



JCC MISSION STATEMENT

The Jewish Community Center of Greater New Haven is guided by the principles of Judaism and democracy in the commitment to the preservation of Jewish identity, cultural heritage and ethical values. Its goals are to create an atmosphere conducive to Jewish thought and values, with the aim of strengthening family ties, increasing understanding of the Jewish role in society and contributing through its programs and services to the environment of the Jewish community.

To achieve these aims, the Center through its affiliation with the New Haven Jewish Federation, shall coordinate its services with other Jewish agencies to develop and implement quality programs and professional group work services to meet the social, cultural, educational, recreational and physical education needs of the Jewish community. It shall make a tangible link with Judaism and Israel available to every Jewish individual across the community spectrum, and shall strive to be a common meeting ground for all segments of the community.

PROGRAM DESCRIPTION

The JCC Kids Klub before and after school program offers quality before and after school care for children in grades K-6th. The Kids Klub Program is open to children of all races, religions and ethnic backgrounds. We provide a supportive and nurturing environment that promotes social and recreational needs for your child as well as an optional educational component for homework and study skills time.

The Department of Health Services of the State of CT, (the body responsible for licensing daycare programs in CT), has established minimum requirements for staffing ratios of adults to children which is a 1:10 ratio. Although the State allows larger ratios, our goal the program is to maintain a 1:8 ratio. All of the children are in the school cafeteria that has its own arrangement of areas and materials, which are designed to suit individual and group needs. Within this framework, children have many choices. There is time to be active, time to relax, time to explore the outdoors and time inside. Self-directed activities are always available, as are specially planned themed ones.

TUITION

The JCC and the Kids Klub Program is a non-profit agency and as such rely on its fees for operating expenses. Tuition fees are divided into monthly payments and based on a four week month, (except for the months of December, April and June due to school week long vacations), for your convenience. It is your responsibility to pay the tuition on the 15th of the month. Tuition must be paid

regardless of your child's absence from the Kids Klub Program. A finance charge of \$25 per month will be charged on past due accounts after the 20th of the month. This fee is automatically charged to your account if your tuition is not received by the 20th of the month. If fees are not received by the end of the month it may be grounds to ask you to withdraw your child until full payment is made.

Parents are also expected to pay for time their child is sick or on vacation. Should you want to withdraw your child and re-enroll in the same school year is a \$35 re-enrollment fee. A 5% discount on tuition is available for second and subsequent children. There is a \$35 per family nonrefundable registration fee that must accompany the Kids Klub registration form.

Monthly bills will be forwarded to you on or about the first business day of each month. You may make payments by mail or they may be dropped off at the JCC or at Kids Klub with the Kids Klub Director, or the Kids Klub Staff. For your convenience the Kids Klub Program offers withdrawing your tuition automatically from your credit card, debit card or checking account. Monthly fees are automatically withdrawn on the first of each month. If you are interested in automatic payment please fill out the appropriate form.

The Kids Klub Program also offers financial aid, if you would like to apply please fill out the financial aid form completely. Financial aid forms are available upon request. For those who receive financial aid through the Kids Klub year must make all payments on time. If payments are not made on time you may be subject to lose your financial aid.

The following additional fees, as incurred, will appear on monthly bills, and must be paid on the same schedule as tuition:

- *Additional Day (regular or minimum day dismissal)
- *Finance charge on delinquent bills
- *Late Pick-Up Fee

All questions or concerns regarding billing should be addressed to the Kids Klub Director or to Nancy Olins at 387-2522 ext. 251. Please note that no credits, refunds, ECT can be made to your account without the Kids Klub Directors approval. You are responsible for all tuition up until you call and withdraw your child or the last day of the program.

HOURS OF OPERATION: Delayed Opening & Emergency Closing

The Kids Klub Program operates the before school program from 7:00 am-8:30am and the after school program from school dismissal until 6:00 pm.

In case of inclement weather and the school has a delayed opening, the before school program will have a delayed opening equivalent to the schools opening. For example; if the school delays their opening by two hours Kids Klub will delay its opening two hours. If the school closes early, the Kids Klub Program will open at the dismissal time. Please note that Kids Klub may close early if there is extreme weather.

In the event of the Bethany Community School having to close their school for an emergency; for example, lightning strike, the children will be bused by the B&B Bus Company to the JCC. The Kids Klub Director and Staff will contact all parents as soon as the Kids Klub Program is notified by the school.



FORMS



All children must have a copy of his/her current school physical examination on file. All physicals must be no older than 2 years. Completed and up-to-date paperwork is required for each child and must be on file for your child to attend the program. Paperwork must be completed each year, **NO EXCEPTIONS.**

It is the parent's responsibility to be sure phone numbers, emergency contacts, authorized pick-up persons and physicians are kept up to date. This is of the utmost importance in case of any emergency.

No medication will be administered without the Authorization for the Administration of medications by Day Care Personal form. This form must be filled out completely by the parent and the doctor and the medication must be in the original container.

