

# Parent Manual

## Philosophy

The philosophy of Just4Kids is based on the premise that children thrive in an environment where they are treated with respect and given opportunities to grow emotionally, intellectually and socially through meaningful age-appropriate experiences.

Our program offers a child-centered, experiential approach, which respects the importance of children’s play and the uniqueness of each child. We strive to create an environment rich in stimulation, yet gentle and accepting of each child as he or she develops at his or her own pace.

## Just4Kids Pick-up Times

Monday - Thursday            3:30 pm - 6:30 pm  
 Friday                            3:30 pm - 6:00 pm

Program Features: Kosher nut-free snacks, arts, XRKADE, sports (including basketball, soccer, kickball and more), swimming in the indoor pools, computers, Shabbat, the Imaginarium, the Teen Lounge, GaGa, PJ Library Book Club, STEM/STEAM and much, much more!!

### **Sample Just4Kids Schedule**

<b>3:30-4:00</b>	Arrival, snack, activity sign-up (3 <sup>rd</sup> & up) and homeroom time	
<b>4:15-5:10</b>	Period 1	Scheduled enrichment classes, arts, sports, music, etc* Homework assistance program
<b>5:05-5:15</b>	Transition	
<b>5:20-6:15</b>	Period 2	Scheduled enrichment classes, computers, sports, etc*
<b>6:15-6:30</b>	Final Parent Pick-up	

(\*Enrichment classes and activity schedule change on a daily basis)

**Reflection Time** – Every Friday, all Just4Kids participants will participate in small Shabbat ceremony where we say the Motzi blessing followed by some yummy challah. We will also be baking Challah at least once a month. Each week will have a different themed discussion to reflect on the past week, the week ahead, or a special holiday.

# Policies and Procedures

## Absences

In the event that your child is going to be absent or if there is any change to their usual schedule, please notify our office at 856-424-4444 ext 1113 or 1111. You must let us know about any absences before noon, so we can notify the bus company. Unreported absences cause confusion at the schools and a delay in other children's arrival to the program.

Please do not call the bus company directly, as this can cause miscommunication between them and us.

The Katz JCC does not offer refunds due to missed days. Long-term illnesses will be evaluated on a case-by-case basis.

## Calendar Information & JCC Closings

The JCC follows the various public school calendars in the Cherry Hill/Voorhees area except for closings on Jewish holidays.

We send a copy of the scheduled closings to each school prior to the start of the school year.

**It is the responsibility of the parent(s) to contact the school as to the specific transportation needs of their child/ren on a particular day.**

Just4Kids will be open at **2:00 PM for early dismissal** from school unless otherwise noted. Parents are responsible for transportation to the JCC.

## Emergency Closings

On the days that the Cherry Hill/Voorhees/KBA schools are closed because of inclement weather, there will be **NO** Just4Kids.

On the days that Cherry Hill/Voorhees/KBA schools dismiss early due to inclement weather, there will be **NO** Just4Kids..

We may also close Just4Kids if the bus company informs us that driving conditions are too hazardous. If you have any questions as to whether or not Just4Kids is operating on a given day, please call Sarah at 856-424-4444 Ext. 1113. ***Your child's safety is our #1 priority.***

## Child Neglect and /or Abuse

All childcare institutions are required by the State of New Jersey to be on the lookout for and to report immediately any and all cases of suspected neglect and/or abuse of a child. The Jewish Community Center is therefore obligated to report any suspected cases of child neglect and/or abuse, and cooperate with state agencies and law enforcement under such circumstances.

## **Child Release Pick-up**

Parents, legal guardians or pre-approved designees will be asked to sign children out daily from Just4Kids. Only those people listed on a child's release form will be allowed to pick up that child. **Please make the us aware of all custody issues, or other important information pertaining to the release of your child.**

1. Children will be released only to their parent(s), legal guardian(s) or persons authorized in writing on the sign-out form provided in this packet. You must be prepared to show your picture ID. At this point, a staff member will let you know where you can pick up your child. Please do not pick up your child before signing out.
2. Written permission by fax, email or letter must be given by the parent(s) or legal guardian(s) authorizing the release of a child to another adult not on the authorized list.
3. Should an unauthorized adult request the release of a child, the child will remain with a JCC staff member while the parent or legal guardian is called. If the parent(s) or legal guardian(s) cannot be reached, the child will **NOT** be released.

## **Late Pick Up**

There will be a charge of \$15.00 per quarter hour or portion thereof for pick up after the 6:30 PM closing time (6:00 PM on Fridays). This charge must be paid within 1 week or your child will not be able to attend the after school program until payment has been made.

If you are going to be late picking up your child, you must call to let us know that you are delayed.

## **Discipline**

It is our objective to foster self-esteem, self-control, self-direction and cooperation. Positive redirection, logical and natural consequences and opportunities for children to problem-solve and make choices are the means of fostering all of the above. Both adults and children are to be treated with respect. It is important for children to take responsibility for their actions and decisions within their developmental capabilities. Any child who is not capable of maintaining general standards of behavior may be permanently removed from the program. This will only be done after all other attempts to resolve the problem have failed.

