
2026 PARENT HANDBOOK



Camp Olami and Camp Butwin are accredited members of the American Camping Association, an affiliate of JCC Association and a beneficiary agency of the Jewish Federations of Minneapolis and St Paul and many generous donors. Thank you for sending your child to a Minnesota JCC Camp. We look forward to a wonderful summer!

CAMP PHILOSOPHY

At Camp Butwin and Camp Olami, we specialize in making positive experiences for children. Our friendly, cooperative atmosphere fosters individual growth at the camper's own pace. Campers are encouraged to learn new skills and master old ones, express themselves creatively, and grow in their ability to relate to others. In this supportive environment, a true sense of community develops. By building a feeling of independence, involvement in community, and developing individual abilities to the fullest, each camper at Camp excels.

The Camp experience includes:

- A cooperative and **inclusive** approach in an outdoor setting
- Creative **community** experiences through song, dance, art, and celebration
- Building **Jewish identity** through Israeli and Jewish themed programming
- Developing **self-confidence and self-esteem** through activities that progress with the campers
- A **safe space** that honors the **rights and dignity** of all
- And, of course, lots and lots of **FUN!**

With this philosophy, campers can set goals and see their progress through multiple summers. While we want our campers to learn to swim, pitch a tent, or learn to sing and dance, our primary goal is to provide a welcoming and inclusive environment that provides a safe space for a camper's mental, physical, and emotional growth and success.

NEW CAMP REGISTRATION TOOL

This year, you will register your camper online through **Daxko** Operations, the Minnesota JCC's new registration software.

By using Daxko, all of your JCC registration, membership and financial information will be conveniently located in your Daxko user profile (including but not limited to camp). If you have recently registered online for other JCC programs such as swimming lessons etc., then you are already familiar with Daxko!

As always, our recommendation is to spend time on the Camp Website reviewing session offerings *before* registration opens and deciding what sessions you would like to register for. That way, on opening day (or when ready to register) you can quickly and easily log in to Daxko Operations and select and register for your sessions.

This year, the Minnesota JCC Camp Team has worked to further streamline the camper registration process with our new tool. Our hope is that the process will be quick, convenient, and easy for our families. You will notice that some questions you have been asked in the application in previous years are not within the application this year. That information will be collected through the CampMinder Parent Portal later in the spring. You will receive information and communication when it is time to log in to your CampMinder Parent Portal and work on your camp forms, just like in years past.

For tips and FAQ, visit the Camp [Parent Resources](#) page on our website.

EVERYONE IS INCLUDED AT MINNESOTA JCC CAMPS

Minnesota JCC Days Camps are committed to providing a welcoming, accessible, and equitable environment where campers of all backgrounds and abilities feel valued and have the opportunity to have the same amazing camp experience. Our approach means all campers - including those who require supportive services - participate together in the same programs.

Campers who need additional support may be paired with a Camper Advocate—a dedicated team member who helps ensure a positive experience. Camper Advocates and other camp staff receive training throughout the summer to support campers with varying needs.

Our inclusion team is committed to working closely with camp families during the enrollment process to understand your child's needs and the support they need. If you have questions about our supportive services, please contact Taylor Kelly, Inclusion Specialist, at TaylorK@minnesotajcc.org. More information is also available in our Camp Inclusion Handbook which can be found on our website.

PARTICIPATION

Camp is a special place where campers have the opportunity to explore many new activities and interests. Our camps adhere to the Challenge by Choice principle, and our staff are trained to warmly encourage campers to try new things in a safe and nurturing environment. Campers will not be pressured to try an activity they are not yet comfortable with. At camp, we believe that personal growth happens when we expand our comfort zones into new activities and challenges. Parents are important members of our camp family, and we welcome you to encourage your child to try new things and to let us know when they may need extra help or encouragement. Please feel free to call us if you would like to discuss your child's participation at Camp. We hope campers go home every day having experienced something new.

DAILY CAMP NECESSITIES

Campers dress informally at Camp. The key is to bring clothes that are functionable and comfortable. Don't wear or bring anything to camp that you don't want to get wet or dirty. All items brought to camp should have your child's name clearly marked. Every reasonable precaution is taken to protect the camper's personal items, but the camp is not able to assume liability for loss or damage to camper property.

What to Wear - Always Check the Weather!

Hats, shorts or pants, T-shirt, and shoes with backs on them.

On cool days: light jacket, sweatshirt, or fleece.

On rainy days: poncho/raincoat, hat, and water-resistant (closed-toed) footwear.

Regarding shoes: Close-toed shoes are required for many activities at camp.

Please pack or send your camper in a pair of sneakers or other full-coverage shoes daily. Crocs and sturdy sandals that wrap completely around the ankle and guard the toe (such as keens) are acceptable throughout camp, but campers will not be able to participate in certain activities without closed-toed shoes. **No Flip-Flops or Thong Sandals Please**

Swimsuits must cover all private areas and be functional in an active environment (no slipping up, sliding down, or falling off) Note: Rash guards and active fitting bottoms are recommended.

What to Bring (in a sturdy cloth or nylon bag or backpack):

Lunch (peanut and tree-nut free please), water bottle, insect repellent, sun protection (SPF-30 or higher), swimsuit, and towel (all clearly marked.)

Please apply both sunscreen and repellent prior to arrival each day. Your children will have opportunities and reminders to reapply throughout the day – set them up for a successful morning by getting a good base layer of sunscreen and insect repellent on before you leave home in the AM!

