

Kids Klub at the J Parent Manual 2023/24

Kids Klub at the J is committed to providing a safe and enjoyable after school experience for our kids. We know how much our families, along with staff, are depending on us for a positive and healthy experience.

This document serves as our procedural guide to the 2023/24 school year. In addition to our typical policies, we have included information related to our continued response to COVID-19. This response includes guidance from the State of Connecticut, via the Office of Early Childhood. We will strictly monitor all guidelines to ensure safety for all our Kids Klub families, and will communicate with you regularly as new guidance comes out and requires any changes. We follow rules in line with the Beverly Levy Early Learning Center as we are on their license.

COMMUNICATION

PHONE Number: The phone number for Kids Klub at the J is currently 203-387-2424 ext 251, or dial 0 and the front desk will direct you.

Also, we will be using a text alert system for notifications/alerts that need to get to families asap. The number is 475-600-5155. This number is not monitored so please do not use it to communicate with us.

Please do not send your child in with any notes. If you need to get a message to us or if you wish to speak with someone on the staff please call the office at 203- 387-2424 ext 251 or email to sandyh@jccnh.org.

SCHEDULE OF OPERATION

Kids Klub at the J will begin the first day of school and run for the duration of the school year. The school bus or JCC van will pick up the children from school and bring them back to the JCC in a timely manner. Pick up time is promptly at 6:00pm. If there is a minimum day at school and your child will need additional care there is a \$15 fee for the extra time. Please alert the Kids Klub staff by email if there is a minimum day and your child will attend. Occasionally the JCC may be closed due to a holiday, if the building is closed unfortunately Kids Klub will also be closed. If the building is closing at 3:00pm or earlier then Kids Klub will not run for that day. If the building is closing between 3:00pm-6:00pm Kids Klub will remain open until 6:00pm. Our calendar is attached to this manual.

PICK-UP & DROP-OFF

The bus will drop off your child at the JCC main entrance where a Kids Klub employee will greet them and bring them to our main classroom. At this time that classroom will be the JCC Community Rm. When you arrive for pick up, the children may not be in the Community room as we utilize other areas of the building throughout the afternoon. Our location will be posted and you may proceed to that location if you would like to. From 5:30pm-6:00pm the children will return to the Community room for the end of day dismissal. If a child is not picked up by 6:00pm, a staff member will wait with the child at the front entrance of the JCC. If your child takes an enrichment class that ends after 5:30pm parents will need to pick the child up from the enrichment classroom.

PHYSICALS

The state requires all children attending the program to have completed a medical form on file prior to their start of the program. **There will be no exceptions.** A medical form is good for 3 years from the last physical examination.

MEDICATION

If your child needs to take medication, either over-the-counter or prescription, during the afternoon, our first aid provider or certified personnel will dispense this medication, but if the following requirements are met:

- The medication is in its original container with the child's name on the prescription.
- A physician has filled out and signed an ADMINISTRATION OF MEDICATION FORM. This form must also be signed by the parent and must be on file in our camp office.
- The medication and forms are not yet expired.

If we have received an Administration of Medication form, and your child's medication is for a potentially life-threatening condition (example: asthma, diabetes, food or bee allergy), the medication must be present on the first

day of your camper's season. **Your child cannot attend the program without the medication present if it is required by the doctor on the medical forms.**

COVID-19 SICK POLICIES

These procedures have been designed to keep all of our children and staff healthy and safe. As noted above, please keep in mind that these procedures may be modified. We will communicate with you about any changes. Please do not hesitate to reach out to our staff if you have any questions. Please keep in mind Covid related symptoms include sore throat, runny nose, cough, shortness of breath, temperature of 100 degrees or higher, dizziness, loss of smell or taste, new muscle joint pain, vomiting/diarrhea, abdominal pain, loss of appetite, fatigue, and headache.

COVID TESTING

If any camper or staff member is sent home due to illness, we require that they take a covid test and send the results to sandyh@jccnh.org. If a child or staff member tests positive for Covid, they will not be able to return until they test negative on a home test.

GENERAL SICKNESS

There will be first aid certified staff on duty at the JCC at all times. Parents will be notified if a child is deemed medically unwell during the camp day. If your child is not feeling well, **please keep your child home**. If your child leaves school early due to illness, they should not be brought to Kids Klub. We wish to protect all children coming to camp from illness.

