



camp
JCC
indianapolis

2025
Parent
Handbook



Parent Handbook

Contact us

Myranda Tetzlaff (primary Day Camp contact), Director of CampJCC and Youth | mtetzlaff@JCCindy.org | 317-715-9246

Hamilton Hensel, Assistant Director of Camp and Youth | hhensel@JCCindy.org | 317-715-9254

Kim Shippy (primary Sports contact), Director of Tennis and Equestrian Camps | kshippy@JCCindy.org | 317-715-9244

During camp season, please email Myranda and Hamilton (day camp) or Kim (tennis and equestrian camps) at the addresses listed above for any questions, general messages or concerns.

Camp Groups and Ages

Please register your camper based on the grade they will be **entering in the fall of 2025**. For example, if your child just finished first grade, they should be registered for the Grade 2 camp. **Please visit our website for more information on which camp is the right one for your child.**

Staff Training

Our specialists and counselors include our professional early childhood staff, teachers, college graduates, college students, and high school students. **The health and safety of the campers is the primary concern of all staff.** Our staff members participate in a training program prior to the camp season, where they receive training on such topics as child development, program planning, leadership, and health and safety. **Camp JCC is nationally accredited in the Darkness to Light Stewards of Children Training Program and staff are First Aid and CPR certified.** Swimming pool staff receive extensive programmatic and safety training in their area, and Tennis counselors receive Safe Play training, Tennis Teaching Workshops for Youth certification, and CPR/First Aid and Darkness to Light training (JCC equestrian camp staff receive the latter trainings as well).

MESH Support Team

As part of our continuing mission to support and enrich the mental, emotional and social health (MESH) of our campers, CampJCC is lucky enough to employ a professional and experienced Behavior Support Team, who provide invaluable assistance to the entire camp. This team works directly with counselors to develop and implement strategies and roadmaps for managing both behaviors and expectations. They also work individually with campers to work through given situations and determine how best to promote proactive behavior in the future. The team also communicates with parents in order to ensure that all supporting parties are informed of any and all circumstances regarding camper behavior.

Refunds, Cancellations and Program Fees

Changes made after Friday, May 2, 2025 will result in the forfeiture of any discount given at the time of registration for the week being changed, and new weeks added will be charged at the current pricing. **THERE WILL BE NO REFUNDS AFTER June 2, 2025, and all deposits are NONREFUNDABLE.**

You **MUST** notify the camp director 10 days prior to the registered week to receive full credit or to cancel scheduled payment. Cancellations that take place after a payment has been processed will forfeit a full credit and be given 50% of their payment credited. **THERE WILL BE NO CREDITS AFTER August 8, 2025.**

Payment for camp is collected **seven days** prior to the registered week.

Our late fee policy is \$5 per minute per child if failure to arrive during the designated pickup window. We will charge your card on file accordingly.

Payment Calendar:

May

DATE	DAY	PAYMENT NOTICE
May 14	Wed	Last Day to cancel Pre-Camp
May 20	Tue	Pre-Camp May 27 charge
May 21	Wed	Last Day to cancel Week 1, Pre-Camp May 28 charge
May 22	Thu	Pre-Camp May 29 charge
May 23	Fri	Pre-Camp May 30 charge
May 26	Mon	Week 1 charge
May 28	Wed	Last Day to cancel Week 2

June

DATE	DAY	PAYMENT NOTICE
Jun 2	Mon	NO REFUNDS after this date. Week 2 charge
Jun 4	Wed	Last Day to cancel Week 3
Jun 9	Mon	Week 3 charge
Jun 11	Wed	Last Day to cancel Week 4
Jun 16	Mon	Week 4 charge
Jun 18	Wed	Last Day to cancel Week 5
Jun 23	Mon	Week 5 charge
Jun 26	Wed	Last Day to cancel Week 6
Jun 30	Mon	Week 6 charge

