



Youth Services **Family Orientation Manual** 2025-26

After School • Teen Connection • J-CAtion



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WELCOME TO JCA YOUTH SERVICES!

Thank you for choosing the Jewish Community Alliance (JCA) and welcome to the Youth Services Department! We ask our Youth Services families to review the information in this orientation packet regarding policies and procedures for our programs (After School, J-Cation Days, Enrichment, Teen Connection and Events). Please call our office if you have any questions or concerns.

At the JCA, we 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!

COMMUNICATION

We maintain a strong belief in the value of positive and open communication. You will receive a monthly newsletter via email 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 member immediately at any time regarding your child in our care, please call 904.730.2100 and enter a Youth Services Department extension.

THE YOUTH SERVICES DEPARTMENT EXTENSIONS ARE:

Neal Buchholz, JCAmp and Youth Services Director- 237
Evan McInnis, JCAmp and Youth Services Associate Director- 249
Erin Groll-Barrash, Youth Services Assistant Director- 274
Lea Melvin, Youth Services Assistant Director- 245

If you are unable to reach us, please press “0” to be directed to the receptionist. Tell the receptionist you were not able to get through to the Youth Services Department and ask them to use the Youth Services walkie-talkie to page a Youth Services representative.

For all other non-emergency communication, please leave a voicemail or email for a member of our Youth Services Team and we will respond as soon as we are able.

THE YOUTH SERVICES DEPARTMENT CAN BE REACHED BY EMAIL AT:

Neal Buchholz, JCAmp and Youth Services Director- neal.buchholz@jcajax.org
Evan McInnis, JCAmp and Youth Services Associate Director- evan.mcinnis@jcajax.org
Erin Groll-Barrash, Youth Services Assistant Director - erin.groll-barrash@jcajax.org
Lea Melvin, Youth Services Assistant Director - lea.melvin@jcajax.org

STAY CONNECTED!

Please join our Facebook Page, JCA Youth Services! This is a way to receive departmental updates, see photos, and ask questions.

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 actions through guidance, positive reinforcement, reflection, and conscious discipline techniques.

7. To connect children and families of all backgrounds to Jewish Culture and Israel through themed activities, participating in traditions and celebrating Jewish holidays. To promote character building and positive interactions with our world based on universal life values.

AFTER SCHOOL (K-5)

Participants in the After School Program follow a daily schedule that includes snacks, free choice, elective activities, and homework/quiet time.

Each day from 4:15-5:15 pm (Elective Block), all students will participate in an activity of their choice with their group. Elective Block activities range from STEM activities, building challenges, exploration of different art mediums, crafts and a slew of sports activities from soccer to obstacle courses, dodgeball variations, flag football and beyond. This hour offers a structured, fulfilling environment for children to learn, grow, and play!

New elective activities are offered every month on a rotating basis. Our schedule is subject to change without notice. Please refer to the policies and guidelines section of this handbook for further details relating to the program.

AFTER SCHOOL SAMPLE SCHEDULE

2:45-4:15	Transportation from schools and arrival to JCA. Free choice activities available. Kosher snack provided upon arrival.
4:15-5:15	Elective Block (i.e. Art, Sports, STEM, and more). The Homework Room is open.
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 participants can do their assignments and is used for assigned homework only. The only exception is approved quiet reading.

The Homework Room is available to all participants Monday - Thursday. Please reach out to the Youth Services Department for a copy of the homework room contract or see page 20. If assistance is required to ensure that a student goes to the homework room, please inform the Youth Services Staff.

1. A staff member will be available to check on participants, monitor the room and be available to answer questions. If time permits, the staff member will be happy to help any student who needs specific individual help, but they are not responsible for test preparation, individual tutoring, etc.
2. Students and parents are responsible for keeping track of assignments and relaying information to our staff. Please provide any log in information for online homework via the Homework Room Contract.
3. JCA Chromebooks are available for use for those working in the Homework Room. Non-Educational websites are banned from the homework room and the Youth Services Team reserves the right to ban specific websites. Unassigned work is not permitted in the Homework Room.
4. Many participants find it difficult to stay on task in the Homework Room after a full day at school. If a participant is not being productive and/or is disturbing others, they may be asked to leave the room. Parents will be made aware of this occurrence. Frequent disruptions will result in a suspension from the Homework Room.
5. The Homework Room is closed for the first and last week of the school year and every Friday.