*If needed, campers may leave a change of clothes in their backpack, including one of each: shorts, T-shirt, pants, socks, and underwear. We suggest packing these items together in a waterproof bag.

What Not to Send to Camp

Please do not send electronic devices including cell phones or smart watches to camp.

We work hard to make our camps an immersive and natural camp environment for our campers and strive to be screen free.

If devices are sent to camp, campers will be asked to stow them safely in their backpack during the camp day. **You can always reach your camper by contacting camp directly by phone or email.** It is very important that parents communicate directly with the Camp office during the camp day about any updates or changes.

Camp does not advise sending trading cards/games/collectibles; they easily get wet, damaged, and/or lost. Campers may not trade, exchange, or give away personal items or effects, collectables, etc.

Remember: camp is an outdoor environment! Camp is not responsible for loss or damage of personal items.

LUNCH

Lunches will be stored in safe containers, and your use of an icepack will ensure a ready-to-eat lunch. Lunches are not refrigerated, and microwaving/reheating is not an available option.

- Please provide a lunch in a non-disposable container and include an ice pack for refrigeration.
- Please do not send any items containing tree nuts or peanuts.
- Names must be marked on the lunches.
- We prefer that you send juice boxes instead of pop.
- Snack is provided daily at the end of Camp.
- All food provided by the camp is kosher.
- Please avoid packing pork or shellfish in your camper's lunch.
- If you require any additional food restrictions to be provided by the Camp please include that information on your camper's Health History form. Parents are welcome to contact camp staff directly by email prior to your campers' first day if you have questions about food restrictions for your camper
- **Ordering Lunch Through Camp:** Camp Lunch can be ordered by week by completing the form in your Parent Portal, where a menu will be available as well. Lunches will be cold lunch style and

include a variety of items geared toward a healthy lunch for children.

A SAFE AND PEANUT / TREE NUT SENSITIVE ENVIRONMENT: WHY?

The danger of nut allergies is a real health concern among camps, daycare centers, and schools throughout the country. Peanuts and tree nuts are some of the most common food allergies and the leading cause of “anaphylaxis”, a reaction that may result in airway closure that is potentially fatal. In many cases, if a child with such an allergy eats, touches, or even breathes in small amounts of their allergen, serious side effects may occur, including death. In accordance with our Culture of Safety, please avoid the use of nuts or nut products in lunches or snacks brought from home. While our goal is to provide a safe camping experience for all our campers, we must rely on our camp families to help us with this effort. Please:

- Do not use peanuts or tree nuts
- Wash hands before leaving for camp, especially if peanut butter was eaten at home
- Remind your child that camp does not allow food sharing
- Campers may not trade or share food
- Contact camp before providing any edible items like birthday treats

PARENT COMMUNICATION

All important information regarding Camp will be sent via email. To ensure that you do not miss any information, please stay up to date with your emails and check the spam folder just in case. This will ensure you don't miss a trip, an updated notice, or even a request to bring a T-shirt for tie-dye.

During camp season, the quickest way to get in touch with camp is by contacting the Camp Office. Our Office Manager is stationed in the camp office during the camp day and available to answer your general camp questions by phone or email or connect you with the Camp Director or other appropriate camp staff.

The best way to reach camp during the camp season (June 8-Aug 28) is by contacting the Camp Office at the phone numbers or emails listed below, Monday-Friday, between 9:00 AM and 4:00 PM.

- Camp Butwin Summer Phone Line: 651 423 1485
- Camp Butwin Office Manager Email: butwin@minnesotajcc.org
- Camp Butwin Health Office Email: healthbutwin@minnesotajcc.org
- Camp Olami Summer Phone Line: 952 381 3308
- Camp Olami Office Manager Email: olami@minnesotajcc.org
- Camp Olami Health Office Email: nurseolami@minnesotajcc.org

If you need to speak to the Camp Director, our office manager will deliver the message to them, and the Camp Director will connect with you.

Important:

To stay connected with parents and share important camp happenings, weather updates, transportation issues, or other emergencies, we have added a text/phone communication system.

Before your child begins at camp, you will receive a text from the Minnesota JCC Summer Camps. Please save the number to your phone, as all mass text communications will come from this number. Thank you!

GROUPING ASSIGNMENTS

Group assignments are made at camp by:

1. Grade
2. Age
3. Grouping requests

Groups are developed based on the above criteria as well as enrollment.

Any special request regarding the group assignment of a camper should be submitted using the group request form in your parent portal. The Camp team will honor these requests whenever possible, but only one mutual request can be guaranteed. While we make every effort to keep groups together, a camper's group could change over the course of the summer. Parents will be notified of any changes to their child's grouping. You will receive a copy of your camper's group list and camp schedule by email the week before the first day of each session they are attending

LOST AND FOUND – LABEL, LABEL, LABEL!

Please mark ALL belongings, including but not limited to lunch boxes, backpacks, water bottles, clothing, hats, sunscreen, and insect repellent with first and last name. Lost and Found items are kept at both camps for the duration of the session.

All unclaimed lost and found items will be donated and/or discarded at the close of each session.

PLEASE LABEL, USING PERMANENT MARKER, IN CLEAR WRITING, WITH FIRST AND LAST NAME OR FIRST INITIAL AND LAST NAME. USING NAME LABELS IS RECOMMENDED.

WEATHERING THE WEATHER

We take the weather very seriously, but we do not let it spoil our fun at camp. Camp is open rain or shine! You can help your child stay comfortable by sending appropriate attire.

