

## 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-6<sup>th</sup> 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. Parents are allowed to enter JCC and collect their child for pick up time. **A \$1 per minute late fee for first five minutes late, and then \$5 per minute past the five minute late mark 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](mailto: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).**

**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.**
- Any contagious diseases or infections must be reported to the School Age Administration Team. A doctor note will be requested allowing the child back into program.

**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 1<sup>st</sup> 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](http://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 – 518-495-6237 (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, Camp Shalom, Teen Camp - <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)* \_\_\_\_\_