- If your child has a temperature of 100.0 degrees or above orally, axillary, or temporal, do not send him/her to Kids Klub until 24 hours after afebrile without using any medication, such as Tylenol, to lower the temperature.
- If your child has had diarrhea (2 or more episodes in a day), he/she should stay home until he/she looks and acts typical and their bowel movements have begun to return to normal. Please understand that this may require a few days at home before the child has recovered sufficiently to return to camp. If your child has diarrhea while at Kids

Klub, they will need to be picked up.

- If your child is diagnosed as having conjunctivitis or “pinkeye”, he/she must remain at home until there is no mucus draining from the eye, potentially 2-3 days.
- A child with chicken pox must be kept at home until no new spots appear, usually between 7-10 days.
- In the event of a contagious illness, we will require a doctor’s written permission in order for the child to return to Kids Klub.
- If your child arrives at Kids Klub with symptoms of possible illness or if symptoms manifest themselves while your child is in our care, you will be called to camp to take him/her home. Please be sure to supply us with updated emergency information (work phone number, alternate contact person in the event you cannot be reached, etc....). If your child is injured or very sick, we will attempt to call your child’s doctor or our own pediatric consultant. In the event of an emergency, we will call for emergency medical assistance, and simultaneously contact you.
- Please email us if your child(ren) will not be coming to Kids Klub and indicate the reason so that we can be aware of any contagious illnesses and can pass the information on to other parents as necessary.
- In addition, we ask that you keep your child(ren) home for further evaluation and contact the director before sending them to Kids Klub if they exhibit any new symptoms.

REFUND POLICY

Deposits will not be refunded for cancellations. The JCC will not be offering refunds for time missed due to days off from school or illness. If your child needs to change their schedule, we must know before the first day of the month to change the billing for the month to the appropriate amount. Please contact Sandy at sandyh@jccnh.org or Antonio at Antoniop@jccnh.org to make these changes.

AQUATICS PROGRAM

The children will have the opportunity to swim at the JCC in our indoor pool 2 times per week (days to be determined based off of attendance). Please

pack a bathing suit and towel, goggles if needed, and a swim bag if your child plans to swim. We reserve the right to have all of our children swim in the shallow end only. The lifeguard may on occasion allow older advanced swimmers to use the deep end but this will depend on how busy the pool is and how comfortable the lifeguard is. We also reserve the right to ask any child to use a flotation device (swim bubble) in the shallow end when we see fit.

ENRICHMENTS

The JCC offers a number of awesome extracurricular activities including dance, karate, tumbling, swim lessons, swim team, arts and crafts, and climbing wall. If your child is signed up for one of these activities the Kids Klub staff will transport your child to and from the class. Please inform the Kids Klub staff of the class and time so we can be sure to get your child to their activity. If your child is taking a lesson that requires them to change, they will need to be capable of changing themselves.

IMPORTANT: Please DO NOT allow your child(ren) to bring any toys, stuffed animals, sporting equipment or valuables to Kids Klub. These items include cell phones/smart phones, portable devices (ipads, laptops, Kindles, and other portable stereos), video games, and trading cards.

These items will be taken from until a parent comes to retrieve them. The JCC will not be responsible for any lost or damaged personal items.

SAFETY

We, as childcare professionals, are committed to providing your child with a safe environment. Please discuss the following rules and regulations with your child: No hitting, fighting, kicking or spitting will be allowed.

No cursing or abusive language will be tolerated. Staff and children are to be treated with respect. Our facility is to be treated with respect.

Campers who violate camp safety rules may be asked to leave for the day or potentially for multiple days in extreme cases. Please note: There will be no fee reduction or reimbursement for children sent home due to disciplinary or adjustment problems.

Early Pick Up: If your child is going to be picked up early and quickly feel free to contact us at sandyh@jccnh.org so we can have them ready. We will do our best to help accommodate you.

FEEDBACK

As parents, you are the most likely people to hear of ongoing praise, and/or criticism, of the Kids Klub program from your child(ren). This information can only be helpful to Kids Klub if you share it with us! Whether these comments are about the facility, program or the staff, we hope that you will communicate with us on an ongoing basis. Please feel free to reach out at any time!

Thank you for reading! Please contact us at sandyh@jccnh.org with any questions or concerns.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____