We monitor the weather using a NOAA weather radio system. In the event of inclement weather, we have several options:

- **Rain:** When it rains, most activities continue as normal, some may move to covered shelters if necessary for the program.
- **Heavy Rain and Thunderstorm Watches:** All camp activities will take place indoors. The counselors tell stories, play small group games and lead other creative activities.
- **Thunderstorm Warnings or Tornado Watches/Warnings:** All campers move to the Sabes JCC or Camp Butwin Lodge, where campers are engaged in rainy day Olympics, sing-downs, and group games in severe weather shelter space.
- All trip sites are equipped with appropriate rain and severe weather shelters.
- If the children are on the buses at the end of the day and the weather becomes very dangerous, we will send the buses to the central sites or to the Capp Center St. Paul, at the determination of

the Camp Director in consultation with JCC staff. This is an extreme situation and has not happened often. Staff will be at central sites to let parents know where the buses were sent.

CHECK IN/OUT POLICY:

Unscheduled visitors on Campgrounds during Camp makes it more difficult for us to provide a safe and secure summer for your Camper. Anyone who would like to come to Camp must make prior arrangements with the Camp Director. Those dropping off or picking up children must check in with a photo ID at the Camp office when arriving at Camp.

AFTER CAMP CARE

For families that need a little more time in the afternoon after the camp day has ended, After Camp Care is available at JCC Sabes Center and JCC Capp Center, for an additional weekly fill. Aftercare is signed up for by week and runs from the close/end of the camp day until 5:30 PM. After care features low-key/unstructured time for campers to unwind at the end of the day, supervised by caring camp staff. Activities may include playground time, child-directed crafts, and other fun end-of-day activities. Pick Up Protocols from After Camp Care are identical for end of camp day pick up protocols

CODE OF CONDUCT

Please carefully review this code of conduct with your camper. All families must sign off on the code of conduct (online in your parent portal) in order for your camper to attend.

JCC Summer Camps Behavioral Expectations:

Behavior Guidelines

- Campers shall be responsible for their words and actions.
- Campers shall be respectful of others. This includes but is not limited to; speaking to other campers and staff in a respectful manner and tone of voice.
- Campers shall follow directions from staff members.
- Campers shall leave all electronic devices and anything of value at home such as iPods, handheld computer games, MP3 players, trading cards and cell phones. These items may be confiscated if they are being used disruptively.
- Campers will positively represent the JCC and the camp in public spaces during the camp season.

Prohibited Behaviors

- Endangering the health and safety of themselves, other campers, and/or staff.

- Stealing, damaging, or failing to care for camp or personal property, including but not limited to, stealing, vandalizing, ruining camp property or other campers' property while at camp.
- Continual disruption of the program.
- Refusal to follow the behavior guidelines.
- Inappropriate physical contact.
- Using profanity or inappropriate language or displaying clothing or other personal items with offensive content. Including, but not limited to: name calling, teasing, using abusive language, talking about other campers or staff negatively.
- Bullying or acts of aggression or violence. Including but not limited to; hitting, punching, kicking, biting, and spitting.
- Possession or use of illegal substances, tobacco, or alcohol.
- Possession of weapons - any object that may cause harm to another or place another person in fear of his/her/their safety, may be considered a weapon.
- Threats of any kind are taken seriously and will not be tolerated.

Failure to comply with the Code of Conduct may result in the removal from the program. There are no refunds for campers who are removed from the program due to violations of the Code of Conduct.

Note: No refunds are provided when a camper is suspended due to behavior issues.

Perfection is not the expectation, but a heartfelt attempt at abiding by the code of conduct is. If a camper is not participating in a manner in compliance with the code of conduct, the following steps will be taken:

- Their counselors will discuss expectations with them and will redirect the camper to a more appropriate behavior.
- The camper will be reminded of the behavior guidelines, and the camper may miss some scheduled programming time.
- If the behavior persists, staff will notify a member of the camp administration who will work with the counselor/advocate and camper to understand the concerns and address them.
- If the behavior persists, a camp administrator will continue to work with the camper and staff and parents/guardians will be contacted, and a plan will be outlined which may include: a conference with the camper, their parent/guardian, and appropriate camp administration where a plan to resolve the issue will be discussed. At the sole discretion of the Camp Director, based on the severity of the concern, parents will be contacted to pick up and keep the child home from camp.
- If a camper's behavior at any time threatens the immediate safety of themselves or other campers, or staff, the parent/guardian will be notified and expected to pick up the child immediately.

- At the Minnesota JCC and programs of the Minnesota JCC, including camp, all threats are taken seriously. Any threat or threatening behavior will result in immediate action and investigation into the incident. This action may result in immediate dismissal from camp. If dismissed from camp, any potential return will be communicated pending the outcome of the investigation. Families are encouraged to speak to their camper about using appropriate language when frustrated or upset.

Talking About Behavior with your Camper

How we treat one another, ourselves, and our surroundings is important. To help everyone understand what camp's expectations are, we've developed these 4 simple phrases that are useful both at home and at camp. We've included some examples, but you can/should come up with lots more. Camp and campers are most successful when parents and camp staff partner and work together to create a supportive and safe camp environment. Please feel free to use this tool to guide conversations with your camper.

