



**Youth Services
After School, Study
Central & JCAtion
Days**

2022-2023

**Parent Orientation
Handbook**

**Jewish Community Alliance
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 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 (Power Hour), all students will participate in an enrichment activity of their choice with their 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. Homework and free choice activities available. Kosher snack provided upon arrival.
4:15-5:15	Power Hour (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 ROOM

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

1. The Homework Room is available by request (Please reach out to Evan.McInnis@jcajax.org for a copy of the homework room contract). We ask

that families inform the 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 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 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.

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. We also suggest you check your junk folder.

If you need to reach a staff person immediately at any time regarding your child in our care, please call 730-2100 and enter a Youth Services Department extension:

- Amanda Collins, Youth Services Director 245
- Evan McInnis, Youth Services Assistant Director 249
- Diva Santiago, Youth Services Program Manager 274

If no one answers, press “0” for the receptionist. 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.

For all other non-emergency communication, please leave a voicemail or email for someone in the Youth Services office:

- Youth Services Director..... amanda.collins@icajax.org
- Youth Services Assistant Director..... evan.mcinnis@icajax.org
- Youth Services Program Manager..... diva.santiago@icajax.org

GOALS OF THE YOUTH SERVICES DEPARTMENT

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-CATION DAYS

J-Cation Days are typically offered when local students are not in school and are not included as part of the After School tuition. Separate registration is required for all J-Cation Days. J-Cation 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 8 apply.*

On each J-Cation Day, please send your child with the following:

- Lunch and a drink. (Please observe dietary guidelines—see page 7.) A morning and afternoon snack will be provided.
- Backpack with swimsuit 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 (available on page 14). 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 (available on page 6).

SAMPLE J-CATION 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 (YS Director), 249 (YS Assistant Director), or 274 (YS Program Manager) 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 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 Manager..... diva.santiago@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 via an incident or accident form with a parent or guardian signature required upon receipt.

ALLERGIES, ILLNESSES & SPECIAL NEEDS

Information relating to allergies, illnesses, and special needs must be communicated to the Youth Services Director and/or Youth Services Assistant Director prior to attendance of Youth Services programs. 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 (sample form available on page 14).

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

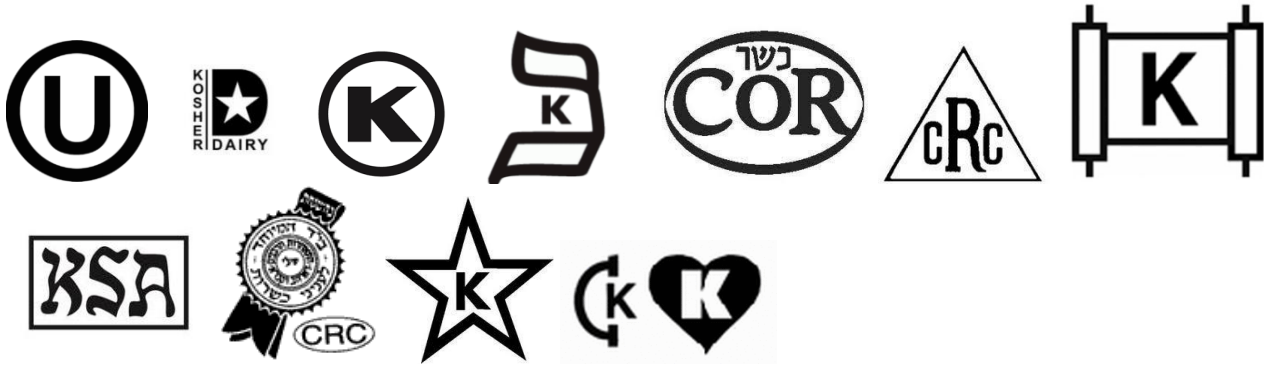
All children are expected to behave in a manner that is acceptable to our standards. If a child behaves in an unacceptable manner, the child is redirected, shadowed, or removed from the activity for a brief period. Unacceptable behavior is defined as that which is disruptive to the group as a whole during 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 (J-Cation Days) 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 come from packages or containers with these symbols. For assistance, please call our office.



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 – see page 15. Those unfamiliar to us will be asked to show a photo ID.

The After School Program is open between the hours of 3:00 p.m. until 6:00 p.m. daily. All JCAtion Day Option A participants must be picked up by 6:00 p.m. while Option B participants must be picked up by 4:00 p.m. Please be considerate about the pick-up time policy! 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 60-75 minutes before normal dismissal time on these days. Due to the abridged schedule, routes and arrival times to the JCA may vary. Pickup on these days is included in your After School and Study Central 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 After School group and will escort 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. The Youth Services Department cannot be responsible for missed classes.

FINANCIAL ASSISTANCE

Financial assistance is available for all JCA 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 and on page 14 of this handbook. 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 unless a note from the doctor includes specific instructions.

PERSONAL BELONGINGS

We do not recommend that students bring personal belongings to our programs. This includes but is not limited to: Pokémon 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

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
 - 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 if necessary.
4. Children sent home with a fever will not be allowed back into the program until **fever free without medication for 24 hours**.
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.

SNACK POLICIES

The JCA will provide an afternoon kosher snack to each student in the After School and Study Central program. A morning and an afternoon kosher snack will be provided to students in our care for all day programs (i.e., J-Cation Days). 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 and/or picky 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 (i.e., yelling, standing, moving, fighting, etc.). 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 remain 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 3, 4 or 5 days per week. Optional enrichment opportunities such as sports, fitness and arts are taught by local professionals and may be available for an extra fee. 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 out/sign in 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. Parent/guardian must sign the child out of the program at the end of the day. Children are not permitted to sign themselves out of the program at the end of the day.

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 the 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.

YOUTH SERVICES DEPARTMENT CLOSINGS

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

Labor Day	Monday, September 5, 2022
Thanksgiving Day	Thursday, November 24 ,2022

Day after Thanksgiving

Friday, November 25, 2022

Memorial Day

Monday, May 29, 2023



AUTHORIZATION FOR ADMINISTRATION OF MEDICATION

No medication shall be given by JCA personnel without the signed permission of the parent or legal guardian. All medication must be in the original container with the child's name, name of the physician, medication name, and medication directions written on the label.

Child's Name _____ Birthdate _____ Age _____

Medication #1 _____ Dosage _____ Time _____

Reason given _____

Medication #2 _____ Dosage _____ Time _____

Reason given _____

Parent/Guardian Signature _____ Date _____

Record of Medication Administered <i>To be completed by JCA staff member.</i>			
Date	Time	Medication & Dosage	Staff Member Signature

This authorization form must be maintained and is only valid for the duration of the prescription. (Retain in child's file for a minimum of four months.)

JCA Pick Up Authorization Form

Child's Name: _____

Parent'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

(For middle school students only)

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. I agree to the following items:

- I will not leave the JCA.
- 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.
- 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 childcare 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 childcare 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 childcare 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 Acknowledgement Form (After School, Study Central & JCAtion Days)

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 the version found online at <https://jcjax.org/youth/>) and will read the handbook and refer to the Youth Services Department with any questions or concerns.

Name of child(ren)

Signature

Date