



Policies and Procedures

WHAT TO BRING

- Non-Perishable Lunch (lunches are not refrigerated during the day)
- 2-3 Snacks (at least 3 snacks if you are staying for After Care)
- Water Bottle
- Sunscreen
- Closed toe shoes

*Please do not allow campers to bring personal games such as Pokémon or Beyblades. **Electronics are not permitted.**

DROP-OFF AND PICK-UP

Drop-Off

Drop-off runs from 8:00-9:00 a.m. Location will either take place down at camp or by the Barbara and Sanford Orkin Center.

Please note the location of School's Out could vary depending upon the time of the year, and we will email the location instructions in your welcome email.

Pick-Up

4:00 p.m. in the same location.

Dismissal Numbers

Each child will receive a dismissal number- you must give this number to our staff when you pick up your camper from carpool. We will not release campers to anyone without their dismissal number. Your child's dismissal number will be listed in your welcome email that will be sent 1-2 days before School's Out Camp begins.

After Camp Care

After Camp Care takes place from 4:00-6:00 p.m.

- If Club J is in session and your child participates in the Club J program, you will not be charged for After Camp Care as your child will join Club J.

CAMP POLICIES

Camp Visitors

For the safety of your child, the MJCCA will not allow any visitors to our camp program for any reason.

Child Abuse

The MJCCA is legally required to report any instance of observed or suspected child abuse or neglect.

Custody Agreements

MJCCA Day Camps does not maintain custody agreements or get involved in custody disputes. We will communicate with the parent on the MJCCA account.

Electronics Policy

School's Out Camp does not allow the use of cell phones, iPods, iPads, etc. Please remind your child to leave these devices at home. If your child ever needs to reach you, our MJCCA Day Camps team will reach out to you. The MJCCA is not responsible if your camper brings a device, and it is then misplaced and/or damaged.

Photographs

We may take photographs of your child for promotional purposes of MJCCA programs or events. Please inform MJCCA Day Camps in writing to schoolsout@atlantajcc.org if you would not like your child's image used.

Personal Property Policy

The camp is not responsible for loss or damage to personal property. MJCCA will not reimburse and/or replace any personal items that are lost, damaged, or stolen. Please be advised that any personal items brought to camp are done so at the owner's own risk. This includes, but is not limited to, personal equipment such as sports equipment and electronics.

Emergencies

In case of an emergency, we will make every attempt to contact parents first. If parents and emergency contacts are unable to be reached, arrangements have been made with Children's Healthcare of Atlanta to provide medical treatment for camp programs.

Weapons

No weapon of any kind is allowed on property at the MJCCA. This includes all other facilities that may be hosting camp programming. Weapons include, but are not limited to, guns, knives, brass knuckles, and batons.

Smoking, Illegal Drugs, and Alcohol

MJCCA School's Out Camp does NOT tolerate the use, possession or influence of illegal drugs or alcohol. Smoking is NOT permitted on the MJCCA grounds - this includes "vaping." Any camper or staff who violates these rules will be subject to immediate disciplinary action, including dismissal.

HEALTH PROTOCOLS

Allergies

Campers are not permitted to share food or sunscreen at School's Out. All allergies should be listed in your child's registration and updated with anything new before the program begins.

Medication

MJCCA Day Camps staff can administer prescription medication if you complete the [Authorization to Administer Medication form](#). All prescription medication must be in the original container with the pharmacy label. All over-the-counter medication must be in the original packaging and clearly marked with your child's name. Medications can be given to our MJCCA Camp Staff at drop-off.

Sunscreen

(Weather permitting)

Please apply sunscreen on your camper BEFORE sending them to School's Out and send your camper with sunscreen in a clearly marked bottle with their name on it. Campers do not share sunscreen at School's Out. We are extremely sun-conscious; therefore, we will have campers reapply sunscreen throughout the day. Our staff will always supervise the process of applying sunscreen.

Sick Policy

- If a camper shows signs of a communicable disease or ailment while at School's Out, we will contact you to come pick up your camper immediately.
 - Please do not send your camper(s) to School's Out with any communicable disease.
 - If your camper does have a communicable disease, please notify the MJCCA Day Camp team immediately as we must notify your camper's group that someone in that group has a communicable disease.
 - For the safety of the School's Out community, campers may not attend or remain in the program if they have a fever, vomiting, diarrhea, or infectious disease (i.e. pink eye, impetigo, lice, etc.) or other communicable diseases.
 - Campers must begin treatment and be symptom free for 24 hours before they may return to School's Out.
- If the MJCCA Day Camps team decides a camper presents symptoms related to COVID-19 (fever greater than 100.4°F, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, and/or vomiting), the camper will be separated from the group until a parent/guardian can pick them up from camp. They will be supervised by an adult from 6 feet apart.
 - **Children will not be permitted to return to School's Out until they have either had a negative COVID-19 test (PCR or At-Home) OR have been symptom free (including fever free) for seventy-two (72) hours.**

BEHAVIOR POLICY

For the safety and enjoyment of all campers, MJCCA School's Out Camp enforces a discipline policy if a camper is repeatedly disruptive to the camp group or abusive to other campers or staff. Disciplinary actions include: the parent may be called; a conference with the parent, camp director, and camper to assess the situation; suspension or dismissal of the camper.

