2019-2020

Parent Handbook

Electronic Forms & Waivers

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Welcome to the JCC of Mid-Westchester’s After School Program! We are excited to welcome families as we embark on this exciting after school journey together! In this packet you will have all of the information you need in order to register your family for the 2019-2020 school year. Please carefully review each item in this packet and submit all necessary paperwork online. This packet also includes the 2019-2020 Parent Handbook and Program Calendar which highlights all the programs, policies and procedures and answers some of the most frequently asked questions. Families are only expected to complete all the required waivers/forms once per year.

Feel free to contact customer service with further questions at 914-472-3300 or email our Coordinator at alvarezs@jccmw.org.
PURPOSE
JCCMW is a non-profit organization aimed at serving our community. The after school program has been created to serve our community of families in need of a safe, stimulating program after school hours. JCCMW’s after school program provides quality after school recreation for children in grades K-5 (JClub) and a homework center for youth grades 6-8 (JCrew). We offer homework assistance, snacks and supervised age appropriate activities with a rotating specialist schedule. We offer the added bonus of escorting your child to/from other registered activities on-site at the JCCMW during the after school program times.

PHILOSOPHY
JCCMW is committed to enhancing the overall well-being of children who attend our after school program. Our program is designed to both enrich and complement your child’s school experience and serve as a recreational program. To that end, we strive to provide:

- A flexible, developmentally-appropriate play and success-oriented curriculum which compliments the home and school by encouraging physical, social, emotional, and intellectual growth as well as positive feelings of self-worth in a group setting.
- A warm, secure environment designed to encourage decision-making, problem-solving, individual expression, and freedom within limits, where children respect and enjoy each other in a group setting.
- A competent, caring and professional staff who understand and meet the needs of the children in a group recreational program while maintaining open communication and providing support to families.

STAFF
We strive to provide the best staff for all of our programs. All staff go through an interview process and all staff also go through a background check and the fingerprint clearance process from the State of New York. Our after school program staff includes:

- After School Program Coordinator – the point person who oversees the day to day operations at their site.
- After School Program Assistant - helps support the Coordinator and is in charge in the Coordinator’s absence.
- Volunteer Counselor – These staff members are 13 years or older and serve as general volunteers in the program helping and assisting with all aspects of the program.
CURRICULUM & SAMPLE SCHEDULE
The after school program offers a variety of activities including organized group games, active play, table games, homework assistance, and special events. In addition, there will be a rotating specialist schedule daily including art, music, STEAM, youth fitness, creative movement and gymnastics. Daily nutritional snacks and water will be provided.

SAMPLE DAILY SCHEDULE
• 3:30-4:30pm  Children arrive for the program. Coordinator checks in children as they arrive via ipad and provides them with their daily lanyard. Snack is provided, homework time with assistance as needed and time for free play in the various centers in the room.
• 4:30-5:30pm  Specialist Activity: Art, Music, STEAM, Youth Fitness, Gymnastics, etc.
• 5:30-5:50pm  Indoor/Outdoor Active Play
• 5:50-6pm    Clean-up & Dismissal
Children may arrive/depart at any point during the program and can be escorted to/from other registered JCCMW activities

HOMEWORK POLICY
We ask each family to inform their Coordinator of their preference as it relates to homework. Fill out the homework form stating if you would like your child to start their homework or not do their homework at the program. You can update this information at any time during the school year.

DAILY CHECK IN / DAILY SIGN OUT
All children MUST be checked in and signed out daily. The staff will dismiss children out to authorized persons ONLY. We ask everyone who arrives at the program to provide identification when picking up a child. Those individuals who are on the pick-up authorization list or emergency contact list may pick up that child any day unless otherwise stated. The adult who is picking up the child must sign out with the date and time of pick up each day.

COMPLIANCE WITH COURT ORDERS
Should it become necessary, JCCMW may request a copy of the most current divorce decree or court order establishing the rights of each parent in addition to photos for security purposes. Any modifications to those orders shall be provided immediately upon issuance by the Court. JCCMW staff will make their best efforts to interpret and comply with the terms of the orders affecting the
parent child relationship. Please do not ask staff to act inconsistent with a court order. It is the parent's responsibility to seek modification of existing court orders when terms and conditions warrant.

DISCIPLINE POLICY
All participants are expected to conduct themselves appropriately and follow school rules while attending JCCMW's after school program. We believe that discipline:

• Is based on logical consequences
• Places the responsibility on the behavior
• Keeps options open
• Is an active teaching process that emphasizes teaching a person to act in a way that will result in more successful behaviors.
• Is a learning opportunity

The following actions will be taken when a child exhibits inappropriate behaviors during program:

**Step 1 - Verbal Reminder** - Staff will use verbal cues to redirect, correct and remind the child about appropriate behaviors.

