

AFTER SCHOOL AT THE J

2025-26 Guidebook



This guidebook has been compiled to update all families and staff about After School at the J. All of our planning, protocols and procedures are informed by the NJ Department of Health (NJDOH) and the Department of Children and Families (DCF).

In order to ensure that all relevant and important policy and procedure information is in one place, this document reviews existing protocols with any future updates being incorporated as needed.

Parents are required to read this guidebook and attest that they have done so and understand all information, policies and procedures as stated.

Contact Us

**Jolie Lily Saltiel, Director of After School, Youth & Teen Services
at jsaltiel@jccnj.org or 908-889-8800 x264**

**Alora Souza, Assistant Director of Youth, Teen, & Family
at asouza@jccnj.org or 908-889-8800 x214**

**Pascal Desmangles, Youth, Teen & Family Manager
at pdesmangles@jccnj.org, x266**



RATES AND ENROLLMENT

Rates have been calculated based on the 10-month school year.
Your registration is for the year, but we do offer some flexibility.

Enrollment Change Deadlines – After School Program

Please note the following deadlines for submitting enrollment changes for the After School program. Changes include updates to the number of days per week a child attends, the days which a child is scheduled to attend, Hebrew School transportation cancellations, and enrichment bridge additions or cancellations.

August 18 – Deadline for changes effective September 4 – October 31
October 13 – Deadline for changes effective November 1 – December 31
December 15 – Deadline for changes effective January 1 – March 31
March 16 – Deadline for changes effective April 1 – June 25

Additional Policies

After School registration cancellations can be requested for any month but must be submitted at least 10 business days before the 1st day of the upcoming month.

Late Change Policy: Changes and cancellations submitted after the deadlines above will incur an \$80 late change fee.

Dismissal Time Changes

Requests to switch between 4:30 p.m. and 6:00 p.m. dismissal times may be submitted at any time, subject to availability. Approved changes will take effect on the 1st day of the following month.

4:30 p.m. Dismissal

3 days \$340/month
4 days \$350/month
5 days \$365/month

6:00 p.m. Dismissal

3 days \$585/month
4 days \$645/month
5 days \$680/month

Hebrew School Transportation

Congregation Beth Israel
Wednesdays \$80/month

Temple Emanu-El
Thursdays (5:00 p.m. session) \$65/month

* Each option requires a minimum of a Youth/Teen Membership at \$42/month



CLASSROOM SPACES AND LOCATIONS

Each group will have a “home base” where they will gather during/after arrival. This is where students will eat snack, work on homework and enjoy some downtime after school. During After School, groups will rotate throughout the building to participate in different activities. This schedule of activities will change regularly.

DROP-OFF/PICK-UP

Students will be picked up from school by bus. If your child’s stop is not the first one, we will have a staff member (either a school district employee or a JCC employee) with your child until the bus arrives.

Students will ride the school bus from their school to the JCC with JCC staff.

Students will be dropped off in the gym daily and will wait at their grade-designated table with their counselors until all buses arrive.

All students must be picked up in-person from their classroom or recreational space where the group is located.

The Playground app will have live updates in the “feed” of your child’s group’s location in the building so you can find them.

You may pick up your child at any time prior to the student’s enrollment pick-up time.



SNACKS AND WATER

We provide a daily snack. Please reach out to Jolie Saltiel at jsaltiel@jccnj.org with any allergy concerns.

ACTIVITIES

After arrival, snack and homework, each After School group will be scheduled for various activities on a rotating schedule.

These will include:

Art • STEM • Optional free Swim
Sports (non-contact) • Games • Campsite Activities
Counselor-led activities • Karaoke

TECHNOLOGY POLICY

iPads, laptops, Smart Watches and similar devices are not allowed to be used at the JCC or on JCC buses. Parents may email jsaltiel@jccnj.org if they wish for their child to be allowed to use their iPad/laptop to complete their homework. Devices are not allowed to be used for any reason other than homework.

JEWISH LEARNING, HOLIDAY CELEBRATIONS AND VALUES

Learning about Jewish traditions, culture and holidays is an integral part of the JCC family experience. We foster love of family and community as well as respect and appreciation for others through our Jewish heritage.

While we honor and appreciate all cultures, religions and backgrounds, and always look forward to hearing about children's experiences outside of school, please note that we do not celebrate Halloween or Valentine's Day at the JCC.

PLAYGROUND APP

The Playground app is the primary way that the After School program will communicate with you this year. You will receive an invite via email and text to set up your account. All required forms at the start of the school year will be accessible through Playground. Counselors will post updates on Playground about your child's group's location in the JCC building so you can easily find them for pick-up, and you will be able to message with program leadership through the app.

SNOW OR EMERGENCY WEATHER CLOSINGS WILL BE COMMUNICATED
THROUGH PLAYGROUND ONLY.