ABSENCE PROCEDURE

If your child is out sick or is not attending the Kids Klub Program, please call Sandy Horvath the Kids Klub Director by **2:30PM**. The Kids Klub Program has a Voice Mail System and e-mail; it can be reached 24 hours a day 7 days a week at: (203) 387-2522 ext. 251, sandyh@jccnh.org or you can call (203) 804-8411.

In cases when a child does not arrive at the Kids Klub Program on their scheduled day, and the Kids Klub staff has not been informed of their absence, we will attempt to locate the child through the Bethany Community School office, if the office does not know the location of the child you will receive a call from the Kids Klub Director or staff. Verifying the safety and location of a child takes considerable amount of time (on average 15-30 minutes), therefore resulting in the children who are in attendance not receiving the quality/quantity of staff time and attention they deserve. The safety of each child is of the utmost importance to us, and the absence procedures **must** be followed. The Kids Klub Program and the Bethany Community School are two separate entities; it is not the responsibility of the school to tell us where the child is, it is the responsibility of the parent to inform the Kids Klub Staff. **There will be no reduction of fees for absences or vacation. If your child has an extended illness please contact the director.**

ATTENDANCE CHANGES

If your child is absent from school for any reason, your child cannot attend Kids Klub on that day.

In the event you need to change your child's days to attend the program, all requests must be made a week or more in advance. All attendance changes must be made by the first of the month. If a change is made after the first of the month the parent is still responsible to pay the month in full. The change will be adjusted on the bill the first of the following month.

WITHDRAWAL

If circumstances arise and you find you no longer need before and or after school care, you are required to withdraw by the first of the month. If withdrawal occurs in the middle of the month you are responsible for the full month of tuition.

DISCIPLINE POLICY

The goal of discipline is to help the child develop inner controls that that he/she may move toward appropriate social behavior. Methods for resolving conflicts are: positive guidance, setting clear limits and redirection. When disputes arise among children, the counselor will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and find solutions using children's ideas whenever possible. A child who may be overly aggressive or is repeatedly destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in better self-control. The program cannot serve children who display chronically disruptive behavior. *Chronically disruptive behavior* is defined as one in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention; is inflicting physical or emotional harm on other children; is physically abusing staff or is otherwise unable to conform to the rules and guidelines of the program. If inappropriate behavior continues, parents will be asked to assist in working out a solution to the problem.

HEALTH AND ILLNESS POLICY

We at the Kids Klub Program do our utmost to try to maintain a healthy environment for the children in our care. All children attending the program must be toilet trained.

The Kids Klub Program reserves the rights to deny any child admittance to the program on any given day, for reasons of obvious illness, or to request early departure, should symptoms become obvious during the course of the day. If a child has not attended school on a given day due to illness, they may not attend the Kids Klub Program. If you know your child is sick please **DO NOT** send your child to the Kids Klub Program, we do not want to put the other children and staff at risk.

Your child will be sent home if he/she develops or has any of the following symptoms:

- *Fever of 100.0 degrees or more
- *Vomiting
- *Unidentifiable rash
- *Any contagious disease or infection

MEDICATIONS

The Kids Klub Program is capable of administering medication UNDER THE DIRECTIVE OF A PHYSICIAN. The Connecticut State Law and Regulations require a physician's or dentist's written

order and parent or guardian's authorization for the JCC Kids Klub Program to administer medications. Medications must be in pharmacy prepared containers and labeled with the name of the child, name of drug, strength, dosage, frequency, physician's or dentist's name and date of original prescription. The Kids Klub Program will only accept the Administration of Medication form **fully completed**. Non-prescription medication such as Benadryl, Tylenol and the like can also be administered, with an authorization from the physician and parent.

PARTICIPATION IN CLASSES

The Kids Klub will be happy to **pick up** your child (ren) from any enrichment class that you have registered them for between the times of their arrival until 5:30PM. After 5:30PM it is the parent's responsibility to pick up the child. It is the parent's responsibility to inform the Kids Klub Program of their child's class, time of class and the location of the class. The Kids Klub Program is not responsible for your child while at a non Kids Klub Program. The Kids Klub Program **does not transport children to classes or after school activities**.

FREE SWIM AT THE JCC

All Kids Klub children are able to enjoy free swim on a designated Wednesday afternoon once a month at the JCC of Greater New Haven, children will be transported by the B&B Bus Company. The Kids Klub Program will provide you with a list of dates that the swim days will occur on once the year has started. Please provide your child (ren) with a bathing suit and towel (goggles if desired). In order to participate all children must have a completed swim form on file. Swim days may be canceled due to unforeseen circumstances.

HOMEWORK

Monday through Thursday 3:10-4:00, a time is set-aside for all children to do homework in the library. Children who do not finish their homework in that time frame may finish their homework in the cafeteria. The homework help from the counselors is not one-on-one; the counselors are there to provide assistance and guidance when needed. If a child states that they do not have homework, Kids Klub staff will ask to look at their assignment book. It is not the responsibility of the Kids Klub staff to search children's belongings for their homework. If a child refuses to do their homework, the Kids Klub staff will have the child put their homework away and inform the parent of any problems. The children are able to do their homework in the library or in the cafeteria Monday-Thursday. If a child at any time abuses the privileges of the library, he/she will not be allowed to use the library and will have to do their homework in the cafeteria. Please note, due to unforeseeable staff absences the library may not be open. The priority of the Kids Klub Program is the safety of the children, therefore staffing the cafeteria comes before the library.

