



## **Club J Parent Handbook 2010-2011**

Orange County's finest after school care  
and enrichment program.

### Club J Description

Club J is the place to be for children after school. When the school day is done, Club J begins with an after school enrichment program that is the best around. Club J is designed for families that need the support and convenience of a daily after school schedule for their children in kindergarten through fifth grade.

### Age of Children

Club J offers quality after school care for children in Kindergarten through fifth grade.

Club J is available on all school days, except for Jewish holidays when the JCC is closed. Choose from two, three, four or five day program offered Monday – Friday from the time your child is out of school until 5:30pm. Enrichment classes are offered Monday – Thursday from 3:45-4:30pm and 4:45-5:30pm. Fridays we offer a variety of special activities for the children and an enrichment class from 3:45-4:30.

We also offer a program when the schools are closed and the JCC is open from 8am – 5:30pm in the afternoon. Children participate in a variety of activities at the JCC, swimming, sports, arts, drama and much more.

### Club J Goals and Philosophy

The goal of Club J is to enable children to have fun in an environment that will help them feel good about themselves, to learn new skills and to provide opportunities for personal growth and development. Club J promotes friendships that last a lifetime.

Our commitment is to the individual child: helping the child in the process of growing up and participating in group situations, in relating to his/her peers, and in broadening his/her range of interest and experience to different and new areas.

THE SUCCESS OF AN AFTER SCHOOL PROGRAM IS MEASURED PRIMARILY by the levels of self-esteem and sense of belonging demonstrated by each child. Attainment of physical skills and creation of craft projects are important secondary priorities.

THE SKILLS OF AN AFTER SCHOOL COUNSELOR IS MEASURED PRIMARILY by the quality of the relationship demonstrated between the counselor and his/her children and the resulting levels of self-esteem, and sense of belonging demonstrated by each of his/her peers.

PROGRAM CONTENT IS AGE APPROPRIATE, reflecting the general skills and interests of individual age groups. Program variety and opportunities for free choice should increase as children move to higher grade levels in our program.

PARENTS ARE A CHILD'S FIRST AND MOST IMPORTANT "COUNSELOR" and an ongoing communication between after school and home is critical to the success of the after school program.

### Club J Philosophy

- Provide a caring, nurturing and safe environment
- Promote Good Self Esteem
- Offer Opportunities to Explore New Interests
- Offer age-appropriate programs
- Promote fun and friendships
- Create opportunities for socializing and sportsmanship

### Hours of Club J

Club J begins when your child is dismissed from school. Children participating in just enrichment classes are to be dropped off at the JCC and checked in with a lead staff member in the courtyard or Children's Lounge. Enrichment classes run from 3:45-4:30pm and 4:45-5:30pm. Pick up time is at 5:30pm. A late fee of \$1 per minute will be charged for any child picked up after 5:35pm. In an emergency, please call the Front Desk at (949)435-3400 and request that a message be given to the Club J Staff.

During school breaks the Children's Department is open from 8am-5:30pm providing care to our participants.

<b>Holiday</b>	<b>Day</b>	<b>Date(s)</b>	<b>Club J Hours</b>	<b>School's Out day</b>
2010				
Labor Day	Monday	September 6, 2010	Closed	no
Erev Rosh Hashana	Wednesday	September 8, 2010	Closed	no
Rosh Hashana	Thursday	September 9, 2010	Closed	no
Rosh Hashana	Friday	September 10, 2010	Closed	no
Club J starts	Monday	September 13, 2010	Open until 5:30	no
Erev Yom Kippur	Friday	September 17, 2010	Open until 3:30pm	yes 1/2 day for TVT
Yom Kippur	Saturday	September 18, 2010	Closed	no
Erev Sukkot	Wednesday	September 22, 2010	Open until 5:30	yes 1/2 day for TVT
Sukkot	Thursday	September 23, 2010	Closed	no
Sukkot	Friday	September 24, 2010	Closed	no
Erev Shmini Atzeret	Wednesday	September 29, 2010	Open until 5:30	yes 1/2 day for TVT
Shmini Atzeret	Thursday	September 30, 2010	Closed	no
Simchat Torah	Friday	October 1, 2010	Closed	no
Veteran's Day	Thursday	November 11, 2010	Closed	yes
Furlough Days	Mon-Wed	November 22-24, 2010	Open	yes
Thanksgiving	Thursday	November 25-26, 2010	Closed	no
Winter Break Camps		Dec 20, 2010 - Dec 31, 2010	Closed	yes - camp
2011				
Club J Resumes	Monday	January 3, 2011	Open	no
MLK Day	Monday	January 17, 2011	Closed	yes
President's Day	Monday	February 21, 2011	Closed	yes
Ski Week	Tues-Fri	Feb 22-Feb 25	Open	Ski Week Camp
Spring Break	Mon-Friday	April 11-April 15, 2011	Open	Spring Break Camp
Erev Passover	Monday	April 18, 2011	Open until 5pm	Camp
Passover (1-2)	Tues-Wed	April 19-20, 2011	Closed	no
Passover (7-8)	Mon-Tues	April 25-26, 2011	Closed	no
Memorial Day	Monday	May 30, 2011	Closed	no
Shavuot	Wed-Thurs	June 8-9, 2011	Closed	no
Memorial Day	Monday	May 30, 2011	Closed	no