VACATION DAYS

On most days that there is no school, we will offer full-day programming at an additional cost of \$92/day for members and \$115 for non-members, including lunch.

- | | |
|------------------------------------------------|-----------------------------------------------------|
| October 13 - Obstacle Course Adventure, Gr K-6 | December 31 - NYE Kick-off Party |
| October 20 - Glow Party, Gr K-1 | - NYE Fun + Funplex Trip, Gr 2-6 |
| - Laser Tag Trip, Gr 2-6 | February 16 & 17 - Theme + Activities TBA, Gr K-6 |
| November 6 - Fall Festival, Gr K-1 | March 20 - Under the Sea, Gr K-1 |
| - Apple Picking Trip, Gr 2-6 | - Jenkinsons Aquarium Trip, Gr 2-6 |
| November 7 - Beyond Bubbles, Gr K-6 | March 30 - April 1 - Activities + Trips TBA, Gr K-6 |
| December 29 - Winter Wonderland, Gr K-1 | June 19 - Activities + Trips TBA, Gr K-6 |
| - Winter Wonderland + Yestercades Trip | |

Please note programs are subject to cancellation if a Vacation Day program has insufficient enrollment.

EARLY DISMISSALS

Any days when schools have an early dismissal, we will still pick up from schools at early dismissal time. Please remember to pack a lunch these days to be eaten at the JCC as there is no lunch in school.

After School at the J

2025 - 2026 School Calendar

August '25						
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						

September '25						
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 '25						
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 '25						
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 '25						
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 '26						
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 '26						
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

March '26						
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 '26						
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 '26						
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 '26						
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 '26						
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	



JCC & School Closed/
Holidays



Vacation Day/Schools Closed



JCC closes at 3:00 - No
After School



First and Last Day of School



Early Dismissal All Schools,
AS in session



Westfield Schools Early Dismissal, AS in session

COMMUNICABLE DISEASE PROTOCOLS AND PROCEDURES



SANITIZATION

Our Operations and Facilities Department has established sanitization protocols and procedures based on regulatory guidelines. All JCC facilities will be sanitized on regular schedules by trained staff who are supervised by shift supervisors responsible for overseeing all cleaning and disinfection. All HVAC system filters meet CDC guidelines.

NURSE/HEALTH OFFICE

There will be a registered nurse onsite at the JCC during school hours. Please check the Playground app and with the office staff to ensure that your emergency contacts are up-to-date.

The JCC Health Office can be reached at schoolnurse@jccnj.org or (908) 889-8800 x273.

COMMUNICABLE DISEASE POLICY

If your child has any symptoms of any illness, please notify our health office as soon as possible, within 24 hours. Any diagnosed communicable disease is particularly important to report as we notify exposed groups. After School participants should stay home until they are symptom-free, are fever-free (fever is considered 100.4°F or above) for 24 hours without fever-reducing medicine, are able to participate fully in school activities and have medical clearance from a doctor. If you have any questions about when a doctor's note is required, please contact schoolnurse@jccnj.org. See the following for After School requirements for some specific illnesses/conditions. Please note that we maintain the right to adjust policy based on community levels of illness and the safety of our participants and staff.

BACTERIAL ILLNESS

If a child requires antibiotic treatment for bacterial illness (e.g., conjunctivitis, strep throat) they must be on their treatment for at least 24 hours prior to returning to After School.

COVID-19

If a student or staff member tests positive for COVID-19:

- A minimum 5-day isolation is required.
- Following the 5-day isolation, the student or staff member can return to after school in a well-fitting medical grade mask at any point within the day 6-10 window as long as they are fully asymptomatic (including fever-free) for 24 hours without the use of fever-reducing medications. Masks may be removed only when socially distanced.
- To determine when to begin counting for isolation, day 0 = first day of symptoms or date positive test was taken (whichever is earlier). Timeline protocol should be discussed with our Health Office team when reporting positive results.
- If asymptomatic by day 6 and tests administered 48 hours apart on days 6 and 8 are both negative, masking will not be required on days 9 and 10 post positive test.

All COVID cases and test results should be sent to schoolnurse@jccnj.org.

While we won't require masking or testing following exposures at this time, we deeply encourage your communication with our health office so we can guide you in recommendations that would benefit your child, your family and the entire JCC community.

Please contact schoolnurse@jccnj.org at any time to discuss specific case-by-case questions or concerns. For current CDC recommendations following exposures, please [click here](#).

GASTROINTESTINAL ILLNESS

Diarrhea and/or vomiting requires a 24-hour exclusion period.

LICE

If at any point during the school year you find or suspect any evidence of lice or itching on the head/scalp/neck, please call the health office immediately at (908) 889-8800 x273.

After School policy requires that a child be kept home 24 hours for treatment and have no nits upon returning to camp.

