



CHILDREN & YOUTH



Club J Parent Admission Agreement and Handbook 2018- 19

Orange County's finest after school care and enrichment program

Merage Jewish Community Center of Orange County
1 Federation Way, Suite 200, Irvine, CA 92603 - 949.435.3400 - www.jccoc.org

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*This signed confirmation is required for enrollment in Club J	

Abbreviations used throughout this handbook:

IUSD	Irvine Unified School District
NCE	Newport Coast Elementary
NMUSD	Newport Mesa Unified School District
TR	Turtle Rock
TVT	Tarbut V'Torah Jewish Day School
VV	Year-round school

About Club J

Age of children

Club J offers quality after school care for children in Kindergarten through fifth grade. We also offer a sixth through eighth grade Counselor in Training (CIT) program.

Regular schedule

Club J begins when the school day is over. Children come to the JCC from their various schools to participate in an enrichment based after school program that is designed for families who need the support and convenience of a daily after school schedule for their children in kindergarten through fifth grade Club J is available on all school days (except for important 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 6 p.m.
- Enrichment classes are offered Monday – Thursday from 4:00-4:45 p.m. and from 5:00-5:45 p.m.
- On Fridays we offer a variety of special activities for the children.
- Pick up time is 5:45-6 p.m. (During the winter we close at 5 p.m. on Fridays.)
- A late fee of \$1 per minute will be charged for any child picked up after 6 p.m.

If an emergency prevents you from picking up your child, please call the front desk at (949) 435-3400 and request that a message be given to the Club J staff.

School's Out days

When our local schools are closed, we offer school's out programs or holiday camps from 7:30 a.m. to 6:00 p.m. On School's Out days children participate in a variety of activities at the JCC including swimming, sports, arts, drama and much more. Pre-registration is required.

JCC children's program information:

Audra Martin, Children's Program Director, (949) 435-3400, ext. 265, audram@jccoc.org

Carly Singer, Assistant Children and Camp Director, (949) 435-3400, ext. 300, carlys@jccoc.org

Marianne Barth, After School Program Director, (949) 435-3400, ext. 261, marianneb@jccoc.org

Hilaria Duran, Office Manager, (949) 435-3400, ext. 268, hilariad@jccoc.org

Club J mission

Club J's mission is to provide a quality program that implements genuine care, respect, and courtesy for all participants and their families. We strive to promote a multitude of Jewish values as well as the development of each child's physical, emotional, and social needs in a stimulating multi-faceted environment. Club J gives the opportunity to enrich and enhance the lives of children within our community and promotes friendships that last a lifetime.

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.

Our priorities:

- 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

We believe that the success of an after school program is measured primarily by the levels of self-esteem and the 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 are measured 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. All of our counselors are college graduates or currently in college.

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 "counselors" and an ongoing communication between after school and home is critical to the success of the after school program.

Monthly rates for Club J program

<input type="checkbox"/> Teen transportation: Monday-Friday. Flat rate bus fee of \$116/mo.				
2018-2019 monthly Club J fees	5 days	4 days	3 days	2 days
	Walking Transportation (TVT and Vista Verde)			
	\$517 members \$681 public	\$412 members \$546 public	\$309 members \$408 public	\$205 members \$273 public
	Bus Transportation (from Newport Coast Elementary)			
	\$681 members \$907 public	\$546 members \$726 public	\$408 members \$544 public	\$273 members \$454 public
	1:30 Kindergarten pick-up VV and Turtle Rock (min. number required)			
	\$775 members \$1021 public	\$567 members \$817 public	\$465 members \$612 public	\$310 members \$408 public



Visit www.jccoc.org for a full list of all our programs.

Club J fees are set for the entire school year and are prorated for the months listed below. Proration percentages are based on the number of weeks (5 days or more) within a given month and how many weeks each school has off. Questions regarding proration should be directed to the finance department at the JCC.

