



MetroWest

# kids club

**Grades K–5**

## Parent Handbook

School Year | 2020 – 2021

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# About Kids Club

Kids Club is a comfortable and safe place that follows all the CDC and Local Health Department guidelines. Your child will be helped with their remote learning and engage in various enrichment classes that stretch their mind and body.



The program is staffed by expert instructors with strong educational backgrounds, advanced degrees and years of experience. All of this is in a safe and structured environment with transportation (at an additional cost) from area schools.

Kids Club is offered to children in kindergarten through grade 5.

## Registration

In addition to registration forms, all children must have emergency forms on file in the Kids Club 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, 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 \$250 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 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. Program membership does not include private lessons.

## Refunds

***Please see separate COVID Handbook for COVID-related refunds.***

Parents are to notify Kids Club if they wish 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 inclement weather, holidays, or other emergencies that may arise.

**Kids Club does not substitute or refund payment for days missed due to illness or vacation.**





## Arrival

Parents will be required to complete a daily health screener. Your child will have their temperature taken daily at drop off. Any child's temperature that reads above 100.4 will not be able to attend program that day.

Once the schools move to a hybrid model the children will be bussed to the JCC. The parents will still be required to complete a daily screener and students will have their temperatures taken upon arrival at the JCC.

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 Kids Club office if your child WILL NOT be at Kids Club by 9:30am. Your cooperation in this matter is crucial.**

### Drop-off Schedule\*:

**Livingston / 7:45am**

**South Orange / 8:00am**

**West Orange / 8:15am**

**\*Subject to change**

## Dismissal

Your child will be brought out to you daily. Each parent should have their child's name card visual on the right side of the car's dashboard so that the JCC Staff can clearly see it.

### Pick-Up Schedule\*:

**Livingston / 4:45pm**

**South Orange / 5:00pm**

**West Orange / 5:15pm**

**\*Subject to change**





## Daily Schedule

Kids Club begins as soon as your child arrives at the JCC. Each day is scheduled with remote learning and enrichment 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 special events. We will modify program days to reflect the school schedules.

You will receive your child's schedule at the beginning of Kids Club. 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. If your child will be absent from program; has made plans for a play date, or is being picked up directly from school, you must notify us the day before or no later than 7:30am that day. Your cooperation is crucial.

**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.**



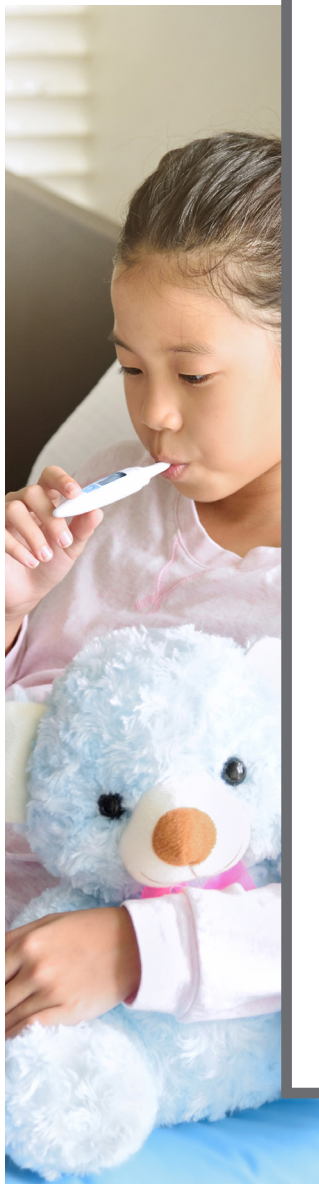
## Inclement Weather & Program Closure

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

If schools have an early dismissal due to snow, Kids Club 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 Kids Club office at 973-530-3490. You will receive an email with any program closures or early dismissals. You can always check the JCC website [jccmetrowest.org](http://jccmetrowest.org) for any program closure updates.**

**Please see  
separate COVID  
Handbook for  
COVID-specific  
guidelines  
and procedures.**



## Health & 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 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 100.4 orally within 72 hours.
- Vomiting twice within the last 72 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 will stay in the infirmary 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 within 30 minutes of notification.

Parents will be notified if their child is exposed to a potentially contagious disease while at Kids Club. Likewise, parents should notify the Kids Club 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 Kids Club office with a note stating that your child is nit free and that she/he is cleared to return to school/Kids Club 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 program is to support your child's remote learning, provide an atmosphere in which children can develop socialization skills and grow as individuals within a small group setting.

For the safety and enjoyment of all children, Kids Club 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.

## Kashrut Guidelines

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

If you need any clarification or have questions about acceptable foods, contact the Kids Club staff. Please be sure that any lunches provided by parents will either be dairy or parve (neither dairy nor meat.)

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





**Kids Club Office:**  
973-530-3490  
[kidsclub@jccmetrowest.org](mailto:kidsclub@jccmetrowest.org)



**MetroWest**

760 Northfield Avenue  
West Orange, NJ 07052  
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JCC MetroWest is a beneficiary agency of Jewish Federation of Greater MetroWest NJ.  
JCC MetroWest strives to ensure access and meaningful participation by all members of the community.