Private tutoring is available for an additional cost outside of the homework room space. For additional information, please contact the Youth Services Department.

TEEN CONNECTION

Teen Connection, formerly known as Study Central, is designed with quality and flexibility in mind for preteens and teens to support socialization, independence, and responsibility in a supported environment. Daily snack, Wi-Fi, laptop access and homework assistance are available. Transportation is provided from select schools; parents may choose 3, 4 or 5 days per week for transit.

If a participant needs assistance with an assignment or a specific subject, the parent/guardian and/or student must alert the Youth Services Director or Teen Connection staff member. JCA staff will provide educational support when participants 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.

Optional enrichment opportunities such as sports, fitness and arts are taught by local professionals and may be available for an extra fee. For details, please reach out to the Youth Services Department. Please refer to the policies and guidelines section of this handbook for further details relating to the program.

TEEN CONNECTION STUDENT SIGN OUT POLICY

Teen Connection offers a sign out/sign in option which allows students to leave the Teen Connection room and visit other areas within the JCA. In order to gain this independence, participants must agree to adhere to the following guidelines:

Both parent/guardian and student must review and sign the Teen Connection Parent Agreement and Teen Connection Student Contract (page 21 of this manual), respectively, to be granted this privilege. Participants who abuse these policies may have this privilege revoked.

Participants may NOT leave the JCA facility. Parent/guardian must sign the student out of the program at the end of the day. Students are not permitted to sign themselves out of the program at the end of the day.

1. Participants must wear member ID badge at all times.
2. Participants will indicate on the sign out form where they are going and check in with the Teen Connection counselor every 15 minutes. Location must be specific (i.e. indoor pool, racquetball court #2, courtyard, etc.)
3. If the participants changes location within the building, he/she will return to Teen Connection and update the sign out form with the new location.
4. Participants will abide by the JCA Code of Conduct Policy at all times.

J-CATION DAYS

J-Cation Days are typically offered when Duval County Public Schools students are not in school. They are not included as part of the After School tuition. Separate registration is **required** for all J-Cation Days. Prior registration is strongly encouraged to secure a spot for J-Cation Days. Day of registrations are first come, first served and a spot is not guaranteed. Participants who arrive later than 10 am on the day of, without prior registration, will not be accepted.

To secure a spot, please contact the Program Registrar at ext. 228/233

Parents/guardians must escort their child to Youth Services for staff members to sign the child in. Drop-offs from the Early Childhood Education carline will not be accepted. If a participant arrives without a parent or designated guardian, we cannot accept them for that day's J-Cation program.

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 9-10 apply.*

On days where school has closed for weather and it is safe for Youth Services Staff to come in, a weather J-Cation day will be offered. This will be up to the discretion of the JCA. Communication about potential weather J-Cation days will be done via email and the Youth Service's Facebook page (see page 3).

On each J-Cation Day, children should arrive with the following:

- A Kosher Lunch and a refillable water bottle. (Please observe dietary guidelines—see page 9) Lunch **must** be dropped off with child. Exceptions for forgotten lunch are made by a case by case basis.
- Backpack with swimsuit and towel. Swimming is optional for all children.
- Closed-toed athletic shoes.

All children must have an emergency form on file. If a child has an allergy or requires medication, there may be a separate form necessary (available on page 18). All emergency information must be updated once per year.

A morning and afternoon snack will be provided.

Please refer to the policies and guidelines section of this handbook for further details relating to the program (beginning on page 8).

SAMPLE J-CATION DAY SCHEDULE

7:30-9:30	Arrival, Quiet Games, Introductions
9:30-10:00	Morning Snack
10:00-12:00	Activities including sports and arts
12:00-1:00	Lunch
1:00-2:00	Swim
2:00-3:00	Activities including sports and arts
3:00-4:00	Afternoon Snack & Group Games
4:00-5:00	Indoor Games and Field Fun
5:00-6:00	Wind down, clean up, and dismissal

WINTER & SPRING CAMP

When school is closed for either Winter or Spring Break, join our mini camp programs. Similar to a J-Cation Day, mini camps provide full day care with fun and engaging activities. During our mini camps, children can choose an elective every

day, mimicking some of the specialties they would encounter at JCamp throughout the summer.