School prorations by month

September	25% year-round schools	February	25% prorate NMUSD
October	20% year-round schools	March	No prorations
November	No prorations	April	25% IUSD & TVT & NMUSD
December	25% for all schools		50% year-round schools
January	20% for all schools	May	No prorations
		June	25% prorate NMUSD
			50% TVT
			75% year-round schools

Types of participants in Club J

Club J participants

If your child is a Club J participant, your child comes to Club J a minimum of 2 days per week. Being a Club J participant either allows your child to be picked up from a school that we provide transportation/pick-up to or allows your child to be brought to the afterschool program by 3 p.m.

Enrichment only participants

Children who participate in enrichment only are brought to Club J by a parent, guardian, or other authorized persons. They are signed into Club J to take the class they have signed up for, and are to be signed out when the class ends. There is a courtesy pick-up for students enrolled in a 4:00 enrichment from Vista Verde or TVT.

Payment policies

- A one-time \$35 registration fee holds your child's spot in Club J's afterschool program
- Enrichment only participants will be charged in full upon receipt of the application
- Club J fees are charged automatically to a credit card on file the 1st of each month.
- Material Fees for certain enrichment classes are charged at the time of class submissions for the upcoming session.
- If you drop Club J during the school year and start up again within the same school year, you will be charged a \$75 drop fee/child and re-enrollment.
- Full payment must accompany all registration for classes and programs.
- Fees may be paid in person or by mail.
- You may pay by check, VISA, American Express or Master Card. Only members in good standing (current payments for the duration of the program) can register or receive members-only discounts. Some classes are open only to members. If you are not a member you may register for those classes that specify a public rate.

Modification or termination conditions

If you wish to change your child's schedule a notification must be made in writing by the 15th of the month prior to the new schedule taking effect. No price adjustments can be made any time after the 1st of month for a schedule change.

If you wish to withdraw from the program, you must inform the JCC in writing by the 15th of the month for withdrawal for the following month.

Refund policy

There are NO refunds on Club J after school program fees, registration fees, or enrichment classes. The JCC reserves the right to cancel any class for insufficient registration. Participants will be notified as soon as possible and their fees refunded.

Club J Holidays & Special Schedules

School Year 2018-19			
Holiday/Event	Day	Dates	Program
First Day of School - VV	Tuesday	7/12 – 8/24	Summer Vista Verde
First Day of School - TVT	Monday	8/20	
First Day of School - TR	Wednesday	8/23	
Labor Day	Monday	9/3	Children's Dept. CLOSED
Club J Begins	Tuesday	9/4	Bus and Classes begin
Rosh Hashanah	Monday & Tuesday	9/10 - 9/11	Children's Dept. CLOSED
Yom Kippur - 5 p.m. close	Tuesday	9/18	No Enrichments
Yom Kippur	Wednesday	9/19	Children's Dept. CLOSED
Vista Verde Fall Break Camp	Monday-Friday	9/24 – 10/5	Camp
Sukkot	Monday	9/24	School's Out -TVT
Sukkot	Tuesday	9/25	School's Out - TVT No Enrichment
Shmini Atzeret	Monday	10/1	School's Out -TVT No Enrichment
Simchat Torah	Tuesday	10/2	School's Out - TVT No Enrichment
Vista Verde & Turtle Rock	Monday	10/8	School's Out
TVT Staff Development	Friday	10/19	School's Out - TVT
Showcase- Fall 1	Monday-Thursday	10/22 - 10/25	Showcase
NMUSD Staff Development	Thursday	11/1	School's Out NCE
NCE Conference Day	Wednesday	11/7	School's Out- NCE
Veteran's Day	Wednesday	11/12	ALL School's Out No Enrichment
Thanksgiving Recess - 5 p.m. close	Wednesday	11/21	ALL School's Out No Enrichment
Thanksgiving Recess - 5 p.m. close	Wednesday	11/21	School's Out - TVT 1/2 day
Thanksgiving	Thursday-Friday	11/22 - 11/23	Children's Dept. CLOSED

