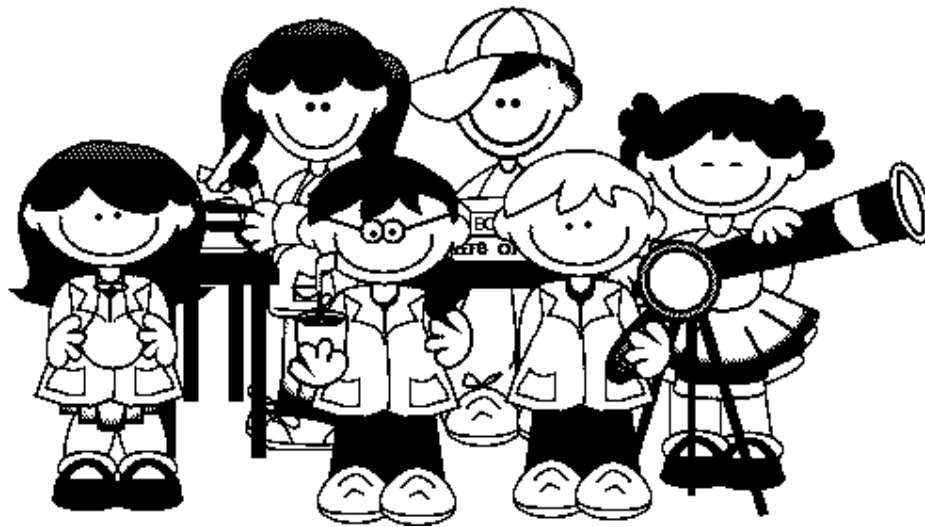


JCC

After School Program

2018-2019

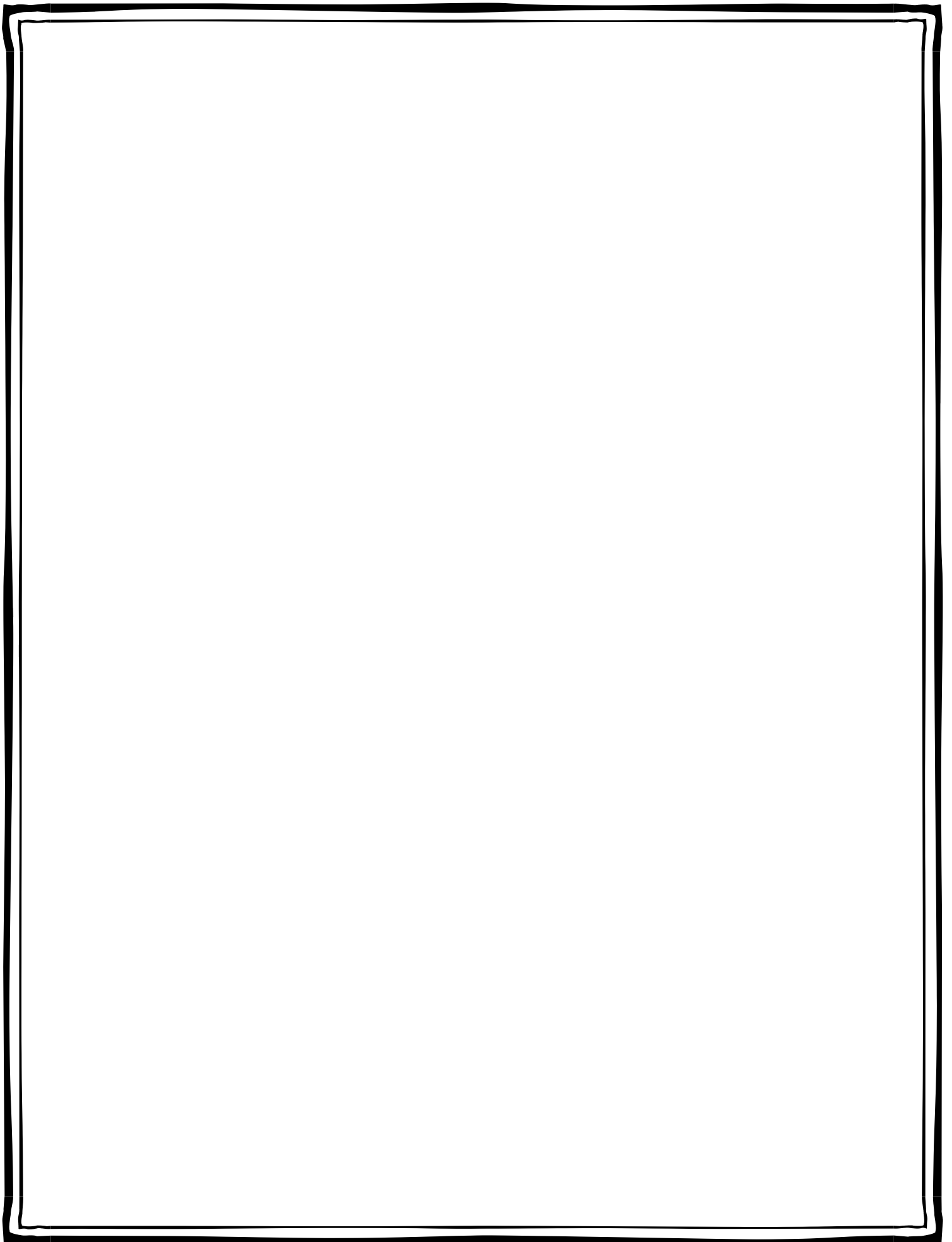
Parent Manual



JCC of Greater New Haven • jccnh.org
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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 After School Program offers quality after school care for children in K-8th grade. The After School 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 for each classroom is to maintain a 1:8 ratio. Each of our rooms is divided by grades to better design appropriate activities for your child. The environment is set up to be cozy and welcoming, as well as stimulating. Each room 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.

JUDAIC CURRICULUM

At the After School Program, we expose children to the richness of our Jewish heritage through cultural observances throughout the year, which are appropriate to the age level of each group.

Shabbat is observed each Friday through Hebrew blessings, lighting the candles, eating challah and drinking juice. On other holidays we do special games, activities and snacks to help discuss the holiday.

Many of the values we attempt to communicate to the children can also be viewed as universal, such as to love and care for others, to be sensitive to the rights and feelings of others, to give charity, to enjoy and respect the beauty of nature and to preserve its ecology.

Above all, our purpose is to expose the child to the richness of Judaic values and culture, while at the same time being sensitive to our families' diversity.

MEMBERSHIP

All families must have a current JCC membership to attend the JCC After School Program. Financial aid is available for membership; those interested should contact the membership department (203)387-2424 ext. 223.

TUITION

The JCC and After School 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 After School 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 20th. 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 a \$35 re-entry registration fee will apply. 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 After School 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 with the After School Director. For your convenience the After School 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 AfterSchool Program also offers financial aid, if you would like to apply please fill out the financial aid form completely. Financial aid forms are located in the AfterSchool office and the

Membership office. For those who receive financial aid through the AfterSchool year must make all payments on time. If payments are not made on time you may be subject to lose your financial aid.

If you are providing your own transportation to the AfterSchool Program you can receive a transportation discount. Those who receive the transportation discount cannot receive financial aid.

It is also your responsibility to have a current JCC membership to participate in the AfterSchool Program, **NO EXCEPTIONS.**

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

- *Additional Day
- *JCC Membership
- *Finance charge on delinquent bills
- *Late Pick-Up Fee:
 - 6:01-6:10 \$15 per child
 - 6:11-6:30 \$35 per child
 - 6:31-6:45 \$65 per child
 - 6:46-7:00 \$100 per child

All questions or concerns regarding billing should be addressed to the After School Coordinator or to the Program Associate Sandy Horvath at 387-2424 ext. 251. Please note that no credits or refunds can be made to your account without the After School Directors approval.