BE SAFE	<ul style="list-style-type: none">  Follow counselor directions  Keep hands & body to yourself  Ask for help  Stay hydrated and use sunscreen 	What I should not do... <ul style="list-style-type: none">  Push or hit or be violent in any way  Leave my group  Touch things that do not belong to me  Disobey camp rules or directions
BE KIND	<ul style="list-style-type: none">  Say nice things to others  Encourage people to participate  Include others in activities  Help out 	<ul style="list-style-type: none">  Put others down  Roll my eyes  Be mean  Hurt someone's feelings
BE RESPECTFUL	<ul style="list-style-type: none">  Listen when others are talking  Ask permission  Say "Please" and "Thank you"  Clean up after an activity 	<ul style="list-style-type: none">  Tease others  Interrupt  Leave a mess  Break things on purpose

BE CAMPY

- | | | | |
|---|--------------------------------------|---|------------------------------------|
| 👉 | Try new things | 👉 | Bring technology to camp |
| 👉 | Show your <i>ruach</i> (camp spirit) | 👉 | Sit out when I could participate |
| 👉 | Do your best | 👉 | Not sing |
| 👉 | Have fun | 👉 | Be unsafe, unkind or disrespectful |

CELL PHONES AND DEVICES

Camp is a special place for kids of all ages to ‘unplug’ for the summer as they explore new interests, challenge themselves to grow, and build a community of friends and counselors. It is our goal for your camper to experience the full magic of camp, and that is nearly impossible to do when filtered through a screen. **This being the case, we urge you to keep your camper’s cell phone, smart watch, and other devices at home. If your camper MUST bring this device, please make sure they understand that it must stay safely stowed in their bag during the camp day.** You may reach your camper at any time by contacting the camp office and vice versa. Camp staff may confiscate cell phones and other electronics during the camp day or on overnight programming if it is being used at inappropriate times.

TEXT MESSAGING AND SOCIAL MEDIA

Communication between staff and children through social media is not permitted. This includes, but is not limited to text messaging, tweeting, online video gaming, and all social network sites. Staff are asked to report any communication outside of camp to an administrative staff member. The supervisor will alert the parent or legal guardian about this communication. Staff members have also been instructed not to communicate in this way, and we ask that you report any such communication to the Camp Director. Please notify your Camp Director if you have any concerns.

PHOTO AND VIDEO POLICY

The Minnesota JCC and Camp Staff take photos and video of campers engaging in camp activities. These can be used to tell the story of camp to prospective staff, campers, and for program marketing, including print, eblasts and social media for the Minnesota JCC or Camp. Camp photos will be shared in your Parent Portal for you to enjoy! **The JCC will NOT publish the full name of the participant without prior authorization.**

MEDICAL CARE

Camp will have an onsite health coordinator. The health coordinator will be available to assist with first aid and to dispense medication authorized by the parent/guardian. If the camper needs more than first aid support, a parent will be notified or 911 will be called. All counselors are instructed to bring campers directly to the health office if there is ever a health question or concern.

IF YOUR CHILD NEEDS TO TAKE MEDICATION AT CAMP

Bring medication to the Camp office on the first day of camp (**Camp Olami**) or turn your camper’s medication into your camper’s designated bus counselor at bus drop off site (**Camp Butwin**) in original labeled packaging, sealed in a clear zip-lock style bag.

Under no circumstances can we dispense medication of any type without a doctor’s order signed by a parent and physician. The Director and Health Coordinator review medical forms before your child’s first

day. All forms including the Health History and Medication Administration Form are completed in your Parent Portal.

Campers are not allowed to carry medications with them at Camp.

If your child is injured at Camp:

- The Health Coordinator will immediately examine your child.
- The Health Coordinator will notify parents of the injury.
- Appropriate action, as determined by the camp Health Coordinator and the parents, will be taken.
- In the event of an emergency, 911 will be contacted.

MEDICAL FORMS

For the health and safety of your child, all children must have a Health History form on file at camp before their camp session begins. **There is no exception to this rule.** The Health History form is found in your Parent Portal account. Access your account using the login info you created to register your camper and select Forms and Documents. If you are having trouble, please call us ASAP!

Please keep your child at home and notify camp whenever there are symptoms of illness, especially contagious diseases.

If a child shows signs of illness during the day, the child will be taken to the Health Center. If the child needs to return home, parents will be notified. The parents must make prompt arrangements for the child's return home.

Please notify the Camp Director/medical staff if your child is exposed to or diagnosed with any contagious illnesses. We will send home information to a camper's group and/or village in the event of an exposure to a contagious illness.

IMMUNIZATION POLICY

Unless a child qualifies for a medical exemption verified by their physician, Minnesota JCC Day Camps will not allow a child to enroll unless the forms indicate that the child has received all immunizations recommended for their age according to the schedule published by the Centers of Disease Control and Prevention and has provided all additional required information. We do not allow exemptions based on the parent's/guardian's or child's conscientiously held beliefs.

TICKS

May to August is prime wood tick time in Minnesota. Ticks are found in all types of vegetation (especially grass and shrubbery) and on some animals. There are two different types of ticks, the common wood tick and the deer tick. Most of the ticks that we see at camp are common wood ticks.

The DEER TICK (not common wood tick) may cause Lyme Disease. The DEER TICK is very small, orange-brown in color with a black spot near the head.

Please check your child on a regular basis during this prime tick time. Check child's clothing, entire body and head after they have been at camp or outside playing. Don't forget to check your family pets, too.

WHAT TO DO IF YOU FIND A TICK:

- Promptly remove by grasping the tick at the mouthparts (toward the person's skin) with a tweezers or tissue and pull gently but steadily straight back.
- DO NOT SQUEEZE THE TICK'S BODY.
- Look to make sure you have removed the whole tick and have not left any body parts in the skin.
- Wash the area with soap and water and wash your hands.
- Monitor the bite site for swelling, etc.

