

Shai Learning Labs



Parent Handbook

Updated for August 2020.

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Dear Shai Learning Labs Families,

During most years, at the conclusion of the summer at Camp Shai, we are normally sorting lost and found, connecting families with new friends from camp, and taking notes for next summer. Around early July, it was clear that being realistic about the global pandemic meant that Fall would look just as different as the summer. It became more and more clear that virtual learning was going to be how a majority of our community's children would be returning to the fall.

Through the course of the summer, we learned an incredible amount about how to operate a child care facility in this new normal of masks, social distancing, and small cohorts. Our campers and staff were amazingly resilient. It's now time to take what we've learned to help our campers, now students, through their school year.

Our goal for Learning Labs is two-fold. Firstly, Learning Lab Instructor will provide your child with a safe, nurturing, and supportive environment for them to complete their virtual learning. Secondly, outside of academic times, our staff will work to foster social interactions through organized games, supervised free play, and fun "camp style" projects.

An important aspect to the success of a student in Shai Learning Labs is the partnership between parents and the Learning Lab Staff. Together, we can help support your child to keep on track academically through a semester of remote learning.

We look forward to helping your child grow and learn!

With gratitude,
The Camp Shai Directors

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Camp Shai Mission & Values

Camp Mission

At Camp Shai, we are more than just a day camp. We are a community, made up of campers, families, and staff, all with the same desire—to give all kids a fun and safe space to explore, imagine, and belong. Camp Shai provides engaging activities for our campers that spark their imagination and inspire them to celebrate their individuality.

Shai Learning Labs Mission

Shai Learning Labs is a program to meet the needs of the Camp Shai Community during the trying times of a pandemic. Shai Learning Labs will provide space and resources for Students to engage fully in their remote learning with trusted adult supervision and create opportunities for children to grow socially and emotionally through recreation opportunities.

Camp Shai Middot (Values)

Chesed: Kindness - We treat one another with kindness and compassion. We appreciate each member of our community for who they are.

Kavod: Honor/Respect - We appreciate and celebrate the unique identity of each individual in our camp community. We honor and value ourselves and others by being compassionate and considerate of our feelings and the feelings of others. We treat others, as we would like to be treated.

Kehilla: Community – Everyone is welcome to our community. We are representatives of our community at Camp Shai and in the greater community.

Ruach: Sportsmanship/Positive Attitude - We play sports and games with respect, fairness, honesty, and accountability. By cooperating with teammates and opponents and playing with a sense of compassion and integrity, we help to create an environment of friendly competition.

Ko'ach: Might, Strength, Resiliency- Given the current global health situation, we have decided to add this new value to Camp Shai. When times are tough we recognize that it takes great resiliency to keep ourselves and other safe by wearing masks, washing our hands, and following physical distancing.

Philosophy of Care

The first and foremost responsibility of Camp Shai staff members is to get to know each child and his/her family well. Prior to the beginning of Learning Labs, there will be sign up slots for parents to come with their child to see the space, set up their technology, meet the lab Instructors and discuss any important information with the staff. **It is important for us to understand each child as well as possible prior to the start of camp.**

Submitting Student Forms

Having these forms makes for safe and healthy children at camp and at home. This information will help us be better acquainted with your family and child, and the information on health history form will assist our staff in caring for any special needs your child may have. The forms are necessary and required in order for your child to attend camp.

Please note any allergies or asthma that your child has, as well as medication taken during camp hours. We are a nut-aware camp, meaning that all products provided by the camp will be peanut-free; however, some children may bring products containing peanuts to camp with their lunch. Feel free to arrange a meeting with the Camp Director to discuss specific dietary and health-related restrictions.

Parents must provide updated information, including all medical, developmental or psychological information regarding their child prior to their time at camp so we may plan effectively. Changes in life situations (such as divorce, death, loss, recent moves, accidents, fears) often influence children's behavior and are important for us to be aware of. ALL INFORMATION IS HANDLED CONFIDENTIALLY.

All forms for camp are found in your CampInTouch account online and must be completed and submitted no less than 7 business days before the start of Learning Labs. No Student can attend camp without completed forms. Many of the forms require parent signatures or physician signatures.