July

DATE	DAY	PAYMENT NOTICE
Jul 2	Wed	Last Day to cancel Week 7
Jul 7	Mon	Week 7 charge
Jul 9	Wed	Last Day to cancel Week 8
Jul 14	Mon	Week 8 charge
Jul 16	Wed	Last Day to cancel Post-Camp Week 1
Jul 21	Mon	Post-Camp Jul 28 charge
Jul 22	Tue	Post-Camp Jul 29 charge
Jul 23	Wed	Last Day to cancel Post-Camp Week 2, Post-Camp Jul 30 charge
Jul 24	Thu	Post-Camp Jul 31 charge
Jul 25	Fri	Post-Camp Aug 1 charge
Jul 28	Mon	Post-Camp Aug 4 charge
Jul 29	Tue	Post-Camp Aug 5 charge
Jul 30	Wed	Post-Camp Aug 6 charge
Jul 31	Thu	Post-Camp Aug 7 charge

August

DATE	DAY	PAYMENT NOTICE
Aug 1	Fri	Post-Camp Aug 8 charge
Aug 8	Fri	NO CREDITS after this date

Drop-Off/Pick-Up Procedures

General Notes:

- Please **stay in your vehicle** and refrain from cellphone use during drop-off/pick-up. Camp staff will be there to help your camper in and out of the car.
- If you have any concerns or questions, please park your car and walk over to the designated area to speak to the respective Camp Director, camp management team or counselors.
- Please inform the respective Camp Director of any changes in who is allowed to pick up your camper. Please make sure that anyone picking up your child is prepared to show photo ID upon request by a JCC staff person.

Type of Camp	Day Camp	Tennis Camp	Equestrian Camp
Drop-Off	<ul style="list-style-type: none"> • Morning carpool is from 8-9 am. 	<ul style="list-style-type: none"> • Morning carpool is from 8-9 am. 	<ul style="list-style-type: none"> • Morning carpool is from 8-8:30 am.
Late Drop-Off	<ul style="list-style-type: none"> • If dropping off after 9 am but before 10 am, park in the lot nearby and walk down to the Sablosky Camp Pavilion. A staff member will take your camper to meet their group. • If dropping off after 10 am, a staff member will meet you and your camper at the JCC Welcome Desk inside Door 5. 	<ul style="list-style-type: none"> • If dropping off after 9 am, please go to the Welcome Desk inside Door 5 and a counselor will meet you and your camper there. 	<ul style="list-style-type: none"> • No late drop off. If your camper is not dropped off by 8:30 am, they have missed the bus and forfeit the day of care.
Pick-Up	<ul style="list-style-type: none"> • Afternoon carpool will begin at 3:45 pm and end at 4 pm. • Campers not picked up by 4 pm will gather at the JCC Memorial Garden. Please park in the nearby lot and walk over to pick up. Be prepared to sign the late pickup form and pay the resultant fee. 	<ul style="list-style-type: none"> • Afternoon carpool will begin at 3:45 pm and end at 4 pm. • Campers not picked up by 4 pm will gather at the JCC Memorial Garden. Please park in the nearby lot and walk over to pick up. Be prepared to sign the late pickup form and pay the resultant fee. 	<ul style="list-style-type: none"> • Afternoon carpool will begin at 3:45 pm and end at 4 pm. • Campers not picked up by 4 pm will gather at the JCC Memorial Garden. Please park in the nearby lot and walk over to pick up. Be prepared to sign the late pickup form and pay the resultant fee.
Gate	<ul style="list-style-type: none"> • The carpool gate will open at 7:45 am and close at 9 am. • The gate will remain closed throughout the camp day. • The gate will open for afternoon carpool at 3:30 pm and close again at 4 pm. 	<ul style="list-style-type: none"> • The carpool gate will open at 7:45 am and close at 9 am. • The gate will remain closed throughout the camp day. • The gate will open for afternoon carpool at 3:30 pm and close again at 4 pm. 	<ul style="list-style-type: none"> • The carpool gate will open at 7:45 am and close at 9 am. • The gate will remain closed throughout the camp day. • The gate will open for afternoon carpool at 3:30 pm and close again at 4 pm.
Weather	<ul style="list-style-type: none"> • Carpool will move indoors if the weather dictates. Indoor Carpool will take place in the CJEL Circle on the west side of the building. 	<ul style="list-style-type: none"> • Carpool will move indoors if the weather dictates. Indoor Carpool will take place in the CJEL Circle on the west side of the building. 	<ul style="list-style-type: none"> • Carpool will move indoors if the weather dictates. Indoor Carpool will take place in the CJEL Circle on the west side of the building.