Certain ticks are a health hazard in MN, and they may cause infections if not removed properly. Please be aware that the usual tip-off is a red rash that slowly spreads in a circular bulls-eye pattern. Flu-like symptoms - fatigue, nausea, headache, aching muscles & joints - are another warning sign. Camp staff will store any ticks that are removed from a camper for families who would like them tested.

OTHER HEALTH INFORMATION

Additional information including weather guidelines and the JCC's response to COVID 19 is available by clicking the link below. Please [CLICK HERE TO FIND CURRENT INFORMATION](#) including Heat Advisory and AQI guidelines, current practices around COVID 19

HOW TO REPORT CONCERNS YOU MAY HAVE

We encourage families to report any concerns promptly so that they can be addressed. Please contact your Camp Director or the Senior Director of Youth and Inclusion with any concerns.

If you or your camper do not want to report directly to those listed above, you also can report concerns anonymously.

There may be times that individuals are most comfortable making a tip anonymously. The JCC provides an anonymous tipline to report concerns regarding inappropriate behavior. This tipline is monitored daily.

To make a report to our anonymous tip-line:

- Call 866.607.7233.
- Once you have dialed the number, you will be directed to a pre-recorded message.
- Our tip-line voicemail will be checked daily.
- More information about the tip-line is available [HERE](#)

What will the JCC do when a concern is reported?

To keep our camp safe, we have a formal grievance investigation procedure in place, and our procedure is communicated to all employees and volunteers at camp. As part of this procedure, we commit ourselves to investigating all concerns promptly, to preserve your confidentiality as much as we can, and to resolve your concerns to the best of our ability.

While all concerns are different, if you report a concern, we may take the following steps:

- Interviewing key individuals or witnesses

- Keeping stakeholders informed as the investigation proceeds
- Asking for assistance from outside investigators or neutral parties where appropriate
- Taking decisive action to ensure concerns are involved and to ensure that any inappropriate behavior is remedied or prevented.

How We Respond to Reports of Inappropriate Behaviors and/or Policy Violations

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that employees and volunteers participate in the protection of vulnerable populations. In the event that employees and volunteers observe any inappropriate behaviors and/or policy violations on the part of other employees and volunteers, we make it clear that it is their personal responsibility to immediately report their observations.

All reports of inappropriate behavior will be taken seriously, and we make it clear that our employees and volunteers have a duty to report any such concerns.

WHAT WE EXPECT OF OUR EMPLOYEES AND VOLUNTEERS

1. Employee and Volunteer Response – In the event that an employee or volunteer witnesses’ inappropriate behaviors or policy violations from another employee or volunteer, the employee or volunteer has been instructed to do the following:

<i>Guidelines for Employees and Volunteers Response to Suspicious or Inappropriate Behaviors and/or Policy Violations</i>
<ul style="list-style-type: none"> • Interrupt the behavior. • Immediately report the behavior to a supervisor, director, or other authority. • If the employee or volunteer is not comfortable making the report directly, they can make it anonymously • If the report is about a supervisor or administrator, the employee or volunteer must contact the next higher level of management. • Document the report but do not investigate- the issue without outside assistance. • Keep reporting until appropriate action is taken.

2. Supervisor and Administrator Response – When a director or program leadership receives a report of inappropriate behaviors or policy violations from an employee or volunteer, the director has been instructed to do the following:

Guidelines for Supervisor and Administrator Response to Suspicious or Inappropriate Behaviors and/or Policy Violations

- Report to the next level of administration and determine the appropriate administrator to respond to the concern.
- Investigate the report by, among other things, speaking with the employee or volunteer who has been reported and any witnesses.
- Review the file of the employee or volunteer to determine if similar complaints were reported.
- Document the report and ensure the concerns are fully investigated.
- If at any point in gathering information about a report of suspicious or inappropriate behavior a concern arises about possible abuse, contact the state authorities and file a report.
- If appropriate, notify parents and/or guardians.
- Advise the person who reported the behavior that the report is being taken seriously.

Based on the information gathered, the JCC may take the following action:

- a. Increased monitoring or supervision of the employees, volunteer, or program.
 - b. Disciplinary action up to and including termination and prosecution.
 - c. Further investigation.
- 3. Program Response –** After the internal review determine if system changes are necessary, such as:

Guidelines for Program Response

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.



CAMP BUTWIN

CAMP ADMINISTRATIVE STAFF

Camp Butwin Director | Lexi Dockman

IMPORTANT PHONE NUMBERS

Camp Butwin Telephone: 651.423.1485 (9 AM - 4 PM) June 8 – Aug 28

Minnesota JCC Capp Center St. Paul: 651.698.0751

IMPORTANT EMAILS

Office Manager: butwin@minnesotajcc.org

Health Office: healthbutwin@minnesotajcc.org

DIRECTIONS TO CAMP BUTWIN

945 Butwin Road

Eagan, MN 55123

From St. Paul: Go over the Mendota Bridge and continue east on Highway 55. Take a right turn at the intersection of Highways 55 and 149 South. Continue on 149 South to Route 3 (South Robert Trail). Turn right on Route 3. Follow Route 3 south to 120th Street. Turn right on 120th Street (at the VFW Club) and continue until you see the Camp Butwin sign on the right.

