



**After School
and JCAtion Day
Parent Orientation
Handbook
2018-2019**

**JCA Jacksonville
8505 San Jose Blvd
Jacksonville, FL 32217**

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WELCOME

Thank you for choosing the Jewish Community Alliance (JCA) and welcome to the Youth Services Department! We encourage our families to review the information in this orientation packet regarding policies and procedures. Please call our office if you have any questions or concerns.

We, at the JCA, serve as facilitators of each child's development. We are motivated to assist the children with developing their own skills and abilities. Our program is designed to enrich each child's home and school experience in a safe, secure and nurturing environment during these formative years. Our priorities are the safety and well-being of your child!

COMMUNICATION

We maintain a strong belief in the value of positive and open communication. You will receive via email a monthly newsletter containing important dates and information pertaining to our programs. If you do not receive an electronic newsletter, please call the office. We may need to correct or update your e-mail address.

If you need to reach a staff person immediately at any time regarding your child in our care, please follow these guidelines:

1. Call 730-2100 and enter a Youth Services Department extension:
 - Amanda Collins, Youth Services Director 245
 - Dave Flagler, Jewish and Family Outreach Director 271
 - Jessica Adamic, Youth Programs Coordinator.....249
2. If no one answers, press "0" for the receptionist.
3. Tell the receptionist you were not able to get through and need to speak to someone in the Youth Services Department.
4. Ask the receptionist to use the walkie-talkie to page a Youth Services representative on channel six.
5. For all other communication, please leave a voicemail.

GOALS

1. To provide a safe, structured, and nurturing environment that encourages responsible behavior, respect for others, and a positive outlook.
2. To continuously attend to the needs of each child helping them feel safe, happy, and comfortable throughout the day.

3. To provide quality after school enrichment activities which encourage children to think, reason, question, and experiment in both large and small group settings with mixed-age and same-age grouping.
4. To develop in each child independence, confidence, and a feeling of self-worth as an individual, and as a member of a group.
5. To develop in each child social responsibility through role playing, reading, discussions, interactions, and group projects.
6. To help children achieve self-control and understanding of consequences to their actions through guidance and positive reinforcement.
7. To connect children and families to prevalent Jewish cultural activities and traditions promoting positive universal values. To promote character building and positive interactions with our world based on Jewish values.

POLICIES AND GUIDELINES

To ensure the safety of your child and to help us maintain consistency and organization, please adhere to the following policies and guidelines.

ACCIDENT PROCEDURES

In case of an accident, we will first try to notify the parents/guardians, emergency contacts, and then the child's physician. If it is impossible to reach any of the above, we will transport according to the emergency form listings if necessary. Extreme emergencies may dictate other procedures deemed in the child's best interests. Whenever a child is injured, regardless of the severity of the injury, a parent or guardian will be required to sign an accident form.

ALLERGIES, ILLNESSES, SPECIAL NEEDS

Information relating to allergies, illnesses, and special needs must be communicated to the Youth Services Director. We are happy to work with you to ensure your child is safe in our care. If it is a life-threatening allergy, please provide all details and emergency procedures to follow. All medications must be turned into the Youth Services office.

MEDICATIONS

Medication cannot be administered without a medication form. Forms are in the YS office. Medication must be in its original container with the child's name on the prescription label. We are not authorized to give over the counter medications such as Tylenol, etc. or other topical solutions.

SICK POLICY

1. Parents or designated caretakers of children who exhibit any of the following symptoms will be called to the JCA to pick up their children within a one-hour time period:
 - Fever of 100.4 degrees and above
 - Diarrhea
 - Vomiting
 - Lice or nits still in hair
 - Conjunctivitis (Pink Eye)
 - Other communicable ailments
2. Children who display any of the above-mentioned symptoms should stay at home.
3. Please alert the office when your child develops a communicable health problem (chicken pox, lice, etc.) so we can notify the other families.
4. Children sent home with a fever will not be allowed back into the program for **at least 24 hours** after being discharged. A note will be made of dismissal time.
5. These policies exist for the benefit of the children and take the cooperation of all parents in the program in order to be effective.

BABYSITTING

The JCA Code of Conduct precludes staff members from being alone off campus with children they meet in JCA programs. This includes babysitting, sleepovers and inviting your child to their home. Any exceptions require a written explanation before the fact and are subject to administrative approval.

