

Jewish Community Center of the East Bay Afterschool Program

Joaquin Miller Parent Handbook 2019-2020

5525 Ascot Drive, Oakland, CA
(510) 482-7278

Director: Andrea Gorham
andreag@jceastbay.org

Assistant Director: Dane Fox-McGraw
danef@jceastbay.org

Assistant Director: Leo Diaz
Leod@jceastbay.org

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Welcome to Joaquin Miller Afterschool

Kindergarten - 5th Grade
Monday - Friday 2:00 PM - 6:00 PM
Wednesday 12:30 PM - 6:00 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.

Our afterschool program is an extension of the formal school; it serves to complement and enhance learning in the classroom through progressive educational, artistic, physical and social experiences in an environment that fosters growth, inclusivity and community. Our small student to teacher ratio (14:1), provides children with the opportunity to expand their learning, develop life changing relationships with their teachers and build a community with their peers. Included in our programming are daily healthy snacks, homework help, outside play and enriching chugims that focus on all areas of study.

Enrichment

Enrichment classes are an hour to one hour forty-five minute classes held during daily programming. There are three semesters of enrichment; Fall, Winter and Spring, Registration for each semester will be opened one month before the start of the semester. Classes may include arts and crafts, cooking, sports and games, theater, dance and more. Classes are taught by our after-school teachers or education vendors who provide their services at our facility. Teacher run classes are free. Vendor run classes cost an additional tuition. All classes require UltraCamp registration.

Daily Program Schedule

2:30PM-3:00PM Students are picked up from their classrooms and are signed in, backpacks are hung up, first snack is served and free play.

3:15PM-3:45PM Enrichment classes and activities begin

- 4:00PM-5:00PM** Second snack is served
- 5:00PM-6:00PM** Free Play, KC Activities. Program ends at 6:00PM

Goals and Objectives

Afterschool Values

The atmosphere of afterschool encourages children in kindergarten through 5th grade to make new discoveries and learn about the world around them in a safe environment. Exploring nature, friendship building, arts, sports and social growth are activities that we emphasize during our program.

We are devoted to cultivating a program that encourages healthy experiences and growth, based on a foundation of child development concepts that emphasize social, emotional, cognitive, and physical development.

Afterschool is a time for 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

- 1. Help children make strong, lasting connections with other children and with caring adults by:**
 - Treating children and other staff members with respect and care.
 - 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.
- 2. 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 demonstration of these skills.
 - Explicitly teaching these life skills as part of every activity.
 - We're not just teaching individual skills, we're teaching teamwork.

- 3. 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 semester.
 - Meeting each child where they are, while still challenging them to go a little bit further.
 - 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.
- 4. Help children begin the lifelong process of creating a cultural identity for themselves by:**
 - Honestly exploring our own relationship to our cultural identity and sharing what we learn.
 - Discussing the importance of learning about history and keeping your culture alive.
- 5. Encourage children to express their creativity and reward them for it by:**
 - Creating opportunities for children to work creatively, whether participating in an art project, solving a puzzle, or cleaning up lunch.
 - Rewarding creativity.
 - Modeling creativity.
- 6. Introduce children to the outdoors and teach them to respect the environment by:**
 - Modeling care for the environment in our program 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.

General Policies and Procedures

Emergency Procedures

Joaquin Miller Evacuation Plan

1. 2nd Assistant Director: Grab emergency backpack and sign in/out binders
2. Teachers: Get students out of classrooms, walk students out of the building in a single file line to green fence, close the door behind you, have students sit down quietly in single file line and take roll call once at green fence.

3. 2nd Assistant Director and Lead Teacher will meet staff and students on black top near green fence.
4. Director & 1st Assistant Director will sweep the building
5. 2nd Assistant Director and Lead Teacher will begin taking roll call, class by class, at green fence once all students are sitting quietly.
6. 2nd Assistant Director responsible for making calls to emergency numbers if applicable.
7. Students will sit in grade lines until we are given the all clear.

Absence Policy

If your child will be absent, please inform the office by phone or email before noon on the day of the absence. The office phone number is (510) 482-7278.

Drop-Ins

If you need care for your child on a day other than the days scheduled, you can request a drop-in. Please let us know by 12PM on the day of by phone call or email.

Late Pick-Ups

Aftercare closes at 6:00 PM Monday-Friday, and all child care ends at this time. Failure to pick up your child before 6:00 PM will result in a charge of \$2 for each minute from 6:00 PM to 6:15 PM, and a charge of \$5 for every minute thereafter.

Schedule Changes

If at any point during the year you would like to change your child's schedule, you can request a schedule change form. We need two weeks' notice for any schedule change request. If your family needs to leave the program, we need 30 days' notice. Schedule changes incur a \$25 charge.