From I-35E: Take I-35 E. south to the Pilot Knob exit. Turn right onto Pilot Knob to Cliff Road. Turn left on Cliff Road to Route 3 (South Robert Trail). Turn right on Route 3. Follow Route 3 south to 120th Street. Turn right on 120th Street (at the VFW Club) and continue until you see the Camp Butwin sign on the right.

Arriving at Camp: Pull into the Camp and park in the main parking lot. Use the intercom to contact the lodge and request access. Walk up the road past the caretaker's home. Please check in at the Camp office, located in the Lodge on the Lake. There is no driving up to the Camp except in case of emergency.

BUS TRANSPORTATION

Bus Sites: Camp Butwin offers central pick-up and drop-off at five convenient locations:

- Capp JCC – 1375 St Paul Ave St Paul, MN 55116
- Sabes JCC – 4330 Cedar Lake Rd Minneapolis, MN 55416
- Beth Jacob Congregation – 1179 Victoria Curve St Paul, MN 55118
- Lynnhurst Park (across from Shir Tikvah)– 1345 W Minnehaha Pkwy Minneapolis, MN
- Trapp Farm Park – 841 Wilderness Run Rd Eagan, MN 55123

Transportation confirmation and instructions are sent by email before your Camper's first day at Camp. Complete the Transportation Selection form in your CampInTouch Parent Portal to indicate your camper's bus site.

Morning Drop Off: Camp Butwin staff provide supervision at the bus site. Children can be dropped off at the bus site up to 15 minutes before their bus departure time. Buses will leave promptly at the scheduled time (varies by location). When dropped off, the children will be checked in and supervised by Camp Butwin staff. Please do not park and congregate at the bus site.

All children must be picked up promptly when the buses arrive at the end of the day. You will receive transportation information by email. Bus information can also be found on the 'Parent Resources' page of our website.

Your child must be picked up from the bus site in a timely manner. Consistently late pick up may result in loss of bus privileges – no refund will be provided in the event that a camper loses their bus privileges. Children will not be allowed to walk home alone from a central bus site.

Upon arriving at their afternoon bus site, campers will need to be checked out with their bus counselor by their parents, guardians, or authorized adults. Adults are expected to show a photo ID on the first day of the session and as needed to demonstrate identity. This procedure is for the safety of everyone.

Transportation Safety

Bus instructions and safety information will be emailed to you the week before your session begins. Please go over the rules and guidelines to help prepare your child for their first day. We will also go over these rules at camp. If children are not able to follow bus safety rules, bus privileges may be revoked. Each bus is equipped with a First Aid Kit.

Staying Seated

Children must always remain seated, facing forward while the bus is moving. Children should not get up until instructed by staff, when the bus is at Camp or the pick-up/ drop-off site. All arms, hands, heads, and other body parts must remain inside the windows. The driver will allow time to get seated or exit safely before pulling away.

ATTENDANCE

If your child will be absent, arrive late, and/or picked up early, please leave a message on the camp voicemail and/or email the camp office prior to 9 AM that same day.

Early dismissal: We will have your child waiting for you at the Health Center. Please be prepared with a Photo ID to check your camper out for the day. *To avoid bus traffic on the camp road, early dismissal concludes at 3:15 PM.*

Late Arrival: Please bring your child to the camp office to sign them in. After checking your camper in, a staff member will escort your camper to join their group. *To avoid bus traffic on the camp road, late arrival begins at 9:30 AM*

Out of town: If you plan to be out of town while your child attends camp, please notify camp staff in writing and provide contact information of your camper's primary caregiver/authorized pick in your absence.

Camp Butwin
butwin@minnesotajcc.org
651-423-1485

THE CAMPER'S DAY

The Camp day begins with transportation. Bus service is provided to and from camp daily. The ride is filled with bus games and songs planned by the bus counselor, while keeping safety in mind. Buses arrive at camp by 9:00 AM, where the flag raising ceremony sets the tone for the day.

The camp day is divided into six program rotations, three in the morning and three in the afternoon. Lunch is midday, followed by Z'mirot, and all camp gathering featuring songs, skits, and tons of RUACH (camp spirit). Rotations your camper will visit each week include arts and crafts, sports, nature, outdoor adventure, boating, and more. Each camper will have the chance to swim daily. All activities at Camp Butwin are geared to meet the developmental needs of each Camper. The Camp buses board at 4 PM after a full and fun day and arrive back at their bus stops between 4:15 and 5:00 PM based on distance of the stop from camp!

Shoreshim (entering Kindergarten/must be 5 based on MN requirements to enter Kindergarten in the fall by September 1st)

Shoreshim (Roots in Hebrew) is a safe, nurturing environment for our youngest campers entering Kindergarten, to develop skills and transition to camp. Shoreshim campers have a rest time each day and enjoy a morning snack to help ease into a full day at camp. Campers will enjoy getting to experience all camp has to offer including swimming, meeting new friends, specialty activities, and more! Special attention is given to the needs of our youngest campers as they adjust to the camp program. Activities are planned with their current developmental stages in mind, and more time is included in their schedule for quiet activities and projects. **NEW THIS YEAR!** *Kindergarten Readiness* specialty rotation. Each week at camp brings its own unique activities and excitement. Join us for a full three-week session to experience it all or mix and match one-week sessions for maximum flexibility. Every session features special programs—check the **Fun Day Calendar** for details on late nights, overnights, theme days, and out-of-camp trips!

To participate in Shoreshim, campers must turn 5 by September 1, 2026.

