MJCC Day Camp

Camper + Caretaker Handbook

Policies and Procedures

Summer 2026

General Information

Welcome!

Thank you so much for choosing MJCC Day Camp for the summer of 2026! We are very excited for your camper to join us this summer. Our staff is committed to helping every camper have a safe and memorable summer full of fun, friendships, and learning opportunities. The most successful campers are those who are prepared for the camp experience. This Caretaker Handbook contains important information about our camp, so please read it carefully and share it with your Camper. If you need any additional information please contact us at the camp office. We look forward to a great summer!

Mission Statement

The Mittleman Jewish Community Center provides quality programs that are age appropriate, fun, and safe. Our camp is imbued with a sense of Sababa (Cool) Simcha (joy), Kehila (community), Ruach (spirit), and Kef (fun). We encourage growth, inspire confidence, and provide the framework for lasting memories and friendships. Throughout all our programs, we encourage discovery and self-expression.

MJCC Day Camp welcomes everyone, regardless of religious affiliation, to participate in the experience of our camp.

Contact Information

Holden Regnier

- Youth Programs Manager and Summer Day Camp Director
- hregnier@oregonjcc.org
- 971.803.7311

Jessie Radcliffe

- Summer Day Camp Assistant Manager
- jradcliffe@oregonjcc.org
- 971.254.8332

Camp Office

- daycamp@oregonjcc.org

Camp Office Hours and Dates

- Summer Office Hours: 7:45 am- 5:00 pm
- June 15 – August 21, 2026

Communications

The Day Camp office will be in frequent communication with you throughout the summer.

All outreach will be via email, so it is important that we have a current email address in our database. If you don't receive emails from the Camp Office, please contact us ASAP.

Program Overview

Camp Staff

MJCC Day Camp Staff are carefully screened and selected. Our staff is composed of enthusiastic and energetic individuals who are dedicated to the development and success of Campers. All staff members are CPR and First Aid certified and attend a formal pre-camp training and orientation.

Youth Programs Manager + Day Camp Director: Holden Regnier

Directly oversees all camp operations, planning, and staff. Holden will often be found at the camp drop-off and pick up greeting campers at the beginning of each day. Also, working to support counselors, campers, and caretakers throughout the day.

Summer Day Camp Assistant Manager: Jessie Radcliffe

Directs the Day Camp office operations; creating rosters, coordinating with staff, connecting with campers with higher needs, contacting caretakers, and more. Acts as the Camp Director in the event the Director is not present.

Unit Heads:

- Our Unit Heads (UHs) are each assigned a section of camp to oversee. The UH's are responsible for managing the logistics and planning of the individual sections of camp - Sababa, Simcha, Kehila, Ruach, Kef, and CIT.
- They work closely with other staff to develop imaginative, age-appropriate activities and curricula for our campers. Unit Heads are also present during pick-up and drop-off and are excited to work with caretakers, answer questions, and discuss your Camper's camp experience.

Counselors:

In Sababa, Simcha, Kehila, Ruach, and Kef, counselors are responsible for directly overseeing our campers. Counselors stay with the same campers from activity to activity.

What to Bring…and What to Leave at Home

Please label everything that you send to camp! Day campers need to bring:

- Swim Suit + Towel (Sababa campers will not swim)
- Water Bottle
- Lunch + Snacks (Morning + Afternoon)
- Sunscreen
    - Please take the time to apply a coat of sunscreen in the morning at home before camp starts.
    - Our staff will encourage campers to reapply their sunscreen throughout the day.
- Full Change of Clothes
- Appropriate clothes for the day's activities!

Please do not send:

- Electronic games
- Cell phones
- Expensive toys, iPods, etc.
- Pokemon or other trading cards

MJCC Day Camp is not responsible for lost or broken items. In addition, MJCC Day Camp does not allow any weapons or toys such as real or pretend guns, knives, or swords.

Snack and Lunch

Please note that this is a kosher facility. We ask that you bring a vegetarian (meat and shellfish free) snack, lunch, and water bottle daily. Due to concerns regarding allergies and health, the MJCC does not provide food as part of camp programs. ***Caretakers must send snacks and lunch with their camper(s).***

Camp Attire

Campers should wear comfortable, casual clothes. Please keep in mind that campers do get dirty. Do not send expensive clothes, shoes, or jewelry to camp. Campers should come wearing sneakers or closed sandals, not flip flops. It is strongly recommended that your Camper comes to camp everyday with a change of clothes.

Shabbat

Every Friday our camp celebrates Shabbat. This is a great celebration at MJCC Day Camp where we take the opportunity to welcome in a day of rest with festive songs, slide shows, exciting presentations, and yummy Challah (traditional braided bread)!