BEHAVIOR

All children are expected to behave in a manner that is acceptable to our standards. If a child behaves in an unacceptable manner, the child is redirected, shadowed, or removed from the activity for a brief period. Positive guidance and positive reinforcement are used as much as possible when the child is behaving in an acceptable manner. Unacceptable behavior is defined as that which is disruptive to the group as a whole during structured activity time, behavior which may be harmful, or behavior compromising the safety of the group or individuals. Physically or verbally hurting other children and/or staff members is unacceptable. In the event that a child continues to be disruptive, harm others, or put themselves at risk, the JCA reserves the right to dismiss that child from the program. Parents will

be notified of such behaviors as they occur so we can work cooperatively on strategies and solutions.

DROP-OFF AND PICK-UP PROCEDURES

All students must be picked up *and* signed out from the Youth Services area. All participants must be signed out by a parent, legal guardian or someone who is on the authorized pick-up list. Any additions to the pick-up list must be authorized by the parent/guardian in writing.

The After School Program will be open between the hours of 2:30 p.m. until 6:00 p.m. daily. Please be considerate about the 6:00 pm pick-up time! We understand there can be unforeseen circumstances, but late pick up charges will be applied as follows:

Within one month:	
• 1 st and 2 nd time:	• \$1.00 per minute
• 3 rd time and beyond	• \$2.00 per minute

ABSENCES

Please contact the Youth Services team by 12:00 pm at 730-2100 ext. 245, 249, or 271 if your child will be absent from our program. This is extremely important as we meet buses and pick up children at various schools each day.

You may also contact us using the email addresses below:

1. Youth Services Director.....Amanda.Collins@JCAJax.org
2. Jewish and Family Outreach Director.....Dave.Flager@JCAJax.org
3. Youth Programs Coordinator.....Jessica.Adamic@JCAJax.org

FINANCIAL POLICIES

All families are expected to comply with financial policies set forth on the financial contracts. For your convenience, the JCA does accept payment by Visa, MasterCard, Discover and American Express.

FINANCIAL ASSISTANCE

Scholarship applications are available through the Registrar’s office. Distribution of scholarship money is based on financial need as well as availability of funds. All applications for financial aid are confidential and should be filled out completely with attached supporting documentation and handed in to the Assistant Executive Director of the JCA preceding the school year.

PERSONAL BELONGINGS

We do not recommend that students bring personal belongings to the After School Program. This includes: Pokeman cards, cell phones, iPads, handheld gaming devices, expensive watches/jewelry, etc. The JCA cannot be held responsible for any personal belongings that are lost, stolen, or vandalized. If such items are presented, students may be asked to turn them into the Youth Services office until a parent comes to pick up.

TRANSPORTATION

Transportation safety and the safe process of bringing all children back to the JCA is of our highest concern. To safely, effectively, and efficiently do this, we appreciate everyone's cooperation.

1. Please notify us if your child will not be attending. We will not leave any school unless we have accounted for every child. It is important that you communicate this so we can reach each school in a timely manner.
2. All children being picked up are expected to report straight to the JCA vehicle as soon as they are dismissed.
3. On the vehicle, there is no eating, drinking, or otherwise unsafe or distracting behaviors allowed. This will be determined at the discretion of the JCA staff. Destruction or defacement of any part of the JCA bus is prohibited and may result in charges to parents.
4. In the event that a child has not reported to the bus in a timely manner the JCA reserves the right to leave to avoid delays. Parents will be asked to pick their child up from school.