Judaism at Camp & Kashrut Policy

Shabbat

Shabbat is a special time that we celebrate as a community each Friday afternoon. In Jewish tradition, Shabbat begins at sundown on Friday and is observed through sundown on Saturday. Each Friday at Camp Shai, while distanced, we will participate in all-camp theme days and then welcome Shabbat through singing, blessings and a community celebration.

Packing your Student's Lunch and Snacks

Please put your child's name on his/her lunch. There is no microwave, hot water, or utensils available. There is no refrigerator available for storing lunches; therefore, if your child's lunch requires refrigeration please pack an ice pack. Licensing regulations require that an ice pack be placed in each child's lunch.

Kashrut/Food Allergy Policy

We request that all incoming food be sensitive to basic kashrut (no pork and no shellfish). In addition, Camp Shai is a Nut Aware camp. This means that due to a high prominence of allergies, **we strongly discourage sending foods with nuts in your Student's lunch and snacks.** Due to health concerns, Camp Shai will not be providing daily snacks.

Important Dates, Location, & Hours

Dates

Shai Learning Labs will operate Monday – Friday, August 31 – December 16. The following dates are either dates of no operation or special events within the program:

- **August 27 – 28:** Learning Labs Orientation and Device Set-Up
- **August 31:** First day of Learning Labs
- **September 7:** Labor Day, no instruction
- **September 28:** Yom Kippur, no instruction
- **October 16 – 20:** DPS Conferences and Fall Break, care provided but no virtual learning
- **November 23 – 27:** Thanksgiving Break, no instruction
- **December 18:** Last day of Fall Semester Learning Labs

Shai Learning Lab Hours & Location

Core Learning Lab Hours are 8:00 AM – 3:30 PM.

Aftercare is available for an additional cost starting at 3:30 PM and concluding at 5:30 PM.

Camp Shai Pod Camp will be held at the Staenberg-Loup JCC. Pick-up and Drop-off will be conducted at the Main Entrance on the JCC.

Attendance & Drop-Off/ Pick-Up

Due to health concerns, parents/adults picking up or dropping off are not allowed inside the JCC past the front desk. Please call the camp office when you arrive late/early to pick-up or drop-off your Student.

Attendance & Late Drop Offs/Early Pick Ups

If you know your child will not be at Learning Labs, please let us know by 7:45 AM by either:

- **Calling** – 303.316.6418 (Leave a message if you don't reach someone)
- **E-mailing** – attendance@jccdenver.org

If your will need to pick your child up from camp early, please let us know via email or calling preferably before the start of the camp day.

Drop-Off, Pick-Up, & Morning Health Screening

Pick-up and Drop-off will be conducted at the main entrance of the JCC. PLEASE DRIVE SLOWLY as you come up the lot. The JCC Early Learning School is also in session and there are many small children present! In order to maintain proper social distancing, to ease traffic in the parking lot, we ask that you adhere to the specific drop-off and pick-up windows below.

	Drop – Off Time	Pick Up Time
Students beginning learning at 8AM	7:45 AM – 7:55 AM	Same as Last Name
Last Names A-P	8:00 AM – 8:15 AM	3:15 – 3:30 PM
Last Names Q- Z	8:15 AM – 8:30 AM	3:30 – 3:45 PM

Morning Screening Procedures

Parents will exit their car with their child or children. The family will wait at socially distanced line along the front entrance of the JCC. At the top of the line the family will step up to the health screening table on either side of the main entrance. The parent will then conduct a health screening for their child or children (this includes taking a temperature) and enter the results into our Health Screening Form via their own smart phone or with a Learning Lab Staff Member.

Please bring your own thermometer to help speed up this process. We ask that you be patient and as transparent as possible with this screening in order to help protect the Camp Shai Community. The screening will consist of a handful of questions as well as a temperature check.

Shai Learning Labs asks that you child does not come to Learning Labs if they are experiencing any of the following symptoms:

1. The Shai Staff Member will ask if anyone in the child's house hold is experiencing any of the following symptoms:
 - a. Excessive runny nose
 - b. Excessive Sneezing
 - c. Shortness of breath or difficulty breathing
 - d. Chills or body aches
 - e. Loss of taste or smell
 - f. Sore Throat
 - g. Diarrhea
 - h. Head Ache
 - i. Nausea
 - j. Vomiting
 - k. Cough
 - l. Fever over 100.4 Degrees Fahrenheit

Pick-up

Parents or responsible adults will wait in a socially distanced line and approach the front desk. After confirm the pick-up's identification, the staff member working the front desk will call for the student on the radio. Parents are to wait for their children outside of the building.