**Step 2 - Time In** - When a child uses inappropriate behavior, the child will receive Time In. This is where the child and a staff member will sit and discuss the behavior and options as well as actions that can be put in place for the child to better handle a similar situation going forward.

**Step 3 – Cool Down** - This is when the prior two steps have been met with resistance or complete disregard. The child is given a short period of time (no more than one minute per age of child, not to exceed ten minutes) to relax and reflect on the situation. During this time, the child will be separated from others in the program but in the view of staff. The child may be asked to use this time to write or color about the situation.

**Step 4 - Parent Alert** – Parents will always be notified at pick up of any behavior issues that came up that day (this will take place during your regular pick-up conversation with staff) or a call will be placed prior if the situation justifies such action be taken. You will receive an email or phone call if a parent/staff conference is necessary. During this conversation or exchange a date and time will be arranged for a private conference to take place and further discuss the behaviors and plan of corrective action.

SUSPENSION/EXPULSION
If the behavior of a child causes bodily harm with visual signs of abuse, the act is done with malice or there is continued behavioral issues, the Coordinator in conference with the COO may place a child on suspension for one to five days. If upon the child's return to the program the behaviors that caused the suspension or other issues arise the child may be expelled from the program at the discretion of the COO. This policy will be followed by all staff and volunteers. Special considerations will be handled on a case by case basis at the discretion of the COO. A set of Site Rules will be constructed at the start of every school year with participation and suggestion from all staff and children in attendance. They will be positive in nature and will then be posted in locations throughout the program space.
PARENT INVOLVEMENT
We gain so much from our participant’s parents. Your insight into what may be at the root of your child’s behavior. Your ideas and possible strategies that will help us guide your child’s behaviors or work with their special needs. In the event of behavioral issues we like to work collaboratively with parents to find the best solutions. Working with parents helps us to make changes that will not only benefit their child but all children in the program. It is also our policy to handle all behavioral situations that occur between two or more program participants in a discreet and personal way. We ask for your assistance in implementing this policy: Parents may only discuss the situation with and reprimand their own child. You may request a conference with all parties involved where the Coordinator and/or Chief Operating Officer will mediate.

HEALTH & SAFETY
HAND WASHING
Children and staff must wash their hands with soap and warm running water as needed. Staff and children will wash their hands whenever hands are contaminated with bodily fluids and always wash:
• Upon arrival to the program
• After using the bathroom
• Before and after caring for a sick child
• Before any food service
• Before setting the table
• Before and after eating
• After handling any animals
• After playing outdoors

HOUSEKEEPING
The program will keep the premises (including furniture, fixtures, toys and equipment) clean, safe, disinfected and free of debris and potential hazards. Materials dangerous (toxic) to children will be kept secure in a way that is inaccessible to children, away from food storage and preparation areas. Staff will protect children from potential hazards, such as, caustic or toxic art materials, cleaning agents, medications, hot liquids and exposure to extreme heat or cold. All garbage and refuse containers will be durable and will be constructed of materials that do not absorb liquids. All bathrooms will have toilet paper, soap and disposable towels kept at the reach of all children in the program. Signs showing proper hand washing will be posted.
SICK CHILDREN
The staff will conduct daily health checks (consisting of a brief visual observation) of each child that enters the program. At that time, a decision is made whether the child’s condition suggests illness that will warrant further observation or for the child to be sent home. Any children that show signs of illness will be isolated from other children. Parent(s) will be notified and asked to pick up the child from the program. While waiting for pick up the child will be kept as comfortable as possible with a quiet place to rest under the supervision of staff. Emergency contacts MUST be kept up to date with accurate contact numbers.

Children and Staff exhibiting the following symptoms should be kept home:
• Fever of 100 or higher
• Thick, runny, discolored discharge from the nose
• Discharge from the eyes
• Sneezing and/or profuse coughing
• Head lice
• Diarrhea
• Vomiting

JCCMW’s ASP will send a child home when:
• The child exhibits one or more of the symptoms listed above
• The child has a fever of 100 or higher and shows signs of illness
• The staff observe signs of a contagious disease or a severe illness or unexplained rash

If a child is sent to the program with these symptoms, parent will be contacted and asked to pick up the child from the program. If we are unable to contact the parent, we will contact those who appear on the Emergency Contact and Authorized Pick up lists.