Security

Your Camper’s safety and security are our foremost concerns. We have strict policies and procedures in place to provide a safe environment. You play an important role in safety and security, and here is how you can help:

Authorized Pickups & Photo ID Requirements

First, we require anyone who arrives to pick up your Camper to present a photo identification card. Once a counselor recognizes an authorized caregiver, they may no longer ask for ID during standard camp hours. However, because of daily staffing rotations, please arrive with your photo ID ready every single day, as we cannot guarantee that the same staff member will be checking your camper out. If a grandparent, nanny, or other caretaker is going to pick up your Camper, they must be added to your authorized pickup list in writing, and they will be required to show a photo ID. Please note that if you are entering the main MJCC building, you will also be asked to show your photo ID to the security officer, who will record information from your driver’s license. If you do not have an MJCC Membership card, your bag will be subject to a standard security search. Pre/Aftercare Facility Access & The "Heart Card" Protocol

Second, we have updated our entry procedures to keep the facility secure while ensuring a smooth flow for families. Please note that we no longer utilize the side door down by the Green for Pre-Care or Aftercare access. All Pre/Aftercare families must enter exclusively through the main PJA Entrance.

Attendance

Pick-Up and Drop-Off Procedure

All campers will be picked up and dropped off through the Green at PJA. All campers must be signed in upon drop-off and checked out at pick-up time. This is for our campers' safety and it is very important that we are consistent with this process.

- Please call the camp office if your Camper(ren) will be arriving late and don't forget to check in with the counselor when you arrive.
- Campers will only be released to those named as authorized for pick-up on your registration form. In addition, the person picking up your Camper(ren) will be required to show identification. No camper will be allowed to leave on his/her own to meet a caretaker/caretaker (even if that person is on the MJCC property).
    - If you need to add someone to this list, please email daycamp@oregonjcc.org
- If your Camper is going home with someone different, please make sure you send a note with your Camper(ren) and tell the counselor in the morning. Pick-up will take place in the same place and the same rules apply.

Pick-Up and Drop-Off Times

- Pre-Care Drop-off: 8:00 am-9:00 am
- Drop-off: 9:00 am-9:15 am
- Early Pick-ups: 10:00 am-3:15 pm
- Pick-up: 4:00 pm-4:15 pm
- Aftercare Pick-up: 4:15 pm-5:30 pm

Pre/Aftercare Facility Access & The "Heart Card" Protocol

We have updated our entry procedures to keep the facility secure while ensuring a smooth flow for families. Please note that we no longer utilize the side door down by the Green for Pre-Care or Aftercare access. All Pre/Aftercare families must enter exclusively through the main PJA Entrance.

To streamline entry, we utilize a visual "flash" pass system:

- **The Passes:** Families may use an existing PJA Dragon Card or our new MJCC "Heart" Card. Every family registered for Pre/Aftercare will be issued **three (3) Heart Cards** to distribute to their authorized caretakers.
- **How to Enter:** When you approach the main PJA Entrance, simply hold your Heart Card or Dragon Card up to the window. The MJCC Unit Head stationed inside will see the card and buzz you into the building immediately.
- **Picking Up Your Cards:** You can collect your family's three Heart Cards at the Summer Camp Schmooze on June 18th (4:30 PM–6:30 pm), or at the door during your very first

Pre-Care drop-off or Aftercare pickup. Please have your photo ID ready when collecting your cards so staff can verify your authorization.

- **Off-Peak Access:** If you need to access the facility outside of designated drop-off/pickup hours when a door monitor is not present, please enter through the main MJCC front entrance and report directly to the Day Camp Office.

In Case of Absence, Early Pick Up, or Late Arrival

- If your Camper will be absent from camp for any reason, please call the camp office as soon as possible at 971.254.8332.
- If you plan on picking up your Camper early, please call the Camp Office at least 30 minutes prior, and their counselor will escort him there. All early pick-up will be from the Camp Office. Head to the main entrance of the MJCC and the security team will direct you to the right area. ***The cut off for all early pickups is 3:15 pm.***
- If you are running late, please call the Camp Office; a team member will meet you outside and bring your Camper to their camp when you arrive.
    - **Late Fee Policy:** Any camper not picked up by 4:15 pm will be taken to aftercare, regardless if you have registered them. If your camper was not originally registered for aftercare, you will be charged the aftercare fee for the week. <u>There is a $5 fee per minute late from aftercare pickup past 5:30 pm.</u> Our staff are scheduled to work until 5:30 pm and will have already worked a full day of camp by then- please be considerate of their time.