POTENTIAL J-CATION DAYS

The 2025-2026 Duval County Schedule has published the following dates for school closure. These dates are subject to change.

2025

- October 13th & 14th – Fall Break
- November 10th – Weather Day
- November 11th – Veteran’s Day
- November 26th – Thanksgiving Wednesday
- December 22nd -January 6th – Winter Camp

2026

- January 19th – President’s Day
- February 16th – School Closed
- March 16th- March 23rd – Spring Camp
- April 3rd- School Closed
- April 6th – Weather Day
- April 7th – School Closed

POLICIES AND GUIDELINES

To ensure the safety of the children in the Youth Services Program and to help maintain consistency and organization, please adhere to the following policies and guidelines.

ABSENCES

If a participant will be absent from the Youth Services After School or Teen Connection programs, please let the team know via email or phone no later than 12:00 pm on the day of their absence. This is extremely important as the bus routes run on a tight schedule by serving multiple schools each day. Contact emails and phone extensions can be found on the prior pages under “Communication.”

If a participant is not at the bus for school pick up, the Youth Service's office will contact the parents/guardians. If contact is not made within five minutes, the office will default to the school's information.

ACCIDENT PROCEDURES

In case of an accident, the Youth Service's Office will first try to notify the parents/guardians, emergency contacts, and then the participant's physician. If it is impossible to reach any of the above, transport will be arranged according to the emergency form listings, as necessary. Extreme emergencies may dictate other procedures deemed in the child's best interests. Whenever a participant 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 AND MEDICAL NEEDS

Information relating to allergies and medical needs must be communicated to the Youth Services Department prior to attendance of Youth Services programs. The office is happy to work with specific allergies or medical needs to ensure the safety of the child. If a child has a life-threatening allergy, please provide all details and emergency procedures to follow by filling out or providing a Food Allergy & Anaphylaxis Emergency Care Plan Form. Please see page 12 for more details. All medications must be turned into the Youth Services office along with the Authorization for Administration of Medication form (available on page 18).

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 the staff member to your home. Exceptions may be made by providing documentation that there is a pre-existing relationship between the staff member and families requesting babysitting.

DIETARY POLICIES

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

1. Meat products of pork origin are not permitted.
2. Shellfish is not permitted.
3. Meat and dairy 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 certified. Please see acceptable symbols below. 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.



The JCA will provide an afternoon kosher snack for each student in the After School and Teen Connection 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 snacks. Snack accommodations are only made in cases of documented allergies. Exceptions for braces are made on a case-by-case basis.

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 to eat at the JCA.***

Any food provided by the Youth Services Department for our programming or handled in our kitchens will follow the above guidelines. Please observe these guidelines when sending lunches (J-Cation Days) or snacks into the JCA.

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 19*. Parents should be prepared to show a photo ID to the desk staff for pick up.

The After School Program is open between the hours of 3:00 p.m. until 6:00 p.m. daily. All J-Cation 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. If you are aware of a potential delay, please notify the Youth Services Department via phone or email. While we understand there can be unforeseen circumstances, late pick-up charges will be applied as follows:

Late Pick-Up Fees	
• 1 st and 2 nd time	• \$1.00 per minute
• 3 rd time and beyond	• \$2.00 per minute

EARLY RELEASE DAYS

Duval County Public Schools will not be having early release days beginning in 2025-2026 school year. Youth Services will not be providing care for early release.

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 require an additional fee.

Registration for enrichment begins as soon as the information is distributed via Program Guides or posted online at www.jcajax.org. Reach out to the Program Registrar at ext. 228/233 for assistance.

Typically, the instructor for the enrichment class comes to your child's After School group and will escort them to the enrichment class. If you prefer to bring your child yourself, you must notify the office of your choice, as well notifying the enrichment instructor.

It is the parent's responsibility to notify the Youth Services Department of your child's involvement in an enrichment class.

Please Note: The Youth Services Department is not responsible for missed classes.

