




JCA
Youth Services
**FAMILY
ORIENTATION
MANUAL**
2026-27





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WELCOME TO YOUTH SERVICES

Thank you for choosing the Jewish Community Alliance (JCA) and welcome to the Youth Services Department! You have chosen a program with a proven track record of excellence. We ask our Youth Services families to take time and read the information in this manual regarding our goals, programs, policies, and procedures. If you have any questions or concerns, please contact our office.

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 experience in a safe, secure, and nurturing environment during these formative years. We value your partnership and look forward to supporting your child's growth, independence, and success throughout the year.

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 develop in each child independence, confidence, and a feeling of self-worth as an individual, and as a member of a group.
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 social responsibility through reading, discussions, interactions, and group activities.
5. To help children achieve self-control and understanding of the consequences of their actions through guidance, positive reinforcement, and reflection.
6. To connect children and families 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 rooted in Jewish values.



COMMUNICATION

We maintain a strong belief in the value of positive and open communication. Two-way communication is very important, and we have an open-door policy where you are welcome any time during program hours. Once a month, you will receive an electronic newsletter from the Youth Services Department. Please notify the office if you are not receiving this information.

If you need to reach a staff member regarding your child in our care, please call **904.730.2100** and enter a Youth Services extension. Our number one priority above all others is your child. If you are calling the office and your call goes to voicemail, we apologize. We may be in an activity room, on the playground or elsewhere in the JCA attending to the needs of the children. If no one is available to answer your call, please leave a voicemail or email youthservices@jcajax.org we will respond to you as soon as possible.

YOUTH SERVICES DEPARTMENT EXTENSIONS

- Neal Buchholz, JCAmp and Youth Services Director _____ ext. 237
- Julia Breen, JCAmp and Youth Services Assistant Director _____ ext. 245

If it is an emergency, please press “0” for the JCA receptionist.

YOUTH SERVICES DEPARTMENT EMAILS

- JCAmp and Youth Services Director neal.buchholz@jcajax.org
- JCAmp and Youth Services Assistant Director julia.breen@jcajax.org

PARENT INFORMATION CHANNELS

In addition to our monthly newsletter, we have two private groups where we share occasional photos and program information. If you would like to join either group, please submit a request using the link below. To protect the privacy of our participants, these are closed groups and communication is one-way only.

JCA Youth Services: <https://www.facebook.com/groups/jcayouthservices>

Youth Services Parent Group: <https://chat.whatsapp.com/HVQUB3NDnDNHUp2ltvNriV>



YOUTH SERVICES PROGRAMS

AFTER SCHOOL

Participants in the After School Program follow a daily schedule that includes snacks, inside and outside free choices, engaging planned activities, and homework hall.

Each day from 4:00 - 5:00 pm (Adventure Hour), all students will participate in an activity of their choice. Adventure Hour activities range from STEM experiments, building challenges, exploration of different art mediums, crafts and a variety of sport activities from soccer to obstacle courses, dodgeball variations, flag football and beyond. This hour offers a structured environment for children to learn, grow, and play!

New Adventure Hour options are offered every month on a rotating basis. This schedule is subject to change. Please refer to the policies and guidelines section of this handbook for further details relating to the program.

AFTER SCHOOL SAMPLE SCHEDULE

3:00 - 4:00	Transportation from schools and arrival to JCA. Homework and free choice activities available. Kosher snack provided upon arrival.
4:00 - 5:00	Adventure Hour (Art, STEM, Sports, and more!)
5:00 - 5:45	Inside and outside free choice activities
5:45 - 6:00	Wind Down: Pack up, clean up, and prepare for dismissal

TEEN CONNECTION

Teen Connection is designed with quality and flexibility in mind for preteens and teens to foster socialization, independence, and responsibility in a supported environment. Daily snacks, weekly activities, 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 student needs specific homework assistance, the parent or guardian must alert the Youth Services Team. JCA staff will provide educational support when children have difficulties with content; however, it is the responsibility of the family 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, email Julia Breen at julia.breen@jcjax.org. 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. To gain this independence, students and parents/guardians must agree to adhere to the following guidelines:

Both parent/guardian and student must sign the **Teen Connection Parent Agreement** and **Teen Connection Student Contract**, respectively, to be granted this privilege. Students who abuse these policies may have this privilege revoked.

