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## parent handbook

school year | 2019 – 2020

JCC MetroWest

## Kids Club

Kindergarten – Grade 5

## Club 6

Grade 6



## about kids club & club 6



**Kids Club** is a comfortable and safe place for your child to unwind after school and stretch their mind and muscles while waiting to join you at the end of the day.

Professional staff get to know your child and respond to his/her individual needs. All of this is in a safe and structured environment with transportation from area schools, outstanding physical facilities and year-round continuity of care (summer camp, school vacation programs).

Kids Club is offered to children in kindergarten through grade 6.

**Club 6** is the perfect after school program for kids in grade 6. We've created a great new environment just for tweens where they can hang out with their friends while having supervised homework help and activities.

## registration

In addition to registration forms, all children must have emergency forms on file in the after school office.

These forms include:

- Parent Consent
- Parent Manual
- Medical/Allergy Forms
- Emergency Contact Card
- Student Profile Form
- Medication Consent Form
- Payment Form



*Forms need to be updated each program year.*

Once your child is registered for Kids Club or Club 6, your family will receive a program membership to the JCC. Program members are entitled to register for classes at the discounted member rate.

## payment & fees

A \$200 nonrefundable deposit must accompany each child's registration form. The deposit will be applied to the total fee upon the completion of the registration process. Kids Club/Club 6 payment options include:

Visa • MasterCard • American Express  
Electronic Bank Transfer  
Check Payable to JCC MetroWest

### **Program fees are not prorated.**

The program fee covers the 10 months duration of the program. Your payment will be the same amount each month regardless of how many days the program meets. Financial assistance is available for Kids Club/Club 6. Program membership does not entail private lessons.



JCC MetroWest offers transportation from Livingston and West Orange elementary schools to area synagogues for Religious School.

\*There is no extra fee if your child attends Kids Club/Club 6 four or five days a week.

## refunds

Parents are to notify Kids Club/Club 6 if they are planning to withdraw their child. A \$75 drop fee will be applied. Should your child be absent due to illness, injury, or family vacation—fees are not refunded. Additionally, JCC MetroWest cannot take responsibility for program closings because of safety, inclement weather, holidays, or other emergencies that may arise.

**Kids Club/Club 6 does not substitute or refund payment for days missed due to illness or vacation. No changes (days) will be allowed during the months of September and October.**

If you need to change the number of days your child attends program, it needs to be done one month in advance unless the change is due to loss of work, illness or some other unforeseen circumstance. Families are allowed to make a change to their child's Kids Club/Club 6 schedule one time during the year. For each subsequent change, families will be charged a \$50 administrative fee.

## religious school transportation

Currently providing transportation to:  
**B'nai Abraham** & **Temple Beth Shalom**

Service provided will include:

- Pick up from school
- A healthy snack
- Transportation to Religious School

# arrival



A bus will pick up your child upon school dismissal. Only children who are registered in Kids Club/Club 6 will be permitted to ride the after school bus.

Each bus is staffed by a JCC counselor who will take attendance at the school before the children board the bus. Once the children arrive at the JCC, they go directly to their rooms where attendance is taken once again.

If a bus counselor calls the office reporting that a child is absent, the office will make a call to a parent to verify the child's absence. This will delay the bus at that particular school as we will NOT allow a bus to leave any school until every child scheduled to attend is accounted for.

Please help us avoid this by calling the after school office if your child will not be at Kids Club by 1:00pm. Your cooperation in this matter is crucial.

## dismissal

**Please make sure to sign your child out each day.**

If you arrive before 5:45pm, your child may be at one of our activities and not in his/her room. For assistance please go to the after school office. If you arrive after 5:45pm you can pick up your child by going straight to his/her room.

If our staff does not recognize the person picking up, they will ask for identification. On your emergency card please indicate who may pick up your child. If that person's name does not appear on the card, we cannot release your child without permission from a parent.

Monday through Thursday, the program ends promptly at 6:00pm; on Fridays we end at 5:45pm.

Emergency pick up arrangements need to be made in the event of any delay.\*

You will be billed at the rate of \$5/minute for any time your child remains at Kids Club after 6:00pm.

\*An Extended Hours Coverage Program is available for \$50/month per family for those needing care from 6:00-6:30pm. Monday through Thursday ONLY.

## half day dismissal

Children scheduled to attend Kids Club/Club 6 on half days of school will be picked up and brought to the JCC. We pick up on ALL half days as long as the entire school (all grades) have a half day dismissal.

If your child is not scheduled to attend Kids Club/Club 6 on a half day and you wish for them attend, we can arrange that for an extra fee.

## vacation programs

On school holidays when the Kids Club/Club 6 program is closed, the JCC MetroWest Children's Services Department offers Vacation Programs that include field trips and other special activities.

Further details and registration forms will be made available prior to these breaks. There is an additional fee for these special Vacation Programs.

