



Sidney Albert
Albany JCC

2024-2025 Registration Kaleidoscope K-6th Grade Afterschool Program

Today's Date: _____ Starting Date: _____ Albany School _____

Child's Name _____ Date of Birth _____ Gender _____

Grade Entering Fall 2024 _____ Day(s) your child will attend M T W Th F - circle choice(s)

Parent #1 Name _____ Parent #2 Name _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Phone (Cell) _____ Phone (Cell) _____

Workplace _____ Workplace _____

Phone (Work) _____ Phone (Work) _____

E-Mail _____ E-Mail _____

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- Please keep the Youth Office informed of any changes regarding credit card and/or checking account information. Please help us reduce unnecessary credit card fees by signing up for our monthly checking account or bank draft. It's free, convenient & secure.

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- **The 10% sibling discount for AJCC Members only** given when 2 or more children are enrolled in a licensed AJCC Childcare program. Discount(s) will be applied to the lower tuition(s). Discount(s) (based on total program costs) will be applied to installments beginning 9/1/2024. To join as AJCC Members, please go to our website – www.albanyjcc.org or call the Member Desk at 518-438-6651.

I understand that, barring any changes to my child's program, I agree to the applicable installment plan (see page 2), and that deductions will be taken per my preferred method of payment as indicated on the page 2. I understand that any childcare fees not paid in a timely manner will mean a forfeiture of my reserved position and/or immediate removal for the 2024-2025 school year. All fees paid at the time of registration are non-refundable and non-transferable. A 30 days written notice to the After School Director is required for withdrawal.

Signature _____ Date _____



Sidney Albert
Albany JCC

2024-2025 Registration Kaleidoscope After School Program

Payment and Policy Information continued

Tuition

5 Days/Week	\$335/\$310 AJCC Members per month
4 Days/Week	\$297/\$279 AJCC Members per month
3 Days/Week	\$256/\$238 AJCC Members per month
2 Days/Week	\$205/\$189 AJCC Members per month
1 Day/Week	\$163/\$150 AJCC Members per month

Registration Fee

\$50 one-time fee per child for NEW REGISTRANTS ONLY.

Non-refundable/Non-transferable

I will pay all other applicable fees (Installment Plan) in the following way: (check one or write on file)

Charge my credit/debit card on 1st of each month. Please only one credit card on file per family.

Name on card _____ Card type: Master Card / Visa / Amex (circle one)

Credit card: # _____ Exp. Date _____

or

Charge my checking account on the 1st of each month. Attach a voided check.

Parent Signature: _____ Date: _____

Parent Name (Please print): _____

Tuition Payment Schedule

On the 1st of each month, tuition pays for that particular month. All fees are based on 187 school days. **Any DECLINED bank drafts (checking account installment plans) or CC charges are subject to a service fee.**

DSS (subsidy through Albany County Dept. of Social Services)*

*Please see page 4 – section 15, and complete info below. Please complete payment info above for weekly, bi-monthly, or monthly payment plan.

DSS Caseworker Name and Phone Number: _____

Staff: Approved _____ Date _____

(No contracts to be accepted without approval of SAAJCC staff)

DATE _____

Kaleidoscope

After School Department Contract

I, _____, understand the following:

