

Youth Services

**After School, Study
Central, J All Day &
JCAtion Days**

2020-2021

Parent Orientation Handbook

**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 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!

AFTER SCHOOL

Participants in the After School Program follow a daily schedule that includes snack, free choice, enrichment activities, and homework/quiet time. Each day from 4:15-5:15 pm all students will participate in an enrichment activity with his/her group. Activities range from sports to arts to science and beyond! This hour offers a structured, enriching environment for children to learn, grow, and play! New enrichment activities are offered every month. Our schedule is subject to change. Please refer to the policies and guidelines section of this handbook for further details relating to the program.

SAMPLE SCHEDULE

2:45-3:45	Transportation from schools and arrival to JCA. Free choice activities available. Homework and quiet time available.
3:45-4:15	Snack Time
4:15-5:15	Enrichment Activities (i.e. Art, Sports, STEM, and more)
5:15-5:45	Field Fun or Inside Games
5:45-6:00	Wind down, clean up, and dismissal.

HOMEWORK

Each room will have quiet time so children can do homework if required. If no homework is required, students may choose to participate in a quiet activity. Private tutoring is available for an additional cost.

1. Parents must inform After School staff if assistance is required to ensure that their child completes homework assignments.

2. A staff person will be available to check on your child, monitor the room and be available to answer questions. If time permits, our staff will be happy to help any child who needs specific individual help, but we are not responsible for test preparation, individual tutoring, etc.
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 during homework time after a full day at school. If a child is not being productive and/or is disturbing others, he/she may be redirected to another activity. Parents will be made aware of this occurrence.

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 or text our Youth Services cell phone to reach us directly:
 - 904-544-2898
2. Call 730-2100 and enter a Youth Services Department extension:
 - Amanda Collins, Youth Services Director 245
 - Evan McInnis, Youth Services Assistant Director.....249
 - Rachel Sandler, Youth Services Program Coordinator.....271
3. If no one answers, press “0” for the receptionist.
4. Tell the receptionist you were not able to get through to the Youth Services Department and ask them 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 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 Jewish cultural activities and traditions promoting positive universal values. To promote character building and positive interactions with our world based on Jewish values.

J ALL DAY

Virtual learning the JCA way! This program is designed for families seeking a safe and supportive alternative to brick and mortar schooling. Separate registration is required for J All Day. There is a choice of 1-5 days per week, with sessions that follow Duval County School's 9-week grading periods. Hours offered are either 8am-3pm or 8am-6pm. Children must bring a lunch daily. The JCA will supply kosher morning and afternoon snacks. We request no expensive items or electronics other than what is required to accomplish schoolwork.

All children must have an emergency form on file as well as a separate form to authorize medication. All emergency information must be updated annually. Parents are required to submit a schedule for each child indicating the times and subjects that they are required to be online for class.

Brain breaks will be supplemented by enriching and fun activities with varying schedules. JCA staff will be responsible for ensuring the children are able to access their virtual school curriculum and are working on their assigned educational tasks. JCA staff will provide educational support when children have difficulties with content, however, it is the responsibility of the parents/guardians to ensure the child is meeting the requirements of the virtual school program in which their child is enrolled. We are providing a venue and support. Please refer to the policies and guidelines section of this handbook for further details relating to the program.

JCATION DAYS

Separate registration is required for all JCation Days. JCation Days are typically offered when local students are not in school and are not included as part of the After School tuition. JCation Days hours are 7:30 a.m. - 6:00 p.m. daily (option A) and 9:00 a.m. - 4:00 p.m. (option B). *Late fees on page 7 apply.*

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

- Lunch and a drink. (Please observe dietary guidelines—see page 5.)
A morning and afternoon snack will be provided.
- Backpack with swim suit and towel.
- Closed-toed athletic shoes.

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.

Please refer to the policies and guidelines section of this handbook for further details relating to the program.

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	Choice between sports and arts.
2:00-3:00	Swim
3:00-4:00	Afternoon Snack & Group Games.
4:00-5:00	Power Hour
5:00-6:00	Wind down, clean up, and dismissal.

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.

ABSENCES

Please contact the Youth Services team by 12:00 pm at 730-2100 ext. 245, 271 or 249 if your child will be absent from After School or Study Central programs. This is extremely important as we use buses and pick up children at

various schools each day. You may also contact us via call or text at the Youth Services cell phone at 904-544-2898.

You may also contact us using the email addresses below:

1. Youth Services Director.....amanda.collins@icajax.org
2. Youth Services Assistant Director evan.mcinnis@icajax.org
3. Youth Services Program Coordinator.....rachel.sandler@icajax.org

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 as 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 notified.

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 along with the Authorization for Administration of Medication form.

