



## **Kids Club – Cleveland Parent Handbook 2020**

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# Welcome to Kids Club Afterschool!

KINDERGARTEN THROUGH FIFTH GRADE  
MONDAY - FRIDAY 2 PM - 6 PM  
WEDNESDAY 1:30 PM – 6 PM

*The JCC East Bay creates healthy communities inspired by Jewish values, culture, and tradition. JCC Afterschool programs, provide safe and healthy environments for young people to grow and explore, through programming that encourages creativity and self-expression.*

**Kids Club Afterschool-** Our school-based afterschool program, Kids Club, is an extension of the formal school day; it serves to complement and enhance learning in the classroom through educational, physical, artistic, and social experiences in a welcoming, inclusive atmosphere. With a small student to teacher ratio (14:1) Kids Club provides children an opportunity to expand their learning, develop meaningful relationships with their teachers, and build community with their peers. The program also offers healthy snacks, homework help, outside play, and plenty of downtime to unwind and have fun. Kids Club Cleveland is licensed by California Community Care Licensing and all staff are CPR and 1<sup>st</sup> Aid trained.

**Jewish Educational and Cultural Experiences** are part of our enriching program for children.

**Enrichment Classes** are 45 minute classes during the daily program. Sign-ups for these ten week classes happen three times per school year during Fall, Winter, and Spring sessions. Classes may include arts and crafts, cooking, sports and games, homework club, drama, dance, gardening, and more. Extra costs may be associated depending on which enrichment you choose. Taught by our afterschool teachers, children have the opportunity to learn new skills, work in mixed age groups and showcase what they've learned at our Enrichment Fairs.

## **REGULAR SCHEDULE FOR KIDS CLUB:**

2:45 PM - 3:15 PM	Children arrive and are signed in, hang up backpacks, and go to first snack. After first snack students divide into assigned Enrichments.
3:15 PM - 4 PM	1 <sup>st</sup> Enrichment
4 PM - 4:15 PM	2 <sup>nd</sup> Snack and then Enrichment classes are called
4:15 PM - 5 PM	2 <sup>nd</sup> Enrichment
5 PM – 6 PM	Free Play and Parent Pick up- Program ends at 6 PM

## **KIDS CLUB VALUES**

The atmosphere of Kids Club Afterschool encourages children entering Kindergarten to 5<sup>th</sup> grade to make new discoveries and learn about the world around them in a safe environment. Exploring nature, making friendships, fostering the arts, sports, and social growth are activities and skills that we emphasize during our program.

Built from a foundation of child development concepts like social, emotional, cognitive and physical development, we are devoted to cultivating a program that encourages healthy experiences and growth.

Afterschool is fun and we encourage the many special friendships that are created and nurtured through a child's experience. We endeavor to create a community that is cooperative, supportive, and positive.

## **PROGRAM GOALS AND OUTCOMES**

### **HELP CHILDREN MAKE STRONG, LASTING CONNECTIONS WITH OTHER CHILDREN AND WITH CARING ADULTS BY:**

- Treating children and other staff members with respect and caring
- Devoting substantial time to creating a group with meaningful relationships to each other
- Creating activities that allow children to get to know each other and encourage them to meet new people.

### **GIVE CHILDREN THE OPPORTUNITY TO PRACTICE LIFE SKILLS LIKE COOPERATION, TEAMWORK, LISTENING, AND DECISION MAKING BY:**

- Creating situations where children must make choices, work as a group, and practice their listening skills
- Positively reinforcing demonstrations of these skills
- Explicitly teaching these life-skills as part of every activity: we're not just teaching individual skills, we're teaching teamwork.