SKIN ABNORMALITY AND/OR RASH

A note signed by the child's healthcare provider is also required for any skin abnormality and/or rash (e.g., molluscum, coxsackie). The note must include the diagnosis, plan of care (e.g., medicines, cream, ointments used in school and/or at home) and whether or not the condition is contagious. If contagious, we will also need to know when the condition is no longer contagious. Any open lesions or blisters must be scabbed and healing prior to return. We appreciate your cooperation in helping to keep all of our students, staff and community healthy this year!



HEALTH FORMS AND ALLERGIES

Parents should make sure that they have submitted the required health forms and reported all allergies (medicine, food, environmental, insect bites/stings) to the Health Office through the health forms sent to you via email. If any new allergies or medical conditions arise, it is the responsibility of the parent to inform the health office staff and After School Director of any changes in the student's medical profile.

MEDICAL EMERGENCIES

Our healthcare team and After School Director will carefully and thoughtfully assess all medical emergencies and respond accordingly to ensure the health and safety of all students. If there is a medical emergency, parents and emergency contacts are always notified.

TECHNOLOGY AND SOCIAL MEDIA

After School at the J uses the JCC agency website www.jccnj.org to disseminate important information.

SNOW OR EMERGENCY WEATHER CLOSINGS WILL BE EMAILED AND WILL BE POSTED
ON THE JCC WEBSITE'S SCROLLING ALERT

PHONE CONTACT

After School staff are not permitted to use their personal phones to text parents, and they are not permitted to give parents their personal phone numbers. Please reach out to the After School Director with any questions or concerns.

IMPORTANT POLICIES

RELEASE OF CHILDREN

Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child in an emergency if the custodial parent(s) cannot be reached. Authorized guardians must be added to the child's profile in the Playground App as a "guardian". Children will not be released to anyone who is not a guardian on Playground.

A child shall not be released to a non-custodial parent unless the custodial parent specifically authorizes the JCC to release in writing. This written authorization, including name, address and phone number of the non-custodial parent, shall be maintained in the child's file. If a non-custodial parent has been denied access to a child by a court order, the JCC shall secure documentation to that effect and maintain a copy on file.

Upon entering the JCC, please use your JCC swipe to open the interior set of doors and then re-swipe at the Member Services Desk. All members must bring their swipe each day.

The procedure to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified previously, fails to pick up a child at the time of the JCC's daily closing is as follows:

1. The child shall be supervised at all times.
2. Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
3. An hour or more after closing time, and provided that other arrangements for releasing the child to their parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the JCC, the staff member shall call the NJ Department of Children and Families (DCF) 24-hour Child Abuse Hotline (1-877-NJABUSE) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the parent(s) is able to pick up the child.

Procedure to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm released to such an individual:

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's other parent or an alternate person authorized by the parent(s).
3. If the JCC is unable to make alternative arrangements, as noted previously, a staff member shall call the DCF's 24-hour Child Abuse Hotline (1-877-NJABUSE) to seek assistance in caring for the child.

DISCIPLINE

Our approach to guiding children's behavior is one of respect and support. We are committed to helping children develop socially acceptable behaviors and do so through positive guidance. Each child's development is a growth process, and it is not realistic to expect every child to be at the same stage based on chronological age. We work to create an environment that teaches children to behave in a responsible manner and establishes a foundation for mutual respect in the following ways:

- Setting realistic expectations for children's behavior.
- Creating environments that nurture success and positive behavior.
- Serving as appropriate role models.
- Using natural and logical consequences for behavior.
- Redirecting toward more appropriate behavior.
- Encouraging cooperation, negotiation and problem solving.

Discipline using punishment is inconsistent with our philosophy.

DISENROLLING A CHILD

Our programs are designed to support children's growth and to challenge them as individuals, each with their own way of learning and sense of self in the world. We appreciate the diversity of characteristics and behaviors that each child brings to the JCC, and it is our goal to provide programming that is responsive to the various learning styles and needs of the children in our classrooms.

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 such 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 school and its resources, and a determination has been made that disenrollment is indicated.

Other reasons for termination of enrollment include but are not limited to:

- Delinquent payment of tuition or membership.
- Parent/guardian actions not in sync with our philosophy of parent partnerships including failure to abide by policies and procedures of the Early Childhood Department and the JCC and/or physical or verbal abuse of any children, faculty or anyone at the JCC.

When a family desires to disenroll a child, written notification is required. A refund of unused tuition will occur only when a child has disenrolled because the JCC has determined that disenrollment is necessary.

HAZARDOUS SUBSTANCES

Hazardous substances shall not be used or stored in or on the grounds of the JCC without prior notification. The JCC shall post in the Early Childhood Office notice of any construction that will involve any hazardous substance. A fact sheet on hazardous substances will be made available.

REPORTING ABUSE AND NEGLECT

Those working with children are mandated to report signs of abuse and/or neglect, and are required by law to report cases to the appropriate state authorities if they have reasonable cause to believe or suspect that a child is suffering from abuse or neglect or is in danger of abuse and 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.