## Snacks

A certified Kosher snack is provided each day at 3:30pm. Please do not allow your child to bring non-Kosher items onto campus. A sample menu for a week of the Club J program:

Drink Options rotate between: Lemonade, Apple Juice and Water

Monday: Graham Crackers spread with Cream Cheese

Tuesday: String Cheese and Pretzels

Wednesday: Animal Crackers and raisins

Thursday: Ritz Crackers and Apple Slices

Friday: Vanilla Wafers and Oranges

## Field Trips

The after school program is always on campus. They do not go on any field trips or have any programs that require them to leave the facility.

## Staff

Our staff is carefully selected top-notch counselors and specialists for your child. Only enthusiastic individuals with a special combination of professional experience, education and a commitment to children are employed at Club J. Throughout the year, Club J staff takes part in a variety of in-service training to enhance their skills and provide new ideas to keep your child interested and involved.

## Pick-up/Transportation

We are proud to provide programming and transportation convenient for students of Tarbut V'Torah, Newport Coast Elementary, Andersen Elementary, Vista Verde, Lincoln Elementary, Bonita Canyon and Turtle Rock Elementary! All Club J participants who are enrolled in a 3:45 p.m. class will be picked up at TVT and VV by the Club J counselors and walked to the JCC. Bus transportation is available from Newport Coast Elementary, Andersen Elementary, Lincoln Elementary, Bonita Canyon and Turtle Rock Elementary at an additional cost.

If your child is NOT attending CLUB J on a specific day, please call Ariella or email her by NOON at (949) 435-3400 x300 or [ariellak@jccoc.org](mailto:ariellak@jccoc.org).

## Absences

In the case of anticipated absences due to vacations or unexpected absences due to illness, please inform us by calling the JCC at (949) 435-3400 ext. 300 or email [ariellak@jccoc.org](mailto:ariellak@jccoc.org) by noon of the given day.

## Discipline and Behavior Management

Behavior management is essential in order to ensure the safety and enjoyment of all children. Discipline and behavior management helps children feel secure while building self-control and self-esteem. The objective of discipline and behavior management is to promote behaviors that are beneficial to the child's development and welfare, and to change and/or eliminate behaviors that are harmful or distressing to the child or others.

### **At Club J we train counselors to use the following methods of behavior management:**

- We talk about rules during our training sessions.
- We compliment and praise appropriate behavior. We give a great deal of encouragement.

- We display positive behavior ourselves.
- We use distraction, suggestions or redirection (“Have you tried...?”).
- We hold quiet, brief, private talks with the children which address behavior.
- We use “When-then...” statements: “When we finish our projects, then...” This is far more effective than using “If you don’t...then we can’t”.
- We problem-solve with children.
- We ignore annoying insignificant behaviors.
- We remove children from a problem area (“It appears that you’re having trouble in this area right now—you can come back later”).
- We separate children.
- We remove toys, equipment and supplies from children who are behaving inappropriately.
- We give choices. (“Here are your choices: You may share the ball or sit and watch as others play - it’s your decision”).

It is the policy of Club J not to use physical punishment such as hitting or shaking, threats, prolonged isolation, denial of snacks or derogatory remarks about the children or the family. Every staff member is familiar with our discipline policy.

### Grounds for termination

When a student is disciplined at Club J we turn the situation into a positive learning experience for all children. We have behavior reports that are filled out with the child, staff member and parent and kept in the child’s folder. If we believe Club J is not the right fit for a child we will have a parent meeting and discuss other options for where the child may succeed.

