



**Simon Family JCC
Parent's Handbook
2011-2012**



The Simon Family JCC Presents Kids Connection Before and After School Program Kindergarten – 5th Grade

Welcome

This program provides 5 to 12 year olds with chances to unwind, explore and experiment, discover new ideas, work cooperatively in small groups and enjoy large group activities. Giving children the opportunity to make choices about what to do and when, builds their problem solving skills while they learn to respect differences and similarities within their own community.

Kid's Connection offerings include:

- Homework Time with Counselor's Assistance
- Swimming Lessons
- Free Swim
- Arts and Crafts
- Science and Math
- Literacy
- Games and Activities
- Sports
- Outdoor Activities
- Kid Fit
- Enrichment activities
- Community Service Projects
- Daily Snacks
- Loads of Fun!

Mission:

Our mission in providing quality Before and After School Care is to support parents in their desire for children to grow to the fullest potential. Providing a safe environment, meeting their need for challenge, stimulation and ideas, and surrounding them with people who know how to listen will help achieve that goal. Each child has talents and skills to develop, energy to put to use, and huge reservoirs of creativity that need to be encouraged.

Hours of Operation:

The Kids Connection Enrichment Program is open from 6:30 am until 6:00 pm Monday through Friday from September 6, 2011 to June 15, 2012 with the following exceptions:

Monday, September 5, 2011	Labor Day
Thursday & Friday, September 29 & 30, 2011	Rosh Hashanah
Thursday & Friday, October 13 & 14, 2011	Sukkot
Thursday, October 20, 2011	Shemini Atzeret
Friday, October 21, 2011	Simchat Torah
Thursday, November 24, 2011	Thanksgiving
Monday, January 2, 2012	New Year's Day Observed
Friday, April 13, 2012	Passover
Monday, May 28, 2012	Shavuot/Memorial Day

On the days when schools are closed, care is available from 6:30 am until 6:00pm on the following schedule.

The following days are included in fees*: Staff Work Days (11/8, 01/27, 04/06) and "Black" Friday 11/25. There will also not be an additional charge for adjusted dismissal days on 10/04, 11/23, 12/08, 03/21, and 06/15.

The following days are NOT included in fees; however, care is available*: Veteran's Day (11/11), Winter break (12/23 & 12/26 – 12/30), Martin Luther King Day (01/16), President's Day (02/20), and Spring break (04/09 – 04/13). There is a charge of \$30 per day per child.

***Please note that all information is based on Virginia Beach Public Schools calendar. Additional care needed for private school students or homeschooled students will be handled on an individual basis. Please contact the program manager, Ashley Gregory, with any questions you may have.**

Kids Connection currently offers a "drop in" service to non-participants of the program. That rate is \$35 per day or \$10 per hour. Arrangements must be made with the program manager, Ashley Gregory, in order to utilize this service.

Kids Connection Staff:

The Simon JCC prides itself on providing your children with highly motivating, enthusiastic staff who will mentor your child. Candidates must meet strict qualifications that meet and often exceed licensing guidelines. Each year, all staff are required by a practicing physician to declare that he/she are free from any disability that would prevent them from caring for children. Applicants must pass an FBI fingerprint background check, sexual predator check, participate in several trainings such as child abuse recognition and prevention, CPR/First Aid training, OSHA blood borne pathogens and other licensing staff training sessions. The JCC also adheres to state licensing ratios to ensure that appropriate and adequate supervision is maintained throughout the duration of the program. (1:10 ratio for Kindergarten and 1:15 ratio for 1st-5th grade)

Kids Connection Amenities (Physical Area):

Kids Connection is part of the Simon Family JCC and is primarily housed in the ZONE. The ZONE is a 1,200 square foot divided area that encompasses a computer room, lounge area, kitchen, media room, large play area and 3 separate homework areas. The program also utilizes the full size gym, the outdoor play ground, indoor pool, outdoor water park, mini golf, multi-purpose room and the cafeteria. The program has a capacity of 125 children.

Admission Policies:

The Simon Family JCC Kids Connection Program admits children ages 5-12 years of age. Children of any race, color, religion, sex, and national and ethnic origin are granted all rights, privileges, programs and activities generally accorded or made available at the center. The Simon Family JCC will address physically challenged and special needs children on a per request basis with the hope that we can serve all children who come to us. The Simon Family JCC does not discriminate on the basis of race, color, religion, sex, or national or ethnic origin in administration of its personnel and admissions policies.

The Simon Family JCC serves the recreational, cultural, and social needs of the entire community... spanning every age group, religious affiliation and economic status.

Registration process:

All parents must fill out the child application form provided and return it to us before the first day of the program. The registration form must be accompanied by a copy of the Commonwealth of Virginia's physical form, which MUST be signed by your physician. Kids Connection will need an immunization record and birth certificate prior to your child starting the program.