Extended Care

- Extended care is additional camp programming that takes place after the typical camp day is over. Campers from any JCC Camp ranging from kindergarten to 5th grade are able to register by the week (must be attending camp on the weeks registered for extended care). Extended care will have its own class in Remini for parents to utilize throughout the summer.
- Extended Care children will NOT attend afternoon carpool, as extended care is from 3:45–6 pm. If you need to pick up your child who is registered for extended care in the carpool line, you must notify the Camp JCC Leadership team via Remini or email.
- This program takes place at the Sablosky Pavilion. If there is inclement weather, extended care will move indoors to the Kraft Youth Wing inside the JCC.
- Failure to pick up your child by 6 pm will result in a late fee. Our late fee policy is \$5 per minute per child.
- There is NO EXTENDED CARE on Thu, Jun 26 due to the Leon Mordoh Lip Sync performance.



Parent Communication and Remini

- **Please make sure we have your up-to-date email address.** If your camper is on someone else's membership, that member will receive the emails below if the correct email address for said camper is not entered in their Daxko account. We will be sending tentative schedules, special notices (Wacky Wednesday, sports color days, cookouts, etc.) and other important information you need to know. We will also utilize the Remini app (see below).
- All caregivers in a family are important to us. Therefore, if your child(ren) is/are part of a single parent or blended family, please speak with the respective Camp Director personally to ensure that information is available to all caregivers in a prompt and efficient manner.
- **Remini:** Remini is a communication platform that JCC Youth Programs use to efficiently communicate reminders, changes in schedules, photos and videos of your campers and weather notifications. Parents will receive an email after registration with further details on how to register for and access Remini.
 - **In case of camp changes (rain arrangements, drop-off/pick-up location, etc.)** we will utilize Remini to contact you.
 - If there are any last-minute changes regarding your camper(s) or athlete(s), please message on Remini.
 - **Remini is to be used for late drop-offs/early pick-ups only. If you have a concern about your camper, please email camp leadership staff.**



To download the Remini app, search the app store for "Remini school" and look for this icon:



Camper Health Information

- Please complete a health form and email to mtetzlaff@JCCindy.org (web-based version does this for you) or return a hard copy to the Welcome Desk. The completion of this form is a pre-requisite to attending Camp JCC. **Camper will not be permitted to attend camp without an updated form on file.** Health forms are due at the time of registration.
- We strive to meet the needs of every child who comes to camp, whether it's physical, behavioral, dietary, allergies or medical. If your child has any special, dietary or behavior needs, please detail them on the Camper Health Form. The respective Camp Director and/or MESH staff may reach out for an intake process meeting after receiving the form to discuss any accommodation.
- **If medications must be given during camp hours, please complete a Medical Permission form (included in Camper Health Form).** Medications that are to be administered during camp hours must be given directly to the Director by a parent/guardian (please do not send with camper). Medications should be in the original container, accompanied by written prescription and clearly labeled with the child's name, directions, parent's name and phone number and physician's name and phone number. To keep all medication safe, counselors will carry any medications that are for immediate need (inhaler, Epi-Pens, etc.).
 - If there are any concerns, our Camp JCC staff are open to discussing how to give medication with you prior to the first day your child attends camp.
- Please do not send campers to camp with over-the-counter medications (aspirin, ibuprofen, cough drops, etc.). If you want your child to have access to these medications during camp hours, please follow the same steps as medications with prescriptions (fill out form, label medication, give directly to the respective Director).

Food Policies

- JCC will provide a kosher snack each day, as well as access to water throughout the day. **Please send your child to camp with a refillable water bottle labeled with your camper's name.**
- **All campers should bring a sack lunch four days a week: Monday, Tuesday, Wednesday and Thursday. Equestrian campers should pack lunch every day, Monday through Friday.**
 - CampJCC does not provide refrigeration or microwave for camper lunches, so be sure to pack an ice pack if you need it.
- JCC Campers will participate in a cookout meal every Friday. For day camp, kosher hot dogs will be served along with side items. For tennis camp, kosher-style pizza and popsicles will be served.
 - If the cookout menu is altered, parents will be informed prior. Please reach out to the respective Camp Director if you have any concerns about the cookout menu.
- We are a nut-aware camp; all products provided by the JCC will be nut-free. Please be aware that some children may bring products containing peanuts in their lunch to camps. Our respective Camp Directors are open to meeting to discuss any dietary/health-related restrictions, if you have any concerns.
- If your child has a birthday that will fall during camp programming, we'd love to celebrate it! If you would like to bring in store-bought treats to share with your child's camp group, please contact the respective Camp Director to discuss allergies.

