

JCC AFTERSCHOOL PROGRAM

Parent Handbook

JCC Elementary Office
6501 W. Sunrise Boulevard, Plantation, FL 33313
(954) 792-6700 • Fax (954) 792-4839

www.sorefjcc.org

Elementary Office hours are 8:30 a.m. – 4:30 p.m. M-F

Dear Families,

We would like to take this opportunity to welcome you to the JCC Afterschool Program.

The JCC is committed to the very best in quality Programs. This Handbook is provided to you to explain our key policies and procedures. The JCC also follows the Broward County Code of Conduct.

If you have any questions, please do not hesitate to contact us.

We look forward to a safe, educational, and fun-filled school year.

Sincerely,

Vanessa Wolcott

Director of Elementary Services

vwolcott@sorefjcc.org

JCC Afterschool Program Information:

Our program is designed to ensure that children receive safe, quality academic and recreational programming.

Our program is structured and well planned. Snack is provided. We include Social Emotional Learning activities, physical activities and more.

Our inclusionary programs allow all children to experience patience, giving, compassion and friendship in their everyday environment

Cell Phone Usage

When students are participating in our afterschool program, cell phones may not be used and must be off and out-of-sight.

Absence & Illness

Please notify the JCC Elementary Office at 954-792-6700 by 11:00 a.m. if your child will be absent from the program.

Authorized Persons

Only those persons listed on the registration form are authorized to pick up your child. On occasion, you may need to authorize someone to pick up for you. To do this, please call the JCC Elementary Office by 12:00 p.m. You will need to know your Authorized Person password that you chose at the time of registration. If there is any doubt, phone verification will be made to the parent/guardian before a child is released.

It is necessary for the JCC Afterschool Program to have on file documentation as to who has legal custody. If there is no court order, then both parents/guardians have the right of access to the JCC After School Program's records and also have the right to pick up the child. It is the custodial parent/guardian's responsibility to provide legal documentation to support that position. The JCC cannot cooperate unless said documentation is on file.

The custodial parent/guardian must provide written permission for the non-custodial parent/guardian to pick up a child on a regular or special occasion. These forms must be submitted each year with a new registration form. The parent/guardian that signs the registration form is the only person who can make changes on the form. Dual custodial rights do not supersede this procedure.

Payments & Billing

Any parent/guardian tuition obligation is due by the 15th of each month or the child will be subject to immediate dismissal from the program. Late fees may apply.

Payment can be made online at www.sorefjcc.org or by calling the billing office at 954-792-7600 ext. 304.

Full JCC Afterschool Program tuition must be paid regardless of absenteeism. A \$32 processing fee will be charged for any checks returned. Any declined credit card will be subject to a \$10 fee per decline. Any fees incurred must be paid when tuition is due.

Refunds

No refunds are issued for missed days during the month. Refunds due to emergency school closing such as hurricanes will also not be issued.

Medication

Medications that need to be administered should:

- a) be brought directly to the Site Director
- b) be in the original container and contain written instructions as to quantity, time for it to be administered, name and phone number of physician and any other directions.

Please document on your child's registration form all pertinent medical conditions, allergies, and special needs. Additionally, written authorization must be given to the JCC to administer the medication. This clearance must be written on an authorization form obtained from the JCC Elementary Office or school site director. If your child carries an inhaler, you must send a Doctor's note stating your child has been trained to use their inhaler. The JCC reserves the right, in its sole discretion, not to administer medication at any time but will inform the parent/guardian as soon as practical.

Discipline/Expulsion Policy

The philosophy of the program is based on respect being shown to all. Children are related to on an individual basis. Should discipline problems arise, the child will be spoken to in hopes that the discussion is all that is required to correct the problem.

If necessary, a child will be given a short "reflection time" period with their group leader or site director to think about their mistake and what they can do to prevent the problem in the future. Should the problem behavior continue, the parent/guardian will be notified. If these steps do not correct the problem, the parent/guardian and site director will meet to discuss corrective procedures. Should this process fail and behavior problems are not corrected, the child may be suspended or dismissed from the program in the sole discretion of the JCC.

A parent/guardian will only be contacted during the program hours if a child's behavior causes a disruption or the child is a danger to themselves or any other children. After three (3) written warnings, a child will be dismissed from the program.

*The JCC reserves the right in its sole discretion to dismiss a child from the Afterschool Program immediately if the child's/parent's/guardian's behavior/conduct is deemed to be harmful or compromising the safety of an individual(s).

Safety Procedure

Children suffering an injury during the Afterschool Program will be brought to the Site Director for needed care. If the injury appears serious, the child will remain at the scene of injury and given first aid to avoid further injury or complication. The child's parent will be notified as soon as possible and an incident report filed. In the event of serious injury, emergency fire and rescue will be summoned. When possible, the parent will be called first but the JCC reserves the right in its sole discretion to summon emergency personnel without having received parent/guardian approval. If an injury does not require emergency personnel, the JCC may insist that the parent/guardian immediately come to pick up the child.

Late Policy

It is imperative that parents pick up children no later than 6 p.m. Any parent not picking up by 6 p.m. will be charged \$15.00 for the first 15 minutes and an additional \$15.00 for each additional 15 minute interval (per child) not to be prorated.

There will be no exceptions. Charges for late pick-ups are due at the time of pick up. After a parent is late three (3) times, the child may be asked to leave the program. As per our guidelines, the police must be called if any child is not picked up by 7 p.m.

It is important that we have correct phone numbers and addresses. If you move or change your phone number please give the correct information to the person at the sign out desk & the JCC Elementary Office.

Toys & Lost Items

The JCC afterschool program will not be responsible for any electronic devices such as: laptops, tablets etc. or lost items (clothing, toys, etc.). Please do not allow your child to bring in any toys or electronic devices. Your child will be asked to put the item in their back pack. The item may be confiscated until the end of the day if your child does not put it away.

Non-discrimination Policy

All of our programs are inclusionary for our special needs population and are open to all regardless of race, religion, ethnicity, gender, or background. The JCC embraces diversity in all of its afterschool programs.