MEDICATION
No medication can be given or provided to children during the after school program hours. Only Epipens will be permitted to be brought to the program however only our coordinator is permitted to utilize them.

MEDICAL EMERGENCIES
The Coordinator and other JCCMW authorized staff will treat any minor injuries that occur with basic first aid. All injuries are logged in an incident book at the site. In the case of a serious injury an incident report will be filled out and a copy will be provided to the adult picking up the child from the program that day. In the event of a medical emergency, 911 will be called. Parent and/or those listed on your Emergency Contact & Authorized Pick-up lists will be informed. Upon the advice of medical professionals, staff will accompany your child to the hospital if necessary.
ALLERGIES AND COMMUNICABLE DISEASES
Prior to acceptance, the health information on the third page of registration must be completed and on file in our office. This information includes doctors & dentists names & contact numbers as well as medication and allergy information. If your child has any allergies, please remember to indicate this on the health information form. You will be notified if any of our participants or staff have been exposed to a contagious disease. We urge you to contact us immediately if your child has been similarly exposed or contracts an illness that could be contagious.

FOOD & NUT POLICY
JCCMW’s ASP is a nut aware program. We avoid items that contain nuts, may contain nut products and try to avoid products produced in a factory that uses nuts. We continue to monitor the needs of our participants throughout the school year and will adjust this policy as needed. We do ask that NO outside food is brought in to the program unless it is approved by the ASP Coordinator.

HEALTH AND SAFETY POLICY STATEMENT
It is the responsibility of our staff to protect the health and well-being of the children in attendance at our program and to maintain a safe environment.

OUTDOOR WEATHER SAFETY
All children are expected to go outside daily (weather permitting). Outside play gives children an opportunity to breathe fresh air, exercise and freedom of movement after being indoors for their school day. All children should be dressed for the day’s weather and need appropriate shoes, preferably closed toe shoes, in order to participate in outdoor and gym activities.

The ASP staff will monitor the local weather and determine if it is safe for the children to participate in outdoor play that day. Outdoor play will not take place if:
• It is raining
• It is snowing
• Frigid temperatures (below 32°F)
• Excessive heat (above 90°F)
REGISTRATION & ATTENDANCE POLICY

JCCMW’s after school program including JCenter, JClub and JCrew are available via two types of registration. Families can purchase a 10 day package at an introductory price of $20/day, days may be used throughout the school year, or register for unlimited monthly use for the introductory price of $200 per month. Online registration is available for both options. JCCMW will keep record of the registration, package days used and online forms. Once checked in for the day, attendance is recorded as present regardless of the amount of time spent in program. NO REFUNDS WILL BE ISSUED.

Families or authorized individuals will check in/check out all children daily at the designated after school program space. The Coordinator will check in children and show families remaining days available if not registered for the unlimited monthly option. Children (or Caregivers for JCenter) will then receive an afterschool program specific lanyard to wear while in the after school program to be returned when they are checked out.

LATE PICK-UP POLICY

The program ends at 6pm, Monday thru Friday. We ask that parents arrive on time. If for any reason you will be running late, please call the JCCMW and inform them of the situation and your estimated time of arrival. You may at this time inform the Coordinator that you have made arrangements for an adult from your Authorized Pick-up list to be on their way. This will help the staff to reassure your child that you are safe and on your way or who will be picking them up. Please note there is a fee of $25 per child for every fifteen minutes or part thereof after 6pm. These fees will be charged the next business day to your account. If a child is picked up late on a continuous basis their enrollment may be terminated without any refund for fees already paid.

RIGHT TO REFUSE SERVICE POLICY

JCC ASP reserves the right to refuse services for the following reasons:
• Failure of parent or child to adhere to all BTB rules, policies and procedure guidelines
• Parent or child are physically or verbally abusive to staff or other program participants
• Failure to pay tuition on time as scheduled
• Failure to provide full, current and updated information, records and forms as requested
• Failure to arrive for pick up on time (by 6pm daily)
• Child continues to exhibit inappropriate behavior and all other options to correct the behavior have been exhausted
• When the Coordinator or Chief Operating Officer of JCCMW at their discretion, believe that continued service is not in the best interest of the child or for the program as a whole
NO REFUNDS WILL BE ISSUED
SNOW DAYS & EMERGENCY CLOSURES
JCCMW’s ASP will be closed when school is canceled in the morning or dismisses early due to weather or any other emergency takes place, this includes if the school remains open all day but cancels ALL after school activities. If the weather is harsh and schools do not close early the ASP will be open at the discretion of the Coordinator and/or COO. If the program is going to close, you will be notified with a phone call and e-mail as early as possible. If there is a question about the status of the ASP please feel free to call the office at 914-472-3300, we also post updates online at www.jccmw.org and on our Facebook page. Please check these sites for updated information during bad weather. If the ASP remains open during harsh weather we ask that you pick up as early as possible to ensure a safe ride home for you and our staff.