Camp Dress Policy

- Campers should be prepared to be outside and active for most of the day. Children should wear closed-toe shoes.
- Swimming is scheduled for every day. Children should bring a bathing suit, pool shoes, sunscreen and towel daily. Pool shoes are classified as flip flops, Crocs, or sandals.

For easy identification, the JCC asks that you label all campers' items.

What to Bring to Camp

Day Camp	Tennis Camp	Equestrian Camp
<ul style="list-style-type: none"> • Bottle of sunscreen • Refillable water bottle • Swimsuit and towel • Pool shoes • Closed-toe shoes • Sack lunch (Note: There is no access to refrigeration or microwave) • Insect Repellent • Camp bag/backpack • Hat 	<ul style="list-style-type: none"> • Size-appropriate tennis racquet (new and used available for purchase. No demo racquets due to no sharing of equipment). • Sports shoes (non-marking, light sole shoes) • Hot weather athletic clothing (hats and/or visors suggested) • Swimsuit and towel • Water bottle • Sunscreen • Two snacks and a lunch (Note: There is no access to refrigeration or microwave.) <p>Note: Pizza/popsicle lunch provided on Fridays.</p>	<ul style="list-style-type: none"> • Closed toe shoes that are okay to get muddy • Long pants for riding and lightweight top • Swimsuit and towel • Water bottle • Sunscreen • Bug spray • Two snacks and a lunch (Note: There is no access to refrigeration or microwave.) <p>Note: Equipment will not be shared. Campers will use their same helmet and saddle throughout the week (color-coordinated).</p>

Please pack (and label!) the personal items listed only. JCC and its staff will not be held liable for any lost, stolen, or damaged personal property that your child brings to camp.

Toys, games, Pokemon cards, electronics, etc. are not permitted at camp. If these items are brought to camp and not put away, they will be taken by CampJCC staff until pick-up.

Lost and Found

- Any items misplaced will be brought inside and put on the lost and found table outside the Kraft Youth Wing.
- To help eliminate lost items, please be sure to LABEL all items that your child brings to camp.
- For items lost at the pool, the JCC has a building-wide Lost and Found closet located near the Welcome Desk.

Swimming

- All camp groups will swim and be given a swim test **daily**. Your child will learn all pool-specific rules during the first day of camp each week.
 - The swim test includes **swimming 30 feet without stopping AND treading water for 30 seconds without stopping**. Those who are not able to meet the above criteria must wear a Coast Guard-approved lifejacket that will be provided to them during their free swim time.
 - Campers must pass the swim test and meet all height requirements to utilize the lazy river and water slides.
 - Kindergarten will be restricted to the zero-depth pool, and is the only camp group permitted in that area.
 - Sports camps will swim daily.
- Day campers in grades K–3 are given swim lessons twice a week (swim lessons are not guaranteed during weeks with special events i.e. Leon Mordoh Lip Sync or Yom Sport). Grades 4–8 and sports campers do not receive lessons. Please contact Assistant Director of Aquatics Cody Anacker at canacker@JCCindy.org with questions or for more information about swim lessons.
- If a pool closure is to happen, campers may be provided with water games to take swimming's place.
- Day Camp swimming takes place in the morning between 10 am–Noon. Feel free to send campers in their swimsuits each morning to reduce change time.
- **Please pack a towel, bathing suit, and sunscreen every day with labels.** Goggles are optional, but may not be worn in the Lazy River or on the slides. If a camper does not have a swimsuit, they will sit in the shade during their scheduled swim time.
 - Sunscreen can't be shared at camp. JCC Staff will reach out if your child doesn't have any sunscreen in their camp bag.

Trips

- Day campers in grades 4–5, Geshar and CITs will be going on day trips this summer. Every camper in these groups must arrive by 8:30 am on trip days. We will begin loading the buses at 8:45 am to ensure we are able to adequately make it on time to our reservations.
- Similarly, for equestrian camp, campers go to the ranch from the JCC. Campers must be at the JCC by 8:30 am.
- **If someone does not arrive at the JCC on time for trip days, they forfeit the trip and that day of attendance to camp. There will be no care provided to them for that day.**
- For day camp, more specific details will be provided to parents prior to each field trip via email from Myranda or Hamilton.
- Some field trips require waivers that must be completed prior to attendance. If this waiver is not filled out, campers are not permitted to be dropped off that morning and will have to miss the field trip and that day of camp.