FINANCIAL ASSISTANCE

Financial assistance is available for the After School program. 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 at the administrative offices. The application process begins in March of each year for the following school year.

FINANCIAL RESPONSIBILITIES

All families are expected to comply with financial policies set forth on the financial contracts.

IN CASE OF ILLNESS

Parents or guardians of children who exhibit any of the following symptoms will be called to the JCA and are expected to pick up the children within a one-hour period:

- Fever of 100.4 degrees and above
 - Diarrhea
 - Vomiting
 - Flu
 - Strep
 - Lice or nits still in hair
 - Conjunctivitis (Pink Eye)
 - Other communicable ailments
1. Children who display any of the above-mentioned symptoms are not permitted in the program.
 2. Children who have left school early due to any of the above symptoms or other health related concerns are not permitted to
 3. Parents/guardians need to alert the office when their child develops a communicable health problem (flu, strep throat, lice, etc.) so the office can notify 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.**

These policies exist for the benefit of the children and take the cooperation of all parents in the program in order to be effective.

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 19 of this handbook. Please take note of the following parameters:

1. Medication must be in its original container.
2. 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.
3. No medicine can be given after the expiration date on the label.
4. Over the counter medications such as Tylenol, Motrin, etc., are not administered by JCA employees unless a note from the doctor includes specific instructions. This includes topical treatments such as itch cream, sunscreen, bug spray, etc.

PERSONAL BELONGINGS

Participants are not allowed to use personal electric devices while in Youth Services programs. Cell phones, iPads, and smart watches can only be used for emergencies during after school hours. Emergencies can arise, and in such cases, parents/guardians are encouraged to contact the Youth Services Team who will facilitate communication with the participant.

Arriving with other personal belongings including trading cards, jewelry, and handheld gaming devices are **not** recommended. If such items are present, students will be asked to turn them into the Youth Services office until the end of the day or to store them in their backpacks.

The JCA cannot be held responsible for any personal belongings that are lost, stolen, damaged, or vandalized.

All belongings must be labeled. The items left at the JCA will be placed in our Lost & Found. After one month, items in the Lost & Found are donated.

INDEPENDENCE

Youth Services program participants must be able to change their clothes with limited assistance, use the toilet and manage their own personal hygiene care without pull-ups. While toileting accidents happen, this cannot be the norm in order to participate in our programs. Frequent accidents may result in removal from the program.

SPECIAL NEEDS

If a participant has a 504 plan or IEP, parents/guardians should strongly consider providing a copy to the Youth Services Department. It is helpful to know the student's accommodation so the Office can best communicate with parents and provide participants with support within our means as a non-academic program.

TRANSPORTATION

In transportation, as in all aspects of the Youth Service's program, safety is the highest concern. To accomplish this goal effectively and efficiently cooperation is required of children, parents/guardians, and staff.

The JCA provides transportation from over ten schools in the area. While the office and transportation staff do everything to minimize delays, they are occasionally unavoidable. Delays are often the result of uncommunicated absences, traffic, construction, or changes to the bus route. Delays are most common in the first three weeks of school but can occur at any time. If a delay does occur, communication will come via email, and the office staff kindly asks for patience.

1. If a participant will not be riding the JCA transportation and/or attending the After School / Teen Connection program, this needs to be communicated via email by noon, day off. JCA transportation will not leave any school unless every participant has been accounted for. It is important that any absences are communicated with the Youth Service's Office so arrivals and departures at each school occur in a timely manner. If contact is not made within five minutes, the office will default to the school's information.
2. All participants 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 (i.e., yelling, standing, moving, fighting, etc.). This will be determined at the discretion of the JCA staff.
4. Destruction or defacement of any part of the JCA bus is prohibited and may result in charges to parents. Dangerous behavior, including distracting the driver, may result in expulsion from the bus route.
5. All participants should remain seated, buckled, and prepared to disembark quickly upon arrival to the JCA once it is safe to do so.

6. Toys are not permitted on the JCA bus. The bus is swept daily for discarded items, and all personal items found are placed in lost and found after an attempt to reunite them with their owner.

Continued unsafe behavior on JCA Transport will result in a child being unable to utilize our transportation system.