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. 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 (bullying) other children and/or staff members is unacceptable. In the event that a child continues

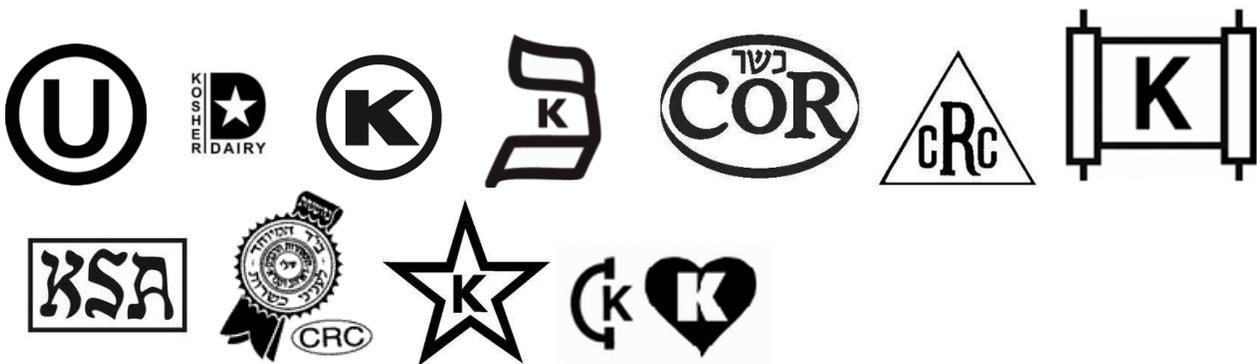
to be disruptive, harm others, or put themselves at risk, the JCA reserves the right to dismiss that child from the program. Parents will be notified of such behaviors as they occur so we can work cooperatively on strategies and solutions.

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 or handled in our kitchens will follow these guidelines. Please observe these guidelines when sending lunches (JCAtion Days and J All Day) or snacks 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 birthdays or special events must be kosher. Check with office staff on where to purchase for special events.
5. Lunch items and snacks sent from home are to be packed in closed containers or bags.
6. Pre-packaged food sent in with your child must be labeled 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.



DROP-OFF AND PICK-UP PROCEDURES

During this time, COVID-19 guidelines continue to be followed, so drop-off and pick-up will only be through the carpool line at the front entrance to the JCA. Parents/caregivers will not be permitted in the building for drop-off or pick-up.

Program participants will only be released to a parent, legal guardian or someone who is on the authorized pick-up list with a valid picture ID. Any additions to the pick-up list must be authorized by the parent/guardian in writing. Those unfamiliar to us will be asked to show a photo ID.

Please drop-off and pick-up according to the following times. If you need to drop off our pick up outside of these times, please call or text the Youth Services cell phone at 904-544-2898.

<u>Program</u>	<u>Drop-Off</u>	<u>Pick-Up (Photo ID Required)</u>
After School	N/A	5:00 pm – 6:00 pm
Study Central	N/A	5:00 pm – 6:00 pm
JCAtion Days	Extended: 7:30 am – 8:00 am	Regular: 3:30 pm – 4:00 pm
	Regular: 9:00 am – 9:15 am	Extended: 5:00 pm – 6:00 pm
J All Day	8:00 am – 9:00 am	Regular: 2:30 pm – 3:00 pm
		Extended: 5:00 pm – 6:00 pm

Please be considerate about the pick-up times! 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

EARLY RELEASE DAYS

The After School and Study Central Programs follow 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.

ENRICHMENT CLASSES

The JCA offers a wide array of optional enrichment classes during the year. Class offerings include but are not limited to dance, theatre, music lessons, sports, yoga, art, STEM, swimming, cooking, and much more. Enrichment classes often take place during the afternoon hours and typically 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 and brings him/her to the enrichment class. If

you prefer to bring your child yourself, you must notify the office of your choice as well as the enrichment instructor. It is the parent's responsibility to notify the Youth Services Department of your child's involvement in an enrichment class.

During COVID-19, to limit contact, children enrolled in enrichment classes must be picked up by parent/guardian at the end of the class. They will not be permitted back in the After School, Study Central, or J All Day programs.

FINANCIAL ASSISTANCE

Financial assistance is available for the After School, Study Central, and J All Day programs. 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. The application process begins in March of each year for the following school year.

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.

MEDICATIONS

Medication is administered only when accompanied by a properly completed medication form including the child's name, name of medication, time and amount of dosage and parent's signature. Forms are available in the Youth Services office. Medication must be in its original container. Prescription medication must have a label stating the name and contact information of the physician, child's name, name of the medication and medication directions. No medicine can be given after the expiration date on the label. Over the counter medications such as Tylenol, Motrin, etc., are not administered by JCA employees.

PERSONAL BELONGINGS

We do not recommend that students bring personal belongings to our programs. This includes but is not limited to: Pokemon 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, damaged, or vandalized. If such items are presented, students may be asked to turn them into

the Youth Services office until the end of the day. All belongings must be labeled. Items left at the JCA will be placed in our Lost & Found. After one month, unlabelled items in the Lost & Found will be donated.

SICK POLICY

Please read the additional document on new COVID-19 policies and procedures.