1. **If my child is ill or is going to miss some time at the Sidney Albert Albany Jewish Community Center, AJCC, Kaleidoscope Program, I will call in (518-438-6651 x110) or put it in writing prior to the start of the daily program.**
2. **All tuition payments are non-refundable. Should the program be closed when your monthly payment is due, a prorated tuition amount will be assessed upon re-opening.**
I understand that for the AJCC Afterschool program, tuition is paid monthly. **An automatic payment method must be set up to register in the program. NO CREDITS** will be given when the service is not used. I will give 30 days' written notice when I am terminating child care **or the entire month will be due and payable.** Any changes to the automatic payment plan must be given in writing at least one week in advance. Any set increases or decreases to program days, outside of drop in requests or cancellations, must be given in writing at least two weeks in advance.
3. **I understand that if I am late picking up my child, I will be charged a late pick-up fee on my next month's bill.** This policy will be strictly enforced. **The program ends daily at 6:00 pm. THE LATE FEE IS \$1.00/minute.**
4. If my child becomes ill, I will be called to pick him/her up within a reasonable amount of time. My child must be fever free for 24 hours before being allowed to return to the program. **For any medical items noted on page 5, such as an allergy or asthma, AJCC will require additional NYS forms - Individual Health Care Plan, Allergy Plan form, and a Med Consent form if there is an Epi-Pen or Inhaler. The NYS Allergy Plan and Med Consent form must be completed by both a parent and the child's physician. These two forms must be updated every six months. All of these forms noted above are available from the After School Director. Any emergency medications must be in the original container labeled with child's name and a copy of the prescription/script.**
5. During the winter months all children will be required to wear a hat or hood, gloves or mittens, snow pants or a change of pants, boots and a warm coat in order to participate in daily outdoor play. It is recommended that each child have a spare pair of pants and socks, which may be left at the Program. I will supply my child with these things. If not, I understand s/he will not go outside.
6. I note that the AJCC **VACATION CAMP is offered for Kindergarten to Sixth Grade on most Albany School District closings (except for AJCC Holiday closings).** Advanced registration required based on the following conditions and follows the AJCC Holiday schedule. \$82/\$70 AJCC Members per day (50% off, 5 day children per day)

K-6th Grade Vacation camp days will be available at an additional rate. Separate registration is required for Vacation Camp. Forms will be available at the Youth Office, at the AJCC Website, or at the Member Desk. Spaces are limited and on a first come, first serve basis. **I understand my child(ren) may be registered and attend Vacation Camp only if all payments are completely up-to-date for all accounts.** My child must be at the AJCC by 9:00 a.m. PROMPTLY, as special activities are planned. That program ends at 5:30pm daily.
7. I understand that the AJCC cannot be held responsible for lost items of clothing, toys, electronics, card games, etc.

8. Snow and Closure Policy - The AJCC After School Program will be held every day, as per school district calendar. For last minute announcements on Albany School Early Dismissal Days, After school may not open due to low staffing levels. On days when snow/inclement weather lead to school closings, our program will also close. On days when the school district cancels all after school activities or has an early dismissal due to weather, our program will also close. Please watch the weather and be alert for such closings and cancellations. Please register for the Messenger Network at - <https://www.albanyschools.org/communications/alerts>

9. I understand that Drop-in Days will cost **\$30/Day** when additional after school care, outside of the original registration is needed. Once payment has been completed at the SAAJCC facility, it is the **PARENT/GUARDIAN REPSONSIBILTY TO NOTIFY THE SCHOOL OFFICE SO YOUR CHILD ARRIVES SAFELY TO PROGRAM ON THAT DROP IN DAY(S). This sibling discount does not apply to Drop-in Day fees.**

10. If a discipline problem arises, I will be notified by the AJCC After School Director or Assistant Director. I understand that all attempts will be made between staff and myself to rectify the situation. If after this, the situation still occurs, I realize that my child may be placed on temporary suspension or dismissed from the program. Suspension and dismissal are at the discretion of the After School Director and the Director of Youth Services. I understand that a strict discipline policy will be used to deal with problem behaviors. The policy includes three strikes: verbal warning, time away, and documentation in the behavior log (which is to be signed by a parent at pick up on the day of the incident).

11. The AJCC Staff are NYS Mandated Reporters and are required to report signs of abuse and maltreatment to Child Protective Services (CPS) immediately. The incident will be documented, phone call made to CPS, and then the child, if still in program, will be kept comfortable by Program Staff.

12. I understand that I must provide the AJCC with all court documents pertaining to custody and support matters involving my child if it is expected to be an issue.

13. I understand that, by signing this contract, I will personally be responsible for the payment of all amounts and fees due to the AJCC. All fees are due regardless of absenteeism or holiday closings.

