

# Engman Camp Shalom

we grow spirit



## Parent Handbook | 2021

Engman Camp Shalom  
The Caspe Terrace  
33158 Ute Avenue  
Waukee, IA 50263

515.419.1269  
engmancampshalom@dmjfed.org  
engmancampshalom.org



## What is Engman Camp Shalom?

Engman Camp Shalom (ECS) is a beneficiary agency of the Jewish Federation of Greater Des Moines. ECS is a summer day camp where each day is filled with more than just fun and games. Sitting on 50+ acres of land, campers spend a lot of their time outside on our campus, in addition to field trips in the Des Moines area. ECS is about building skills and confidence, making friends and memories and feeling safe, secure and happy with fellow campers and staff members.

ECS strives to provide the following opportunities for your child:

- Quality programs where children experience personal and social growth
- Increase individual social and physical skills through a variety of activities
- Cooperation and interaction with fellow campers
- Get to know children with various backgrounds and faiths
- Learn to accept responsibility for personal and group actions
- A camping environment in which Jewish activities and recreation are combined

We understand the importance of safety and supervision of your children. We hire caring and highly trained staff who follow the American Camping Association guidelines for our accreditation.

Get ready for a summer of growing and learning together. We look forward to greeting familiar and new faces.

## Engman Camp Shalom Administration



**Anna Zavell**  
Camp Director  
anna@jewishdesmoines.org  
515.419.1269



**Julia Minnehan**  
Assistant Director  
julia@jewishdesmoines.org  
515.779.2818



**Sophie Homonoff**  
Director of Education  
sophie@jewishdesmoines.org  
515.987.0899 x221

# Camp Prices and Additional Options

Camp is \$225/week

## Before and After Care

8-9 a.m. — Before Care, \$30 per week at Caspe Terrace

4-5:30 p.m. — After Care \$30 per week at Caspe Terrace

Unplanned extended care drop in rate is \$10/hour

**\*Late pick ups in the afternoons will be charged \$1 per minute, per child**

## Hot Lunch

\$25/week

## Transportation

At this time, we are assessing all COVID-19 safety precautions and will determine if it is safe for us to offer transportation this summer. If interested in transportation, please check the appropriate boxes on the registration form.

## Policies and Procedures

**Sign In:** Please have your child arrive at camp between 8:45 and 9 a.m. Children will be greeted at the entrance by a staff member who will mark their attendance.

**Sign Out:** The camp day ends at 4 p.m. A staff member will be at the entrance to greet parents and assist in locating and signing out the child(ren).

*Many parents prefer to carpool, which is great. For safety reasons, please be sure to turn in a written authorization from a parent approving their child leave camp with another family. Please contact Julia Minnehan by email ([julia@dmjfed.org](mailto:julia@dmjfed.org)) or by phone (515.779.2818) to authorize any additional people to pick up your child other than what is indicated on the registration form. No camper will be released to an unauthorized person.*

## COVID-19 Safety Precautions at Camp

The safety and wellness of our staff, campers and their families is our top priority. While we have always taken cleanliness seriously at our camp, we are taking even more steps to ensure safety.

Precautions include:

- Staff and camper health pre-screening before arriving at camp for first time
- Temperature checks of staff and campers upon arrival
- Increased hand washing between activities and especially before lunch and snack
- Limited group sizes and group intermingling
- Increased surface and materials disinfecting
- An effort to have a majority of activities take place outdoors
- Mask wearing when indoors and encouraged throughout the camp day
- Socially distant friendly activities

\*Please see COVID-19 guidelines on page 7-8

## What to Bring to Camp



## Lost, Stolen or Damaged Property

While we will do everything we can to attempt to recover lost or stolen property. The camp assumes no responsibility for personal property brought to camp by campers or staff. If you have any questions regarding this policy, please contact the camp director.

**Labeling your child's items with their name in permanent marker helps things not get lost!**

## What Not to Bring to Camp

All inappropriate items will be confiscated and parents will need to pick them up from the Camp Director at the end of the day.

- Toys, sports equipment, trading cards and/or anything of value to your child
- Music playing devices
- Portable game devices
- E-Readers
- Cell Phones\*
- Animals or Pets
- Unprescribed medications, drugs or alcohol
- Toy guns, weapons (real or play), knives or any kind and fireworks

\*We recognize some parents desire their child have a cell phone at the end of the day to make pick up arrangements. Our staff would be happy to store any labeled phone in the office and give them back to the camper at the end of the camp day.

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## Field Trips & Instructional Swim Lessons

At this time, field trips are not being planned in advance for Summer 2021. If we determine that field trips are safe later on, they will mainly consist of local, outdoor activities. Please watch your inboxes for more information.

We are assessing the safety of offering swim lessons for Summer 2021. Please watch your inboxes for more information.

