



2018 Club J Extended Care Parent Handbook

Mission

To provide before and after school care for children in grades K-5 in a safe and engaging environment where they can play, learn, and expand their interests.

Vision

To provide a fun and safe space for children to spend intermediary time between enrichment classes and home. Children in Club J extended care will engage in activities that challenge their thinking and motor skills through outdoor play and indoor interactive stations. Our caring staff provide guidance and support while children learn valuable social skills and make new friends.

We provide snacks daily with allergies and conditions in mind. Our staff will work with parents to accommodate special needs and circumstances whenever possible in order to provide the safest environment for their children. Our staff will also work with parents and program leaders in order to ensure children with after school activities at the APJCC or Yavneh will arrive on time and in a safe manner.

Staff

Daniel Bernstein - Camp & Youth Assistant Director. Daniel spent the summer of 2018 developing Camp Shalom's "Counselor-In-Training" Program and helping our CITs learn what they need to become future counselors. Daniel comes to us with years of experience in Jewish Camp and after school programming. Fresh from his first summer at Camp Shalom, he is very excited to see everyone from summer have tons of fun in Club J.

Becca Durham - Youth Coordinator. She has worked with the APJCC and Camp Shalom for 6 years. If your child attends Yavneh or Camp Shalom she will be a familiar face and likely know their name! Becca has worked many roles between camp and Club J including Aftercare Coordinator, Cooking Specialist, and Art Specialist.

Every member of our fun, friendly, and engaging staff has completed a background check.

Policies

- **Admission**
 - Club J aftercare is for children ages 5 – 11 only. **Preschool aged children are not allowed in Club J under any circumstances during aftercare hours.** If you are

planning to pick up a younger child from APJCC preschool please pick up your child from Club J aftercare first. The APJCC cannot be held accountable for the safety of children not enrolled in Club J Aftercare.

- **Sign in/out**

- **Sign In**

- Before School Care: Club J opens at 7:00am. Children will be signed in by Club J staff and released to go upstairs to school at 8:20am.
 - After School Care: Children attending Yavneh Day School will be released to Club J at 3:40pm. Club J staff will walk children in Kindergarten and 1st grade from their classrooms to Club J

- **Sign Out**

- Please park and come to Club J to pick up your child. Carpool is not available and we cannot release children without a parent or authorized guardian present. Time in Club J is tracked electronically, please let staff know you are there to pick up your child and staff will sign your child out.

- **Late Policy**

- Club J Aftercare is open from 3:00 – 6:00pm Monday – Friday. If you are going to be arriving later than 6:00pm due to unforeseen circumstances, please contact Club J and a staff member will stay with your child until you arrive. After a 5 minute grace period, you will be charged \$1 per minute for late pickups. If your child is not picked up by 6:10 pm and we are not able to reach the parents/primary contact, individuals listed on the child's emergency form will be called to pick-up the child. Social services and/or the police would be called as a last measure if no individual can be contacted to pick-up the child.

- **Behavior**

- Your child's safety is the number one priority of Club J staff. In order to ensure their safety, we have a set of behavioral guidelines that we expect every child in Club J to respect. "Unacceptable behavior" is defined as behavior that is disruptive to the group's well-being or harmful to others or oneself. This includes hitting, punching, aggressive behavior, bullying, or use of inappropriate language.

Our staff will have the opportunity to correct negative behavior. If the behavior continues to serve as a disruption to the group, the participant may be asked to sit out of activities and, if it continues, be asked to meet with a member of the Youth Department Leadership team.

The APJCC reserves the right to dismiss children from Club J when behavioral issues continue to overwhelm the group and/or staff. Refunds requested following the dismissal of a Club J participant will be subject to approval from the Assistant

Director/Director of the Youth dept. It is our goal to work diligently and effectively to help all participants of Club J adjust and flourish; however, we need your cooperation and assistance in reinforcing positive behavior.

- **Food**

- A light optional snack will be provided at approximately 4:30pm. All snacks served will fall within the dietary guidelines of the APJCC. While we do our best to respect allergies and dietary restrictions, if your child has specific dietary allergies or sensitivities, we recommend sending them with allergy-friendly snack options. We are happy to store them in a safe, clean area, and only provide these snacks to your child.
- As a program provided by the APJCC, Club J observes Jewish Kashrut dietary laws for dairy and parve (vegetarian) food. No meat or shellfish is permitted. In addition, in recognition of the prevalence of child airborne nut allergies, **no peanut or tree nut products are permitted.**
 - Given that Club J is the aftercare program for Yavneh Day School students, we understand that lunch served on Fridays may include meat. Taking this into consideration, the only meat allowed in Club J must be ordered/prepared by House of Bagels, or be previously approved by Yavneh Day School.

- **Toys and Electronics**

- We recommend that toys, stuffed animals, and Pokemon/trading cards stay at home. Club J staff is not responsible for keeping track of these items. If a child's item causes arguments or hurt feelings, Club J staff will ask for the item to be put away until pick up. If the item does not remain stored, it may be confiscated until pick up.

If your child has a cell phone, they may use it with staff permission during Club J hours for the purpose of parent/guardian communication only. They may not use their phones to watch videos, play games, etc. Electronic play is only allowed on Fridays.

APJCC Youth Programs and Yavneh Enrichment Classes

If your child is enrolled in an APJCC youth program, we are happy to escort them between these classes and Club J. If your child is enrolled in a Yavneh Enrichment Class, Yavneh faculty/helpers will escort your child to and from Club J. Parents are REQUIRED to inform Club J staff of the start and end dates and times of any APJCC Youth programs or Yavneh Enrichment Classes. Contact Becca Durham at becca@apjcc.org with your program/class schedule. She will ensure arrangements are made so that your child makes it to and from their activities safely and on time.

Billing

Club J rates are based on JCC membership. JCC Member pricing is \$8/hour and Non-Member is \$10/hour starting with a **one hour minimum** and then in 30 minute increments. Yavneh Day School will send invoices for Yavneh children at the end of each month and you may inquire with Sue Balfus in the Yavneh Office about times and charges. If your child does not attend Yavneh Day School you will be sent an invoice at the end of each month from the JCC and may inquire about times and charges with Daniel Bernstein in the APJCC Camp & Youth department.

Time away from Club J spent in youth programs or enrichment activities is taken into account and you will not be charged for time your child is not under Club J staff supervision.

Homework

Club J is a busy space that can get a little loud between activities. Children are welcome to read or homework indoors or outside at the lunch tables. Due to the wide range of ages and large attendance we cannot guarantee a consistently quiet environment for concentration. Yavneh students are welcome to attend Homework Club for a quiet space to focus.

Contact Information

Questions? Concerns? Running Late?

Club J Phone: (408) 357-7463

- Daniel Bernstein
 - danielb@apjcc.org
 - (408) 357-7336
- Becca Durham
 - becca@apjcc.org
 - (408)357-7497

Club J Extended Care Behavior Guidelines

Parents please review the following Club J rules with your child and return this form to Club J staff:

- I will be respectful to my friends and their personal space
- I will be polite, respectful, and listen to Club J staff
- I will be honest
- I will respect other people's property
- I will leave the Club J space and outdoor area better than I found it
- I will use my words to express my feelings and needs
- I will do my part to maintain a safe, happy, and healthy community

Children participating in Club J Extended Care are responsible for complying with the Club J discipline policy.

In the unlikely event the negative behavior persists beyond solution plans, expulsion may be the end result.

I have read and understand the terms above:

Child Name

Parent Name

Parent Signature

Date