Health and Safety

Behavior

- MJCC Day Camp is dedicated to providing every camper with a successful summer experience. As such, we have a set of community standards and expectations for behavior to which all Day Camp participants must agree. Please review these policies and rules with your Camper before they arrive at camp.
- All campers are responsible for complying with this behavior policy. MJCC Day Camp reserves the right to dismiss a camper, at any time, whose behavior violates our Behavior Agreement, in which case no refund is given.

The following procedure will be followed when Campers misbehave or break camp rules. We reserve the right to bypass one or more steps in the process if a situation warrants.

- 1st offense - Verbal warning and clarification of expectations for the rules.
- 2nd offense - Time away from group.
- 3rd offense - Caretakers will be contacted to discuss the issue and create a plan to resolve it.
- 4th offense - Termination of program or session. This will be at the Camp Manager's discretion.
    - No refund will be given.

MJCC Day Camp expects that campers will:

- Follow the rules that instructors set out for each activity, area, or project.
- Be honest and respectful, in actions and words of all other campers and staff.
- Keep their hands to themselves and respect others personal space.
- Do their part to keep camp clean and orderly.
- Stay with their group and notify staff when they need to leave the group.
- Be a positive and active participant in all camp activities.

MJCC Day Camp has a zero-tolerance policy of the following:

- Any behavior that disrupts or interferes with others ability to enjoy MJCC Day Camp.
- Bullying, fighting, hazing or physical aggression.
- Negative or hateful speech or language of any kind, as well as harassment.
- Theft or vandalism of any kind.
- Possession of controlled substance, weapons/firearms, or other contraband.

All campers are responsible for complying with this behavior policy.

Accidents and Emergencies

Bumps and tumbles are not uncommon in camp. Should anything unusual happen throughout the camp day, staff will care for minor injuries with ice, soap, water, Band-Aids and of course, TLC (tender loving care) will always be provided. We are also prepared to handle more significant accidents and emergencies should they arise. All staff are CPR and First Aid certified. Should there be an emergency, we will make every effort to contact caretakers/caretakers or emergency contacts after appropriate measures are taken. Our staff are trained to fill out our Behavior/Incident Form in the event of any accident or emergency.

Hygiene + Sanitation

One of the great joys of summer camp is the opportunity to play outside, get dirty, and have fun. In fact, some of the best times at camp come when campers are dirty, muddy, wet, or sweaty. At the same time, our staff recognizes that it is imperative to maintain high levels of personal hygiene and to stay clean whenever possible. Our staff require all campers to wash their hands before eating and after going to the bathroom. They will have hand sanitizer available and will encourage campers to change out of their dirty clothes when appropriate.

Please keep your Camper at home if they:

- Have a fever of 100.4 degrees or higher or has had one within the previous 24 hours.
- Is vomiting, has diarrhea, or has had it within the previous 24 hours.
- Has heavy nasal discharge not directly related to allergies.
- Has a constant cough that interferes with activity.
- Has redness of the eye, obvious discharge, matted eyelashes, burning, and/or itching eyes.
- Has symptoms of communicable disease such as lice, chicken pox, etc.
- Is unusually lethargic or tired or “not themselves”
- If your Camper has tested positive for COVID-19 or has had a known exposure, please follow current public health guidance and notify the camp office.

If a Camper does not feel well enough to participate in the activities of the day, caretakers will be called to pick up the Camper. If your Camper is ill and will not be at camp, please notify the camp office as soon as possible. We ask that caretakers notify the camp office of any communicable disease a Camper has, such as measles, chicken pox, lice, etc., so that we may notify other caretakers. Please be considerate of others; we need to keep in mind the health and wellbeing of our entire camp community.

Medication

On the first day of each week or session, it is the caretakers' responsibility to deliver all medications and written instructions in a Ziploc bag directly to the camp office or camp management. Please write the camper's name and age on the Ziploc bag. Medications may not be stored in camper's possession at any time. Emergency medications, such as an epi-pen, glucose/glucagon, or an inhaler, may be carried by a counselor. We ask that caretakers bring an extra set of such emergency medications to be kept secure in the office. In addition, the Medication Form must be filled out.

Insurance

MJCC Day Camp does not provide accident or health insurance for campers. It is the caretaker's responsibility to take care of all fees and charges related to health care.

Miscellaneous

Surveys and Feedback

The goal of MJCC Day Camp is to provide campers with a fun and safe experience and we value feedback. Throughout the summer, you will receive surveys via email. The surveys are brief, taking about five minutes, and allow us to continue to offer the highest quality program possible. We thank you in advance for completing the survey. In addition, ongoing, informal feedback from caretakers and campers is also helpful to our program. Our Camp Manager and Unit Heads are available and excited to discuss programming and your Camper's experience at any time. Please contact us with any feedback, questions, or concerns.