TRANSPORTATION – Occasional

While participants enrolled in the JCA's After School Program have priority in using the JCA vehicles, it is possible that a vehicle will have space for students seeking occasional transportation for an approved class or program.

To be eligible for occasional transport a participant must be a JCA Member in good standing, currently registered (paid and on program roster) for a JCA class or program that begins at 4:00 PM or later in any department. **Enrollment in a JCA class or program is not a guarantee of transportation.**

Activities that operate like a program for a minimum of 4 consecutive weeks will be considered a program. It is assumed that the student will ride the JCA bus on all dates of the program unless communicated otherwise in advance.

All occasional transportation fees must be pre-paid with one week's advance notice and must run concurrently with another JCA program or activity (i.e. swim team, theatre, etc.). Transportation and care are not provided on an "as needed" basis, nor for auditions, dates outside of the program duration, or one-time occurrences.

There are no refunds or credits for missed or unused portions of the enrolled program or activity. If an activity or program class is cancelled for any reason, it is the responsibility of the parent to let the Youth Services staff know whether to pick up the child from school. If nothing is communicated, then the Youth Service staff assumes pick up as normal.

For students registered for Occasional Transportation, the Youth Services Department will be responsible for student's supervision from van drop-off until their registered program (i.e. swim team, theatre, etc.). Once they arrive at their program, that

department assumes responsibility for the participant until pick up unless different arrangements are made in advance and in writing.

Please contact the Program Registrar at ext. 228/233 for information on fees and registration.

Required for Occasional Transportation:

- 1) Parents must complete a Youth Services Emergency Form provided by the Program Registrar's office before the participant can be transported on a JCA vehicle and/or attend Occasional Transportation. A valid email address and contact information must be completed on this form. This form needs only be completed one time per school year.
- 2) Parents must register with the Program Registrar for Occasional Transportation with the start of **EACH** new program for which Occasional Transportation is required.
- 3) Parents must register for a JCA program. Transportation will not be scheduled until a participant's name is officially on the program roster and all paperwork is complete.
- 4) All Occasional Transportation participants are required to follow the same guidelines outlined in the transportation section of this manual above, including notification of absence, dismissal procedures and behavior standards.

BEHAVIOR POLICY

The entire Youth Services staff seeks to create a safe and welcoming environment where participants are encouraged to learn social responsibility, self-control, respect towards others, develop confidence and self-worth, and to thrive as both individuals and members of a group. To ensure that all in our care thrive during their time with Youth Services, we expect our participants to maintain a certain standard of conduct to keep themselves, their peers, and our staff members safe.

Bullying, physical harm towards others (particularly when purposeful or accidental harm towards others becomes a trend), unkind words towards others, socially ostracizing other students, disrespect (i.e. defying staff authority, arguing with staff members, regularly treating other children unfairly), actions that are 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, and/or an inability to comply with Youth Services expectations will not be tolerated.

Continued behaviors will be documented and communicated. Parents will be notified of such behaviors as they occur so parents and staff can work cooperatively on strategies and solutions. The Youth Services Department follows a three-strike policy with increasing severity of consequences for unresolved behaviors.

While the staff strives to make every effort to redirect behavior and encourage self-reflection, the Youth Services Team has a responsibility to all in our care, children and staff alike. Therefore, we are unable to handle repeated behavior challenges that require excessive attention and hamper our ability to supervise Youth Services participants as a group. If a participant continues to be disruptive, harm others, or put themselves at risk, the JCA reserves the right to dismiss that student from the program at the director's discretion.

A participant is removed from the program due to behavioral issues, their parents/guardians are not entitled to a refund.

Please see the following table for a further breakdown of our policy and our strike system for infractions of Youth Services expectations:

After School Behavior Levels		
Behavior Level	Action	Consequence
Strike 1		Counselor speaks with child Incident report is written Conversation with Parent/Guardian Repeated level one behaviors escalate to level two
	Non-Compliance With Staff Instructions	
	Intentional Defiance	
	Lying	
	Unsafe Behavior (e.g. roaming unsupervised, misuse of JCA equipment, placing self or others in unsafe situations)	
	Disrespectful to other children and staff	
Strike 2	Repeated Level One Behaviors	Immediate Intervention from Lead Staff
	Placing hands on another child	Incident Report and Conversation With Parent/Guardian
	Swearing	
	Destruction of JCA Property	Loss of Privileges
	Theft	Repeated level two behaviors escalate to level three
	Unsafe Behavior on JCA Transport	
Strike 3	Repeated Level Two Behaviors	Indefinite Suspension or Expulsion from Program at Director's Discretion (With JCA Executive Approval)
	Hate Speech	
	Fighting	
	Attempts To Injure Staff Members	

All families must sign and return a copy of our Youth Services Department Behavior Policy as an acknowledgement for our records. This can be found on page 22.

