/or symptom free for a minimum of 24 hours without the assistance of medication. CSJCC/Mizel reserves the right to require a doctor's note for a child to return regardless of the symptoms the child presented.
- In the event your camper contracts a communicable disease such as COVID-19, chickenpox, mumps, measles, diphtheria, scarlet fever, strep throat, viral meningitis, etc. Please notify the Office immediately.

Lice Policy:

If there is evidence that a child has a head lice infestation, the child will be immediately removed from the program. The parent will be called and asked to retrieve the child and to treat the head lice. (You may wish to consult your physician.) The child will be readmitted to the program when ALL evidence of lice and nits (the eggs) are gone. CSJCC feels these precautions are necessary because of the highly contagious nature of head lice.

Minor Injury:

If a child is injured during child care, parents will receive an "ouch report" at pick up detailing the cause of the injury and the actions taken to remedy the problem. If it is a more serious medical issue, parents will be called immediately.

Emergency Care Policy:

In case of emergency, the parents are notified first. If we are unable to reach a parent, the emergency contact will be called. If no one can be reached or in a life-threatening situation, we will call for an ambulance and your child will be transported to the nearest hospital in the company of a director for emergency treatment. We will continue our efforts to reach a parent or an emergency contact.

Emergency Plans:

CSCC has a comprehensive, written plan for building emergencies located in the school office. All plans are developed and updated by the Tulsa Jewish Federation "Safe & Secure" committee and are followed by everyone in the building. Fire, tornado and lock down drills are conducted by the Federation on a regular basis. Copies of the emergency plans are located at the front desk on the child care table.

Policy on Calling Parents:

We ask that you call the office, when you are not going to be in attendance for the day, or the days you are planning to be on vacation. If we have not heard from you, we will be calling you to make sure that your child is safe. This policy is being implemented as a safeguard, so that hopefully we can avoid an accident of leaving your child in the car.

Lost and Found:

Items left in home bases will be kept in your camper's home room for the week. Items found in common areas will be brought to a Lost and Found box by the front desk. Lost and Found items will be kept at The CSJCC for one month after camp, and then donated to an appropriate charitable agency.

Camp T-Shirts:

Each camper will receive a one camp T-shirt, your campers counselor will give him/her on Wednesday of your campers first week. We request that campers wear T-shirts on Fridays to help celebrate Shabbat.

Pool:

Camp Shalom has two pools: One is a wading pool and the other is divided into a 5-foot deep area with a small slide and a deeper area with a diving board. Our lifeguards are trained and certified. Your child, regardless of age, will swim everyday, weather and safety permitting. The head lifeguard/pool manager determines when it is necessary to close the pool for health, safety or weather-related reasons. Safety is always our primary concern, and our staff members are trained to be vigilant at all times when campers are in the pool. The entire pool area is fenced in and campers may not enter the pool until lifeguards are ready for them.

Weapons Policy:

Possession of weapons will result in IMMEDIATE suspension from Mizel JCDS. Guns and knives are banned from the school grounds. Items not listed that may be deemed as dangerous or inappropriate for a school setting can be confiscated at the discretion of the Director. Items will be turned over to a parent or proper agency at the discretion of the Director. Please inform the Director if you become aware of a weapon at school.

Forbidden Items:

The following items are forbidden at Camp Shalom and will result in immediate disciplinary action if they are discovered with a camper or in connection with a camper. Any camper who brings any of the below listed items will immediately be picked up by a parent or legal guardian and asked not to return to Camp Shalom.

Firearms

Alcoholic Beverages

Controlled Substances

Knives

Fireworks

Tobacco products

The following items are discouraged at Camp Shalom:

- Cell phones, iPods, iPads, etc. (Campers including CITs are not allowed to be on electronic devices during camp.)
- Money, except on Fridays for Snack Shack (Campers are not allowed to use the vending machines during camp.)
- Expensive items including jewelry, electronics, shoes, etc.
- Trading cards (Campers are not allowed to trade Pokemon, MTG, or other trading cards at camp.)

FRIDAY EXTRAS

Shabbat:

Our Israeli emissary/shlichah will lead our campers in a short Shabbat service on Fridays. Songs will be sung and campers will learn about the Jewish celebration of Shabbat. HaMotzi will be said before campers eat Challah and Kiddush will be said before grape juice is drunk.

1st-6th & CITs: Snack Shack and Pizza:

For Lunch on Fridays, we offer a 2 Pizza slice and 2 items from Snack Shack combo priced at \$8. This is a selectable subprogram as part of registration. You are able to add this after registration if desired.