Authorized Pick Ups

All authorized caregivers must be noted on your "Pick-Up Authorization" form online in your Student's CampInTouch account in order for us to release your child to them.

Rainy Day Procedures:

When it is raining during the camp day, camp staff are trained to modify their schedules and locations to ensure Students are in a safe, dry, and fun environment. **In case of inclement weather, parents should check their email and their text messages regularly for communication from Camp Shai regarding drop off and pick up.**

Cohorting and Program

The Shai Learning Labs were developed in accordance with best practices outline by the CDC, American Camping Association, and the rules and regulations required by the Colorado Department of Health and Human Services Office of Early Care and Learning.

Shai Learning Labs will consist of 6-8 Students and 2 Instructors. While these groups may very occasionally use other indoor spaces in the JCC, such as the gymnasium, each Lab's primary indoor space will be their assigned classroom. The classroom will be the space Students work on their virtual learning, participate in indoor activities, and eat meals.

Recreation Activities to Expect & Not to Expect

The Shai staff are some of the best in the game! As part of staff training, prior to the start of camp, staff will learn a variety of activities and ways to modify activities in order maintain proper health precautions. Modifications include individual activity kits, cleaning materials in between Student usage, and finding creative ways to modify classic camp games. Below are lists of activities you can expect and not expect to see during recreation times:

Expect to see these activities (and more!):

- Distanced exercise or yoga (camp style, of course!)
- Teva (nature) and outdoor activities
- STEM Activities
- Music and Art Specialty rotations
- Individual or Family ball sports (i.e. assigned basketball and hoop)
- Story Telling and word games

Activities Camp Shai will be refraining from during recreation time

- Tag Games
- Gaga
- Circle Games
- Team Sports
- Activities with Shared Materials

What to Wear and Bring to Learning Labs

Students should wear clothing that is appropriate to be comfortable in a classroom setting. Please send your child with appropriate layers for the weather as outside play will always be a part of the day. Because of what we know about the spread of COVID-19, PLEASE DO NOT SEND YOUR STUDENT WITH TOYS OR STUFFED ANIMALS FROM HOME!

Camp Shai DOES NOT provide lunch or snacks. Please pack a sack lunch, an AM and a PM Snack every day.

Make sure to send your Student with the following every day:

- **Virtual Learning Technology and Chargers-** this is crucial for students to complete their school work
- **Cloth Face Mask – this is required to be worn by Students and staff at all times.** We recommend sending multiple masks in the event of a mask getting dirty or wet.
- Tennis shoes

- **Sunscreen – Please send child with their own bottle labeled with their first and last name.**
- Comfortable pants or shorts
- Clothing and layers appropriate for the weather
- Swimsuit & towel on swimming day (in warmer months)
- A water bottle
- Younger Students - A change of clothes to leave at camp in case of accidents (Suggested)
- Lunch, AM and PM Snack
- A book for downtime, particularly for older Students. Please do NOT send toys as a replacement for younger Students!

Please Avoid Bringing:

- Sandals (Flip Flops, except for swimming)
- Nice clothes that you do not want to become dirty
- Cell phones, iPods, and non-academic electronics
- Toys from home
- Clothing or toys that promote war, violence, racism or sexism
- Tobacco, Illegal Drugs, or Alcohol
- Money: There is no spending money at Shai Learning Labs.
- “Anything that will make you cry if it gets lost or broken”

Labeling Clothing/Belongings:

Please label all items that your child brings to learning labs (including lunches). This includes shirts, shorts, pants, sweatshirts, jackets, shoes, swimsuits, towels, water bottles and daypacks. Proper labeling will assist us in returning misplaced items to their proper owner.

Lost & Found:

Camp Shai staff will make every effort to keep the Students' belongings together and to ensure that no child leaves any items behind. Nonetheless, we strongly discourage bringing any items of value to camp, as things get lost, broken, or possibly stolen. Camp Shai is not responsible for lost, stolen, or damaged Student items, belongings, and property.

Cell Phones

We understand that some students may have cell phones to communicate with parents. We ask that the only technology brought to Learning Labs is the technology your child needs to complete their virtual learning. Any cell phone will be placed on silent and stored in your child's belongings.