14. The AJCC reserves the right to terminate this contract at any time and remove the child from the program.

15. **DSS Disclaimer: Any family awarded funding via DSS for childcare at any point will be provided with additional paperwork once we receive the award letter from DSS. You will be responsible for your parent portion as indicated by DSS and any additional balance each month totaling up to the monthly cost of tuition for the program in which your child is enrolled. Until an award letter is received from DSS our systems and billing will reflect all tuition costs as put forth. Payments for any balances owed are due on the 1st of each month via the convenient option of setting up a credit/debit card on file to be charged on the 1st of each month.**

16. **Adverse Childhood Experiences (ACEs): please review this website prior to completing the registration - <https://ocfs.ny.gov/programs/cwcs/aces.php>**

Date

Parent's Signature

**(Both parents, please sign
if possible)**

Parent's Signature

STUDENT PROFILE

Child's name _____

Does your child attend other after school/extracurricular activities? _____

What factors were *important* in your decision to send your child to **AJCC After School**?

Location General Program Programming
 Cost Reputation Staff
 Facility Referral from friends Child's friend(s) attending
Other _____

Are there any specific activities that you would like your child to do at the after school program?

Would you like your child to be a member of our Homework Club? (We will report to the homework space each day following snack and remain there until all homework is completed) **YES / NO**

DOES YOUR CHILD HAVE ANY ALLERGIES, PHYSICAL, EMOTIONAL, BEHAVIORAL, OR OTHER MEDICAL CONDITION THAT HAS LASTED MORE THAN 12 MONTHS? IF SO, PLEASE LIST HERE, AND REQUEST AN OCFS INDIVIDUAL HEALTH CARE PLAN, OCFS ALLERGY PLAN FORM, AND/OR OCFS MEDICAL CONSENT FORM FROM THE AJCC: _____

FAMILY INFORMATION

Number of children _____

If parents are separated or divorced, what is the custody arrangement? _____

Please contact the Director if there are any events or experiences outside of school that might affect your child in the after school program. Or, explain here:

How do you describe your child? _____

Current interests? _____

Activities she/he dislikes? _____

Are there any family religious observances about which you would like us to know? _____

PHOTOGRAPHIC RELEASE (if unsigned, then your child is on the NO PHOTO LIST):

I hereby grant permission for the use of photographs and video of the aforementioned child, and, without limitation, to use such pictures and video in connection with after school purposes. If permission is granted, the after school program is released from any claims, whatever they may be, that arise in said regard.

Parent's/Guardian's Signature

Date

Albany Jewish Community Center
AFTER SCHOOL PICK-UP FORM

CHILD'S NAME: _____

AGE/GRADE: _____

The following people, including Parents (list first), have permission to pick up my child:
(All info below must be fully completed before your child is registered)

Contact Name	Relationship	Cell Phone	Home Address
1)	Parent 1		
2)	Parent 2		
3)			
4)			
5)			
6)			
7)			
8)			

Agreements:

- I give consent for my child to take part in neighborhood trips or trips offsite from the facility under proper supervision.
 YES NO (Check One)

- In case of accident or injury, I authorize any and all emergency medical, dental, and/or surgical care and hospitalization advised by physicians, surgeon, or hospital necessary for the proper health and well-being of my child.
 YES NO (Check One)

Insurance Provider _____ ID Number _____

Parent's Signature: _____

Date: _____

School Age Program Parent Handbook (Afterschool and Vacation Camps):

Thank you for registering your child for Albany JCC School Age Programs! Our Albany JCC Program Staff, Miriam Shor, and I look forward to working with your children this school year. Please review the following items in this handbook and complete the acknowledgement page at the end. *Beruchim Abaim* (translates to Welcome in Hebrew) ~ From, Drew Katz, AJCC Director of Youth Services

Afterschool Program times: JCC ASH from 2:30pm-5:30pm, JCC Montessori from 2:20pm-5:30pm, and JCC Kaleidoscope from 2:30pm-6pm when Albany Schools are open.