### Staff and Parent Conferences

Staff conferences can be arranged. Please try not to hold a meeting at pick-up time. The counselors must give all his or her attention to the children. Meetings can be arranged by calling the JCC (949) 435-3400 and asking to speak with Ariella Klein or Audra Martin. You may also write a note and your concern will be addressed at our earliest convenience.

### Fees

Club J fees are payable monthly by credit card (Visa, MasterCard, American Express). Fees are due the first of each month and are not pro-rated based on personal vacations or absences. A \$25 late fee applies to payments made after the 1<sup>st</sup> of each month. Changes to a child’s schedule must be submitted in writing before the 15<sup>th</sup> of the month for the schedule to take effect the upcoming month.

The following is a list of the months that will be pro-rated for the 2010-2011 school year...

August – TVT pay for one week of Club J

September – 45% pro-rated

October – 50% VV pro-rated

November – Full

December – 25% pro-rated

January – FULL

February – 25% pro-rated NCE/Andersen, pay 4 days camp

March – Full

April – 25% Pro-rated NCE/Andersen, 75% VV Pro-Rated, 50% TVT Pro-rated

May – Full

June – 25% TVT pro-rated

### Emergency Preparedness

We as Californians are aware of the ever-present possibility of an earthquake or other emergencies occurring and creating dangerous conditions. The safety and welfare of our students is of the utmost concern to us. Public safety officials have stated that the school environment provides the safest possible protection during a time of general emergency.

In the event of a natural disaster or a similar emergency, a written disaster and emergency preparedness plan is maintained in each classroom and the office, which specifically outlines a course of action for the following areas:

Designation of administrative authority and faculty assignments

Contingency plans for fires, floods, and earthquakes

Means of emergency exit

Emergency transportation arrangements

Means of contacting local agencies, including the Fire Department, Law Enforcement agencies, Civil Defense, and any other designated adults

Relocation sites equipped with necessary survival supplies to last at least 72 hours.

If an emergency occurs during the day, you may be asked to pick up your child should the school close early. Please be sure you or your designee is available by phone at all times.

### Emergency Procedures

**"Code Blue "** – means there is a medical emergency. When announcing a "Code Blue" call on the walkie-talkie please include the location of the emergency and await acknowledgment from your Supervisor.

**“Code Strong”** – announced over the radio means a counselor needs security assistance. This will bring available staff to provide physical presence.

**“Lockdown”-** announced over the radio means there is a threat on campus. When “Lockdown” is announced, it is important that you get all children that you are responsible for to put them in a lockable room with minimal or no windows. Once you have the children in the room, it is important to turn off the lights and have the children hide as to not be seen through the window. Make sure your radio is down and that you do not leave the room until all clear.

### Pool Emergency

In case of a pool emergency, you will hear one long whistle from the lifeguard. When you hear this whistle, your only responsibility is to quickly evacuate your unit from the pool area. Once out of sight of the pool, begin a head count, and wait till you receive further instructions. The “Code Blue” call will be made by aquatic staff.

### Fire Alert

When the alarm goes off, children and staff will exit to the closest exit possible. Staff will take role and report to their supervisor. No one re-enters the building until all clear is sounded.

### Search and Rescue Procedure

In the event a child is lost, the following procedure should be put into effect:

1. Remain calm and contact the Director immediately.
2. Decide whether the child has run-away or is lost – procedure may change.
3. The Director will organize a search team of staff while counselors remain with other children.
4. The Director will assign people to check all places in the building using walkie talkie for constant check in.
5. If assumed that the child has gone off JCC property, one person will search by car.
6. If child is not located, The Director will contact police and parents.
7. Continue search.

### Intruders on J Property

Staff and parents should always be alert to people around them. At the JCC, be aware of your child and who is around them at all times. If someone “looks” strange to you, do not hesitate to report this to a staff person immediately. Make sure your children are in a safe environment at all times, especially in the bathroom.

### Parental and Children’s Rights

Parents are expected to observe an acceptable code of conduct in and around the Club J area. The following behaviors are not acceptable:

Physical or verbal punishment of the children;  
Physical or verbal punishment of other children;  
Threatening staff, other parents or other children;  
Swearing, cursing, threatening/obscene gestures;  
Quarreling with other parents or staff;  
Not following policies designed to protect the safety and security of everyone at the center.

## Health and Safety

### **MEDICAL REQUIREMENTS**

The primary obligation and responsibility of our after school program is to provide the safest conditions possible for our children.