### **ENCOURAGE CHILDREN TO SET GOALS FOR THEMSELVES, TRY CHALLENGING ACTIVITIES, AND SUCCEED AT THEM BY:**

- Asking children to set individual goals at the beginning of each Enrichment session
- Meeting each child where they are, while still challenging them a little bit farther
- Always challenging ourselves to create new activities and new approaches to old activities
- Setting children up for success by choosing activities that are age-appropriate, explaining them well, and teaching the steps needed for success

### **HELP CHILDREN BEGIN THE LIFELONG PROCESS OF CREATING A CULTURAL IDENTITY FOR THEMSELVES, WITH A LIGHT FOCUS ON JEWISH IDENTITY BY:**

- Honestly exploring our own relationship to our cultural identity and sharing what we learn with the children
- Discussing the importance of learning about history and keeping your culture alive
- Introducing children to Jewish culture and practice through a few events, food, and art throughout the year

- Focusing our thematic programming on inclusivity and celebrations of diversity

**ENCOURAGE CHILDREN TO EXPRESS THEIR CREATIVITY AND REWARD THEM FOR IT BY:**

- Creating opportunities for children to work creatively, whether in an art project, solving a puzzle, or cleaning up lunch
- Rewarding creativity
- Modeling creativity

**INTRODUCE CHILDREN TO THE OUTDOORS AND TEACH THEM TO RESPECT THE ENVIRONMENT BY:**

- Modeling care for the environment in our Afterschool practices
- Teaching children to respect our immediate environment by cleaning up after themselves, taking care of supplies, etc
- Teaching children about the wonders of the natural world
- Spending time outdoors

**JEWISH COMMUNITY CENTER OF THE EAST BAY**  
**DEPARTMENT OF YOUTH AND FAMILY PROGRAMS**  
**KIDS CLUB AFTERSCHOOL**  
**GENERAL POLICIES AND PROCEDURES**

**Admissions**

The JCC East Bay creates healthy communities inspired by Jewish values, culture, and tradition. JCC Afterschool programs, provide safe and healthy environments for young people to grow and explore, through programming that encourages creativity and self-expression. The program does not discriminate in the admissions or hiring process on the basis of sex, religion, creed, political affiliation, nationality, race, color, ethnicity, or sexual orientation.

Our program is designed for school-age children from Kindergarten through 5th grade.

Registration to Kids Club Afterschool entails a commitment for the entire school year. A deposit of \$100 (refundable only with completion of the school year contract) and a registration fee of \$50 are required with your application. Admission is based on space availability. Previous registrants will be offered a space in the coming school year during Priority Registration. Priority is given to siblings of current registrants. After all other spaces are filled, the waiting list will be pulled from on a lottery basis.

**There are several important forms that must be filled out prior to the beginning of enrollment.** These forms are available on our online registration system, Ultra Camp. Please remember the following:

- Each child needs his/her own form (even if the medical information is the same for siblings)
- New forms are needed every year (“on file” forms from previous years CANNOT be reused)

**No child will be able to attend Kids Club Cleveland without these forms in our files.**

**Emergency Procedures**

The Center holds regular scheduled emergency drills with the children in the event that there is a fire, earthquake, or other emergency. There is an Evacuation Plan posted in the Kids Club area for use in any emergency.

**Telephone Calls**

All calls should go to the office cell at 510-388-3455. This is a cell phone that can also receive texts. If your child will be absent or late, **PLEASE CALL BEFORE 2 PM.**

**Attendance**

To insure the children's safety, Kids Club must have all absences reported by phone 510-388-3455 or email by 2 PM. You must sign out your child by printing your first initial and last name, signing your full legal signature, and noting the accurate pick up time every time you pick themr up.

**If your child is going to be absent, you must call or email at (510) 388-3455 or [crystalc@jcceastbay.org](mailto:crystalc@jcceastbay.org) by 2 PM.** Failure to notify the office of absence three or more times may jeopardize your child’s enrollment.

**Communication**

All attendance communication should be done by phone at (510) 388-3455, or email at

crystalc@jceastbay.org. Schedule, behavioral, and program questions can be directed to the program Director Crystal Carrillo at crystalc@jceastbay.org, or Assistant Director Soniaa Vasquez at soniav@jceastbay.org. Billing and financial questions should be directed to Gerlee Urjin at gerleeu@jceastbay.org. Important updates, including the Enrichment Packet for sign ups, our newsletter- Kids Club Weekly Buzz and event postings, will be made by email. Please contact Crystal or Sonia if you have not received any emails.