K-6th Grade Vacation Camp and Circus Camp (Ages 8-13) at the JCC 340 Whitehall Rd facility is from 8:00am-5:30pm when Albany Schools are scheduled to be closed on holidays or Professional Development Days. Most school break days are covered, with exception to major Jewish Holidays for example. Pre-K Vacation Camp days are offered by the JCC Early Childhood Department (518-689-0039) during the week long breaks only and when they are open.

For Snow Days or early closures due to weather or other circumstances, there will be no program.

All start times and end times, as well as dates, are subject to change.

Pick Up Procedure: To create a safe and manageable way for children to leave our program, we will be implementing the following protocol:

At the end of the day, as you come to the building, please line up at the curb in your vehicle near the program entrance and call your Site staff. A JCC staff member will escort your child to the building exit doors. You will be responsible for opening car doors and buckling your children into car seats, if applicable, once staff brings your child to you. **A \$1 per minute late fee will be assessed if multiple late pick-ups occur. If Program staff is unable to reach a parent, we will use the pick-up list to call other emergency contacts. If no parent or emergency contact can be reached after 30 minutes, the police will be contacted.**

All pick up lists and contact info must be full completed on our registration forms and updated regularly. Please contact AndrewK@albanyjcc.org to update this info or add others to the pick-up list.

Personal Items from Home:

- **We are asking that all of your child's toys, games, etc. be left at home.** Your child will need on a daily basis – sneakers, weather appropriate clothes and apparel (especially winter time), water bottle, and a change of clothes. **Please be sure to label your child's belongings with your child's name on the item.**
- Most Donation Items for the School Age Program are allowed. Contact Drew to inquire.

Snack times:

- Snack time will occur after arrival time daily. Staff will assist as needed with distribution of food items. There will be extra food available if the children want extra portions. All snack items are Kosher, Nut Free, and follow the CACFP guidelines.
- Any items/water bottles that are brought in for your child must be taken home daily for sanitizing. Please be sure that all are clearly labeled with your child's name. Staff will assist children with filling water bottles. **During Vacation Camp days at the JCC facility, we are not able to refrigerate or heat up lunches. We are a Peanut and Nut Free environment at each Albany JCC Program Site. Vending Machine purchases are not allowed.**

Daily cleaning efforts: While this is part of our normal routine, our School Age Staff will disinfect all tables and chairs used by our program, all program materials used that day, backpack buckets, and any other items as needed, paying special attention to doorknobs, phones, keyboards, handrails, etc. We will be disinfecting with an approved EPA Sink and Surface Disinfectant (not in the presence of children). All spray cleaners and any hazardous materials are kept out of reach of children.

Drills and Safety Checks at School Age Program Sites:

- Daily, our indoor and outdoor spaces are also checked for safety hazards. Monthly, our afterschool sites conduct a fire drill and our program staff completes a Site Safety packet to ensure all spaces are noted for any safety hazards and are reported. Twice a year, our sites conduct a Shelter in Place drill to practice for any internal or external threats such as weather, chemical, or violent acts. Shelter in Place areas are away from windows to the outside.

Outdoor Play Spaces:

- Children will go outside daily weather permitting. This may include time on a playground, or outdoor motor play in open grassy areas. Children will need weather appropriate clothing and closed-toe footwear daily.
- For outside temperatures below 30 degree Fahrenheit (with wind chill factored in) or above 95 degrees Fahrenheit (with humidity factored in), we will not take kids outside.