CAMPER CONDUCT POLICY

Every effort will be made by the staff, in consultation and coordination with a camper's parent or legal guardian to insure a positive camp experience for your child. Any behavior that interferes with the safety, learning or enjoyment of other campers will not be tolerated. If there is any type of disciplinary issue with your child, you will be notified immediately. In the event there are behavioral difficulties deemed irreconcilable, a child may be removed from any Camp Shalom program **immediately**. No refunds (full or partial) will be issued if a child is asked to leave due to disciplinary reasons.

Behavior Guidelines and Discipline Policy

The CSJCC wants all of our children to have a great time when they participate in Camp Shalom. We feel that it is our responsibility to engage the children in fun and meaningful group activities that give them a sense of belonging and freedom to express themselves. We understand that praise and positive reinforcement are effective methods of behavior management. We also understand that we must act as role models for the children by paying attention to their interests and treating them with respect and kindness. We will set clear guidelines for them and will be consistent in our interactions with them.

We will make every effort to help children understand acceptable and unacceptable behaviors, however, it is important that children enrolled in our programs are able to follow behavior expectations and to fully participate in program activities.

Parents/Guardians are required to inform the CSJCC in writing of any special circumstances that may affect the child's ability to participate fully and to stay within the guidelines of acceptable behavior – including behavioral problems, psychological, medical or physical conditions. The CSJCC is not responsible for providing one-on-one care.

Compliance File:

Our DHS compliance file is a notebook which contains copies of all documentation related to compliance from DHS within the last 120 days. This file is located in the office, and parents and staff are welcome to view it at any time.

Policy for Suspected Child Abuse and Human Trafficking:

Oklahoma State law requires every person having reason to believe that a child has sustained non-accidental physical injury resulting from physical or sexual abuse or neglect to report the situation promptly to the local office of the Department of Human Services. It is a misdemeanor for a person to knowingly and willfully fail to promptly report suspected child abuse. A person who acts in good faith and with the exercise of due care in reporting child abuse has immunity under Oklahoma law from civil and criminal liability for making the child abuse report.

Child abuse situations involve educators in sensitive judgmental decisions. The fundamental legal, ethical, and moral principle is protection for the child. It must be recognized that parents also have rights which must be respected. What may appear to be child abuse may have a perfectly innocent explanation. But teachers and administrators must be mindful that the fundamental policy underlying the child abuse reporting requirement is the protection of the child. Teachers and administrators should not hesitate to make a report when the collective judgment is that child abuse is likely to have occurred. Finally, the Oklahoma law standards of good faith and due care for immunity necessitate a careful and prudent approach to suspected child abuse.

If any child in our care shows any signs of abuse or neglect, we will report the situation to law enforcement officials or the Department of Human Services representatives.

Camper Expectations

We want Campers to enjoy their time at Camp Shalom! Counselors will go over rules and procedures with Campers.

1. Stay with your group and your counselor. Always follow the instructions of Camp staff promptly.
2. Stay within the boundaries set for specific activities.
3. Use appropriate language. No swearing or put-downs.
4. Be kind. Treat others fairly. Respect others and their belongings. Keep your hands to yourself.
5. Walk in a quiet and orderly way in The Jewish Community hallways.
6. Put away personal belongings in the space provided. Clean up after yourself.
7. When eating, sit, use a quiet voice, use good table manners, and clean up the area when finished.

Behavior and Guidance

1. **Positive Reinforcement:** We emphasize positive behaviors by using praise and encouragement to reinforce desired actions. This helps children develop self-esteem and a sense of accomplishment.
2. **Modeling Behavior:** Our staff serves as role models, demonstrating appropriate social interactions, problem-solving skills, and respectful communication. Children learn through observation, so we strive to model behaviors we wish to see in them.
3. **Clear Expectations:** We set clear, age-appropriate expectations for behavior, helping children understand boundaries. These expectations are communicated in simple language and reinforced consistently.
4. **Encouraging Expression:** We support children in expressing their feelings and frustrations in constructive ways. Staff members will guide children to use words to communicate their needs and emotions instead of resorting to physical actions.
5. **Proactive Strategies:** We utilize proactive guidance strategies, such as redirecting children's attention to different activities or providing choices to help them feel empowered and engaged.
6. **Routine and Structure:** Establishing a consistent daily routine helps children feel secure and understand what to expect, reducing anxiety and promoting positive behavior.
7. **Conflict Resolution:** We encourage children to resolve conflicts with guidance and support. Staff will assist children in learning to negotiate, share, and compromise while teaching them about empathy and understanding different perspectives.
8. **Individualized Support:** Recognizing that each child is unique, we tailor our approaches to meet the individual needs of each child, taking into account their developmental level and emotional state.
9. **Collaboration with Families:** We believe in the importance of partnering with families. Communication about behaviors, progress, and any concerns is encouraged to ensure a unified approach to guidance both at home and in the center.
10. **Reflection and Learning:** We view challenging behaviors as opportunities for learning. Our staff will reflect on incidents and consider how we can support children in developing the skills they need to make better choices in the future.