Students may NOT leave the JCA facility. An adult on the authorized pick-up list must sign the child out of the program by 6:00 pm. Participants 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 designated Youth Services staff member every 15 minutes. Location must be specific (i.e. indoor pool, courtyard, pickleball court, etc.)
3. If the students change location within the building, they will return to Teen Connection and update the sign out form with the new location.
4. Students will abide by the JCA Code of Conduct Policy at all times.

HOMework HALL

The Homework Hall is a designated, supervised room in which After School and Teen Connection children can do their assignments and is used for homework and assigned reading only. It is available to all participants Monday - Thursday. Families must complete the **Homework Hall Contract** if assistance is required to ensure the child goes to the homework hall.

1. A staff member will be available to check on your child, monitor the room and be available to answer questions. If time permits, our staff can assist any child with general education questions. They are not responsible for test preparation or individual tutoring.
2. Children and families are responsible for keeping track of assignments and relaying information to our staff.
3. Many children find it difficult to remain on task in the homework hall after a full day at school. Non-Educational websites are not accessible, and the Youth Services Team reserves the right to remove access to specific websites. If a child is not productive and/or is disturbing others, they will be asked to leave the room.

Private tutoring is available for an additional cost outside of the homework room space. For additional information, please contact Julia Breen, at julia.breen@jcajax.org.



ENRICHMENT PROGRAMS

The JCA offers a wide array of enrichment programs through different departments during the year. Program offerings include art, STEM, cooking, sports, theatre, swimming, and more! These enrichment programs are typically offered outside school hours and require an additional fee.

Registration for enrichment begins as soon as the program is posted online at www.jcajax.org. The program instructor comes to the Youth Services Department and escorts them to the program location. 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 or guardian's responsibility to notify the Youth Services Department of your child's involvement in an enrichment program. The Youth Services Department is not responsible for any missed classes.

JCACTION DAYS

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

JCAction Day hours are 7:30 am - 6:00 pm (Option A) and 9:00 am - 4:00 pm (Option B).

JCAction Day participants follow a daily schedule that includes snacks, sports, art and STEM activities, and swimming. Field Trips are offered at an additional cost during the Winter and Spring Duval County School Break.

For JCAction Day, please send your child with the following:

- Lunch and water bottle.
 - Please note that morning and afternoon snacks are provided.
 - We ask that you observe the dietary guidelines on page 8.
- Backpack with swimsuit and towel.
- Closed-toed athletic shoes.

All children must have an emergency form on file which must be updated once per school year. If your child has an allergy or requires medication, there is an additional required form for **Authorization for Administration of Medication**.

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



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 first try to notify the parent/guardian and emergency contacts. 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 on the day the incident occurred.

ALLERGIES

In compliance with health and safety regulations, families are required to notify Youth Services in writing of their child's allergies and medical needs. We are happy to work with you in ensuring your child is safe in our care. If it is a life-threatening allergy, we require specific information on how to treat in case of contact, appropriate supplies, along with the Authorization for Administration of Medication Form located in the form section of this handbook. All EpiPens are stored in the Youth Services office and families are responsible for monitoring expiration dates.

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/guardian signature. Forms are available in the office and on page 15 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. All medication is stored in a locked area.

No medicine can be given after the expiration date on the label. Families are responsible for noting expiration dates and disposing of expired medication and providing new medication. Over the counter medications such as Tylenol, Motrin, etc., are not administered by JCA employees unless a note from the child's doctor includes specific instructions. This includes topical treatments such as itch cream, sunscreen, bug spray, etc.



IN CASE OF ILLNESS

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 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. Please alert the office when your child develops a communicable health problem (flu, strep throat, lice, etc.) so we can notify other families if necessary.
3. 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 to be effective.

DIETARY POLICIES

The following dietary guidelines are observed in the Youth Services Department. Any food provided by the Youth Services Department for our programming will follow these guidelines. Please ask a staff member for assistance if you have any questions.

1. Meat products of pork origin are not permitted.
2. Shellfish is not permitted. Tuna or any other fish is fine and may be combined with dairy products.
3. Meat and milk products must be packed separately.
4. Snacks and lunches sent from home are to be packed in closed containers or bags.
5. Please clearly label your child's lunch box or bag on the outside.
6. All food that is served at the JCA for special events must be kosher certified and marked with an accepted kosher symbol.