Health & Safety

Camp Shai General Health Policy

The safety of our Students is the highest priority to all Camp Shai Staff. As such, The JCC Denver and Camp Shai reserve the right to refuse participation to any Student deemed by executive staff to be at elevated medical or emotional behavioral risk. In order to understand and care for your child, it is helpful to us if you keep us informed of significant factors at home, such as prolonged illness in the family, a parent being away, death closely affecting the child, moving, etc., and of course, nice things, too!

Camp Shai also reserves the right to request clearance from a licensed medical or mental health professional at any time prior to or during camp to allow participation. **Contagious diseases must be reported to the camp by the parent as soon as the illness has been diagnosed so that other parents may be notified of the possible exposure.** Please remind your child that all injuries, no matter how minor, must be reported to his/her counselor.

A child with the following symptoms may NOT attend Camp Shai:

1. Conjunctivitis (pink eye) or thick discharge from one of both eyes.
2. Symptoms that may be linked to COVID-19 (see the "COVID-19 Precautions" section)
3. A fever in excess of 100.4 degrees.
4. Unidentified rash.
5. Vomiting or diarrhea.
6. Lice (please see Camp Shai Lice Policy below).

In addition to the above symptoms, you will be asked to pick up your child from camp if he/she is experiencing any of the following:

1. Is so uncomfortable that he/she is unable to participate in normal camp activities
2. Is experiencing signs of a concussion or head injury

Medications

Medications that are to be administered during camp hours must have the “Medication Administration Permission” completed and submitted at least 48 business hours prior to the first day of camp your child is attending. Allergy and Asthma Plans are included in this 48 hour window. Other medications that require special training, such as emergency seizure medications, require that paperwork is submitted at least two weeks before the child’s first en-rolled session. **All medication must be in the original container (including box), and must be clearly labeled with: (1) the child’s name, (2) directions, (3) physician’s name and phone number, (4) original prescription label if the medication is prescription.** Students are not permitted to personally carry medications, including aspirin, Ep-ipens, inhalers, or special sunscreens.

All medication required for you child must be present and handed to the appropriate Camp Shai Director upon the start of the Learning Lab program. The medications (Epipens/Inhalers/etc) will be kept in specifically designated areas for the entire session the Student is present. Your Student should have additional medication and Epipens/Inhalers in the car and at home since their camp-based medication/Epipen/Inhaler will remain at camp all session. Only Camp Shai staff that are specifically trained to administer medication as delegated by our camp nurse, Mande Jacobsen, RN, BSN, CCHC, will have access to and be permitted to administer medication to your child.

As per state licensing, if your child has a life threatening allergy or condition, and there are any errors in medication paperwork or medications supplied, Camp Shai CANNOT have your child in our care. Make sure to check expiration dates on medications and that all paperwork is year to date beyond your child’s time at camp, etc.

Immunizations

All Camp Shai Students must be immunized according to the State of Colorado recommended immunization schedule or be on a plan via the physician to get on schedule. **Medical exemptions for immunizations are the only exemptions recognized by Camp Shai.** All Medical exemptions must be completed by a doctor and on the [appropriate state approved form](#). Children that cannot provide immunization records will not be permitted to enroll in Camp Shai.

Sunscreen

You are required to send you child with their own bottle of sunscreen labeled with their name. We will do our best to ensure that sunscreen is applied to every student before heading outside for longer than 20 minutes. Camp Shai staff will help apply sunscreen if necessary. To minimize our staff having to help your Students apply sunscreen, please spend some time ahead of camp teach your child to apply their own sunscreen.

Lice Policy

Camp Shai follows the Colorado Department of Public Health (CDPH) Lice Policy: *The Colorado Department of Public Health (CDPH) recommends that schools and child-care facilities maintain an active educational campaign for parents on the accurate diagnosis and correct treatment of head lice cases to prevent transmission of lice in schools and reduce lost school days due to head lice infestation. Head lice, while a significant social problem, do not transmit disease to humans. Traditionally, head lice policies in schools emphasized that **a child infested with head lice could not return to school until no nits were found in their hair (“no-nit” policy).***

If it is determined that a Student has lice, Camp Shai will check ALL Students for lice or nits. Parents will be notified should we do this and if Students have lice or nits, parents will receive a phone call to pick up their Student from camp. Students will not be allowed to come back until they are fully treated and lice/nit free.