Discipline Policies and Procedures

- Camp JCC is dedicated to working with families so campers can develop social, physical and cognitive skills in a safe, fun camp environment. When situations of inappropriate behavior arise that may create an environment that makes it difficult to build these important skills, intervention is required. **Camp JCC staff members are trained in behavior management strategies, but please contact the respective Camp Director if you have any concerns or tips for working positively with your child.**
- To create a positive, conducive environment, Camp JCC has specific behavior expectations in place for all campers. Please help us keep these expectations consistent by discussing them with your camper at home.

Campers will cooperate with staff and follow directions.

Campers will respect other children, staff, JCC equipment, as well as outside properties visited.

Children will stay with their designated group, adhering to our supervision requirements.

Children will refrain from any behavior that threatens the safety or well being of any staff person or child in our program, including themselves.

Threatening behaviors that are unacceptable include, but are not limited to:

- Bullying of any kind (gossiping about, insulting, excluding, or intimidating another camper)
 - Making obscene gestures or comments
 - Punching, kicking, slapping, biting or using physical violence of any kind
 - Using foul language
 - Inappropriate physical contact; violation of personal space; threatening someone with physical violence
- To uphold these expectations, Camp JCC staff will follow discipline policies and procedures that include open communication with families.
 - Step 1:** When guiding and correcting campers, the counselor will provide instructive guidance to the child. The counselor will discuss the behavior with the child, explain what behavior the child needs to change and offer acceptable alternatives. The child will be given an opportunity to correct his/her behavior. The counselor will reinforce the appropriate behavior.
 - Step 2:** If the unacceptable behavior continues, the child may be separated from the camp group. This will provide the child with the opportunity to think about his/her inappropriate behavior. The counselor will inform the respective Director of the program about the incident, and a written note will be sent home to the parents explaining the behaviors observed and the consequences of those behaviors. A copy will be retained in the child's file, as well.
 - Step 3:** If the behavior does not improve, the counselor with the respective Camp Director will contact the parents by telephone to discuss the inappropriate behavior. Note: It is recommended that campers be present when their parents are called. If applicable, the use of behavior modification techniques, including intervention by a professional, also will be discussed at that time. The parents will be advised of potential consequences if the behavior does not change.
 - Step 4:** If the inappropriate behavior continues, a conference between the counselor, respective Camp Director and parents will be arranged to determine whether or not the child can further benefit from Camp JCC. If behavior modification techniques are being used and some improvement has been noted, an additional conference may be scheduled to keep communication channels open.
 - Step 5:** If inappropriate behavior persists and behavior modification techniques are ineffective or not used, permanent dismissal from camp may be necessary, at the discretion of the respective Camp Director.
 - NOTE: Sports Camps will send additional notes about safety.

Anti-Bullying Policy

- In order to provide a place where all children can feel safe and happy, both physically and emotionally, we take a proactive approach to bullying by adopting an Anti-Bullying Policy. Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick or put down another person with the intent to hurt that person. It happens when another person or group of people want to have power over another. Using guidelines set forth by the American Camping Association (ACA), our Anti-Bullying Policy is an initiative that is aimed at taking appropriate steps toward managing this behavior. Our staff is trained to prevent bullying and raise awareness by using different techniques and tools that will help us avoid such behavior. Using these tools, they will also be able to identify bullying behavior, take appropriate steps to intervene and then role model and discuss with their groups that bullying behavior will not be tolerated.

Technology Policy

- We understand that it is important that your child have a cell phone in case of emergency. For the safety and security of all our campers, campers are prohibited from using personal cell phones during programming hours, and the use of other technology (i.e. iPads or video games) is also discouraged. Your child will be participating in many outdoor and water activities and the JCC would hate for any unnecessary damage to happen. If your child uses their device inappropriately during camp programming, Camp JCC staff will keep the device until the end of the day. If another incident occurs, a parent will have to retrieve the device during pick-up.