Showcase - Fall 2	Monday-Thursday	12/17 - 12/20	Showcase
School Year 2018-19 continued			
Holiday/Event	Day	Dates	Program
Winter Break Camp	Monday-Friday	12/24 - 1/4	Camp
MLK Day	Monday	1/21	ALL School's Out No Enrichment
IUSD Staff Development	Monday	2/11	School's Out IUSD
Showcase - Winter	Monday-Thursday	2/11-2/14	Showcase 5-5:30 p.m.
Presidents Day	Monday	2/18	ALL School's Out No Enrichment
Ski Week	Tuesday-Friday	2/18 - 2/22	Camp Week No Enrichments
TVT Staff Development	Friday	3/8	School's Out - TVT
NCE Conference Week	Wednesday	3/13	Schools Out-NCE
Spring Break Camp-IUSD	Monday-Friday	4/1 - 4/5	Camp/No Enrichment
Spring Break Camp- VV	Monday-Friday	4/1 - 4/12	Camp/No Enrichment
Spring Break- NMUSD	Monday-Friday	4/8 - 4/12	Camp
Spring Break- TVT	Monday-Friday	4/15 - 4/19	Camp
Showcase-Spring 1	Monday-Thursday	4/15 - 4/18	Showcase
Memorial Day	Monday	5/27	Children's Dept. CLOSED
Showcase- Spring 2	Monday-Thursday	6/3 - 6/6	Showcase.
Shavuot	Monday	6/10	School's Out - TVT
Last Day of School - IUSD, VV	Thursday	6/7	
Last Day of School - TVT	Friday	6/12	
Last Day of Club J	Thursday	6/20	Last day of the JCC bus
Last Day of School- NMUSD	Friday	6/21	

School's Out days

When our local schools are closed, we offer schools out programs or holiday camps from 7:30 a.m. to 6:00 p.m. On School's Out days children participate in a variety of activities at the JCC including swimming, sports, arts, drama and much more. Pre-registration is required.

General Information

Pick-up/transportation

We are proud to provide programming and transportation convenient for students of Tarbut V'Torah, Newport Coast Elementary, and Vista Verde. All Club J participants who are enrolled in a 4:00 p.m. class will be picked up at TVT and Vista Verde by the Club J counselors and walked to the JCC. Bus transportation is available from Newport Coast Elementary at an additional cost. If your school is not listed and you are interested in transportation please contact Carly Singer to see if transportation is possible.

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.

ID required: Anyone wishing to pick up a child at Club J is required to show a photo ID. The name must match a pre-approved list provided by the child's parent or legal guardian in order for Club J staff to release the child.

Absences

In the case of anticipated absences due to vacations or unexpected absences due to illness, please contact Carly Singer by noon at (949) 435-3400 x 300 or carlys@jccoc.org to ensure pick-up efficiency. If a call or email is not logged and the bus driver/pick-up counselor has to search for your son/daughter a \$5 fee will be charged to your account. Days cannot be made up or transferred due to illness or vacations.

Snacks

A certified Kosher snack is provided each day at 3:30 pm. Please do not allow your child to bring non-Kosher items onto campus.

Sample snack menu (items may vary):

Monday	carrots and celery with ranch dressing, graham crackers
Tuesday	apples and Ritz crackers
Wednesday	Cheezits and oranges
Thursday	pretzels and edamame
Friday	cereal and raisins or Craisins

Staff

Our staff members are carefully selected top-notch counselors and specialists for your children. 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. All of our counselors are college graduates or currently in college.

Discipline and behavior management

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

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

- We discuss 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 when needed.
- 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 bothersome, insignificant behaviors.
- We remove children from a problem area ("It appears that you're having trouble in this area right now—please join me [over here], and 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. Behavior reports 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 by calling the JCC (949) 435-3400 and asking to speak with Carly Singer or Audra Martin. You may also write a note and your concern will be addressed at our earliest convenience.

Please do not hold an impromptu meeting at pick-up times as the counselors must give their attention to the children.

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

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 to custody during your child's enrollment at Club J or to any of the forms which you filled out for Club J. If you have any questions regarding Club J's custody and guardian arrangements, please contact the Director or Assistant Director.

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 (cell phones, tablets, iPods, etc).

In addition, please do not allow your child to bring 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.

Lost and Found No toys, jewelry, money or any valuables should be brought or worn to Club J. Our counselors try to make sure every child keeps track of his or her belongings, but inevitably, items are lost. Unclaimed/unlabeled articles are placed in a lost and found box, and parents are invited to come and claim their.