## ECS Dress Code



- Closed toe shoes that attach to feet, worn with socks, fit well and are ideal for hiking, running and jumping— no flip flops or crocs, except when poolside
  - T-shirts and shorts that can get dirty
- Shirts that fully cover the torso when arms are held above the head
  - No low-cut or see-through shirts
- Tank tops with straps at least one inch wide
- Shorts must extend past the knuckles while standing with arms at side
  - No visible underwear
- **No bikini style bathing suits for girls**
  - Boxer style swim shorts for boys
- Dress for the weather— be sure to have a rain jacket and sweatshirt handy if the weather changes
- The Official camp t-shirt must be worn on field trips



## ECS Code of Behavior

Engman Camp Shalom is meant to be fun, educational and above all, safe. Our goal is for campers to be active and engaged while learning about Jewish culture and having fun. To ensure that all campers have a good time, yet remain secure and happy, we require that all campers follow certain rules and practice good behavior at all times. Additionally, in the current climate, the issue of bullying requires everyone's attention. We want to emphasize that bullying behaviors — including, but not limited to, physical, mental and emotional actions that are aggressive and directed, either once or repeatedly, towards any particular target — will not be tolerated. Exclusionary actions, teasing, taunting, gossiping, hitting, refusing to stop when asked, kick or disparaging another person directly are all examples of unacceptable bullying behaviors.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication between staff and campers so that both will be comfortable alerting us to any problems during their camp experience. Every person has the right to expect to have the best possible encounters at camp. With staff, campers and families working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Engman Camp Shalom.

# Health Policies

Inform the Camp Director of any necessary information about your child's medical conditions, allergies, etc. Please keep your child at home and call our office if he or she appears to be ill. Camper must be fever free for 24 hours before returning to camp.

Indicators of illness include:

- Fever
- Unusual appearance/behavior
- Coughing or sneezing

- Colored nasal discharge
- Vomiting
- Sore throat
- Diarrhea
- Head lice, nits or scabies
- Drainage from the eyes, redness of the eyelid lining, swelling and discharge



## Medications

For specific daily doses of any medication to be given out during camp, please see the Camp Director to complete a medication form.

## Illness at Camp

If a child displays any of the symptoms of illness including, but not limited to those listed above, the child will be isolated from other campers and kept comfortable while a parent is notified. If removal from camp is necessary, the parents will be asked to come for the child promptly. If the parents cannot be reached, emergency contacts will be called. If no party can be reached, and symptoms persist, the child's physician will be notified and the doctor's directions will be followed.

## Contagious Diseases

Parents are to inform the Camp Director immediately when their child contracts a contagious disease including, but not limited to, COVID-19, chicken pox, conjunctivitis, mumps, measles, viral infections and lice—or if they are believed to have been exposed to one.

Camp staff will then alert other parents without identifying the child originally diagnosed. Children being treated with antibiotics for contagious disease may not return to camp until he or she has been using medication for a 48 hour period and/or until the danger of infecting others has passed. Please see page 7-8 for COVID-19 policies and quarantine rules.

## Injuries and Accidents at Camp

When children are having fun, accidents are bound to happen. With minor injuries—scraped knees, bumped heads, etc.—our trained staff will administer basic First Aid. This includes cleaning and bandaging a wound and/or offering an ice pack and monitoring the child. You will be kept informed of these minor incidents through a report that will be filled out by the attending staff. For more serious injuries or concerns, we will contact you directly as soon as it is deemed necessary.

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## Can My Child go to Camp Today?

Do you believe that your child or a family member may have been in contact with someone who has tested positive for COVID-19?

**YES**

Your child should stay home from camp. Please inform the Engman Camp Shalom Director and call your doctor. Clearance by a healthcare provider is required upon return to camp.

**NO**

Is your child experiencing the following symptoms?

- Fever or Chills
- Cough
- Shortness of Breath
- Fatigue
- Muscle or Body Aches
- Headache
- Sore Throat
- New Loss of Smell or Taste
- Sore Throat
- Congestions or Runny Nose
- Nausea or Vomiting
- Diarrhea

**YES**

Your child should stay home from camp. Please inform the Engman Camp Shalom Director and call your doctor. Clearance by a healthcare provider is required upon return to camp.