We aim to create a safe, nurturing environment where all children can thrive, explore, and learn through their experiences. Our approach helps promote positive interactions and supports each child's social and emotional development.

All children are enrolled on a conditional basis. Behavioral, emotional functioning, peer relations and parental involvement will be routinely monitored to ensure that enrollment at JCC is in the best interest of my child and JCC..

Bullying Policy:

The Amended Oklahoma Statute Title 70 Section 24-100.2.4 "School Bullying Prevention Act" finds that bullying has a negative effect on the social environment of schools. Specifically prohibited are behaviors involving harassment, intimidation and bullying of others.

"Harassment, intimidation and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Any such behavior will not be tolerated and appropriate consequences will follow.

Parent/Teacher Conferences:

Parent/teacher conferences are scheduled twice during the year, but if you would like a conference with a teacher at any other time please send them a note, email, or call the school office. Teachers will be glad to set up a meeting at a mutually agreeable time.

Behavior Expectations

- Children must cooperate with staff and follow directions.
- Children must respect other children, staff, CSJCC equipment and buildings.
- Children must stay with their designated group, adhering to our supervision requirements.
- Children must refrain from any behavior that threatens the safety or well being of any staff person or child in our program, including themselves.
- **Threatening behaviors that are unacceptable include, but are not limited to:**
 - making fun of or insulting someone;
 - Endangering other campers in any way;
 - making obscene gestures or comments;
 - punching, kicking, slapping, biting or using physical violence of any kind;
 - using foul language;
 - taking someone's things or stealing;
 - writing nasty things about someone;
 - shouting at someone; bullying
 - gossiping about someone;
 - threatening someone with verbal/physical violence....

Discipline Policy

Step One Children who fail to meet the stated behavior expectations, or who participate in unacceptable behaviors as described above, will be given a verbal warning by their group leader. At that time, staff will point out the unacceptable behavior, will discuss how this behavior affects others, and will offer suggestions for the child to use an alternative, positive behavior. Children will be guided in an age-appropriate manner.

Step Two If a child continues to have difficulty with his or her behavior, the child will be sent to the Camp office to talk with the Camp Director. The Camp Director and child will discuss the appropriate behavior that is needed at Camp. A child that admits to and takes responsibility for his or her mistakes is taking a step toward changing the behavior. At this point, the child will help to decide on a consequence for the behavior that will be designed to help change the behavior while in our program. (For example, a child that throws a ball at someone's head may become a referee for that game in the future, making sure nobody breaks the rules; or the child may be asked not to participate in a favorite activity for a time.)

Step Three If the camper continues to display the same unsafe or similar behaviors, a parent/guardian will be contacted to pick the camper up early and the camper may be suspended from camp for the following day. Our staff will work closely with parents to help a child succeed in group care, however, it is ultimately the parents' responsibility to deal with any major difficulties that a child is having. Should another incident occur, the camper will be sent home early and suspended for the rest of the week. A reoccurrence of the same or similar behavior will result in the camper being requested to leave camp for the remainder of the summer. No refunds will be given.

The camp committee reserves the right to make the decision on any of the above guidelines.

Behaviors that may lead to immediate dismissal, suspension or expulsion from our program include but are not limited to:

- fighting or other violent or dangerous behavior;
- possession of a weapon of any kind;
- vandalism or destruction of property;
- running away from designated group area;
- Theft, drugs and alcohol

A FINAL WORD

Our goal is to please both you and your child by making Camp Shalom a positive, fun, and educational experience! If you have any questions or concerns, please do not hesitate to contact the Camp Office at 495-1111. We look forward to making sure your child has a summer of fun, a lifetime of memories.

Thank you! We look forward to making this summer one to remember for years to come. If you have any questions about the parent manual, please do not hesitate to call us at (918) 495-1111.

Camp Shalom Staff