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. *Children with COVID19 related symptoms will be isolated and must follow our protocols specifically for COVID19 symptoms (see separate document).
 - Fever of 100 degrees and above*
 - Cough*
 - Shortness of breath*
 - Chills*
 - Muscle pain*
 - Headache*
 - New loss of taste or smell*
 - Lethargy*
 - Rash
 - Sore throat*
 - Diarrhea
 - Vomiting
 - Flu
 - Strep
 - Lice or nits still in hair
 - Conjunctivitis (Pink Eye)
 - Other communicable ailments
2. Children who display any of the above-mentioned symptoms are not permitted in the program.
3. Please alert the office when your child develops a communicable health problem (COVID-19, flu, 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. Please see specific policies relating to COVID-19 cases. 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.
6. Please read additional information regarding COVID-19.

SNACK POLICIES

The JCA will provide an afternoon kosher snack to each student in the After School and Study Central programs. A morning and an afternoon kosher snack will be provided to students in our care for all day programs (i.e. JCAtion Days and J All Day). The JCA cannot guarantee that all snacks are free of allergens and, therefore, recommends that students with allergies bring their own snack. The serving size of each snack is not intended to be a meal. Particularly hungry individuals should pack an extra snack from home.

TRANSPORTATION

For After School and Study Central participants: Transportation safety and the safe process of bringing all children back to the JCA is our highest concern. To safely, effectively, and efficiently accomplish 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. Children must report to the bus in a timely manner.
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. All children should be wearing a mask, seated, buckled and prepared to disembark quickly upon arrival to the JCA once it is safe to do so. Toys are not permitted on the JCA bus.

STUDY CENTRAL

Study Central is designed with quality and flexibility in mind for teens and preteens to support socialization, independence and responsibility in a supervised environment. Daily snack, Wi-Fi, laptop access and homework assistance is

available. Transportation provided as needed from select schools. Choose 2, 3 or 5 days per week. Optional enrichment opportunities such as sports, fitness and arts are taught by local professionals. Formulate a schedule that works for you and your busy student! For details, contact ext. 245. Please refer to the policies and guidelines section of this handbook for further details relating to the program.

If a student needs assistance with an assignment or a specific subject, the parent/guardian and/or student must alert the Youth Services Director or Study Central staff person. JCA staff will provide educational support when children have difficulties with content, however, it is the responsibility of the parents/guardians to ensure the child is meeting the requirements of the school program in which their child is enrolled.

STUDY CENTRAL STUDENT SIGN OUT POLICY

Study Central offers a sign in/sign out option which allows students to leave the Study Central room and visit other areas within the JCA. In order to gain this independence, students must agree to adhere to the following guidelines. Both parent and student must sign the Study Central Parent Agreement and Study Central Student Contract (page 16 of this handbook), respectively, in order to be granted this privilege. Students who abuse these policies may have this privilege revoked. Students may NOT leave the JCA facility.

1. Students must wear member ID badge at all times.
2. Students will indicate on the sign out form where they are going and check in with my Study Central counselor every 15 minutes. Location must be specific (i.e. indoor pool, racquetball court #2, courtyard, etc.)
3. If the student changes location within the building, he/she will return to Study Central and update the sign out form with the new location.
4. Students will abide by the JCA Code of Conduct Policy at all times.
5. During the COVID19 pandemic, students must maintain 6 feet distance from others and are required to wear a face mask when transitioning through the facility.

YOUTH SERVICES DEPARTMENT CLOSINGS

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

Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day after Thanksgiving	Friday, November 27, 2020
Christmas Day	Friday, December 25, 2020
New Year's Day	Friday, January 1, 2021
Memorial Day	Monday, May 31, 2021

JCA Pick Up Authorization Form

Child's Name: _____

Parent Signature: _____

Date: _____

The following additional persons are authorized to pick up my child from the JCA.

Name (as appears on driver's license)	Relationship	Home Phone #	Cell Phone #
1.			
2.			
3.			
4.			

JCA STUDY CENTRAL STUDENT CONTRACT

I, _____, would like to participate in Study Central’s sign in/sign out option which allows me to leave the Study Central room and visit other areas within the JCA (students may NOT leave the JCA). I agree to the following items:

- I will wear my member ID badge at all times.
- I will indicate on the sign out form where I am going and check in with my Study Central counselor every 15 minutes. Location needs to be specific (i.e. indoor pool, racquetball court #2, courtyard, etc.)
- If I change my location within the building, I will return to Study Central and update the sign out form with my new location.
- I will abide by the JCA Code of Conduct Policy at all times.
- During the COVID19 pandemic, I will maintain 6 feet distance from others and will wear a face mask when transitioning through the facility.
- I understand that if I violate any of the above requirements, my sign out privilege will be suspended.

Student’s Signature: _____ Date: _____

JCA STUDY CENTRAL PARENT AGREEMENT

I, _____, give my child, _____, permission to sign out from Study Central with the following stipulations:

(Please check one of the following)

- _____ May sign out any time.
- _____ May sign out any time after homework is complete.
- _____ May sign out after 1 hour in Study Central.
- _____ May sign out after 1.5 hours in Study Central.

Parent’s Signature: _____ Date: _____

JCA 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. The JCA expects that all children will be able to function within the confines of the group and programs.

In the event your child has challenges or is unable to abide 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 parent's 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/Guardian

Date



Youth Services After School, Study Central, J All Day & JCAtion Days Acknowledgement Form

The JCA Youth Services 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 have received a print version of the handbook or found 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