



Sidney Albert  
Albany JCC

## 2026-2027 Registration ASH/Montessori Pre-k to Age 12 Afterschool Program

Today's Date: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Albany School \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Grade Entering Fall 2026 \_\_\_\_\_ Day(s) your child will attend M T W Th F - circle choice(s)

Guardian #1 Name \_\_\_\_\_ Guardian #2 Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ Phone (Cell) \_\_\_\_\_

Workplace \_\_\_\_\_ Workplace \_\_\_\_\_

Phone (Work) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

E-Mail \_\_\_\_\_ E-Mail \_\_\_\_\_

- 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 9/1/2026. To join as AJCC Members, please go to our website – [www.albanyjcc.org](http://www.albanyjcc.org) or call the Member Desk at 518-438-6651.
- 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.
- First and last months' tuition due at the time of registration. Last month's tuition will be applied to June 2027. Last month's tuition is considered a deposit and is non-refundable without a *30-day notice prior to the first day of the child's last month.*
- One-time registration fee per child for new registrants only - \$50/\$51.45 Non-refundable/non-transferable

# 2026-2027 Registration

## ASH & Montessori - JCC After School Program

**Monthly Tuition Rates - Circle the tuition/member option below.** There is a 2.9% fee on debit/credit cards.

### K-5<sup>th</sup> Grade

Days Per Week	JCC Member Checking Account/EFT	JCC Member Credit/Debit Card	Non-Member Checking Account/EFT	Non-Member Credit/Debit Card
1 Day	108.00	111.13	124.00	127.60
2 Day	158.00	162.58	175.00	180.08
3 Day	210.00	216.09	231.00	237.70
4 Day	270.00	277.83	293.00	301.50
5 Day	315.00	324.14	342.00	351.92

### Pre-K

Days Per Week	JCC Member Checking Account/EFT	JCC Member Credit/Debit Card	Non-Member Checking Account/EFT	Non-Member Credit/Debit Card
1 Day	142.00	146.12	159.00	163.61
2 Day	206.00	211.97	223.00	229.47
3 Day	287.00	295.32	308.00	316.93
4 Day	372.00	382.79	395.00	406.46
5 Day	440.00	452.76	468.00	481.57

**I will pay all applicable fees in the following way:**

Charge my credit/debit card on 1<sup>st</sup> of each month.

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

Credit card: # \_\_\_\_\_ Exp. Date \_\_\_\_\_

or

Charge my checking account on the 1<sup>st</sup> of each month. **Attach a voided check.**

Tuition Payment Schedule – Monthly tuition is charged on the first of each month. All fees are based on a September-June school year. Monthly fee is the same regardless of actual school days. Any declined bank drafts or CC charges are subject to a service fee of \$30.00.

DSS (subsidy through Department of Social Services) - \*Please see page 4 – section 15, and complete info below. Please complete payment info above for family responsibility. Must have payment method on file.

DSS Caseworker Name and Phone Number: \_\_\_\_\_

I agree to the applicable fees, and that payments will be made by my preferred method of payment as indicated above. 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 2026-2027 school year. I understand that a 30-day notice, prior to the start of my child's last month is required in order to receive a refund of my deposit (last month's tuition).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff: Approved \_\_\_\_\_ Date \_\_\_\_\_ (No contracts to be accepted without approval of AJCC staff)

# Albany JCC @ ASH & Montessori After School Department Contract

I, \_\_\_\_\_, understand the following:

1. **All tuition payments are non-refundable.** 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 childcare **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 of the draw date.
2. 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 5:30 pm. THE LATE FEE IS \$1.00/minute for first five minutes late, and then \$5/minute past 5:35pm.
4. If my child will be absent, I will call ASH (518-495-6237) or Montessori (518-496-2224) or put it in writing prior to the start of the daily program. I may also email afterschool@albanyjcc.org.
5. 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, without the use of medication, 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 guardian and the child's physician. These two forms must be updated every six months. All of the 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.
6. All children in our school age program must be potty-trained to attend JCC afterschool.
7. 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 they will not go outside.
8. I note that the AJCC **VACATION CAMP is offered for 5 years to 12 years old on most City School District of Albany closings.** Advanced registration required based on the following conditions and follows the AJCC Holiday schedule. Discounted rate applies to AJCC Members for 5 day registrants. 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, including DSS parent share and gap payments.** My child must be at the AJCC by 9:00 a.m, as special activities are planned. That program ends at 5:30pm daily.
9. I understand that the AJCC cannot be held responsible for lost items of clothing, toys, electronics, card games, etc.
10. 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