### **Fees**

1. Application for the program includes a \$50 registration fee. Additionally, a deposit of \$100 is required with your enrollment.
2. Enrollment in Kids Club is based on the academic year and you are obligated for the full academic year.
3. Tuition is based on blocks of time. Time blocks are determined by your pick up time.
4. Your annual tuition payment can be broken into 10 monthly payments. Each payment is due by the 5<sup>th</sup> of the month (August 5<sup>th</sup> through May 5<sup>th</sup>) and failure to present payment by the 15<sup>th</sup> will result in an added \$25 late fee. If you need to change your payment information or make a payment you will be able to do so by logging in to your ultracamp account
5. Please note: All ongoing fees for drop-ins, schedule changes, late fees and full days must be paid at the time of request. Failure to pay special fees at the time of request will result in forfeiture of those programs for your child.
6. See section below for drop-in and full-day fees.

### **Schedule Changes**

1. Once your Enrollment Agreement is signed, notice of termination or a change in schedule must be submitted on the **Schedule Change Form**.
2. **Reducing Days:** We require a minimum of 15 days' notice to reduce your schedule. Tuition will be adjusted and pro-rated as appropriate when such changes are made. If you reduce your schedule today, you will be billed for the old schedule for the next 15 days and your bill gets adjusted for 15 days. For example, if today is the first of the month and you notify us that you wish to change your schedule now, the bill for this month will be adjusted as of the 15<sup>th</sup>. If you have prepaid at the beginning of the year, you will not receive a refund for reducing your schedule.
3. **Increasing Days:** Increasing your schedule can take place as soon as approved by the Director. Tuition will be adjusted and pro-rated as appropriate when such changes are made. If you have prepaid and you wish to increase your time at the afterschool, you will receive additional monthly invoices for the difference in service.
4. **Early Withdrawal/ Dropping Out of the Program:** A schedule change form with indicated withdrawal must be submitted to the Director of Afterschool at least thirty (30) days in advance of withdrawal. After giving thirty days' notice, you will be charged the remaining tuition on a pro-rated basis. If you have prepaid for all or part of the year, there is no refund for early withdrawal. The deposit will be forfeited for any withdrawal before the end of the school year. There are no exceptions to this policy.
5. There is a \$25 administrative charge for any schedule change

### **Drop-Ins**

1. Drop-ins are on a space available basis and advance reservations are advised.
2. Payments for drop-ins are due on the day the request is made. A flat rate of \$30 is charged for a drop-in day your child is not already registered.

3. If you have requested drop in care you are responsible for the time you have signed up for whether you use it or not. **THERE ARE NO REFUNDS FOR DROP-IN CARE.**
4. Parents with the 4 PM or 5PM pick up time have a 15 minute courtesy window. After 4:15 PM or 5:15 PM parents will be charged a \$15 drop-in fee which covers care until 5 PM or 6 PM.

### **Homework**

Children are encouraged to do homework while they are at Kids Club Afterschool. A designated room and time will be set aside each day (except Friday) for homework. We endorse peer teaching, have materials available to assist with special projects, and our teachers are always here to help. We do not make it mandatory for children to do homework. If you would like your child to do homework you can inform us and we will make sure your child attends homework time. We are not responsible for the accuracy or completion of your child's homework. We cannot provide one on one tutoring as teachers must be available to help all students in the class with homework. We are not responsible for lost or left behind homework.

### **Art Projects**

Children frequently do art projects at Kids Club Afterschool. Please take home your child's art projects. At the end of each week, unclaimed projects will be discarded.

### **Clothing and Supplies**

1. All children should have a backpack.
2. **All clothing should be labeled with your child's name.** This includes hats.
3. Extra clothing should be kept in backpacks for all Kindergarteners. Please put clothing in a Ziplock bag and **make sure your child's name is on all clothing.**
4. Check Lost and Found regularly.
5. Children should not exchange hats or other clothing.

### **Toys**

1. Children are encouraged to leave all toys at home.
2. We are not responsible for any toys that are brought here from home.
3. **SELLING, BARTERING, OR TRADING TOYS** is prohibited.
4. Weapons or toys that shoot any type of projectiles are not allowed. Any toy that is considered inappropriate by the staff will be put away.
7. No cell phones, ipods, videogames, or headphones are allowed.
8. If your child brings home anything that is not hers or his, please check with the staff to see if it belongs to someone else.

### **Food Guidelines**

1. Label all lunch boxes.
2. Children are allowed to bring snacks from home or finish their lunch during snacktimes.
3. We provide healthful and tasty snacks every afternoon.
4. Candy and gum are not allowed.
5. Children must bring a water bottle from home.