Sign-In/Sign-Out:

Parents must sign their children in upon arrival in the morning and sign them out before leaving in the afternoon. There is a sign-in/sign-out pre-printed sheet available as you enter into the program. Please get into the habit of this **DAILY REQUIRED** step. Please have your ID available to show. We cannot be held responsible for your child if we are uncertain of his/her presence. There must be an exchange of responsibility from one adult to another, not from child to staff. **All persons signing children in/out must be at least 18 years of age. We cannot release minors to minors.**

Authorization to Pick Up:

Authorization to pick up a child is given in the attached application. No child will be released to a person not authorized by the custodial parent. We must have **written** authorization for changes in this respect. Children will not be released to siblings. Staff will question those persons with whom they are unfamiliar and check authorization before releasing a child. Identification will be requested of anyone we do not know.

Financial Assistance:

The Simon Family JCC is able to provide scholarships based on ability to pay. This requires completing a Financial Aid Application accompanied by proof of income (no less than two pay check stubs and a copy of your most recent year's W-2's or prior year tax return). You must pay the stated amount granted on a timely basis or the assistance may be cancelled. All scholarships are **based on availability** of funds. Financial Aid Applications are available at the JCC Front Desk. Please return this information to the Kids Connection Program Manager, Ashley Gregory. Eligibility will be determined promptly.

Payment Policy:

Simon Family JCC Kids Connection program FEES are due on a timely basis. FEES are due in advance of service. *Weekly fees are due the Wednesday prior to the upcoming week.*

Kid's Connection payments are based on the Virginia Beach Public School calendar and divided equally into weekly payments. Full payment is due each week whether or not your child attends the program every day that week. Few of the operating costs of the facility are eliminated when a particular child is absent; we are prepared for each child, each day, whether the child attends or not. **Because of the aforementioned, there will be no refunds for days absent.**

There is a **"second-child discount"** of \$6 per week that applies when both children are attending the same program.

Additional Fees:

An annual non-refundable registration fee of \$50 is due upon registration. Weekly fees are due by 6:00 pm on the Wednesday before each week of care. **Payments made after this deadline will be assessed an additional \$15 late fee.** This fee will be added to your account for each week your payment is tardy. Monthly payments are due by the 1st of the month prior to service and must be paid by a credit card or EFT draft. All fees must be paid on time or your child may be removed from the program. If fees become more than **two weeks tardy**, your child may not return to the program until the balance is paid. Payment may be made by cash, check, credit card (Visa, MasterCard, and Discover) or automatic credit/debit card bank draft.

If your check or draft is returned for any reason, a **\$25 RETURNED CHECK FEE** will be assessed. If more than two checks are returned, the JCC will be unable to accept your personal checks. At that time, all future payments must be paid in cash or money order.

****No credit is given for scheduled school holidays, sickness or inclement weather closings!****

Please refer to hours of operation section of this handbook for specific dates the Kids Connection is closed and/ or is offering full day care.

Late Pick Up Policy:

The Simon Family JCC understands that a late pick up may occur on a rare occasion. However, please understand that we open at 6:30 am sharp and close at 6:00 pm sharp. If your child is not picked up by 6:00pm **a late fee will be charged and collected at that time.** If it is 6:01pm (by our clock), you are late and a late fee will be assessed.

The fee is \$15 per 15 minute interval (per child). The fee is used to pay the two counselors (that are required by the state) who remain with your child. If you know you are going to be late, call us at 321-2338. We do understand that things come up and traffic can be challenging even with the best of times. We tend to worry about your safety just as much as your child does. Please be considerate.

If we have not heard from you by 6:00 pm and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to come and get your child. If neither you nor your emergency contact can be reached, we will keep your child for one hour. After that time, the police will be contacted to see if there has been an accident and/or to drive by your home to see if there is a problem. If no problems are found, then *Child Protective Services* will be called.

Termination Policy:

If you wish to remove your child from the Kids Connection Program, a 30 day notice is required in writing to the Kids Connection Program Manager, Ashley Gregory and you will still be responsible for any payment. For example, if you request in writing on November 15th that you are giving 30 day notice, you will still have a monthly

payment due on December 1st without proration. If you give notice on November 1st, then you will not have another payment due. If you choose not to provide notice, program fees will be assessed for the full amount. No refunds available if paying in full for the semester.

Dress Policy:

Children should wear comfortable and appropriate clothing for indoor and outdoor activities. We use washable paints, crayons and smocks, however, clothing can still get stained so please do not send your child in their "party" best clothing. We do not reimburse for clothing rips, stains or normal wear and tear.

Open-toed shoes can be a safety hazard to your child. Therefore, closed toed shoes are required for all children to participate in the Kid's Connection program. If you send your child to the program in open-toed shoes, you will be called and asked to bring different shoes for your child.

Personal Items Policy:

We have plenty of equipment and activities to keep your child busy before and after school. Please do not allow any toys, electronic gaming devices, phones, and iPods to accompany your child. We will not be responsible for lost or stolen items.