Injuries at Learning Labs

Camp Shai has policies in place to ensure that parents are informed about any injuries their child may sustain in the program. For injuries like scrapes and bumps, counselors will perform the necessary first aid and log the care provided in a First Aid Log. If it is a more serious injury, your child’s staff member or Director will phone to inform you of the injury and you may receive an Incident Report.

On-Call Camp Nurse

Camp Shai’s on-call nurse, Mandee Jacobsen, RN, BSN, CCHC from TOTTS Nurse Consulting, is available by phone for our staff should any medical questions, concerns, or medical emergencies occur. The Nurse has reviewed all Health Policies and Procedures and is in regular contact with the Learning Lab Director to discuss any medical related incidents.

Staff Certifications & Preparedness

All Learning Lab Staff are certified in First Aid and CPR and all Camp Shai Staff have undergone training in safety and emergency procedures. Each group carries a First Aid kit at all times. All staff are trained in emergency drills and procedures prior to camp. During emergencies, they utilize specific supervision strategies to ensure Students are safe.

Child Protective Services

In the State of Colorado, all professionals who care for children, including Camp Shai staff, are required by law to report “reasonable suspicion” of child abuse to either a law enforcement agency or a county child protective agency. Camp Shai staff are experienced and trained in assessing situations which may lead them to make a child abuse referral. Camp Shai is committed to maintaining a safe environment for children and for serving our children and families in the best way we can. In situations where we would have to make a referral to either law enforcement or protective services, we will attempt to make the process as supportive as possible.

As a parent of a child in a licensed childcare center, you may report any suspected abuse by calling the Child Abuse Hotline at 1.844.CO.4.Kids or 1.844.264.5437. If you wish to make a complaint or have a concern regarding your provider you may call the Public Health Inspection Division at 303.285.4075 or the Colorado Department of Human Services at 303.866.5958.

COVID-19 Precautions and Outbreak Plan

Due to the nature of COVID-19, Camp Shai is taking many precautions and steps to prevent an outbreak. Many of these processes are requirements of State Childcare Licensing. The Camp Shai Directors recommend having a conversation with your Student(s) ahead of the start of their session about what to expect at camp.

Precautions

Screening

As outlined in the “Drop-Off, Pick-Up, & Morning Health Screening” section, Students and families will be subject to screening each morning of camp before Students are allowed to enter the JCC. In addition, Students and staff will be screened throughout the day as well. **If your child is experience any symptoms that align with COVID-19 in the days leading up to the start of their time at Learning Labs, or while attending Learning Labs, please inform the camp directors immediately.**

“[Can I go to school today?](#)” is a helpful tool recently developed by the CDPHE

Mask Wearing

All Students and will be required to wear cloth facemasks at all times. Camp Shai will only provide masks in the event of an emergency. Your child will not be permitted to attend Learning Labs for the day if they do not have mask on at the start of the day. In addition, parents are required to wear a facemask during pick-up and drop-off. If masks are not present or being worn, the Camp Shai Staff facilitating pick-up and drop-off will politely ask families to return to the end of the line.

Camp Shai understands that wearing a mask for hours at a time can be incredibly difficult for our Students. To set your child up for success, we recommend spending time practicing mask wearing as a family. During Learning Labs, if a Student needs to take a quick “mask break”, there will be a distanced outdoor space designated for an individual Student to remove their mask for a brief moment.

Social Distancing and Cohorting

Students will be expected to do their best to maintain social distancing at all times while at camp. Learning Lab staff will be using physical reminders such as markings on the floor to help facilitate Social Distancing.

Each individual Shai Learning Lab is considered a “cohort”, or a closed group. In an effort to do our best in limiting contacts, Labs will not be physically interacting with other Labs.

Handwashing

Students and staff will be required to wash their hands at many points during the day. This includes upon immediate arrival to Learning Labs, at the conclusion of an activity, and before and after meals or snacks. Camp Shai staff will do their best to help coach Students on proper handwashing.

Proper Handwashing as outlined by the CDC:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air-dry them.

Cleaning and Sanitizing

The Camp Shai staff will be putting in extra hours to ensure that new cleaning and sanitizing guidelines are being met. This includes regular cleaning and sanitizing of classrooms, common areas, and program materials.