EARLY RELEASE DAYS

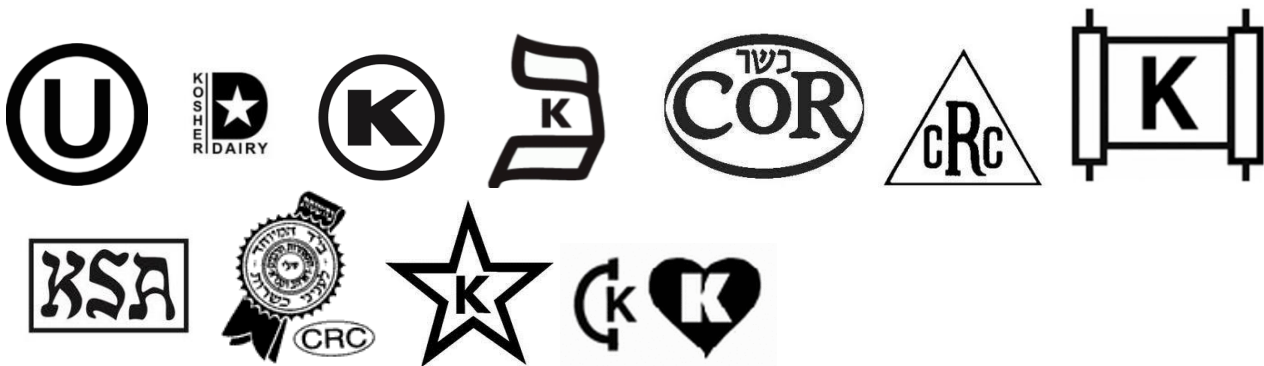
The After School Program follows the Duval County Schools Early Release Schedule. Schools release generally 75 minutes before dismissal time. Due to the abridged schedule, routes and arrival times to the JCA may vary. Pickup on these days is included in your After School tuition and all regular transportation procedures apply.

DIETARY POLICIES

The following dietary guidelines are observed in the Youth Services Department. Please ask for help in the Youth Services office if you have any questions.

Any food provided by the Youth Services Department for our programming will follow these guidelines. Any food handled in our kitchens must follow these guidelines. Please observe these guidelines when sending lunches with your children.

1. Meat products of pork origin are not permitted.
2. Shellfish is not permitted.
3. Meat and milk products may not be served together for the same meal.
4. All food that is served to others for birthday parties or special events must be kosher. Suggested places to buy kosher goods are the Publix and Winn Dixie on San Jose Blvd, BJ's, and Walmart in Mandarin. *Please verify kosher standards are still followed by these places before shopping.
5. Lunch items and snacks sent from home are to be packed in closed containers or bags.
6. All food sent in with your child must be labeled (if in a packed pre-package or container) with one of the following symbols. Food prepared and wrapped by you should also have come from packages or containers with these symbols. For assistance, please call our office.



AFTER SCHOOL DAILY SCHEDULE

Participants in the After School Program follow a daily schedule that includes snack, free choice, Power Hour, and homework time. Each day from 4:00-5:00 pm we offer students a choice of activity during Power Hour. Choices range from sports to arts to science and beyond! Power Hour offers a structured, enriching environment for children to learn, grow, and play! New Power Hours are offered every month. Our schedule is subject to change.

SAMPLE SCHEDULE

2:30-3:30	Transportation from schools and arrival to JCA. Free choice activities available.
3:30-4:00	Snack Time. Homework room available until 5:30.
4:00-5:00	Power Hour
5:00-5:30	Power Half Hour
5:30-6:00	Wind down, clean up, and dismissal.

AFTER SCHOOL POWER HOUR

POWER HOUR activities are chosen by your child every day at 4:00pm. They will be asked to stay in that Power Hour for the entire hour once they have made their choice. These classes will be taught by our After School staff as well as specialists from outside the program. We are pleased to include STEM, art, team building and more during this time to enhance your child's time with us at no additional cost to you. However certain enrichment classes may be offered during the year which may require registration and an additional fee.

On Fridays, we will celebrate Shabbat with specially planned events and activities. The Power Hour schedule may vary on Fridays due to Shabbat and other special activities.

HOMEWORK ROOM

The Homework Room is designated to be used for homework only. Our intent is to provide a designated, supervised room in which the children can do their assignments. Private tutoring is available for an additional cost.

1. Parents must inform After School staff if assistance is required to ensure that their child goes to the homework room.
2. A staff person will be available to check in your child, monitor the room and be available to answer questions. If time permits, we will be happy to help any child who needs specific individual help.
3. Students and parents are responsible for keeping track of assignments and relaying information to our staff.
4. Many children find it difficult to stay on task in the homework room after a full day at school. If a child is not being productive and/or is disturbing others, he/she may be asked to leave the room. Parents will be made aware of this occurrence. The Homework Room Counselors are available for assistance only and are not responsible for test preparation, individual tutoring, etc.