Early Withdrawal

If you wish to withdraw your child from the Kids Club Joaquin Miller program, then a Schedule Change Form must be submitted to the Director of Kids Club Joaquin Miller. The deposit will be forfeited for any withdrawal before the end of the school year. In addition, if you are paying by monthly installment, you will be responsible to pay, and agree to pay, the next scheduled monthly installment payment after the date the withdrawal notice is received. (If we receive notice of withdrawal in writing on or before the 15th of the month, you will be responsible for the installment payment due on the 15th of the current. However, if we receive notice after the 15th, you will be responsible for the installment payment due on the 15th of the following month.) Your child may attend the program until the end of the month following the month in which your last payment is received. If you have prepaid for the year, it will not be refunded (see agreement form). There are no exceptions to this policy.

Authorized Pick-Ups

In your enrollment agreement, you listed all people authorized to pick up your child. If you need to add a pick-up, please call us at (510) 482-7278.

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. Please put clothing in a plastic zipper bag and make sure your child's name is on all clothing.
4. Please check the Lost and Found regularly, located at the end of the breeze way near the parking lot.
5. Children should not exchange hats or other clothing.

Toys/Special Objects

1. All school rules apply during aftercare.
2. No toys.
3. We are not responsible for any toys brought to school from home.
4. Selling, Bartering, or Trading Toys is prohibited.
5. Weapons, or toys that shoot any type of projectiles are not allowed. Any toy considered inappropriate by staff will be taken away.
6. No cell phones, iPods, iPads, videogames, or headphones are allowed.
7. If your child brings home anything that is not theirs, please check with staff to see if it belongs to someone else.

Food Guidelines

1. Label all lunch/snack boxes.
2. Children are allowed to bring personal snacks from home or finish their lunch from school during snack time.
3. No sharing food.
4. We provide healthy and tasty snacks every afternoon. Please see posted menu.
5. Candy and gum are not allowed.

Problem Solving

If there are any problems, we want to know about them in order to resolve any issues. Problems relating to your child's experience at Joaquin Miller Kids Club should be directed to Program Director, Andrea Gorham.

Behavioral Policies

Our Afterschool Expectations

1. School Rules and Policies carry over into after school. To review school rules and policies please read the Joaquin Miller Elementary School Parents Guide. For a downloadable copy click link <https://www.ousd.org/domain/5748>.
2. Treat each other with respect: use respectful language and tone of voice at all times. No teasing or inappropriate language.
3. Respect each other's bodies: no hitting, pushing or kicking. Find a positive way to resolve conflicts.
4. Respect each other's property. Do not take another student's things or damage another student's things.
5. Respect our environment. Work with your group to keep your areas clean. Help our afterschool program "tread lightly" by recycling, reusing and respecting nature.
6. Listen to all staff at all times.
7. Have fun and Be safe.

Additional Standards of Behavior

Afterschool 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 us all feel bad, and often 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 and could be suspended from programming.
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. Our Afterschool staff are here to create a positive environment for everyone. A child who compromises the effectiveness of the staff (e.g. by 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 Afterschool.
7. Absolutely no weapons, alcohol or illegal substances are permitted on campus.
8. If students are found in the hallways, little yard, hiding behind buildings, classrooms or storage facilities a warning will be issued. If behavior continues parents will be notified and behavioral contract will be set in place. Failure to

abide by contract will result in suspension from program and/or removal from program.

9. The JCC believes that a positive and constructive working relationship between the staff of afterschool, its participants, and their families is essential. Accordingly, we reserve the right, at any time, to terminate the enrollment of your child or to decline to offer re-enrollment to your child, if, at 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.

Misconduct and Discipline

Discipline is not a punishment; it establishes a positive structure within which a child can grow without hurting themselves, 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 afterschool, and their grownups at home). We have established basic rules at Afterschool at Joaquin Miller that will help your child enjoy a security that will enhance their 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, someone else or that property will be damaged. Our teachers implement this policy with the constructive techniques that 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, and we tell them the consequences of further misconduct (for example, sitting out from an activity for a set time period).
3. We try to redirect their energy into something more productive.
4. Should misconduct persist, consequences (such as sending the child to another activity or to the Director's office) are consistently enforced. Students will be asked to fill out a Character Counts Survey and reflect on their behavior and choices. Parents will be notified.
5. If a child seems to be misbehaving consistently, or if we feel that the child has 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 the unacceptable behavior continues, the child will be suspended for an appropriate amount of time.
8. If the unacceptable behavior continues after the implementation of a behavior contract and suspension from the program, 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

When faced with children's behavioral problems, Afterschool staff will not do the following:

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, or lifting by one arms 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 that results in unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other action of 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 POLICIES

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 ailment 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 afterschool:

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 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

Afterschool 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, <http://www.cdph.ca.gov/Programs/CID/DCDC/Pages?HeadLice.aspx>

Medicine

When your child needs to take medicine at afterschool, 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 is in its original bottle**
 - b. **The bottle has the prescription number and expiration date, and**
 - c. **We have an Incidental Medical Services (IMS) plan. This plan must include a note from a doctor indicating that the parent was educated in medication administration and the 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 a 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 director 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, grownups 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 afterschool director of any changes and update emergency information and phone numbers as necessary.