Outbreak Plan

If children develop **symptoms of COVID-19**, they will be taken to a designated **"isolation room"** to decrease the risk of contamination. The children will remain in the room until the parents comes to pick up the child. **Parents will be required to pick up their children within 30 minutes to minimize the chance of spreading the virus.** In some cases, the Camp Shai Directors will require a doctor's note for the child to return.

Camp is required to contact local health department for every suspected or confirmed case. With this, Camp Shai is required to enforce the following:

If there is a singular (1) confirmed or suspected case (either teacher, admin, student, or parent) the following procedure will take place:

1. If the individual is onsite, they will be moved immediately to the previously determined isolation room (child) or leave the premises immediately to go to their home or hospital (adult).
2. The classroom space of that Learning Lab where individual was present will be cleared of all people immediately for 24 hours. Cleaning of the space will take place following these 24 hours.
3. If a positive case is suspected (showing two or more mild symptoms and/or one major symptom), Learning Lab Directors will recommend the individual be tested for the virus. If the results are negative, then the individual must remain home for at least 72 hours or until the symptoms subside.
4. If the results are positive, the entire cohort must stay home for 14 days of last contact with positive case. Learning Lab Directors will stay in contact with these families to track symptoms.

If there are multiple cases form separate households, Learning Labs Directors will work with the Health Department to determine the extent of closures. This may include a closure of the entire program for a length of time determined by the health department.

This policy was based on the most recent [CDPHE Guidelines on Outbreaks in Schools and Childcare Settings](#).

Standards of Behavior

Camp Shai strives to support the individual needs of its Students while providing a safe, healthy, inclusive social environment for the entire community. Conflict resolution and positive reinforcement are used to encourage desired behaviors. Camp Shai is a place where all Students can feel safe, nurtured and accepted. As such, the following behavioral standards have been set:

- Ridiculing and teasing are not allowed. Students are reminded about this policy in a gentle but firm manner. It is explained that the above behavior makes all of us feel bad, and often times results in aggressive physical acting out.
- Physically violent and aggressive behavior is not allowed. A child will be sent home immediately if they are involved in a physical altercation.
- Aggressive and vulgar language is not allowed.
- Bullying is not tolerated at Shai Learning Labs.
- Graffiti and other actions that damage property will be dealt with by charging parents for the damage.
- The Staff of Camp Shai is here to create a positive environment for all involved. We take a firm and gentle stance to Students who compromise the effectiveness of the staff (e.g., non-cooperation, not listening, being in an unsupervised location).
- Any type of toy or garment that depicts or is a representation of acts of war and violence, drugs or alcohol is not allowed at Camp Shai. Personal toys are not to be brought to camp.
- Repetitive occurrences of any of the above behavior after repeated warnings may result in expulsion from Camp Shai without a refund. Parents will be notified prior to any action taken.

Behavior Agreement

As part of your Student's forms there is a document titled "Behavior Agreement". Please make sure you go over these behavior expectations with your child, as it will set them up for success this semester. The document requires signatures from both a parent and a Student.

Refocusing Plan and Learning Labs Behavior Expectations

Behavior Expectations Specific to Learning Labs

At minimum, Learning Lab students will be required to adhere to the following behavior expectations:

1. Follow the Camp Shai *Middot* (Values) of Respect, Kindness, Community, Sportsmanship, and Resiliency.
2. Students will be respectful of everyone's learning, including their own, by keeping eyes watching, ears are listening, bodies are calm and voices are quiet.
3. Follow Directions of Learning Lab Instructors and Virtual Teachers.
4. Participate fully in learning and recreation programs.
5. Should a student complete their learning for the day before other students, they are expected to participate in quiet activities as determined by the Learning Lab staff.

Refocus Plan:

Tier 1: Significant Disruption of Learning Lab environment after redirection.

- Removed from Learning Lab space into the hallway
- Meet with director to try and identify what is causing the distraction and what the student needs at that moment to stay focused.
- Parent informed via e-mail/phone call if needed
- Work independently for 30 minutes
- Re-enter group after a conflict resolution for disruption has been completed.

Tier 2: Upon 2nd large disruption in a one-week period

- Removed from Learning Lab space for the remainder of the week and will be studying in a independent learning space.
- Meeting with Director and Parents.
- Re-enter Learning Lab the following Week

Tier 3: Upon Re-entrance from Teir 2, additional large disruption within a two-week period.