ENRICHMENT CLASSES

The JCA offers a wide array of enrichment classes during the year. Classes typically include dance, music, sports, yoga, art, Spanish, Hebrew, swimming, cooking, and much more. These classes take place during the afternoon hours and require an additional fee. Registration begins as soon as the information is distributed via Program Guides or posted online at www.jcajax.org. Typically, the instructor for the enrichment class comes to your child's group, picks them up, and brings them to enrichment classes. If you prefer to bring your child yourself, you must notify the office of your choice as well as the enrichment instructor. Also, if you sign up for an enrichment class less than three business days prior to the start of the class, please call the Youth Services office and let us know in which class you have enrolled your child.

JCACTION DAY IMPORTANT REMINDERS

Separate registration is required for all JCAction Days. JCAction Days are typically offered when local students are not in school and are not included as part of the After School tuition.

JCAction Day hours will be from 7:30 a.m. until 6:00 p.m. daily (option A) and 9:00 a.m. until 4:00 p.m. (option B). *Remember there is a late charge of \$1.00 per minute after 6:00 p.m. More than two late charges per month will result in doubling the late fee to \$2.00 per minute.*

On each JCAction Day, please send your child with the following:

- Lunch and a drink. (Please observe dietary guidelines—see page 8.) A morning and afternoon snack will be provided.
- Backpack with swim suit and towel.
- Closed-toe athletic shoes.

Please do not send your child with any expensive items or electronics. The JCA cannot be responsible for lost, stolen, or damaged items. Please label all personal belongings!

All children must have an emergency form on file. If your child has an allergy or requires medication, there may be a separate form necessary. All emergency information must be updated once per year.

SAMPLE JCATION DAY SCHEDULE

7:30-9:30	Arrival, Quiet Games, Introductions
9:30-10:00	Morning Snack
10:00-12:00	Choice between sports and arts.
12:00-1:00	Lunch
1:00-2:00	Swim.
2:00-3:00	Choice between sports and arts.
3:00-4:00	Afternoon Snack & Group Games.
4:00-5:00	Power Hour
5:30-6:00	Wind down, clean up, and dismissal.

YOUTH SERVICES DEPARTMENT CLOSINGS

The Youth Services Department will be closed on the following dates:

New Year's Day

Tuesday January 1, 2019

Memorial Day

Monday May 27, 2019

Labor Day

Monday September 3, 2018

Thanksgiving Day

Thursday November 22, 2018

Day after Thanksgiving

Friday November 23, 2018

Christmas Day

Tuesday December 25, 2018


YOUTH SERVICES DEPARTMENT
BEHAVIOR POLICY

It is a requirement of the Florida Department of Children and Families that each child care center inform parents about its discipline procedures. The Youth Services Department staff will use positive approaches in helping children prevent social conflicts. This is accomplished through structure and redirection. In addition, the Youth Services Department staff will establish clear limits and rules that are developmentally appropriate.

Children will be informed of our expectations for behavior so they can use this information in making choices concerning their actions. The JCA will not tolerate individuals who are physically or verbally abusive to others, including children and staff. The JCA will also not tolerate any behavior that jeopardizes the safety of others or themselves.

In the event your child has challenges abiding by our expectations, after sufficient warning he/she will be removed temporarily from participating in the current activity. Continued problems will be addressed with parental involvement and cooperation and will be documented on an Incident Report. In extreme situations and/or following three Incident Reports, a parent conference will be required with the Youth Services Director to determine further action including but not limited to: a behavior contract, suspension, or expulsion from the program.

Section 10M-12 requires that parents are notified in writing of the disciplinary practices used by the child care facility. The parents or legal guardian's signature verifies that the parents or guardians have been notified in writing of the disciplinary practices of the child care facility. Please complete the following and return to the Youth Services office.

 I, _____, have received in writing the disciplinary practices used by the JCA Youth Services Department.

Name of child(ren)

Signature of Parent

Date



After School and JCAtion Day

Acknowledgement Form

The JCA After School and JCAtion Day Parent Orientation Handbook is available online or in print version for parent/guardian reference. The handbook includes information on policies, procedures, rights and responsibilities.

By my signature below, I acknowledge that I will request a print version of the handbook (or find online at <https://jcajax.org/after-school/>), will read the handbook and refer to the Youth Services Department with any questions or concerns.

Name of child(ren)

Signature

Date