## STUDENT PROFILE

Child's name \_\_\_\_\_

Does your child attend other after school/extracurricular activities? \_\_\_\_\_

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

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/guardians 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 Albany JCC purposes. If permission is granted, the Albany JCC is released from any claims, whatever they may be, that arise in said regard.**

**Albany Jewish Community Center**  
**AFTER SCHOOL PICK-UP FORM**

**CHILD'S NAME:** \_\_\_\_\_

**AGE/GRADE:** \_\_\_\_\_

**The following people have permission to pick up my child. Please list Parent/Guardians first.**  
**(All info below must be fully completed before your child is registered)**

Contact Name	Relationship	Cell Phone	Home Address
1)	Parent/Guardian		
2)	Parent/Guardian		
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/Guardian Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

## School Age Program Parent/Guardian Handbook:

Thank you for registering your child for Albany JCC School Age Programs! Our Albany JCC Program Staff 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!* (Welcome in Hebrew)

**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. 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:** Families are welcome to come inside to our spaces to pick up their children. We believe seeing our staff in person and programs in action help build relationships and community. If you choose not to come inside please do the following: **Montessori:** Please pull up to the bus loop and we will bring your child out to you. **ASH:** Please come to the gym door at the back of the building. We will bring your child to you.

Weather permitting, the program may be at other locations such as the playground. When this occurs, locations will be clearly posted for parents/guardians. **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/guardian, we will use the pick-up list to call other emergency contacts. If no parent/guardian or emergency contact can be reached after 30 minutes, the police will be contacted.**

All pick up lists and contact info must be fully completed on our registration forms and updated regularly. Please contact Program Staff to update this info or add others to the pick-up list. Per OCFS regulations, all changes to pick-up list must be made in writing.

### Personal Items from Home:

- **We ask 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 wintertime), water bottle, and a change of clothes. **Please be sure to label your child's belongings with your child's name on the item.**
- Any items/water bottles that are brought in for your child must be taken home daily for sanitizing. Please clearly labeled all items with your child's name. 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.

### Snacks:

- Snack time occurs after all children have arrived to the program site. All JCC provided snacks are Kosher, Nut Free, and follow the CACFP guidelines. Extra servings are available if the child requests. Children are free to eat items from home as long as they are nut-free.

**Daily cleaning efforts:** Cleaning will be done on a daily basis. We follow all OCFS regulations, including using a water/bleach solution to clean surfaces and toys. 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.

### **Outdoor Play Spaces:**

- Per OCFS regulations, weather permitting, children will go outside daily. 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.

### **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/guardian and JCC only), NYS OCFS Allergy Plan form (completed by the child's doctor, parent/guardian, and JCC), and the NYS OCFS Med Consent form (for Epi-Pens and Inhalers only; completed by the child's doctor, parent/guardian, 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. Children and staff will also wash hands in between each activity. Staff will work with children to ensure proper hand-washing techniques.
- Children must be fever free (less than 100.4 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 Program Staff. A doctor's 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. A JCC staff will contact 911 and parent/guardian for any serious injuries beyond the scope of their care.

### **Disciplinary Policy:**

- **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 staff supervisors

THIRD infraction will result in removal from activity and parent/guardian notification.

- **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. The exception being a threat of mass harm or possession of an weapon which will result in immediate and full suspension.**

- 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/guardian(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

Albany JCC Kaleidoscope - 518-438-6651

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)

All families should use afterschool @albanyjcc.org for non-emergency issues.

- 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/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

AJCC Staff Initials (office use only) \_\_\_\_\_