- Student will be removed from the Learning Lab Program. Parents will not receive a refund for that latest payment and deposit is kept.

Additional Behavior Standards for COVID-19

In order for Camp Shai to keep out community safe, Students, staff, and families will all need to do their part. For Students, this means being able to maintain proper social distancing and mask wearing. This is expected at all times during the Shai Learning Lab day. As outline in the "Risk Mitigation Agreement" document required in Student forms, Students being defiant or struggling to follow these preventative measures may be required to be picked up for the day.

Dismissal

The Shai Learning Lab Director reserves the right to dismiss without a refund or to cancel the enrollment of any child whose mental condition, conduct, influence or behavior is deemed unsatisfactory, unsafe, or not in the best interest of the pro-gram or the child's experience.

Emergency Procedures

In the event of an emergency, please call the Camp Shai office. This number will be forthcoming, please keep an eye out for an email. If you are unable to reach us in the office, please call 303.316.6392.

Accident & Illness Procedures

In the event of an accident or illness, trained JCC staff members will administer First Aid. Should additional treatment be needed, parents/guardians will be notified immediately. If they cannot be reached, Camp Shai staff will move on to the Student's emergency contact list and begin calling until we reach someone. If a child is in need of immediate emergency medical attention, we will call 911 and the child will be taken to the nearest hospital.

All Camp Shai staff are trained in CPR, First Aid, and Universal Precautions. Additionally, Camp Shai Head Counselors are trained in medication administration, including emergency epinephrine (EpiPen) and asthma medications.

Inclement Weather

Colorado is famous for summer storms! If there is a storm or storm warning, it is not necessary to retrieve your child. In the event of a tornado warning, all Students will seek safety and shelter in a designated area at the JCC or Graland. If there is a change made in dismissal due to any kind of threat, you will be notified by text and email. In the case of inclement weather, please call the Camp Shai office at: 303.316.6418. If you are unable to reach us in the office, please call: 303.316-6392.

Suspicious Persons

In the case of a suspicious person, all Students will be directed to seek safety in designated areas throughout the JCC and Graland facilities depending on their current location. Dismissal will be delayed until the warning is over.

Missing or Lost Child

Camp Shai takes all precautions to prevent a missing or lost child. A missing or lost child is any Student who is known to have been signed in to camp and who is currently unaccounted for. If a Student is missing, the premises will be searched (i.e. closets, under tables, restrooms, etc.). Other children will be asked if they know where the child may be. If the child is still missing, he/she is immediately reported missing to the Camp Directors who will take the appropriate next steps to find the missing child.

Drills

Camp Shai practices fire, tornado, and active threat drills regularly during the camp and year-round youth programs season, so that children and staff are familiar with procedures for emergency exits. Camp Shai keeps track of the dates of these drills, the number of adults and children present during each drill, as well as the time that was taken to evacuate the building and/or move safely into secure spaces.

Communication and Media

Parent Communication

Please regularly check your CampInTouch account and personal email for Learning Lab updates. Each Friday, a newsletter containing that week's activities and any announcements will be emailed home. **Please make sure we have your correct email address. Special notices for field trips and overnights will also be emailed to you regularly. Please check your spam folders for the following email addresses:**

General Camp Email: campshai@jccdenver.org

Courtney Jacobson, Camp Shai Director: cjacobson@jccdenver.org

Daniel Siegel, Camp Shai Associate Director: dsiegel@jccdenver.org

Phydell Paris, Interim Assistant Director of Youth Services: pparis@jccdenver.org

Allison Marshall, Business Registrar: amarshall@jccdenver.org

We welcome any questions or concerns you may have during the semester. You can email us at the addresses listed above or visit our website jccdenver.org

Pictures at Learning Labs

Say Cheese! We may take photographs and/or video of your child for promotional purposes for Camp Shai or other JCC programs. Please indicate on your child's application if you would not like your child's image to be used.

Pictures will be taken and used at any time throughout the semester, and may be posted on the JCC's webpage, our Facebook page (facebook.com/groups/campshai/), and/or in CampInTouch. To access photos in CampInTouch, use your login and scroll down and click on the "Photos" tab. Make sure you are looking at the "2020" folder and then you can click on any Camp Shai album to view pictures.