Acceptable symbols include:





ABSENCES

If your child will be absent from After School or Teen Connection programs, please email youthservices@jcjax.org no later than 12:00 pm on the day of their absence. This is important for your child’s safety and ensures bus routes run on schedule.

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 through the **Authorized Pick-Up Form** on page 16. 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. If you are aware of a potential delay, please notify the Youth Services Department via phone and/or email. Consistent and extreme delays may result in suspension from the program. While we understand there can be unforeseen circumstances, late pick up charges will be applied as follows:

LATE PICK-UP CHARGES

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

BUILDING SECURITY AND ACCESS

Access to the JCA facility is through the main entrance where a name badge or photo ID must be presented prior to being allowed into the building. All adults must pass through the main entrance of the agency.

LEGAL CUSTODY NOTIFICATION

In compliance with Florida State Statutes, we require documentation regarding which parent has legal custody in the case of separation or divorce. If there is no legal documentation, then both parents have the right to access JCA records and pick-up of their children. It is the responsibility of the custodial parent to provide legal documentation verifying custody arrangements. Custodial parents are responsible for notifying the JCA, in writing, of any special circumstances regarding the rights and obligations of the non-custodial parent. This includes providing written permission for the noncustodial parent to pick up a child on a regular basis or for a special occasion.



FINANCIAL ASSISTANCE

Financial assistance is available for the After School program. Scholarship applications are available through the Program Registrar 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 in the financial contracts.

TRANSPORTATION

In transportation, as in all aspects of our program, safety is our highest concern. To accomplish this goal effectively and efficiently we require the cooperation of all stakeholders.

- 1. Please notify us if your child will not be riding the JCA transportation for school pick up.** We will not leave any school unless we have accounted for every child. It is important that you communicate with us so we can reach and depart 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 from school.
3. On the vehicle, there is no eating, drinking, or otherwise unsafe or distracting behaviors allowed (i.e., yelling, standing, 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. Dangerous behavior, including distracting the driver, may result in expulsion from the bus route.
4. All children should remain seated, buckled, and prepared to disembark quickly upon arrival at the JCA once the vehicle is fully parked. The bus is checked daily for discarded items, and all personal items found are placed in our lost and found.

EARLY RELEASE DAYS

The After School and Teen Connection Programs follow the Duval County Public Schools Schedule. For schools with early release dates, we do not offer transportation unless it aligns with the Duval County Public School Schedule. After School program participants whose school releases early may be dropped off to attend between the hours of 3:00 p.m. and 6:00 p.m.



OCCASIONAL TRANSPORTATION

The JCA offers occasional transportation services to valued members registered for a program at the JCA. The child must be enrolled at a school where the JCA vehicle already provides After School or Teen Connection transportation from.

Children enrolled in the JCA's After School and Teen Connection programs have priority in using JCA vehicles. It is possible that a vehicle will not have space for an occasional transportation child. To be eligible for occasional transportation 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.

Activities that operate like a program for a minimum of 4 consecutive weeks will be considered a program. It is assumed that the child will ride the JCA bus on all dates of the program unless communicated otherwise in advance. All occasional transportation fees must be prepaid with one-week advance notice. 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/guardian to notify the Youth Services. If nothing is communicated, then our staff assumes pick up as normal.

For children registered for Occasional Transportation, the Youth Services Department will be responsible for children's supervision from vehicle drop-off until the registered program. Once the child is checked into their program, that department assumes responsibility for the participant until the parent/guardian picks up unless different arrangements are made in advance and in writing.

Please contact the Program Registrar at programregistrar@jcajax.org or ext. 228 for information on fees and registration.

REQUIREMENTS FOR OCCASIONAL TRANSPORTATION

- 1) Parent/guardian must register for a JCA program. Transportation will not be scheduled until a child's name is officially on the program roster and all paperwork is complete.
- 2) Parent/guardian must register with the Program Registrar for Occasional Transportation with the start of EACH new program for which Occasional Transportation is required.



- 3) Parent/guardian must complete a Youth Services Emergency Form provided by the Program Registrar Office before the child can be transported on a JCA vehicle for Occasional Transportation. A valid phone number and email address must be completed on this form. This form needs only be completed once per school year.
- 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.

PERSONAL BELONGINGS

Children are not allowed to use personal electric devices while in Youth Services programs. Arriving with other personal belongings including Pokémon cards, jewelry, and handheld gaming devices is not recommended. 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. Items in the Lost & Found are donated on a consistent basis.