Sick Child Policy:

If your child becomes ill in our Kids Connection Program, you will be called and arrangements must be made to pick up your child immediately. If we send your child home with a fever, he/she may not return to the program until they have been without a fever for 24 hours.

Please keep your child home if he/she has:

- Reoccurring vomiting or diarrhea
- Temperature of 100 degrees or more
- Heavy nasal discharge
- Symptoms of a communicable disease

Medication Policy:

If your child requires medication while at the Simon Family JCC, we must have a signed Medication Authorization form. The medication must be prescribed by a doctor and delivered to the JCC in its original prescription bottle. The Simon Family JCC will not dispense over the counter medication for any child. All medication will be kept in a locked box. We cannot be responsible for missed doses.

Transportation Policy:

The Simon Family JCC takes transporting your child very seriously. It is extremely important that all children abide by the following safety rules:

- Children must be seated at all times
- Children must keep their hands to themselves
- Children are expected to remain relatively quiet
- At no time will a child be permitted to put his/her arms or head out of the window of the vehicle
- Rough-housing will not be tolerated

At no time will an adult drive and discipline a child at the same time. Children will never be left alone in a vehicle.

Discipline Policy:

The purpose of the discipline policy is to help children understand and modify unacceptable behavior and/or attitudes. When it becomes necessary to discipline a child, all efforts will be taken to guide children to appropriate behavior.

- Discipline will be constructive or educational in nature and may include some measures as diversion, separation from the situation and discussion about the situation.
- Separation, when used as discipline, shall be brief and appropriate to the child's ages and circumstances and shall be located in a safe place.
- Children shall not be subjected to fear, mental or physical abuse or humiliation.
- No child shall be punished for toileting accidents.
- Verbal abuse or derogatory remarks about a child's person, his/her family, race, religion or cultural background will NOT be permitted.
- Lunch, snack and swim MAY NOT be denied as a disciplinary measure.
- Children shall at no time be allowed to punish or discipline another child.

- Praise and encouragement of positive behavior will be given whenever possible.

A system of "Time-Outs," redirection and suggestions from parents on what has worked in the past will be used.

Child Abuse Prevention Policy:

The Simon Family JCC advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or rest room privileges, confining children in small locked rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving a peaceful adult. However, Simon Family JCC staff and volunteers need to be sensitive to each persons need for personal space (i.e., not everyone wants to be hugged). The Simon Family JCC encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

Based upon its concern for children, parents and Simon Family JCC staff; the following standards related to reporting procedures, staffing, standards, code of conduct and resources for parents and children, have been developed.

Procedures

1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported will immediately inform their supervisor.
2. The Simon Family JCC will make a report to Child Protective Services and will request that the situation be investigated.
3. In the event the reported incident or suspicion involves an employed staff person or volunteer, the responsible supervisor director will suspend the person from all responsibilities, and if appropriate, without pay until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor.
5. Transportation of program participants in a private vehicle may only occur with the written permission of the parent and specific approval from the staff member's supervisor.
6. The Simon Family JCC staff and volunteers may not make contact with children or parents involved in a child abuse incident without permission of the Program Manager.
7. Whether the incident or alleged offense takes place on or off JCC premises, it will be considered job related (because of the youth-involved nature of the JCC).
8. All incidents or alleged offenses will be documented on the day of occurrence.

The Simon Family JCC, like many other public institutions, is mandated by law, to report suspected child abuse. "CHILD ABUSE is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, even death."

Licensing Information for Parents:

Standards for Religious Exemption licensed child day centers address certain health precautions, adequate play space, a ratio of children to staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

If you would like additional information about the standards for Religious Exemptions of child day programs or would like to register a complaint, please contact the Eastern Regional Office of Social Services at:

Eastern Regional Office
Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23462-5496
(757) 491-3990

Public Liability Insurance:

The Simon Family JCC is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Simon Family JCC as a result of negligence.

Swimming:

Kids Connection participants will have swim lessons once a week and free swim once a week. Please provide your child with a clearly marked swim suit and a towel. Parents will be provided with monthly schedules.

Pool Safety Rules:

- All children must shower before entering the pool area
- Running, pushing or shoving is not permitted in the pool area
- Unsafe entries from the pool deck are not permitted
- Shoes are not permitted on the pool deck
- Proper swim attire is required
- Children are not permitted to hang on the lane lines

Specialty Classes:

Kids Connection participants have the option to take classes that the Simon Family JCC offers in the afternoons. Kid's Connection counselors will escort your child to the location of the class and pick them up and bring them back to the Kid's Connection area. It is the parent's responsibility to notify the Kids Connection Program Manager in writing, with dates and times, if their child is signed up for a class.

Thank You for choosing Kid's Connection!!!

Ashley Gregory*Kids Connection Program Manager*agregory@simonfamilyj.org*direct dial 757-321-2342