Just4Kids staff will follow the guidelines below in conjunction with the Supervisor and Director. The following are to serve as guidelines in establishing positive discipline:

1. Address the child's behavior - not the individual.
2. Set clear, explicit and consistent limits according to the developmental level of a child.
3. Provide opportunities for the child to verbalize his/her feelings in socially appropriate ways.
4. Do not solve difficult situations for children (i.e., "Sarah, that wasn't nice, now give the puzzle back to Ellen!")
5. The child has an opportunity to make choices (i.e. "David, would you like to put the Legos away by yourself or would you like some help?")
6. The child can, within reason, experience the consequences of his/her decision (i.e., "Hannah, since you decided not to put on your smock, you'll have to find something else to do instead of finger-painting.")
7. Immediately intervene when one child physically hurts another, or a child is in danger of injuring him/herself. The Supervisor or Director is expected to remove the child from the immediate situation, and give the child an opportunity to calm down. Once calm, the children involved should be asked to express their feelings and are encouraged to find other solutions.

A "time-out" is not a punishment. It is a cooling-down period before problem solving can take place.

## Expulsion

***The Coordinator reserves the right to cancel any child's enrollment or dismiss a child whose behavior becomes a threat to other children in the program, full and part-time staff of the JCC or to the child him/herself. These behaviors include but are not limited to physical, mental, emotional, sexual abuse and/or acting out in any manner deemed unsatisfactory to the best interests of the program.***

This notification must be given through a parent conference with written notification. If the behavior is deemed to be dangerous, there will be an immediate expulsion otherwise the parent/guardian will be given 14 days to seek appropriate intervention. If at the end of this time, the needs of the child cannot be satisfied, he/she will be dismissed from the program.

No refunds will be made.

## Vandalism

Any furniture, toys or other equipment vandalized by children will be replaced at the expense of their parents or legal guardians. Parents/guardians will be billed at cost.

## Homework

It is not mandatory for a child to do their homework at Just4Kids. However, homework can be made a priority, with a supervised Just4Kids staff member if the parents choose. Please complete the Homework Completion and Help form in your packet.

## Lost & Found

Please label your children's belongings with his/her first and last name. Periodically lost & found will be displayed in the hallway. All lost & found items will be kept in the Children's Department until the end of the school year. At the end of the school year all unclaimed lost & found will be removed and donated (where suitable) to a local charity.

## Medical Policies and Procedures

State licensing regulations require that we have accurate emergency information on file for each child. Please fill out the enclosed forms. **All forms must be filled out, signed by the child's parent, and returned before the start of Just4Kids.**

If a child becomes ill during the course of the program, parents or legal guardians will be notified and asked to pick up the child immediately. If parents or legal guardians cannot be reached, we will follow these procedures:

1. We will call the parent's/legal guardian's place of employment. If there is no answer...
2. We will call cell phones and/or home. If there is no answer...
3. We will call the other phone numbers listed on the emergency information form.
4. If none of the above answer, we will call an ambulance, if necessary, to transport the child to a local medical facility.
5. Based upon the medical judgment of the attending physician, the child will be admitted to a local medical facility.
6. We will continue to call the parents/legal guardians or the physician until one is reached.

## **Medication Policy**

The administration of prescription and over-the-counter medicines will follow strict New Jersey State regulations as set forth by the Department of Human Services. Only the Children's Coordinator is authorized to administer medication. If a child has medication (such as an inhaler) that he/she is able to self-administer, the Children's Coordinator must be present. The following procedures shall apply.

1. The medication must be in its original container with a child-safe lid. Your pharmacist can provide you with an additional container. Prescription labels must specify the name of the child, the name of the medicine, the dose, how often the medicine is to be taken, and the route by which the medicine is to be taken. Over-the-counter medications must be in their original, labeled containers. Staff will NOT administer medication, which has expired, or is sent in unauthorized containers, such as a plastic Ziploc bag.
2. A medication form must be filled out to accompany the administration of any medication, whether prescription or over-the-counter. Additional forms are available at any time from the Just4Kids office.
3. Children should not be permitted to carry medications on their persons or in their backpacks. Unauthorized possession and/or sharing of medications can result in serious illness and will result in disciplinary action.
4. Acetaminophen (Tylenol) or Ibuprofen (Motrin, Advil) will be given only with written permission by the parent/legal guardian including the name of the child, the name of the medicine, the dose, how often the medicine is to be taken, the route by which the medicine is to be taken.
5. It is the parent's/legal guardian's responsibility to deliver and retrieve all medications and containers.

## **Publicity Waiver**

From time to time we take photographs of children participating in our programs. We reserve the right to use these photographs in newsletters, brochures, social media sites, newspapers or other publicity without the direct consent of parents or legal guardians.

## **Snacks**

We will provide a kosher nut-free snack daily. This will generally consist of a variety cookies, pretzels, crackers or chips. Please inform us if your child has any food allergies (i.e. peanuts) or other dietary restrictions.

*If you have any questions, please feel free contact Sarah Rowland at 856-424-4444 x1113.*

I/we have received, read, and understand the entire Just4Kids Manual.

Parent 1

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print

Name \_\_\_\_\_

Parent 2

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print

Name \_\_\_\_\_