WITHDRAWAL

If circumstances arise and you find you no longer need after school care, you are required to provide two weeks written notice prior to the last day to the After School Coordinator. If notice is not received as stated above, full monthly payment will be expected.

Any child, who withdraws from the program and subsequently re-enrolls within the same school year, will incur an additional \$35 registration fee.

ATTENDANCE CHANGES

If your child is absent from school for any reason, your child cannot attend the After School Program on that day.

In the event you need to change your child's days to attend the program, all requests 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.

ABSENCE PROCEDURE

If your child is out sick or is not attending the After School Program, please call the After School Coordinator by **2:00PM**, so we can notify the bus drivers. The After School Program has a Voice Mail System; it can be reached 24 hours a day 7 days a week at: (203) 387-2424 ext. 236.

In cases when a child does not arrive at the JCC on their scheduled day, and the After School staff has not been informed of their absence, you will receive a call from the After School Program Director. Verifying the safety and location of a child takes considerable amount of time (on average 15-30 minutes), therefore resulting in the buses arriving late, and 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. There will be no reduction of fees for absences or vacation. If your child has an extended illness please contact the director.

HOURS OF OPERATION

The After School program operates from the school dismissal until 6:00 PM. The B&B Transportation or the JCC Mini-Van picks up the children from their school regular and minimum day dismissal time.



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.

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 After School Program do our utmost to try to maintain a healthy environment for the children in our care. All children attending this program must be toilet trained.

The After School 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 After School Program. If you know your child is sick please **DO NOT** send your child to the After School Program, we do not want to put the other children and staff at risk.

If your child is kept home from school for any reason other than sickness he/she can be admitted into the program. As a courtesy to the staff, please call before bringing the child to the program, to let the staff know he/she will be attending.

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
- *Diarrhea two or more times

MEDICATIONS

The After School 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 After School 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 AfterSchool 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 JCC CLASSES

The After School will be happy to drop off and pick up your child(ren) from any JCC enrichment class that you have registered them for between the times of their arrival until 5:45PM. (We recommend not signing up for classes until 4:00 due to unforeseen bus delays.) After 5:45PM it is the parent's responsibility to pick up the child. Children must be able to change themselves for their class. It is also the parent's responsibility to inform the After School Program of their child's class and time of class.

The JCC enrichment classes are not part of the After School Program. The AfterSchool tuition does not include the program fees for participation in any enrichment class.

WEEKLY FREE SWIM

All After School children are able to enjoy 45 minutes of free swim on Wednesday and Friday afternoon of each week. Please provide your child(ren) with a bathing suit and towel (goggles if desired). Please note there must be a minimum of four children for the non-instructional free swim option.

HOMework

Monday through Thursday, a time is set-aside for all children to do homework. 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, After School staff will ask to look at their assignment book. It is not the responsibility of the After School staff to search children's belongings for their homework. If a child refuses to do their homework, the After School staff will have the child put their homework away and inform the parent of any problems.

SNACK

The 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 After School Program will provide a kosher peanut free snack once a day. A variety of fruits, vegetables, bagels, cereal, chips, cookies, water and 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, cooking, 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 35 degrees and there is no precipitation. Staff will spend outdoor time interacting with children as they play. K-2nd grade use the back playground located behind the pool and 3rd-8th grade use the chained off black top area in the last parking section of the

JCC. If you come to pick up your child between 4:15-5PM there will be a location sheet posted on your child's door.

INDOOR TIME: During the winter months and rainy days the children will have activities in the gym and other areas of the JCC. Please refer to the location sheet on your child's classroom door for their location during that activity time.

NON-INSTRUCTIONAL SWIM: Every Wednesday and Friday 4:15-5pm there will be an option to go swimming. As long as there is a minimum of four children the After School Program will be able to participate in a non instructional swim period.