SNACK

The Kids Klub, After School, Vacation and Snow Program are all nut free. This means that we are asking that NO nut products, (i.e. peanut butter, peanuts, almonds, nut butter granola bars, peanut butter crackers, almond butter, etc.) be brought into these programs. This is due to an increase in severe nut allergies with children that attend these programs. This is for the safety of all children that attend these programs.

The Kids Klub Program will provide a peanut free snack once per morning and per afternoon. A variety of fruits, vegetables, bagels, cereal, chips, cookies, juice etc. will be provided daily. The weekly snack list is posted on site. Please note that snack will only be given at the designated snack time. If your child has late hunger needs, it is recommended that parents pack them with an extra snack.

ACTIVITIES

A variety of activities will be available daily, which may include: sports, arts and crafts, playground time and swimming.

Outdoor Time: Children will go outdoors once daily when the weather allows. Children will be taken outdoors if the temperature is over 55 degrees and there is no precipitation.

Staff will spend outdoor time interacting with children as they play. If you come to pick up your child between 4:30-5:30 PM and your child is outside you may grab his or her belongings and drive to the playground and the staff will have your child ready and waiting.

Indoor Time: During the winter months and rainy days the children will have activities in the gym and in the cafeteria.

Typical Daily Schedule

3:15-4:00	Arrival to program. Library available for homework
4:00-4:30	Snack
4:30-5:30	Inside/Outside time. Activity time-Free play/organized games
5:30-6:00	Cafeteria activities. Board games/legos/read or homework

PICK-UP PROCEDURE

The Kids Klub Program ends at 6:00PM. Please ring the door bell on the outside of the cafeteria door and a Kids Klub Staff member will check and let you into the cafeteria. Parents or legal guardians are responsible for picking up their child at pick-up time each day by 6:00PM. **We require that if anyone other than the parent or guardian picks up the child, we must be notified prior to pick-up time and that person must bring a photo ID. NO EXCEPTIONS!!**

The Emergency Pick-Up Form is intended for emergencies when the parent cannot be reached.

Any restricted persons should be identified to staff (pictures are helpful). If a parent or guardian has restricted access to the child, state licensing regulations require that a copy of the court documents restricting the access be kept on file.

LATE FEE POLICY

The daily closing time for the Kids Klub Program is 6:00PM and all children must be picked up at that time. Please call us and let us know if you are delayed so we can reassure your child. (A call will not exempt you from a late fee. The call is to inform your child that you will be late.) The schedule for late fees is \$1 per every minute after 6:00PM

If a child is not picked up by 7:00PM and every attempt has been made to contact the parents and authorized emergency pick-up persons, the Bethany police will be called to transport the child to the Police station, in accordance with State Licensing Regulations.

EARLY DISMISSAL

On days when school has an early dismissal, the Kids Klub Program will be there at 1:10 PM for the children who normally attend on that day at no additional fee. Children who do not normally attend the program on that day may come for an additional fee of \$28 and prior approval from the Kids Klub Director.

VACATION PROGRAM

During most of the school vacation weeks, as well as on most single-day holidays, there will be a Vacation Program available at the JCC. The program hours are from 9:00AM-4:00PM with extended care offered in the morning from 7:00AM-9:00AM and in the evening 4:00PM-6:00PM. The Kids Klub families receive a discounted rate and must pre-register. The Kids Klub tuition does not include the Vacation Programs.

The Kids Klub participants will receive information about the Vacation Programs prior to the community by mail and may register with the Kids Klub Director or Assistant Director.

SNOW PROGRAM

When school is cancelled due to bad weather there will be a Snow Program offered until 6:00PM at the JCC. Please call (203) 387-2522 ext. 236 after 6:30AM and listen to the message to find out what time we will open. Please note... if there is extreme weather conditions or if the JCC closes, the Snow Program will not be able to open or may have to close early.

The snow program is for the JCC Kids Klub and JCC After School participants only. The fee for the Snow Program is \$35 per snow day.

TOYS

The Kids Klub Program will provide developmentally appropriate toys, games and materials for your child's use. We ask you to leave personal toys, cards and electronics at home; however, if your child brings toys from home it is not the responsibility of the Kids Klub staff if items are lost, stolen or broken. If you have any questions regarding this policy please call the Kids Klub Director.

MANDATED REPORTERS

All Kids Klub staff is Mandated Reporters by the Connecticut General Statutes because their works involves regular contact with children and are mandated by law to report suspected child abuse and neglect. As mandated Reporter the staff must report any suspicion to the Department of Children and Family Services, (DCF), or law enforcement regardless of the identity of the alleged perpetrator.

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