Inclement Weather

We are prepared to switch our daily plans should rain, lightning, or extreme heat come into play. With our gym, indoor soccer, and pools, we have lots of room to play inside!

Lost and Found

To help reconnect items quickly, we may email weekly photos of lost & found items to caretakers during the summer.

MJCC Day Camp cannot assume responsibility for lost or damaged items. Lost and found items that are turned into the Day Camp office will be held until September 3, 2026. You are welcome to come claim your items up until that date. After September 3, camp will donate all lost and found items to a charitable organization. Remember that it helps to reconnect items with their owner if a name is on the item. Please label your camper's possessions.

MJCC Summer Camp 2026 Terms and Conditions

Registration Alterations

- We understand that caretaker and family schedules can change quickly during the summer and that, because of this, changes to enrollment are an inevitable part of camp programming. At the same time, they pose challenges for staffing, supervision, supplies, and office systems.
- Additional weeks may be added to your camper's summer (based on availability) at any time by calling or emailing the MJCC Camp Office.
- For cancellations with 3 weeks of the first day of a camp week, there will be a $25 processing fee per Camper per camp.
- ***Any cancellations made outside of the 3 week window will not be refunded.***

Camp Cancellations

Though not typical, MJCC Day Camp reserves the right to cancel camp programs due to low enrollment. Should cancellations occur, Day Camp staff will contact the caretakers/caretakers prior to the camp and refunds or transfers will be given. Typically, this occurs seven to ten days before a camp begins, however, we reserve the right to cancel any camp, at any point.

Financial Aid

- Financial Aid applications are available through the MJCC Day Camp Office. (Applications are reviewed on a monthly basis throughout the spring; once the summer season begins, they are reviewed on a rolling basis).
- All Financial Aid applications must be accompanied by a deposit equal to 10% of total camp fees. If a family is unable to enroll after a financial aid offer is made, they will be refunded the full deposit minus $25 as a processing fee.

Payment

Payment is due at the time of registration. Enrollment fees totaling $500 or less must be paid in full at time of registration and may be paid by cash, check, Visa, MasterCard, or American Express. Enrollment fees over $500 may be split into two credit card payments: one at the time of registration and the other on May 31, 2026.

Refund/Discount

Any deviation from the policies listed here, in the Day Camp Brochure, and in the Caretaker Manual must be approved in writing by the Assistant Executive Director of the MJCC, in consultation with the Day Camp Manager.

Risk and Release

Use of any recreational facility and participation in any activity involves a risk of accidental injury despite all safety precautions. I/we have been informed of the activities to be conducted by the Mittleman Jewish Community Center and/or Portland Jewish Academy. I/we, as an individual or as a caretaker or caretaker of the participants named herein, assume all risks and hazards incidental to the activities, and release from responsibility and all liability, claims, costs, and damages including attorney fees and costs. I/we further agree to indemnify and hold harmless the Mittleman Jewish Community Center and Portland Jewish Academy, their officers, directors, independent contractors, volunteers, and all employees for any illness, injury or damage to me or my Camper, or my family members occurring during the use of any recreational facility or the participation in any activities conducted by the MJCC or Portland Jewish Academy. All fees must be paid in full at time of registration. The MJCC reserves the right to cancel any activity based on insufficient enrollment. In the event that a program is cancelled by the Center, all fees will be refunded within 30 days.

Terms of Enrollment

- Payment is due at time of registration—in full for fees totaling up to $500 and 50% for fees above $500.
- A working credit card must be on file for all split payments.
- Payment of the full balance of camp fees must be received by May 31, 2026.
- Cancellations must be made via email to the Camp Office. A $25 administration
- Fee will be charged on all cancellations
- **Cancellations made more than 21 days (3 weeks) BEFORE the camp week starts get a refund minus the $25 fee, and anything inside the 21-day window receives no refund.**
- The MJCC reserves the right to cancel any camp due to insufficient enrollment or unforeseen circumstances.
- The MJCC reserves the right to dismiss a camper whose behavior is deemed inappropriate, in which case, no refunds will be given.
- Final enrollment and reservation of a space in MJCC Day Camp is contingent upon review of completed camp paperwork.
- The MJCC reserves the right to bill and charge fees pursuant to the policies outlined in the camp enrollment forms, Caretaker Manual, and Day Camp Brochure.
- For split payments, the credit card on file will be charged on the deadline date if payment has not yet been received.

Wait List

All camps are first-come, first-served. When a camp fills, the Camp Office will begin a wait list for that session. Wait-listed campers will be notified if there is space available for them in the program three business days ahead of the start of the camp.

Withdrawals

Cancellations made more than 21 days (3 weeks) BEFORE the camp week starts get a refund minus the $25 fee, and anything inside the 21-day window receives no refund.