### **Problem Solving**

If there are any problems, we really do want to know about them in order to resolve them. Problems relating to your child's experience at Kids Club should be directed to the After School Director.

## **Kids Club Rules for Behavior**

### **Our Afterschool Rules**

1. Treat each other with respect: use respectful language and tone of voice at all times. No teasing or foul language.
2. Respect each other's bodies: no hitting, pushing, or kicking. Find a positive way to resolve conflicts.
3. Respect each other's property. Do not take other child's things or damage other child's things.
4. Respect our environment. Work with your group to keep your areas clean. Help the Afterschool to "tread lightly" by recycling, reusing, and respecting nature.
5. Listen to Kids Club Staff at all times. Follow directions and stay with your group.

### **Additional Standards of Behavior**

Kids Club is a place where all children can feel safe, nurtured and accepted. In order to facilitate a healthy and positive environment for all, the following behavioral standards have been set:

1. Ridiculing and teasing are not allowed. Children are reminded about this policy in a gentle but firm manner. It is explained that the above behavior makes all of us feel bad, and often times results in aggressive physical acting out.
2. Physically violent and aggressive behavior is not allowed. A child may be sent home immediately if they are involved in a physical altercation.
3. Aggressive and vulgar language is not allowed. A School site is NEVER an appropriate space for bad language.
4. Graffiti and other actions that damage the premises will be dealt with by charging parents for the damage.
5. The Kids Club staff are here to create a positive environment for all involved. A child who compromises the effectiveness of the staff (e.g., non-cooperation, not listening, being in an unsupervised location) will be dealt with in a gentle but firm manner.
6. Any type of toy or garment that depicts or is a representation of acts of war and violence, drugs or alcohol is not allowed at Kids Club Afterschool Program. It is also recommended that personal toys not be brought to Afterschool. Lost or damaged items are not the responsibility of Kids Club.
7. Weapons, pets, alcohol, and illegal substances are not allowed at Cleveland Elementary.
8. The JCC believes that a positive and constructive working relationship between the Kids Club Cleveland, its participants and their families is essential. Accordingly, we reserve the right to, at any time, terminate the enrollment of your child, or to decline to offer re-enrollment to your child, if, in our sole discretion, the child is deemed not an appropriate fit for the program, or we decide that your actions or inactions or those of any other adult affiliated with the child and/or the child(s) family, prevent a positive working relationship or interfere with the program. Unless otherwise agreed by the JCC, if your child's enrollment is terminated by the JCC the deposit will be forfeited. If you are paying by monthly installment, no refund will be provided. If you are paying by the single payment method, the JCC will refund to you your prepaid tuition, after deducting the amount you would have paid had you been paying by monthly installments.

### **Language**

Our goal is to encourage positive social skills and friendship building. The use of inappropriate language (teasing, put-downs, name-calling, swearing) is not acceptable. If the inappropriate language

continues, the same procedures for behavioral discipline apply.

### **Misconduct and Discipline**

Discipline is not a punishment; it establishes a positive structure within which the child can grow without hurting him or herself, others or damaging property. We believe that children learn acceptable behaviors by modeling those around them (the other children and staff when they are at Kids Club, and their parents and others at home). We have established basic rules at Kids Club which will help your child enjoy a security that will enhance his or her development. The staff follows the rules and will help your child to understand them and follow them. We will not allow behavior to continue if it appears that your child will hurt themselves or someone else or that property will be damaged. Our teachers implement this policy with the constructive techniques that we have established below:

1. When behavioral problems arise, we stop the misconduct immediately.
2. We talk to the child or children involved and give them a clear message as to why their particular behavior is not acceptable as well as tell them the consequences of further misconduct (for example, sitting out from an activity).
3. We try to redirect their energy into something more productive.
4. Should misconduct persist, consequences (such as sending them to another activity or to the Director's Office) are consistently enforced. Parents will be notified.
5. If a child seems to be misbehaving consistently, or if we feel that they have misbehaved in a way worthy of parental attention, we will arrange a parent conference to see how we can all work together to improve the situation. At this point, a "behavior contract" will be created with the child to outline the steps to follow and will be signed by the child, the parent and the Director.
6. If the child's conduct continues to present a problem, we will call the parents and have them take the child for the afternoon, or arrange for the child to spend the next day at home.
7. If unacceptable behavior continues, the child will be suspended for two days.
8. If the unacceptable behavior continues, the child will be asked to leave the program.
9. **In the event of severe physical aggression, we will immediately call the parents, and arrange for a conference in which we will list subsequent consequences.**

