



Sidney Albert
Albany JCC

ASH and Montessori After School Program

Registration Form for 2024-2025 School Year

DATE REGISTERED _____ DATE TO BEGIN PROGRAM _____

Child's Name: _____ Birth date _____ Grade Entering
In Fall 2024 _____

Gender Identification: _____

Address: _____ City: _____

State: _____ Zip: _____ Home Phone: _____

Parent #1 Name: _____ Phone (Cell) _____

Workplace _____ (W) _____

Email: _____

Parent #2 Name: _____ Phone (Cell) _____

Workplace _____ (W) _____

Email: _____

Afterschool Site: _____ **ASH** _____ **Montessori (Please check one)**

Day(s) Your Child Will Attend*: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

*MUST BE SET DAYS - each day has a capacity for our Program.

Fees (due at time of registration):	
Registration Fee (nonrefundable)	\$50.00
One time per child	
NEW Registrants Only	
One month tuition in advance	\$ _____
(see fee schedule)	
Total Due	\$ _____

<i>For office use only:</i>	
Amount Pd.	_____
Acct. #	_____
Initials	_____

**RETURN REGISTRATION FORMS TO SAAJCC
340 WHITEHALL ROAD, ALBANY, NY 12208
Phone: 518-438-6651 Fax: 518-459-0924**

DISCLAIMER: This is not a school sponsored program. The City School District of Albany is not responsible or liable for any problems or damages arising from participation in this program.



Sidney Albert
Albany JCC

ASH and Montessori After School Program Payment Contract for 2024-2025 School Year

Child's Name: _____
Parent's Name(s): _____
Address: _____
Daytime Phone: _____ Evening (or cell) Phone: _____

*Rates based on average Albany School Days/Month	Pre-K Monthly Payments	K and Up Monthly Payments
5 Afternoons	\$424/\$399 JCC Members	\$310/\$286 JCC Members
4 Afternoons	\$358/\$337 JCC Members	\$265/\$244 JCC Members
3 Afternoons	\$279/\$260 JCC Members	\$209/\$190 JCC Members
2 Afternoons	\$202/\$186 JCC Members	\$159/\$142 JCC Members
1 Afternoon	\$143/\$128 JCC Members	\$112/\$98 JCC Members

PLEASE MARK ALL APPROPRIATE STATEMENTS

I will receive DSS* (if weekly parent share, choose weekly payment method below)
DSS Caseworker's name & Phone Number: _____
 10% sibling discount for AJCC Members only; 2nd, 3rd child, lower priced option)

PAYMENT METHODS—MUST SELECT ONE

Charge my AMEX/MC/VISA automatically on the **1st** of each month; or beginning of each week if DSS* subsidized.

Name on card _____
Credit Card # _____
Exp. Date _____ Zip Code _____
Signature _____ Date _____

Monthly debit from checking account on the **1st** of each month; or beginning of each week if DSS* subsidized. (**Attach a Voided Check**).

**Please see DSS Disclaimer Notes on Page 4 - Section 15*

I UNDERSTAND THAT ANY SAAJCC AFTER SCHOOL PROGRAM FEES NOT PAID IN A TIMELY MANNER WILL MEAN FORFEITURE OF MY RESERVED POSITION AND/OR IMMEDIATE REMOVAL FOR THE 2024-25 SESSION. I ALSO UNDERSTAND THAT 30 DAYS WRITTEN NOTICE MUST BE GIVEN FOR WITHDRAWAL FROM PROGRAM.

Parent Signature _____ **Date** _____

(Office Staff only) Approved _____ Date _____
(no contracts to be accepted without approval of SAAJCC staff)

DATE _____

ASH and Montessori 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, SAAJCC, Program at ASH (518-496-2223). or Montessori (518-496-2224), I will call in 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 reopening.** I have chosen a payment plan on page 2 of this registration packet. I understand that for the SAAJCC Afterschool program, tuition is paid monthly or can be paid in full. **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 5:30 pm.**

THE LATE FEE IS \$1.00 PER MINUTE. The clock on the SAAJCC Afterschool Program cell phone will be the official clock used.

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, SAAJCC 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 SAAJCC VACATION CAMP is offered for only Kindergarten to Sixth Grade on all Albany School District closings (except for SAAJCC Holiday closings). Advanced registration required based on the following conditions and follows the SAAJCC Holiday schedule. \$82/\$70 JCC Members/day.

Vacation camp days will be available at an additional rate. Separate registration is required for Vacation Camp. Forms will be available at the information table at the SAAJCC Afterschool Program, JCC Website, or at the JCC. 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 SAAJCC by 9:00 a.m. PROMPTLY, as special activities are planned. Program ends at 5:30pm on camp days.

7. I understand that the SAAJCC cannot be held responsible for lost items of clothing, toys, etc.
8. Snow Policy - The SAAJCC After School Program will be held every day, as per school district calendar. For last minute announced Early Dismissal days, Program may close 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, 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 , for children attending less than 5 days/week and need care,** will cost:

Pre-K Drop In = \$40/day	K-6th Grade Drop In = \$30/day
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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 RESPONSIBILITY TO NOTIFY THE SCHOOL OFFICE SO YOUR CHILD ARRIVES SAFELY TO PROGRAM ON THAT DROP IN DAY(S).** *The sibling discount does not apply to Drop-in Day fees.*

10. If a discipline problem/unsafe situation arises, I will be notified by the SAAJCC 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 SAAJCC 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 SAAJCC 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 SAAJCC. All fees are due regardless of absenteeism or holiday closings.
14. The SAAJCC 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

Date

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 SAAJCC 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 JCC:

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

Sidney Albert Albany Jewish Community Center
AFTER SCHOOL PICK-UP FORM

CHILD'S NAME _____

AGE/GRADE _____

The following people, including Parents (list your name first), have permission to pick up my child (must complete all info below before your child can be 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/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.**

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

JCC Staff Initials (office use only) _____