



After School @ the J

**2019-2020
Parent Handbook**

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Dear Families:

We would like to extend a warm welcome to you for our 2019-2020 school year!

After School @ the J is a bridge between school and home. We foster an enriching environment where children experience a strong sense of community and gain self-esteem. Our program offers opportunities for physical, social, emotional, and intellectual growth. We believe that every experience is a learning opportunity. The After School @ the J staff plan and prepare activities that are age appropriate every afternoon in order to promote this philosophy.

This handbook is designed to familiarize you with the policies and procedures of our program. It is important for you to read through the entire handbook in order to understand how the different parts of our program operate and any changes we have made.

We use the Remind app to communicate when there is timely information about closures, emergencies, or otherwise. Please be sure to join by texting @39dk7b to 81010. We encourage our children to communicate their needs and we expect our parents to do the same. If you have any questions, comments, or concerns, please contact the After School office.

We look forward to an exciting year with you and your children!

After School Director and Staff

After School @ the J

2019-2020 After School – 183 days

September 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 No School/JCC Open

 No School/Vacation Camp Programming

 JCC Closes @ 3pm

 First and Last Day of School

 Jewish Holiday/JCC Closed

Vacation Day Programs

Throughout the school year, **After School @ the J** runs Vacation Day Programs when school is not in session. This is an additional cost, above and beyond the **After School @ the J** tuition. We do waive the Late Stay (3pm-6pm) cost for any child(ren) enrolled in **After School @ the J**.

Please see the list below, of when our Vacation Day Programs run for the 2019-2020 year.

Columbus Day Vacation Day Program

Monday October 14th

Teacher's Convention Vacation Day Program

Thursday, November 7th

Friday, November 8th

Winter Break Vacation Day Program

Monday, December 23rd

Tuesday, December 24th

Thursday, December 26th

Friday, December 27th

Monday, December 30th

President's Day Vacation Day Program

Friday, February 14th

Monday, February 17th

Spring Break Vacation Day Program

Monday, April 6th

Tuesday, April 7th

Wednesday, April 8th

After School Closures

During the school year, After School @ the J will not run due to holidays and Jewish holidays.

Please refer to either the After School Calendar on the previous page or the list below:

JCC Staff Training – Tuesday, September 17th the building CLOSES at 4:30pm

Rosh Hashanah - Monday, September 30th & Tuesday, October 1st

Yom Kippur - Tuesday, October 8th & Wednesday, October 9th

Thanksgiving Break - Thursday, November 28th & Friday, November 29th

Christmas Day - Wednesday, December 25th

New Year's Day - Wednesday, January 1st

Martin Luther King Day - Monday, January 20th

Memorial Day - Monday, May 25th

JCC Policies

Tuition

After School @ the J runs on a 10 month program (September to June). Our tuition is based on a daily rate; times the number of days, divided by the 10 months we operate. This allows us to charge a standard rate each month, regardless of how many days we operate. **We DO NOT prorate for months with fewer days or if you disenroll your child in the middle of a month.**

Monthly fees will be processed between the 5th and 10th of each month. Payment will be processed using the same form of payment used for the initial registration. If your child is enrolled in the JCC Early Childhood Learning Center, your After School @ the J payment must be the same credit card on file. You are held responsible for any missed payment and a \$25 service charge, in addition to any fee charged by your financial institution if we are unable to process your payment. It is your responsibility to notify the JCC in writing should your account information change.

Refunds will not be given for days when your child is absent/sick.

JCC Activities at an Additional Cost

As additional JCC activities (EC for Pay Enrichments, Swim Team, Swim Lessons, etc) occur every day, After School @ the J will do their best to get your child to and from their scheduled activities. We work closely with other departments to coordinate scheduling for these additional activities.

We will always strive to do our best to ensure a timely drop off and pickup.

Please be advised that depending on the activity/time/staff to student ratio, we cannot guarantee that we can accommodate every need of a parent.

Schedule Changes

After School @ the J prides itself in being a flexible program. To allow for changes in work schedules, extracurricular activities, and sports seasons, you may make changes in the number of days per week your child is enrolled on a monthly basis. Adjustments in your schedule will result in an increase/decrease in monthly tuition, reflected in your monthly payment.

Any adjustments in the schedule must be made via email, no later than, **the 15th of the month prior**. Any changes must remain in standing for the complete month.

****NEW for 2019-2020 there will be a \$25 fee for any monthly schedule changes****

Discipline Policy

It is our objective to help your child develop self-esteem, self-control, self-direction and cooperation. Our staff will use positive redirection, logical consequences, and encourage children to problem-solve to address problematic behaviors. Our discipline policy is based on safety rules. The process is as follows:

- Children will be given simple, clear, and consistent limits regarding appropriate behavior.
- Choices will be given whenever possible.
- Consequences are implemented in an age appropriate manner.

Challenging Behaviors

When we encounter persistent behaviors that are disruptive and challenge the safety of the program, the family and staff team must enter into a dialogue to evaluate the situation.