Medical Information:

- **NYS requires our program sites to have up to date information on each child that participates in NYS childcare programs. If a medical concern or any item is noted on page 5 of our JCC registration packet, we will require additional NYS forms to be completed. This may include the NYS OCFS Individual Health Care Plan (completed by parent and JCC only), NYS OCFS Allergy Plan form (completed by the child’s doctor, parent, and JCC), and the NYS OCFS Med Consent form (for Epi-Pens and Inhalers only; completed by the child’s doctor, parent, and JCC).**

Vaccination Status:

- **Our JCC School Age staff are fully vaccinated from Covid-19. If your child is fully vaccinated from Covid-19, please supply a picture via email of the vaccination card. This will reduce any quarantining that may occur within your child’s group as long as they are not symptomatic.**

General Health Procedures:

- All children will be screened via a health and wellness check upon arrival and required to wash their hands upon arrival to their classroom, as well as throughout the day. Children will wash hands in between each activity. Staff will work with children to ensure proper hand washing techniques.
- **Children must be fever free (less than 100 degrees) and vomit/diarrhea free for 24 hours before they can return to JCC programs. If your child becomes ill during the day/afternoon (vomiting, diarrhea, fever, etc.), families will be contacted by phone for immediate pick up.**
- If your child tests positive for Covid-19, please contact the JCC Youth Office by email immediately. If your child is not vaccinated and been exposed to Covid-19, they will need to quarantine for 5 days and then wear a mask for an additional 5 days while at camp. Same applies to any child who tests positive regardless of vaccination status.

Injuries:

- **JCC Staff will report any injuries that will occur at program sites by phone, email, or at pick up. JCC uses a NYS OCFS Incident Report form to document injuries. We will provide a copy at pick up or will email the form as soon as possible. Head injuries and falls from the playground for example are treated seriously. Most JCC Staff present will have CPR and 1st Aid training. JCC staff will contact 911 and parent for any serious injuries beyond the scope of their care.**

Disciplinary Policy:

- **THE DISCIPLINE OF A SCHOOL AGE CHILD WILL BE AS FOLLOWS:**
- **MINOR OFFENSES:** not listening to/disrespecting staff and/or children, first time using profanity, not following directions, disrespect of Albany JCC/School property or children's/staff's property or personal space.
 - **FIRST** infraction of a minor offense will result in a verbal warning from the School Age Staff.
 - **SECOND** infraction will result in verbal warning from the Director of Youth Services, Assistant Youth Director, School Age Site Director or Assistant School Age Site Director.
 - **THIRD** infraction will result in removal from activity and parent notification.
- Parents will be notified regarding any of the three infractions listed above.
- **MAJOR OFFENSES:** running away from JCC property, vandalism, fighting, bullying (including cyber), physically unsafe behaviors/assault toward other children or staff, possession and/or use of any weapons, possession and/or use of illegal substances, theft.
- **The occurrence of major offenses will result in dismissal from the School Age Program for that day, with 1 or more days of additional suspension from program.**
- When a child displays a pattern of consistent, inappropriate behavior (including both minor and major offenses), the School Age staff reserves the right to evaluate whether the child can best be served by our program. A meeting with the Director of Youth Services, Assistant Youth Director, Site/Assistant Site Director, parent(s) and child will be scheduled to review the status of the child for the remainder of the school year. Meeting will be in person, or via Zoom, or another digital format.

Contact Info (please save in your phones):

- **Albany JCC – 340 Whitehall Rd., Albany, NY 12208 www.albanyjcc.org**

- **Albany JCC Main Line – 518-438-6651**
 - Andrew Katz x113, Miriam Shor x108**
 - Kaleidoscope x110 (Main Desk can use walkie channel 3 if phone not picked up)**
- Albany JCC at ASH – 518-496-2223 (phone on from 2pm-5:30pm)**
- Albany JCC at Montessori – 518-496-2224 (phone on from 2pm-5:30pm)**

- **JCC Facebook Groups:**
 - **Kaleidoscope - <https://www.facebook.com/groups/1471865583121900>**
 - **ASH - <https://www.facebook.com/groups/807412829291234>**
 - **Montessori - <https://www.facebook.com/groups/807412829291234>**
 - **Vacation Camp and Camp Shalom - <https://www.facebook.com/groups/680913725794043>**

AJCC School Age Program Acknowledgement Page:

- I have reviewed all of this information above with my child(ren) and all pertinent family members (please complete below):

Child's Name(s): _____

Parent's/Guardian's Signature

Date

AJCC Staff Initials (office use only) _____