### **Disciplinary Restrictions**

Along with the techniques above on what to do when faced with children's behavioral problems, below are also techniques on what **not** to do concerning the same:

1. The staff is prohibited from using any corporal punishment, which is defined as the use of negative physical touching. Some examples are spanking, slapping, tapping, pulling ears, arms or hair, pinching, lifting by one arm against the child's will if for a punitive reason. This list is not all-inclusive. Any infraction of this requirement will result in the immediate termination of the staff member using the punishment.
2. Staff are also required not to use any child handling technique which results in unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other action of a punitive nature, including but not limited to: interference with the daily living functions, including eating, sleeping or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning.

## **Health Policy**

The JCCEB reserves the right to refuse participation to any participant deemed by executive staff to be at elevated medical or emotional behavioral risk. The JCCEB also reserves the right to request clearance from a licensed medical or mental health professional at any time prior to or during the school year to allow participation. **Contagious diseases must be reported by the parent as soon as the illness has been diagnosed so that other parents may be notified of the possible exposure.**

### **Attendance restrictions**

A child with the following symptoms may not attend Kids Club:

1. Conjunctivitis (pink eye).
2. Fever in excess of 100.0 degrees (must be fever free for 24 hours).
3. Excessive sneezing or coughing.
4. First three days of a cold.
5. Unidentified rash.
6. Ear infection not seen by a physician.
7. Vomiting or diarrhea.

It is helpful to us in understanding and caring for your child if you keep us informed of factors of significance at home, such as the birth of a baby, prolonged illness in the family, a parent being away, death closely affecting the child, moving, etc., and of course, good things, too!

### **Lice Policy**

Kids Club follows the California Department of Public Health (CDPH) Lice Policy. CDPH recommends a “No Lice” Policy. The essential components of a no-lice policy are the following:

1. Early detection of head lice infestations through routine screening by parents
2. Treatment of children found to have live lice
3. Distribution of educational material to school staff and parents on head lice, nit combing, and treatment such as “A Parent’s Guide to Head Lice” brochure at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/HeadLice.aspx>

### **Medicine**

When your child needs to take medicine at the center, the following guidelines must be strictly observed. These guidelines were developed to insure the safety of all children in our program.

1. You must fill out a Parent Consent Form for dispensing medication.
2. **No medication (prescription or non-prescription) will be dispensed to any child unless:**
  - a) **It has been prescribed by a doctor**
  - b) **It is in its original bottle**
  - c) **The bottle has the prescription number and expiration date, and**
  - d) **We have an IMS licensing plan created. This Plan must have a note from a doctor indicating that the Parent was educated in medication administration and that parent has trained staff members on medication administration.**
3. Children may not carry or take any medication, vitamins, or aspirin. Only the director or your child's teacher may give your child any medication.
4. Parents must provide measuring spoon with liquid medicine.

5. Please inform us if your child is on medication and/or carrying medication with them for their own safety as well as the safety of the other children.
6. Children with asthma may want to keep an inhaler on site, which must be given to a Director to keep in the staff offices (prescription must accompany inhaler).

### **Allergies**

Please advise the program Director in writing of any dietary or non-dietary allergies that your child may have. We also need to know when a child is receiving allergy medication.

### **Medications at Home**

Please alert the program supervisor when your child is taking medication (from cough syrup to antibiotics) either at home or during school hours.

### **Emergency Treatment**

The staff will care for minor injuries or health conditions in accordance with the Health and Safety Policies that are included in this booklet. Should there be an emergency, parents and other persons listed on the child's Emergency form will be called. Your specific instructions will be followed. If none of these people can be reached, we will call the physician you have listed. If necessary, we will take the child to the nearest hospital or to one listed on the emergency forms. **Please notify the Kids Club Director of any changes and update emergency information and phone numbers**