We want all parents to acknowledge that School's Out Camp may not be the best fit for every child. We do not tolerate any behavioral issues that jeopardize the safety and wellbeing of all campers and staff.

- **Children attending our program must:**
 - Participate safely and willingly with a group of peers in a variety of settings and activities
 - Remain with the group and follow directions provided by staff
 - Cooperate with and respect all staff, other campers, MJCCA equipment and facilities
 - Display non-aggressive behaviors
 - Not be a threat to themselves or others
 - Be able to go to the bathroom independently
- **Threatening behaviors that are unacceptable include, but are not limited to:**
 - Making fun of or insulting someone
 - Bullying
 - Making obscene gestures or comments or using foul language
 - Touching self or others inappropriately
 - Revealing private parts of the body
 - Punching, kicking, slapping, biting, or inappropriate physical contact of any kind
 - Taking someone's things or stealing
 - Writing nasty things about someone
 - Shouting at someone
 - Gossiping about someone
 - Threatening someone with physical violence
- Failure to adhere to any of these guidelines will result in immediate dismissal and inability to return, with no refund for that week.
- Length of Dismissal is up to the Director's discretion and will be determined on a case-by-case basis.

We highly advise reviewing this with your child **before** the first day of School's Out Camp.

CAMPER SUCCESS MODEL

At MJCCA School's Out Camp, we believe that all children should be able to experience a life-changing and unforgettable program with their peers. MJCCA School's Out Camp recognizes that some kids may need a little extra support while they're at School's Out.

Our team works together to best accommodate your child individually and ensure that they feel cared for and safe throughout their time in our programs.

We strive to provide a continuum of care for campers with a variety of challenges, including but not limited to autism spectrum disorder, intellectual/developmental disabilities, ADHD, anxiety, and sensory disorders.

We know that each child comes to us with their own specific needs, and whenever possible our Camper Success Team will work closely with parents and guardians to develop a customized plan that enables every child to succeed in our community.

Many campers benefit from additional support to have the most successful experience. Our Inclusion Manager will work with you to determine if a facilitator will be beneficial and available for your child. We do not assume that all children with special needs require a facilitator. If it is determined that your child will benefit from additional staff support, the level of support will be specifically catered to the needs of your child.

The MJCCA's mission is to provide a safe and fun camp experience. We are NOT a therapeutic program and are not equipped to provide therapy, track behaviors, or collect data. While our facilitators are specifically hired to work with children with special needs, they are not therapists. Ideally, they are college students studying special education, OT, PT, or a related field. Additional training is provided and required for all facilitators. Like all MJCCA Day Camps staff, they will participate in an application, interview, and background check process.

At the same time, we know that there are some children we are not able to serve for a variety of reasons, and whenever possible, we will work with families to find a placement that is suitable for their children.

We are a camp of love and respect and strive to celebrate every camper for who they are. If you'd like to schedule a time to speak with someone on our team, please feel free to reach out to Leah Harty at leah.harty@atlantajcc.org.

BILLING & PAYMENT POLICIES

Payment Policy

School's Out Camp must be paid in full at the time of registration.

Credits and Refund Policy

In receiving your online registration, MJCCA School's Out Camp reserves a place for your child and hires staff according to registrations. If you need to cancel, a credit will be placed upon your account. **There are no refunds given for a School's Out program.** Cancellation requests must be submitted in writing to schoolsout@atlantajcc.org. The refund and cancellation policy also applies toward fees paid for After-Camp Care. The MJCCA reserves the right to cancel any camp program due to insufficient enrollment, and you will be refunded for that program. We do not tolerate behavioral issues that jeopardize the safety and wellbeing of other campers and staff. Failure to adhere to behavior guidelines located in the Policies and Procedures will result in immediate dismissal with inability to return that week, with no refund. Length of dismissal is at Director's discretion.

Registration Policy

Registration closes at 10:00 p.m. 2 nights before the School's Out Camp Day. Our policy is to prioritize pre-registered children due to limited staffing and available materials. We reserve the right to decline admission to any child who has not registered in advance, as we may not have the capacity to accommodate them. If we can accommodate your child on the day of, it will be an extra \$15 for your registration.

CONTACT US

School's Out Day

We will be away from the desk for parts of the day to be with the campers and staff. If you need to reach us immediately, please call the front desk at 678-812-4000, and they can get in touch with a member from our team ASAP via walkie-talkie.

General

Our MJCCA School's Out Camp would be happy to answer any questions you may have, so please reach out to Schoolsout@atlantajcc.org, 678-812-4004.