Television and Video Viewing

Camp Shai is an activity-focused educational environment, and we believe that children learn best through active participation, hands-on experiences, interactive conversation, and exploration. Though rare, programming may provide an opportunity to use media as an educational tool, or specific programs might be geared towards watching media or a movie. Television and movies rated PG are only permitted with the written approval of a child's parent/guardian. Parents/guardians have an opportunity to provide consent for their child to view a PG-rated movie in our Terms & Conditions (available on in your CampInTouch portal). Due to our limited ability to gather in groups, we may also be using video conferencing software in order to virtually gather together.

Deposits, Cancellation, & Refunds

Families will be billed in equal payments of \$1240 monthly on the 20th of each month with the first payment being processed on August 20. Example: October will be billed on September 20, November will be billed on October 20, etc). Families on Scholarship will work with Directors on payment amount per billing cycle.

One-time materials fee of \$100 and non-refundable deposit of \$500 will be charged per child upon registration.

Non-refundable deposit of \$500 will be applied to final tuition payment.

Due to space limitations, applying does not guarantee admittance into the program. Parent(s) will be notified if space is available for child after applying.

Credits or refunds will not be issued for cancellations due to inclement weather or other situations or circumstances that are out of the control of the Program Provider, including but not limited to acts of God, war, government regulations, disaster, epidemic, disease (including COVID-19), strikes, civil disorder, curtailment of transportation facilities, unavailability of utilities, or other emergencies that would make it inadvisable, illegal, or impossible to provide the Premises or to provide the services. It is up to the Program Provider, in their sole discretion to make such decisions based on the safety and security of the Participants during these times.

Currently Denver Public Schools is planning on re-opening in person classrooms after October 16. In the event that your student is enrolled in Shai Learning Labs and will return to in-person instruction, you must inform the administration of Shai Learning Labs by 5:00 pm September 16 in order to avoid additional cost. If this timeline changes, and DPS gives less notice than 30 days for the start of in-person learning, a new deadline for families to decide if they want to remain in Learning Labs without additional financial penalty will be determined.

Resources

Below are links to official guidance that Camp Shai has formulated our policies and procedures to align with. In addition, there are other links to resources that parents might find valuable to help educate their child.

- [“Can I go to School today?”](#) A tool for symptom screening.
- [CDPHE: Cases and Outbreaks in Child Care and Schools](#)
- [Colorado Safer at Home](#)
- [Colorado Department of Human Services Office of Early Childhood](#)
- [American Camping Association COVID-19 Resource Center for Camps](#)
- [Centers for Disease Control and Prevention: Childcare, Schools, and Youth Programs](#)
- [COVID-19 Social Emotional Learning for All!](#)
- [“We Wear Masks” Social Story](#)

Learning Labs FAQs

What will Remote Learning Instruction look like?

Students will be given their own assigned space to login to their Virtual Learning and work independently in their virtual classroom. In the event they are experiencing issues with their technology, need some help with an academic concept, or need a real live adult to keep them focused, our Remote Learning Instructors will be in the room to attend to their students' needs. Each Learning Lab will have two assigned staff and at all times will maintain a minimum of a 1:8 staff to student ratio.

What does the daily health screen look like?

Students will be accompanied by a parent to a health screening area. Each student and parent will be asked a series of health screening questions and temperatures will be taken. Once the screen is complete, students will leave their parent and head to their learning lab.

What does the materials fee included and what is my student required to bring?

Students will be required to bring their own technology to participate in their virtual learning (iPad, Laptop, Chromebook, etc.), headphones, AM and PM snacks, Lunch, and other necessary equipment as required by their virtual instruction. Camp Shai's Learning Lab materials cover the cost of the following for each student to keep: tabletop study carrel, pencils, pens, markers, pencil box, and lined paper.

What precautions are being taken to prevent the spread of COVID-19 amongst students?

Beyond increased cleaning and sanitizing, Students will be expected to partake in additional handwashing, wear facemasks, and exercise social distancing practices as much as possible. Additional information and expectations will be outlined in the COVID-19 Risk Mitigation Agreement and Liability Waiver within the required camper forms.

What is the outbreak policy?

Our outbreak policy is aligned with the most recent Colorado Department of Public and Environment guidelines for childcare centers. All confirmed or suspected cases of COVID-19 are reported to CDPHE and they provide guidance on the extent of closure required