Several times during the school year, unclaimed 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.

Health and Safety

Medical requirements

The primary obligation and responsibility of our after school program is to provide the safest conditions possible for all of our children. No child will be permitted to attend after school without a complete registration form including a signed authorization for medical treatment. Children arriving at the JCC without a signed form on file will have their parents called to come pick them up.

Medication

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

Illness

Please keep your child at home when he/she is unable to participate in activities including outdoor play due to illness, fever, diarrhea or vomiting, or generally feeling "not quite right." Children developing an illness during the course of the afternoon will be isolated from other children until a parent or authorized person can come and pick up the 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. Children must be symptom free for 24 hours before they may return to Club J.

Parents will be informed when children have been exposed to a communicable disease while participating in after school activities.

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

Communicable diseases

Please contact the director immediately if your child has contracted a communicable disease such as strep throat, 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.

Common illnesses

Below is a table of common illnesses that you are required to report to Club J administration and how long a child must remain out of contact from Club J. This is not an all-inclusive list, please ask your doctor if your child has an illness is not listed below.

Illness	When to return to Club J
Chickenpox	When all of the blisters have dried into scabs, usually about six days after rash onset.
Conjunctivitis (Pinkeye)	Twenty four hours after medical treatment begins.
Diarrhea (infectious)	When diarrhea has stopped. For some infections, the child must also be treated with antibiotics before returning to Club J.
Diarrhea (uncontrolled)	Uncontrolled diarrhea is an increase in number of stools, compared with a child's normal pattern along with watery stools that cannot be contained by the diaper or use of toilet. A child may not return until uncontrolled diarrhea stops, or until a medical exam indicates that it is not a communicable disease.
Fever (axial temperature of 100 degrees Fahrenheit or higher).	When the child has been fever-free for twenty four hours (without the aid of fever reducing medicine).
Impetigo	Twenty four hours after antibiotic treatment has begun.
Lice (head)	When the first treatment is complete and no eggs (nits) are present
Rash with or without fever or behavior change	When a medical exam indicates these symptoms are not that of a communicable disease.
Ringworm	Twenty four hours after treatment has begun and ringworms must be covered with bandages.
Scabies	Twenty four hours after treatment has begun.
Streptococcal sore throat	Twenty four hours after antibiotic treatment has begun. Child must be fever-free for twenty four hours.
Vomiting – two or more episodes within 24 hours	Twenty four hours after vomiting has ceased.

Emergencies

Emergency reporting and information

All minor accidents are reported in writing on an “Ouch 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 of a serious nature such as to head, neck or back, suspected sprains, and broken bones will generate an immediate call to parents or, if the injury appears quite serious or questionable, a call to 911 will occur first. Parents are responsible for fees that occur when 911 is activated.

In order for us to reach you quickly, 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.

Medical and dental emergencies

In the event of a medical or dental emergency our first response is to secure care for the child. Parents will be called and 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.

JCC staff will fill out all proper reporting forms which will be maintained in the director’s office and a follow up call will be made to check in on the child.

Emergency and disaster 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 Protocols

Club J and the JCC have emergency protocols in place:

Code Blue means there is a medical emergency.

Code Strong means a counselor or other staffer needs security assistance and alerts available staff to provide physical presence.

Lockdown announced over the radio means there is a threat on campus. During a lockdown children and counselors and staff are sheltered in a lockable room with minimal or no windows. The counselor will begin a head count and wait to receive further instructions until they receive an all-clear signal.

JCC emergency procedures

Pool emergency

In case of a pool emergency, the lifeguard or other aquatic staff will blow one long whistle alerting counselors and staff to quickly evacuate the pool area. Once the group is out of sight of the pool, the counselor will begin a head count and wait to receive further instructions. If needed, a "Code Blue" medical emergency 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:

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

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

Intruders on JCC 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.

Please sign and return to Club J.

Thank you!

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

Parent Handbook Confirmation 2018-19

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

Signature

Date

JCC children's program information:

Audra Martin, Children's Program Director, (949) 435-3400, ext. 265, audram@jccoc.org

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