Galim (entering 1st grade)

Galim (Waves in Hebrew), your child will experience the excitement and spirit of camp life. Exciting activities will include fishing, music, nature, theater, arts and crafts, Jewish-themed programming, sports, group times and more! Special attention is given to the needs of our Galim campers as they continue to grow into camp life. Activities are planned with their current developmental stages in mind, and more time is included in their schedule for quiet activities and projects.

Each week at camp brings its own unique activities and excitement. Join us for a full three-week session to experience it all or mix and match one-week sessions for maximum flexibility. Every session features special programs—check the **Fun Day Calendar** for details on late nights, overnights, theme days, and out-of-camp trips!

Sabra (entering 2nd grade)

In Sabra, (in Hebrew, a fruit that grows in the desert) campers will continue to explore camp activities including high ropes course and expanded boating opportunities, while continuing to enjoy camp favorites from previous summers.

Each week at camp brings its own unique activities and excitement. Join us for a full three-week session to experience it all or mix and match one-week sessions for maximum flexibility. Every session features special programs—check the **Fun Day Calendar** for details on late nights, overnights, theme days, and out-of-camp trips!

K'far (entering 3rd – 4th grade)

In K'far (Village in Hebrew) campers will continue to experience the best of camp including boating, outdoor adventure, music, nature, arts and crafts, sports, Jewish-themed programming and more! Each week at camp brings its own unique activities and excitement. Join us for a full three-week session to experience it all or mix and match one-week sessions for maximum flexibility. Every session features special programs—check the **Fun Day Calendar** for details on late nights, overnights, theme days, and out-of-camp trips!

Kibbutz (entering 5th – 6th grade)

In Kibbutz (A communal farming village in Hebrew) campers will participate in the entire range of camp activities including outdoor adventure, boating, sports, drama, nature and more! Kibbutz campers are known for bringing a high level of Ruach (spirit) to the camp environment and are looked up to by our younger campers.

Each week at camp brings its own unique activities and excitement. Join us for a full three-week session to experience it all or mix and match one-week sessions for maximum flexibility. Every session features special programs—check the **Fun Day Calendar** for details on late nights, overnights, theme days, and out-of-camp trips!

Tzofim (entering 7th – 8th grade)

Tzofim (Scouts in Hebrew) is Camp Butwin's oldest camper unit. Campers look forward to being "Tzofimers" where they will have expanded choice time to dive deeper and gain expertise in favorite camp activities.

Each week at camp brings its own unique activities and excitement. Join us for a full three-week session to experience it all or mix and match one-week sessions for maximum flexibility. Every session features special programs—check the **Fun Day Calendar** for details on late nights, overnights, theme days, and out-of-camp trips!

CITs (enterings 9th and 10th grade)

CITs are Camp Butwin's future leaders. During each two-week CIT session, CITs will be embedded within a camper group or at a specialty area, where they will work closely with staff to learn the ins and outs of what it takes to make camp tick. CITs work and learn with a diverse community of campers and staff and will participate in weekly trainings centered around topics including leadership, teamwork, program design, time management, and other critical and highly transferable camp skills. Each session will also include social/recreational opportunities. CITs receive a \$100 CIT stipend for each session worked.

SWIMMING

Campers will participate in recreational swimming in the Camp's heated outdoor pool. Campers will also receive instructional or guided swim on a weekly basis. Everyone has swimming time at least once a day. The swim program is an important and integral part of Camp life and is a highlight for many campers.

Our pool staff, supervised by the Camp Aquatics Director, are trained lifeguards, certified by the American Red Cross. They have been trained in skills to help campers adapt to the water and to develop stronger swimming skills. Instructors encourage the campers to participate in the program but will at no time force a child to swim. At the end of each session, progress reports will be sent home to inform you of how your child is progressing in our instructional swim program.

SECURITY

Our campers' safety and security is of the utmost importance and we are happy to provide the following ways in which we keep camp safe throughout the summer. All staff are trained on JCC Emergency Action Procedures, there is a Health Coordinator on staff, and we hire dedicated on-site security personnel for Camp Butwin. Per direction from security experts, including Jewish Community Relations Council (JCRC), and law enforcement, to best ensure camper and community safety, we cannot share our additional security measures in detail.

CAMP BUTWIN DATES AND EVENTS

CAMP BUTWIN OPEN HOUSE FOR CAMPERS ATTENDING ANY SESSIONS

Spend an afternoon at Camp and meet the Camp staff. Join us for an afternoon of fun at camp, including camp tours, an opportunity to meet camp staff, and open swim at the pool.

FAMILY DAYS AT BUTWIN

Spend the afternoon at Butwin! Come and experience the fun our campers have and bring the whole family! Available to all will be swimming, arts and crafts, archery, canoeing, and our climbing wall!

NEW PARENT NIGHT

New families - come by the JCC in late spring to meet your camp director and other new families and learn more about all the ways to best prepare your camper for an amazing first summer!

More information and dates will be shared by email with registered families.



CAMP
OLAMI

CAMP ADMINISTRATIVE STAFF

Camp Olami Director | Alyssa Engelson
Camp Summer Seasonal Director |

IMPORTANT PHONE NUMBERS

Camp Olami Telephone: 952.381.3308
Minnesota JCC Sabes Center St. Louis Park: 952.381.3400

ATTENDANCE

If your child will be absent, arrive late, and/or picked up early, please leave a message on the camp voicemail and email the camp office prior to 9 AM that same day.

Early dismissal: We will have your child waiting for you at the camp office where you must sign your child out. Photo ID will be required.