The evaluation process includes the following:

- The staff team will complete observations of the children. If the child requires continuous support, the observations will be discussed with the parent/guardian. The goal would be to work together as a team with the family to develop a plan of action.
- A plan will be implemented to help the child succeed in the classroom. The staff will continue to observe the outcomes of the plan. If it is not successful, the family will be consulted to explore other options with the family.
- If several attempts have been made to work with the family toward a solution and the staff feel the resolution to the problem cannot be achieved in this setting, the family may be required to remove their child from the program.

Any furniture, toys, or other equipment damaged by a child will be replaced at the expense of their parents/guardians. Parents/guardians will be billed in their monthly statement.

Process of Withdrawing a Child

Although we work to create a child-centered approach to learning, there are occasions when a child's behavior may require a more suitable setting.

Examples of child's behavior resulting in disenrollment include:

Endangerment of themselves, other children, or anyone else at the JCC

Any situation in which the accommodations for the child's success and participation place an unrealistic expectation on the program and its resources, and a determination has been made that disenrollment is indicated.

Other reasons include but are not limited to:

Delinquent payment of tuition or membership

Parent/guardian actions not in sync with our philosophy of parent partnerships.

Failure to abide by policies and procedures of the Early Childhood Department and the JCC.

Guardian perpetrating physical or verbal abuse of any child(ren), faculty, or guests at the JCC.

When a family desires to withdraw a child, written notification is required.

A refund of unused tuition will occur only when a child has withdrawn because the JCC has determined that unenrollment is necessary.

Daily Procedures

A Typical Day in After School includes:

- Age appropriate activities (group & individual)
- Daily snack
- Homework help
- Enrichments
- Physical Activities in gym or outside (weather permitting)

Absences

If your child is going to be absent, please send an email or call before 12pm to let us know.

Email: @jccnj.org

Phone: 908.889.8800 x264.

It is important that we know if your child is not attending After School @ the J on their scheduled day(s). This prevents confusion with the staff members who are responsible to transport your children and ensures that the buses arrive at the JCC on time. In the event, we were not notified about a child's absence, we will reach out to the parents for verification of an absence. The first time will result in a warning, but subsequent occurrences **will result in a \$10.00 fee.**

Location Board

In the entrance of the lobby you will find the **After School @ the J** location board. This board indicates the location of every **After School @ the J** class. Next to each class will be their current location. Please make sure you check this board when you arrive so you know exactly where your child's group is located.

Disclaimer: We do our best to keep the board as up to date as possible. There may be times when the board is not accurate. In the event that this happens, we appreciate your patience. In the event you cannot find your child's group, you may ask any JCC staff with a walkie talkie and ask them to find the location of your child's group.

Pick Up

For safety and licensing regulations, it is **MANDATORY to 'SIGN OUT' your child(ren) before leaving the facility.** We will continue to use iPads and the app Tadpoles to release children to parents or authorized pick-ups. Staff from your child's specific group will be the only people with the ability to 'sign out' your child to Parent or authorized adult. Parents and authorized adults (indicated on your Authorized Pick Up sheet) **MUST** speak with your child's group counselors before leaving with a child. If you have more than one child in the program, you must do this for each child. **All authorized adults (including parents) will be required to show a valid ID the first time they pick up.**

When picking up please pick up in a timely manner and try not to disrupt the group if they are doing an activity or enrichment.

If someone other than an authorized individual is coming to pick up your child(ren), you **must contact After School via email.** Anyone unknown to the staff will be asked for identification and we will reach out to the parents for verification before releasing the child.

Please pick up no later than the dismissal time you signed up for via the registration form. If you are not on time; a \$10 late charge will be applied to your account. If possible, please call us if you are running late, so we can reassure your child that you are on your way. You may call the front desk as well, if you cannot reach anyone at the office.
908.889.8800

In the event that a child is not picked up by closing time, a staff member will call their parents first, and if a parent cannot be reached, we will contact other persons named on the pick-up sheet and/or emergency contact form. In the event of a late pick up, a staff member will wait in the lobby with your child until an authorized adult arrives.

Snack

After School @ the J is a nut aware program. We avoid items that contain nuts, may contain nut products, and or were produced in a nut facility. We ask that **NO** outside food is brought to the program unless it is approved by the Director of After School.

Homework

Homework is a priority at After School @ the J. Included in your child's Registration Packet is a Homework Agreement Form. Please review with your child what is outlined in this agreement. **Every child who attends a grade that requires homework, MUST fill out the Homework Agreement Form along with their Parent/Guardian.** Our staff will not argue with a child over homework, but they will reference the Homework Agreement Form to remind them of their responsibilities. We will check students' homework for completion and will do a once over for accuracy. Please review your child's homework with them, as our staff may have overlooked something and to see what they are working on in school. If

a child refuses to do their homework, we will notify you at pick up. At the JCC, we do not have the resources or staffing to accommodate homework done on a computer.

Toilet Learning

Children will be taken to the bathroom often, including prior to transition from one room to another. While “toilet training” is not a responsibility of our staff, we will assist whenever possible. Our staff will work with a family’s request to encourage a child to use the toilet when indicated, but will not pressure the child or permit frustration. We will continue to diaper and change children’s clothing until they are confident in their toileting skills.