**NO**

Your child should go to camp

**NOTE: If your child develops emergency warning signs for COVID-19, get medical attention immediately.**

**Signs include:**

- **Difficulty breathing or shortness of breath**
- **Persistent pain or pressure in the chest**
- **New confusion**
- **Bluish lips or face**

**This list is not inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.**



## **Education Group COVID-19 Brit**

In keeping with our commitment to each other, the Education Group at the Jewish Federation of Greater Des Moines has a number of COVID-19 health and safety protocols for the 2020-2021 academic year. This document outlines expectations for all families who plan to be physically at Caspe Terrace at any time during the year in order to minimize person-to-person transmission of the coronavirus. We are fortunate to have incredible outdoor space at Caspe to educate our children and we will continue to spend the majority of our school day outdoors to minimize risk. School policies will be flexible and nimble in responding to new information, and administrators will work with the Federation's COVID health team to refine approaches when specific policies are not working. New information will be shared with families accordingly.

1. I agree to maintain appropriate physical distance (minimum of 6 feet) from others whenever possible.
2. I agree to regularly self-monitor for symptoms of COVID-19 and contact Sophie Homonoff, Director of Education, if I experience such symptoms or have questions about my family's health.
3. I agree to immediately report any positive or pending test for COVID-19 in my family's close contact by emailing [Sophie@jewishdesmoines.org](mailto:Sophie@jewishdesmoines.org)
4. I agree to cooperate with temperature screenings and to follow instructions if my child has a fever.
5. I agree to wear a face covering or mask while inside Caspe Terrace (as developmentally appropriate) in all parts of the building when I am not able to practice appropriate physical distancing (minimum of 6 feet).
6. I agree to comply with DHS directives regarding quarantine and isolation (see attached).
7. I agree to follow drop off and pickup procedures and understand parents cannot enter the building at this time.

Caspe Terrace is cleaned daily when students are not in the building. Bathrooms are single use and will be sprayed with disinfectant after each use. UV light kills viruses and bacteria and is used in some controlled settings as a germicide. The Jewish Federation installed UV lights into all HVAC systems in June to help keep air at Caspe Terrace clean. Small groups will continue in all programs.

Resources: •All Hands-on Deck: Initial Guidance Regarding Reopening School Buildings, by The National Education Association • Schools for Health: Risk Reduction Strategies for Reopening Schools, by Harvard Healthy Buildings Program • CDC Guidance for Schools • Iowa Department of Public Health • American Association of Pediatrics • World Health Organization •EveryStep Community Health and DHS



# Basic Rules of ECS

All campers, parents and staff will be made aware of Engman Camp Shalom rules and expected behaviors. Minimally, your child should be able to understand the concept of a group and be willing to stay with their group. They should also be able to interact with other children and with adults without incidence of physical violence or harassment. It is hoped that promoting respect for each other, themselves and the facilities while conveying expectations clearly will result in a minimal need for disciplinary measures.

Basic Rules Include:

1. Treat all other campers and staff with respect at all times
2. Follow all safety rules, both on and off the Caspe campus
3. Follow all instructions at all times given by staff members
4. Stay with assigned groups and chaperones at all times
5. Keep hands and other body parts to yourself
6. Come to camp with a positive attitude
7. Respect all visitors
8. Respect The Caspe Terrace, all objects and the natural environment at all times

## Discipline

In organizing and maintaining a safe and cooperative setting, it is necessary to have specific policies and limitations that govern our facilities, program, staff and the behavior of each child. Compliance with imposed limits and policies of the facility and program is expected. Discipline is always intended to address unsafe or inappropriate behavior with as minimal an impact on the camper's day as possible. Should it become necessary to correct and/or resolve any disruptive or dangerous behavior, the following steps will be followed in progression starting with the action appropriate to the severity of the disruption. (Note: physical discipline is never permitted).

1. Communication between the child and staff where problems and solutions are identified. A behavior report will be completed by a staff member and a copy will be given to the parent at the time of pick up on the day of the incident.
2. Removal from a specific activity for a short period of time.
3. A meeting with parent, child and camp director will be held as soon as possible with a resulting behavior contract signed by the camper, parent and camp director that allows the camper to return to camp under the outline rules.
4. Probation period and/or possible suspension from camp without a refund and a second parent, child and camp director conference, with a resulting behavior contract signed by all parties that will be used for the camper once the suspension period is over.
5. Removal from camp for the remainder of the season, without refund for the duration of the 2021 season and a third parent, child and director conference. Additionally, there will need to be a conference between the camp director, parents and the child if re-enrollment is sought in the future.

# Summer 2021

Hot Lunch Option | Before and After Care Available

1

June 7-11  
The Great Outdoors

7

July 19-23  
Animal Planet

2

June 14-18  
Mad Science

8

July 26-30  
Superheroes

3

June 21-25  
Music

9

August 2-6  
Under the Sea

4

June 28-July 2  
Party in the USA

10

August 9-13  
Cooking up a Storm

5

July 6-9  
\*No Camp July 5  
Camp Spirit Week

11

August 16-20  
That's So Iowa

6

July 12-16  
Around the World

For more information  
and to register visit  
[engmancampshalom.org](http://engmancampshalom.org)