YOUTH SERVICES DEPARTMENT CLOSINGS

The Youth Services Department is closed on the following dates for the 2025-2026 school year and care will not be offered.

Labor Day

Monday, September 1, 2025

Thanksgiving Day

Thursday, November 27, 2025

Day after Thanksgiving

Friday, November 28, 2025

Christmas Day

Thursday, December 25, 2025

New Year's Day

Thursday, January 1, 2026

Memorial Day

Monday, May 2, 2026

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.

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.			

Homework Room Contract

JCA After School 2025-2026

Please take a few moments to review the Homework Room Contract together with your child. It is our hope that by setting the expectation now, we can achieve success together this school year!

The Homework Room is open Monday-Thursday and is a designated, supervised room in which participants can do their assignments. The homework room is to be used for assigned homework only. A staff member is available to monitor the room and, if time permits, they are happy to help with homework. However, the JCA staff is not responsible for test preparation or individual tutoring, etc. Students and parents are responsible for keeping track of assignments and relaying information to the JCA staff. Many participants find it difficult to stay on task in the homework room after a full day at school. If a student is not being productive and/or is disturbing others, they will be asked to leave the room. Parents will be made aware of this occurrence. Private tutoring is available for an additional cost.

I. HOMEWORK (Please check one box)

- ☐ I would like my child to complete ALL his/her homework daily at the JCA
- ☐ My child may choose daily to do his/her homework at the JCA based on his/her needs.

II. READING (Please check one box)

- ☐ My child does not need to read at the JCA.
- ☐ I would like my child to read for 15 30 45 minutes on the following days:
(Please circle all that apply) Monday Tuesday Wednesday Thursday

III. COMPUTER (Please check one box)

*Please note computers are available on a first come, first served basis. Computers are to be utilized for homework ONLY not games, social media, PowerPoint (unless assigned), etc.

- ☐ My child does not need computer time at the JCA.
- ☐ My child needs computer time to complete assignments using the following programs (i.e. iReady, Code.Org, etc.):

IV. Login Information

a.

b.

V. ADDITIONAL COMMENTS/INSTRUCTIONS

Child's Name _____

Grade _____

Parent/Guardian Signature _____

Date _____

JCA TEEN CONNECTION STUDENT CONTRACT

(For middle school students only)

I, _____, would like to participate in Teen Connection's sign in/sign out option which allows me to leave the Teen Connection 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 Teen Connection 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 Teen Connection 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 TEEN CONNECTION PARENT AGREEMENT

I, _____, give my child, _____, permission to sign out from Teen Connection 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 Teen Connection.

- _____ May sign out after 1.5 hours in Teen Connection.

Parent's Signature: _____ Date: _____

JCA YOUTH SERVICES DEPARTMENT BEHAVIOR POLICY NOTIFICATION

It is a requirement of the Jewish Community Alliance (JCA) that all Youth Services programs inform parents about its discipline procedures. The Youth Services Department staff will use positive approaches in helping participants 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.

Participants 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 participants will be able to function within the confines of the group and programs.

In the event a participant has challenges or is unable to abide by the expectations, after sufficient warning he/she will be removed temporarily from participating in the current activity. Continued challenges will be addressed with parental involvement and cooperation and will be documented in an Incident Report. We will follow our three-strike policy for appropriate consequences.

The JCA requires that parents are notified in writing of the disciplinary practices used by our 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 it 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, Teen Connection & J-CAtion 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://jcajax.org/youth/>) and will read the handbook and refer to the Youth Services Department with any questions or concerns.

Name(s) of child(ren)

Parent/ Guardian Signature

Date

Child(ren) Signature

Date