Typical Daily Schedule

3:15-4:00 Arrival to program. Snack is served and homework started
4:15-5:00 Inside/Outside time. Activity time-Free play/organized games
5:00-6:00 Indoor activities. Finish homework or read/board games/ legos

PICK-UP PROCEDURE

The After School Program ends at 6:00PM. All children must be picked up at that time. Parents or legal guardians are responsible for picking up their child at pick-up time each day. **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.

DISMISSAL

All children will be brought to the Game Room at 5:45PM. You may enter through the Café door with an After School Key Fob or you may enter through the main doors of the JCC. **The children will not be brought to the front door.** Parents must enter the child's classroom and sign out the child with the counselor. If there is a change in who is picking up your child, please call to notify the AfterSchool Director of the change and the name of the person who will be picking up the child. The person must bring a photo I.D.!

LATE FEE POLICY

The daily closing time for the After School 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 as follows per child:

*6:01-6:10 \$15 per child

*6:11-6:30 \$35 per child

*6:31-6:45 \$65 per child

*6:46-7:00 \$100 per child

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 Woodbridge police will be called to transport the child to the Police station, in accordance with State Licensing Regulations.

EARLY DISMISSAL DAYS

On days when schools have an early dismissal, the After School Program will be there to pick up at the normal minimum day dismissal time. Children who do not normally attend the program on that day may come for an additional fee and prior approval from the AfterSchool Director. **The After School Program only picks up children from the normal minimum day dismissal time.**

EMERGENCY PROCEDURES

As part of the Emergency Planning for the after school program, each classroom has been provided with an emergency procedure manual that contains and outlines the following:

Fire Evacuation = evacuating the building when fire alarm sounds.

Code Red= lockdown when a threat is in the building.

Code Orange= shelter in place when a threat is outside the building.

Code Blue= medical emergencies.

Code yellow= evacuation of the building in a nonfire situation.

We will continue to update, review and practice these procedures with the staff and the children on an ongoing basis.

In case of an evacuation and relocation, The JCC After School program will be moved to Brookdale Assisted Living located at 330 Amity Road, Woodbridge.

VACATION PROGRAM

During most of the school vacation weeks, as well as on most single-day holidays, the After School Program will offer a Vacation Program. The program is available 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 After School families receive a discounted rate and must pre-register. The After School tuition does not include the Vacation Programs.

After School participants receive information about the Vacation Programs prior to the community by mail or email. **There is a minimum of six children enrolled for a Vacation Program to occur.**

SNOW PROGRAM

When school is cancelled due to bad weather there will be a Snow Program offered until 6:00PM. Please call (203) 387-2424 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 fee for the Snow Program is \$30 per snow day.

TOYS

The After School 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 After School Director.

KEY FOB

Once enrolled in After School, each family will receive two key FOB's that allows access through the side doors of the JCC by the cafe. The key FOB will be activated to parents who are currently enrolled in the program and it will provide access to the Café door. If you need a replacement Key FOB the fee is \$5.

If at any time you withdraw your child from the After School Program the Key FOB needs to be returned to the After School Program Director and it will be de-activated. If you withdraw from After School Program during the school year or if you do not return to After School Program the following year, you please return your FOB.

KASHRUT POLICY

All religions have special days devoted to feasting and fasting; Judaism, however, has a complete written code of religious dietary laws governing every single act of eating. While the people who participate in the After School or Vacation Programs come from many different backgrounds, we have some special obligations in this area. As a communal institution it is essential that we be as inclusive as possible. One of the laws of Kashrut requires the separation of milk and meat. Since milk is an essential part of a young child's diet, we keep "dairy kosher" at the AfterSchool and Vacation Programs. We ask that all food children bring to the After School or Vacation Programs be dairy or vegetarian nut free lunch.

MANDATED REPORTERS

All After School 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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