PERSONAL ITEMS
We ask that all toys, electronics, trading cards and all other personal items be left at home. ASP has a wide variety of toys and activities to keep the children busy. We are not responsible for any item brought in that becomes lost, stolen or damaged. All clothing, outerwear and shoes should be labeled. We do our best to help the children keep track of their personal items.

DONATIONS
ASP does accept new or slightly used toys, games, books and crafts items that your family is no longer using. Check with your Coordinator about what they need, would like and can accept.

COMMUNICATION
Parent communication is one of the most important aspects of JCCMW’s ASP. Staff communicate with parent(s) each day to let them know how their child is doing. You can expect the following regular communication from our staff:
• Daily check-ins at pick up
• Verbal communication is the most common type, but written communication is also sometimes necessary
• Periodic surveys
• Remind text alerts
• Emails
• Flyers
We encourage parents to inform us of any changes happening in their life, including; moving, hospitalization of a family member, alterations in a parent’s relationship, etc. These situations may influence the way your child relates with others. Staff can better provide for a child’s needs when they are made aware of the situation.
PARENT INVOLVEMENT
Any difficulties a child may have at school will affect their behavior at ASP as well. Parents are asked to inform us of any such problems so that we can be sensitive to their child’s needs. The staff works as a team with the school and family. This enables us to provide the best environment for the child’s growth and development. JCCMW will keep you informed with flyers and emails about upcoming programs, activities and events for your entire family.

SPECIAL NEEDS POLICY
JCCMW’s ASP will work with families to devise a plan that will enable us to meet the individual needs of each child. We are required by the Americans with Disabilities Act (ADA) to make reasonable accommodations to provide fully inclusive school age care for any child with special needs. Reasonable accommodations include adapting space and activities so that all children can participate fully. When the participation of a child requires a level of staff or resources that go above and beyond the reasonable accommodations, we will invite the family to take part in a conversation to help us identify additional sources of support before determining that we cannot accept or continue the enrollment of the child. We hope that families will partner with us and share an IEP or 504 that is in place at school so we can fully understand how to better serve a child’s needs. If a child requires a 1:1 aide at school, families will be expected to provide one at the ASP as well.

CULTURAL DIVERSITY STATEMENT
JCCMW’s ASP will strive to hire staff sensitive to the needs of all cultures and faiths. The Jewish Community Center of Mid-Westchester is a nonprofit organization dedicated to enriching the community by providing cultural, social, educational and recreational/fitness programs, human services and Jewish identity-building opportunities to people of all ages, backgrounds, religions, or sexual orientation.

PROGRAM CALENDAR
The ASP follows most local school calendars (when schools are in session) and is uniform with all JCCMW program departments. The calendar in addition to this handbook. ASP begins September 9, 2019 and runs through June 5, 2020 (subject to change based on family needs).

FAMILY AND SCHOOL TOGETHER/VISITS
Parents may call the school office to arrange for a meeting with the ASP Coordinator. A notice of your call will be delivered to the staff. Staff will return phone calls made to them by parents as quickly as possible. PLEASE DO NOT TELEPHONE TEACHERS OUTSIDE OF SCHOOL HOURS OR ON THEIR PERSONAL PHONE LINES. While we value our relationships with our students, staff is not permitted to socialize with students or their families outside of school hours.
CONTACT LIST

Coordinator – Sylvia Alvarez, alvarezs@jccmw.org
Assistant – Samantha Mastroianni, mastroiannais@jccmw.org
COO – Sukie McFadden, mcfaddens@jccmw.org
Customer Service/Reception: 914-472-3300

JCCMW’s
After School Program
PARENT PACKET
2019-2020 School Year

• Application / Registration Form
  ✓ Submission of Physical & Immunization Record
• Homework Agreement Form
• Policies & Procedures Form
• Parent Handbook (includes Handbook Acknowledgement form to be signed by guardian)
• Program Calendar

In an attempt to go green forms may be found and completed through our online registration.
Submission of Medical or School Records should be in paper format. Additionally, paper copies of
forms can be given upon request.