BABYSITTING

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

INDEPENDENCE

Youth Services program participants must be able to use the toilet and manage their own personal hygiene care without pull-ups, independently change clothes, and safely get on and off the JCA vehicle without assistance if utilizing transportation.

While toileting accidents happen, they cannot occur consistently in order to participate in our programs.

SPECIAL NEEDS

If your child has a 504 plan or IEP, please provide a copy to the Youth Services Department. Understanding your child's accommodation helps us communicate with you and determines how we may support your child within the scope and resources of our non-academic program.

In some cases, requested accommodations may be beyond the support our program can reasonably provide.



BEHAVIOR POLICY

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

Unacceptable behavior is defined by the Youth Services Department as physical harm towards the group or individual, verbal abuse towards others, and behavior compromising the safety of the group or individual. The family will be notified of such behaviors as they occur so our staff can work cooperatively with them on strategies and solutions.

While we strive to make every effort to redirect behavior and encourage self-reflection, we have a responsibility to all children in our care. Therefore, we are unable to allow repeated behavior challenges that require excessive attention and hamper our ability to supervise Youth Services participants as a group. If 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.

DISCIPLINE

The Youth Services Department uses positive approaches to help children prevent social conflicts. The Youth Services Department Staff will use behavior management techniques such as redirection, conflict resolution and positive reinforcement when discipline is appropriate. Techniques may vary with each situation; however, physical punishment, inappropriate language or manner, psychological abuse, and coercion should never be used and are never acceptable.

In the event your child has challenges or is unable to abide by our expectations, after sufficient warning they will be removed temporarily from participating in the current activity. Continued problems will be addressed with parental involvement and cooperation and will be documented in an Incident Report. In extreme situations, 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.

All parents and guardians must sign and return a copy of our Youth Services Department Behavior Policy on page 19 as acknowledgement for our records.



YOUTH SERVICES DEPARTMENT CLOSINGS

The Youth Services Department is closed on the following dates:

Labor Day

Monday, September 7, 2026

Thanksgiving Day

Thursday, November 26, 2026

Day after Thanksgiving

Friday, November 27, 2026

Christmas Day

Friday, December 25, 2026

New Year's Day

Friday, January 1, 2027

Memorial Day

Monday, May 31, 2027



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

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 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/Guardian Name _____

Parent/Guardian 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.			
5.			



JCA TEEN CONNECTION STUDENT CONTRACT

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 terms:

- 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 the designated staff member every 15 minutes. Location needs to be specific (i.e. indoor pool, courtyard, pickleball court, 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/GUARDIAN 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/Guardian Signature _____ Date _____



HOMEWORK HALL CONTRACT

JCA AFTER SCHOOL & TEEN CONNECTION 2026 - 2027

The Youth Services Homework Hall is open Monday – Thursday and is a designated, supervised room where program participants can complete assignments. The homework hall is to be used for homework and reading only. A JCA staff member is present to monitor the room and answer questions. The JCA staff member is not responsible for test preparation or individual tutoring.

Students and parents/guardians are responsible for relaying information to the JCA staff. If a student is disturbing others and preventing studying, they will be asked to leave the room. Parents will be made aware of this occurrence.

1. HOMEWORK (Please check one box)

- I would like my child to complete ALL their homework daily at the JCA
- My child may choose daily to do their homework at the JCA

2. READING (Please check one box, circle applicable choices)

- 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: **Monday Tuesday Wednesday Thursday**

3. COMPUTER (Please check one box)

Computers are available on a first-come, first-serve basis and are for homework only.

- My child does not need computer time at the JCA.
- My child needs computer time to complete assignments using the following sites:

4. LOGIN INFORMATION AND ADDITIONAL COMMENTS

Child's Name _____ Grade _____

Parent/Guardian 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 or legal guardians about its discipline procedures. 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. 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 they will be removed temporarily from participating in the current activity. Continued problems will be addressed with parental involvement and cooperation and will be documented in an Incident Report. In extreme situations, 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.

The JCA requires that parents or guardians 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(s) of child(ren)

Parent/Guardian Signature _____ Date _____



YOUTH SERVICES ACKNOWLEDGMENT FORM

AFTER SCHOOL, TEEN CONNECTION, AND 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://jcajax.org/youth-family/>) 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 _____