### **OUR ROLE IN HEALTH AND SAFETY**

As indicated, no child will be permitted to attend after school without a signed authorization for medical treatment. Children arriving at the JCC without their signed form on file will have their parents called to come pick them up.

His/her health authorization form and emergency information will be on file at the JCC and taken to any location which the child is participating in with the after school program

Non-prescription medication will not be allowed without written permission by the parent.

If it is necessary for a child to take medication during after school hours, we require a note from the doctor indicating instructions for dosage, RX number, doctor's name and phone, date of expiration. The medication must be in the original container.

Prescription or non-prescription medication will be given by authorization of the head counselor. For the protection of child and staff members, you are requested to keep your child at home when he/she exhibits a contagious illness.

Children developing any illness during the course of the afternoon will be isolated from other children until you or persons you have authorized can come and get your child. We request that you pick up your child within a one hour period, as there is no staff to care specifically for sick children.

Please contact the director if your child has contracted a communicable disease such as strep, impetigo, measles, German measles, or chickenpox. Please be prepared to give the following information:

- Incubation period and the date the child was last at the JCC.
- Doctor's recommendation for child and others who have been exposed to the child during the contagious period.

You will be informed if and when your child has been exposed to a communicable disease while participating in after school activities.

You or persons you have authorized will be informed immediately in the case of a medical emergency. You will be requested to pick up your child at the JCC or to meet your child and a staff member at a designated treatment center.

Please notify Club J, in writing, if your child will be unable to normally participate in any activity because of health restrictions.

If a child has been sent home or has been absent one or more days, the parent may expect a call from the staff to inquire about the nature of the child's illness or other reasons for absence.

### Medical and Dental Preparedness

In the event of a medical or dental emergency our first response is to care for the child. Parents will be called and informed of the emergency and a follow up call is made to check in on the child. All proper reporting forms are filled out and maintained in the directors office.

### Emergency Information

All minor accidents are reported in writing on a "Boo Boo report" that will be left in your child's backpack. Minor accidents such as cuts and scrapes will be treated with soap and water; bruises and bumps will also be treated with ice.

Injuries which are of a more serious nature such as head, neck or back, suspected sprains, and broken bones will generate an immediate call to parents.

If the injury appears serious or questionable, a call to 911 will occur first. Parents are responsible for fees that occur when 911 is activated.

It is imperative that your emergency contact information be kept accurate and current. Regardless of our ability to contact you in an emergency, we will act to obtain the care required by your child.

### Guardian Documents

Club J requires copies of all appropriate legal documents relating to custody matters or any other matters that deal with your child. Written authorization is required to release your child to designated adults. Please notify us, in writing, of any changes on any of the forms which you filled out for Club J.

### Lost and Found

No toys, jewelry, money or any valuables should be brought or worn to Club J. The counselors try to make sure every child keeps track of his or her belongings. Inevitably, items are lost. Any articles which are found at the JCC are placed in a lost and found box, and parents are invited to come and claim their. **At the end of the school year, all items will be donated to a charitable organization.** We strongly advise that all items be clearly labeled with the child's name so that found items may be returned to the appropriate individual.

### Responsibility for Personal Possessions

Personal possessions are not covered by the JCC insurance and are not the responsibility of Club J or its staff. Therefore, we urge you not to allow your child to bring expensive possessions to Club J. In addition, please do not allow your child to bring cell phones, toys, radios, squirt guns or ipods to the JCC unless these are part of a pre-planned activity. Please label all clothing that comes to the JCC.

### Identification

Anyone wishing to pick up a child a Club J will be required to show a photo ID. The name must match a pre-approved pick up by the child's legal guardian in order for Club J staff to release the child.

### Sign-In and Sign Out

All children brought to the JCC by the bus are checked in by the counselor on the bus. If a child does not show up for the bus the parent is called. When children are picked up from Vista Verde and Tarbut V'Torah the same protocol is followed. Children are then signed out by an authorized parent at the end of each day. Those children signed up for just enrichment classes are signed in by the parent and out by the parent at pick up time.

**The Merage Jewish Community Center of Orange County  
Club J After School Program**

*Please sign, tear off, and return to Club J.*

Thank you!

**Parent Handbook Confirmation 2010-2011**

I, \_\_\_\_\_, parent  
of \_\_\_\_\_ (name of child) have  
read and agree to abide by the policies and conditions set forth in the proceeding  
parent handbook of the Club J Program at the Merage Jewish Community Center.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date