Items from Home

Due to the disruption they cause on the bus and in the classroom, the following items are not permitted at After School @ the J Monday through Thursday:

- Any electronic device. Mobile phones are allowed, but **ONLY** for emergency reasons
- Pokemon cards and/or any trading cards of any kind
- Fidget Spinners
- Any item of value that may get lost or broken

The JCC is not responsible for any item a child may lose or misplace; either at the JCC or on a bus. **Make sure ALL items of clothing are labeled**

Please feel free to discuss with our staff if you have any questions regarding this topic. Please be advised that items can/may be added to this list at any time.

Lost & Found

Please mark all of your child’s possessions with their name in permanent marker, or with a name tag. We do our best to return labeled items to their owner. The Lost & Found is a wicker basket located in the EC hallway. After School @ the J is not responsible for lost, stolen, or damaged items

Health & Safety

JCC Security

The JCC requires all members to swipe in at the front desk. All visitors to the JCC must present a valid form of ID in order to access a visitor’s pass. Authorized pickups (indicated in your registration packet) who pick up often should fill out a non-member access form to obtain a JCC swipe. This will give them access to the After School wing and other parts of the building for an easier pick up.

You may only **enter the JCC through the Main Entrance**. During After School, you may pick up your child on the playground by exiting through the doors at the end of the main hall by rooms 1 & 2. However, once you exit the doors to the playground, you may not re-enter the building and will need to exit through the playground gate. Re-entry into the building through the back playground doors is strictly prohibited. If you need to come back

into building after exiting the playground doors, you must re-enter through the main entrance. When picking up more than one child, please pick up the child(ren) who are indoors first.

Fire Drills, Safety Drills & Emergency Evacuation

The JCC practices fire drills once a month and safety (lockdown) drills throughout the year. In the event of an evacuation, students will be escorted by staff to the Scotch Plains YMCA across the street, which serves as our emergency evacuation site. The staff will carry the children's emergency contact information with them at all times in order to notify families immediately.

Communication during Closures & Emergencies

After School @ the J uses the **Remind app** to send alerts regarding closures and emergencies. You can **join by texting @39dk7b to 81010**. In the case of a closure or emergency, you will receive an alert via the **Remind app** and/or an email from the JCC. We follow the Scotch Plains School District schedule, so we will implement the snow procedures they have decided upon on for that day. We do our best to communicate in a timely manner.

Group Accidental/Medical Insurance

JCC members are covered by a group accidental medical program. This coverage is to be used as secondary insurance to a member's primary health coverage.

Injuries at the JCC

Faculty and staff are responsible for daily safety inspections of their classrooms and equipment. Defective or damaged equipment will be removed and/or replaced as necessary. The playground will be carefully checked prior to use each day.

If your child sustains an injury while in our care, an Occurrence Report will be completed and presented to the family upon pick-up. In the event of a more serious injury, we will contact either you or a designated emergency contact immediately. However, if we are not able to reach you or another emergency contact, the child will be transported to the hospital by ambulance in the event of a serious medical emergency.

Reporting Abuse and Neglect

Our counselors are mandated reporters, and required by law to report to the authorities if they have reasonable suspicion that a child is suffering from abuse or neglect. The JCC will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our concern is always the protection of the child.

After School Health Guidelines

Any child too ill to participate in normal activities of the After School Care program should stay at home. Please consider the following before sending a child to After School:

- The protection of other children from communicable diseases
- The comfort and safety of the child who is ill
- The capacity of the staff to look after an ill child

Reasons to keep a child home due to illness:

- Suspected or known measles, mumps, rubella, or chickenpox
- Fever over 100.4 degrees
- Gastrointestinal illness (vomiting, diarrhea)

If your child is absent from their daytime program (JCC, Elementary, or Middle school), they may NOT attend After School.

Children should be fever-free for 24 hours without medication before returning. DO NOT send a child to After School even after administering Tylenol or other over-the-counter fever-reducer.

If your child becomes ill at the JCC, we will call you to pick them up and keep them comfortable in the Nurse's office until you arrive. If you receive a call to pick up your child, it is imperative to make pick-up arrangements as soon as possible.

Instances where a child may attend the program despite illness:

- If a child suffers an upper respiratory infection and **no fever**
- If a child is on antibiotics for at least 24 hours and has been fever-free without medication for 24 hrs

Medication Policy

No medication will be administered **unless ordered by a physician**. Medication must be brought in its original, labeled container. You will need to sign a consent form before we can accept the responsibility of administering medicine of any kind. We are prepared and equipped to administer first aid when necessary. Please contact the school nurse before 2pm for details and all required forms. **908.889.8800 x 273.**

Allergies

It is important to inform the staff of any food allergies and sensitivities your child may have since we serve snack and run cooking enrichments. All allergy information must be up to date and communicated in writing to the Director of After School. If there are any questions or concerns, we will contact you before serving your child. Please read your e-mails, newsletters and flyers diligently in order to comply with restrictions that may change.

Please keep all nuts, nut products, and foods containing nuts out of the After School @ the J program as many students have nut allergies.