## daily schedule

Kids Club/Club 6 begins as soon as the buses arrive at the JCC. Each day is scheduled with activities that are age appropriate and planned for your child's enjoyment. The daily schedule may vary during holiday weeks, half-days and for Kids Club/Club 6 special events. You will receive your child's schedule at the beginning of Kids Club/Club 6. You will be notified via email if the schedule changes.

## absences

### **Your child's safety is our priority!**

It is important for us to know whether your child is attending Kids Club/Club 6 on a given day. If your child is absent from school, has made plans for a play date, or is being picked up directly from school, you must notify Kids Club/Club 6 by 1:00pm of that day. Your cooperation is crucial as we do not want buses to be delayed as a result.

**Failure to call in an absence will result in the following: After an initial warning, parents will be charged \$15 for every subsequent incident. Your credit card on file will be charged on the same day.**

## inclement weather & program closure

In the event of inclement weather when your child's school is closed, Kids Club/Club 6 will be closed.

If schools have an early dismissal due to snow, Kids Club/Club 6 will attempt to have a modified program. Please be aware, that if buses are unable to reach your child's school we WILL NOT have program on that day. Parents will need to make arrangements to pick up their child at school.

For closure information, please contact the after school office at 973-530-3490. Detailed information will be left on the voicemail recording.





### Child Needs to Stay Home If:

- Temperature of 100.5° orally within 24 hours.
- Vomiting twice within the last 24 hours.
- Diarrhea, loose stools, and/or abnormal bowel movements.
- Red, glazed, or discharging eyes (pink eye)—your child needs to stay home until the discharge stops, or after taking medication for 24 hours.
- Ringworm, lice, or impetigo— remain home until adequate treatment has controlled the spread.

## health and medication

All medications, prescriptions, or non-prescription, will only be distributed with a doctor's WRITTEN permission.

Please send a completed Medical/Allergy Alert Form to the after school office, along with the medicine in the ORIGINAL pharmacy container.

For the protection of all children, you are requested to keep your child home when any of the following symptoms are exhibited:

Temperature of 100.5 orally within 24 hours.

Vomiting twice within the last 24 hours.

Diarrhea, loose stools, and/or abnormal bowel movements.

Red, glazed, or discharging eyes (pink eye)—your child needs to stay home until the discharge stops, or after taking medication for 24 hours.

Ringworm, lice, or impetigo—remain home until adequate treatment has controlled the spread.

Children developing any of the above symptoms during the course of Kids Club/Club 6 will sit in the after school office until an authorized person can pick them up. We will contact you in a situation such as this and request that you pick up your child as soon as possible.

Parents will be notified if their child is exposed to a potentially contagious disease while at Kids Club/Club 6. Likewise, parents should notify the after school office if their child has been exposed to or has a contagious disease such as conjunctivitis, head lice, ringworm, chicken pox, etc.

### Head Lice:

You will need to provide the program office with a note stating that your child is nit free and that she/he is cleared to return to school/after school program.

Please notify the office if you find nits or lice in your child's hair so that we can notify the other parents and also check the children in the group.

## discipline guidelines

The goal of the after school program is to provide an atmosphere in which children can develop socialization skills and grow as individuals within the group setting.

For the safety and enjoyment of all children, Kids Club/Club 6 provides discipline guidelines to help all children comply with program policies. As staff, we are dedicated to building your child's self esteem by reinforcing appropriate behavior and maintaining communication with parents.

If at any time a child has difficulty adhering to the discipline guidelines, parents will be contacted. A parent meeting might be suggested to ensure that the child can successfully continue the program.

It may be necessary for your child to attend Kids Club/Club 6 with a one-on-one Shadow Counselor. If this is the best option for your child, the JCC MetroWest Special Needs team will help you find an appropriate shadow at the parent's expense.

## kashrut guidelines

The JCC observes the dietary laws regarding Kashrut (keeping kosher).

If you need any clarification or have questions about acceptable foods, contact the after school staff. Please be sure that any food your child plans to share is either dairy or parve (neither dairy nor meat).

All prepared packaged food and baked goods must bear one of the following rabbinical endorsements:



## birthday parties

Birthdays are a milestone in every child's life.

We will be delighted to celebrate your child's birthday at Kids Club/Club 6. Be sure to clear the date and discuss your plans in advance with the teacher. We encourage you to send in a healthy snack. Please follow the Kashrut guidelines outlined above regarding snacks. All snacks must be tree nut and nut free and cannot be processed on any facility that manufactures nuts.



Kids Club/Club 6 Hotline

**973-530-3490**

[kidsclub@jccmetrowest.org](mailto:kidsclub@jccmetrowest.org)



**MetroWest**

760 Northfield Avenue  
West Orange, NJ 07052  
[jccmetrowest.org](http://jccmetrowest.org)

JCC MetroWest is a beneficiary agency of Jewish Federation of Greater MetroWest NJ.  
We strive to ensure access and meaningful participation by all members of the community.