Accident and Illness Policies and Procedures

- In the event of an accident or illness, trained JCC staff members will administer first aid. Should additional treatment be needed, you will be notified immediately. If JCC staff can't reach you, we will contact the physician listed on the Camper Health Form, and, if needed, your child will be taken by ambulance to St. Vincent Hospital on 86th Street.
- For any minor injuries that occur during programming hours, your child will be sent home with a Minor Injury Report describing the incident and what First Aid care was given.
- If your child is ill, we ask that you keep your child home from camp. If your child becomes ill during camp, we will call and ask that they are picked up as soon as possible.
 - If your child is sent home with temperature, vomiting or diarrhea or persistent lethargy during any day at camp, they will not be able to return to camp the next day. They may return after 48 hours have passed and the last 24 hours have been symptom- and medication-free.

Safety Policies and Procedures

- The JCC Indianapolis and all associated camps have an Emergency Action Plan to address a variety of situations which may arise during the camp day. Each situation has its own set of procedures and guidelines to ensure the safest place for your child's summer experience. Please contact the respective Camp Director if you would like more details about our plans.
- For equestrian camp, the Natural Valley Ranch Waiver is required for your equestrian to participate. Email to Kim Shippy at kshippy@JCCindy.org or hand in to the counselor Monday morning at drop-off.

Child Abuse and Neglect Reporting Responsibilities

- In the event of suspicion of child abuse or neglect of any enrolled children, staff members are legally obligated to report to the respective Camp Director and the Department of Child Services.
- If an intoxicated or impaired person insists on removing campers from the JCC, we will immediately report the incident to the police on duty and cannot allow the person to leave with said camper.

Severe Weather Policies and Procedures

- In the case of inclement weather, all activities will be moved inside the JCC. Counselors will be prepared with rainy-day activities that can be done inside the JCC if the weather is more than just a light drizzle. Campers will not swim outside in the event of lightning, but we will try to swim outside during light rain.
- If extreme heat is a factor at camp, campers will have access to hydration stations outside (but please remember to pack a reusable water bottle) with hydration breaks scheduled, and activities will be conducted in shaded areas.
 - JCC indoor facilities will also be used.

CampJCC CIT Program

The CampJCC Counselor-in-Training program offers participants the chance to gain professional experience, practice developing and implementing camp-age programming, and hone the skills necessary to becoming a camp counselor. CITs will participate in every facet of CampJCC life and spend time working with everyone who makes camp successful. The three-week program requires a full commitment for weeks 2, 3 and 4 OR 6, 7 and 8 (plus one day of camp orientation) and includes CPR training. From helping counselors plan and execute activities to professional development meetings with the leadership staff, CITs will experience camp in a new way, all while learning and growing on the path to becoming counselors.

JCC Camp Programming

- **The Leon Mordoh Lip Sync show is scheduled for Thursday, June 26 at The Indianapolis Museum of Art at Newfields in the evening.** Costume information will be provided prior to the show through email.
- Yom Sport is an Olympic-style event that takes place on the Tuesday and Wednesday of the last week of camp (Tuesday, July 22 and Wednesday, July 23). Camp groups will be split into color teams and compete against each other in games and challenges. Swim lessons may be cancelled this week due to Yom Sport.
- **Israeli Day**, sharing different aspects of Israeli culture and community, **is Friday, July 11.**
- Shabbat is celebrated at camp on Friday afternoons each week with singing, dancing and closing the week together.
- Boker Tov is the morning song session and flag-raising ceremony that will take place every morning at the Sablosky Pavilion. It is meant to welcome the day!
- Tennis camp hosts "Red vs. Blue" color war games every Friday.
- Tennis and equestrian camp may participate in Boker Tov, Shabbat and/or Lip Sync.

As a Jewish day camp, Jewish beliefs and customs are at the core of our programming. Campers will also spend time learning about Israeli culture and community. The following Jewish values are woven into our camp programming:

Our Values

At Camp JCC, we instill in campers the core values that align with our organization's mission:

Bal Tashit | Do Not Destroy **Kehillah** | Community **Tikkun Olam** | Repairing the World
Tzedakah | Help Those in Need **Kavod** | Respect **Lashon Hara** | Avoid Hurtful Speech
G'milut Chasadim | Act with Love and Kindness **Hachnasat Orchim** | Welcoming Guests



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