Late Arrival: Please bring your child to the Camp office to sign them in, and we will help locate their group at the time of arrival.

Out of town: If you plan to be out of town while your child attends Camp, please advise us accordingly and give us the contact information of someone who can be reached in your absence and who is authorized to pick them up.

Camp Olami
olami@minnesotajcc.org
952-381-3308

THE CAMPER'S DAY

Yomi (entering Kindergarten/must be 5 based on MN requirements to enter Kindergarten in the fall by September 1st)

Yomi (MY DAY in Hebrew) offers a warm, nurturing, and developmentally supportive environment for our youngest campers entering Kindergarten. Designed to ease the transition into the camp experience, Yomi provides a balance of activity and rest, including a daily quiet time and a morning snack to help campers settle into their full day.

Our Yomi campers get to explore everything camp has to offer: swimming, specialty activities, making new friends, and so much more!

NEW THIS YEAR! Yomi campers will participate in a special *Kindergarten Readiness* rotation, thoughtfully designed to build confidence and skills as they prepare for school.

Ruach (entering 1st grade)

Ruach (SPIRIT in Hebrew) campers really bring excitement to Camp Olami! Campers can expect to experience all the Classic Olami has to offer including swimming, bonding with their groupmates, field trips, and participating in a full camp day filled with new opportunities, challenges, and independence.

Kesher (entering 2nd grade)

Kesher (CONNECTION in Hebrew) campers make lifelong bonds with new friends during the summer. While at Camp Olami, campers take part in specialty activities, field trips, special events, and more.

Through Sports, Amanut, Z'mirot (songs), and more, the Keshet campers contribute excitement and energy that helps keep thriving!

Migvan (entering 3rd grade)

Migvan (Diversity in Hebrew) Unique to one of our two oldest camper age groups, Migvan and Nativ combine for our dynamic one-week Specialty Camps. Each specialty offers dedicated focus time for half the day, while the other half is filled with favorite camp activities including swimming, sports, art, drama, and dance. Campers also take part in beloved all-camp traditions such as flagpole, Friday/Shabbat programming, additional swim time, and “Undernights” (fun programming that goes beyond the regular camp day)! in the Specialty of their choosing.

Nativ (entering 4th and 5th grade)

Nativ (Track in Hebrew) Unique to our oldest campers, Nativ and Migvan campers will join together for exciting Specialty Camp options! During our one-week specialty sessions, campers enjoy classic camp programming—swimming, sports, art, drama, dance, and more—while spending half of each camp day engaged in their combined specialty-focused activities. Campers also participate in beloved all-camp moments such as flagpole, Friday afternoon/Shabbat programming, swimming, and more. Nativ campers will additionally have the opportunity to experience special “Undernights” (programming beyond regular camp hours)!

Morning Drop Off: 8:30-8:50 AM

Campers will be dropped off under the tent and their staff will greet them. Please make sure to drop your child with their staff person where their backpacks will be placed as well.

If you are advised of increment weather, drop off will take place in the Manny Fingerhut Auditorium.

Pick Up: 3:45-4:00 PM

Please pick your child up from under the tent by 4:00 PM. Please check out with your child’s staff person as for safety reasons, we will be unable to release your child without being there to accept them. **Any children remaining at camp after 4:00 PM will be taken to After-Care and can be picked up in room M54.** There will be a charge for After-Care after 4:00 PM.

SECURITY

Your camper’s safety and security are of the utmost importance, and we are happy to provide the following ways in which we keep camp safe throughout the summer. All staff are trained in JCC Emergency Action Procedures; there is a medical professional on staff, and the Barry Family Campus security is on site and present throughout the day. Additionally, we have hired dedicated security personnel for Camp Olami. Per direction from security experts, including Jewish Community Relations Council (JCRC), and law enforcement, to best ensure camper and community safety, we cannot share our additional security measures in detail.

The JCC is in constant communication with local law enforcement and JCRC for any supplementary support that may be required. We will continue to review our security procedures and make any adjustment to keep camp safe.

SWIMMING

Our pool staff, supervised by the Sabes Center Aquatics Department are trained lifeguards and water safety instructors (WSI), certified by the American Red Cross. They have been trained in skills to help campers adapt to the water and to develop stronger swimming skills. Instructors encourage the campers to participate in the program but will at no time force a child to swim.

Camp Olami campers will participate in recreational swimming in the JCC's heated outdoor pool. Campers will also receive instructional swimming. Everyone has swimming time at least once a day (except for Wednesday). The swim program is an important and integral part of camp life and is a highlight for many campers.

The JCC provides the opportunity for private changing space for campers when they are putting on their swimsuits in one of 4 spaces:

Single-sex locker room – Girls

Single-sex locker room - Boys

Family or All-Gender locker room

Private Bathroom

CAMP OLAMI IMPORTANT DATES

CAMP OLAMI OPEN HOUSE FOR CAMPERS ATTENDING ANY SESSIONS

Come to get acquainted with the campgrounds and Camp Administrative Staff. We will review a day in the life of a camper and answer any questions families have before camp starts.

FAMILY DAY AT OLAMI

Spend the afternoon at Olami, participating alongside your camper in fun activities, sing-alongs and other fun camp programming. Don't forget to bring a picnic lunch!

NEW PARENT NIGHT

New families, come by the JCC in late spring to meet your camp director and other new families and learn more about all the ways to best prepare your camper for an amazing first summer!

More information and dates will be shared by email with registered families