



The Mandel JCC School's Out After School Care Program

2011 -2012 Parent Manual

Contact Information

The Mandel JCC

26001 S. Woodland Road

Beachwood, OH 44122

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Overview, Philosophy and Goals

Welcome to the Mandel JCC's School's Out After School Care Program. Our unique program is child centered, giving the children many different choices within a structured Jewish environment. We realize the children have been in a controlled atmosphere throughout their school day and have lots of unspent energy. We designed the School's Out program with this in mind. We have activities that meet the developmental needs and skills of the children while engaging them in fun. The children can choose to enjoy active play, explore their creativity with art or just relax in our soft, comfortable "chill out" space with a friend or good book.

There is a separate, supervised homework room available at all times and individualized attention can be given to assist a child when needed. In addition, different enrichment courses will be offered that may include art, cooking, yoga, swim lessons, art classes, sports classes and others.

License

School's Out is licensed to operate under the guidelines of the State of Ohio and the Department of Job and Family Services. The license issued by this agency is posted in a conspicuous place for review. A toll free number is listed on the facility's license and may be used to report a suspected violation of the licensing laws or administrative rules. The licensing law or administrative rules governing child care are available for review upon request. The licensing inspection reports and any complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review upon request from the Department of Job and Family services.

It is unlawful for the Mandel JCC to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability.

The director, supervisor and each employee of the Mandel JCC is required to report any suspicions of child abuse or child neglect to the local public children's services agency.

Admissions

A child is considered to be enrolled in the School's Out program only after the registration fee has been either received or a payment plan has been set-up, the coordinator confirms the availability of space and the required paperwork has been received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Hours of Operation

School's Out operates from your child's school dismissal until 6:00pm, Monday through Friday. The School's Out Director can be reached at (216) 593-6222.

Staff/Child Ratios and Maximum Group Size

School's Out participants are in Kindergarten through sixth grade. Our facility has the capacity to have 75 children participate in our program daily. Because we desire to provide a higher quality of care we strive to maintain a staff to child ratio of less than 1:12.

Daily Schedule

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view School's Out as a safe and comforting place, where they know what to expect and when to expect it.

2:30-4:00	Children arrive Wash Hands Snack Free Play (Board Games, Art Projects, Homework, Quiet reading Area)
4:10-5:15	Homework Room Game Area Craft Project Reading Enrichment Class (Yoga, Art, Swimming, Fitness) Gym/Outside Play structured activities Free Swim Board Games
5:20-6:00	Everyone back in room unless in Enrichment Class Free Play (Board Games, Art Projects, Quiet Reading Area)

Tuition/Fees and Payment Policies

Please refer to 2011- 2012 School's Out Brochure or visit www.mandeljcc.org for the current prices.

You will be contacted by a staff member from The Mandel JCC if your account becomes delinquent or if checks are returned.

Withdrawal

Please notify the School's Out Director if you wish to withdraw your child from the School's Out program.

Late Pick-up Charges

Please adhere closely to the program hours. Children who are not picked up on time will be taken to the School's Out Director's office. There is a charge for every five minutes past the designated pick up time. Monday through Thursday, \$2.00 for every five minutes late. On Fridays or on days when The Mandel JCC closes due to a legal or Jewish holiday, \$3.00 for every five minutes late. If the parent/guardian is frequently tardy for pick up, a meeting with the director of the program may be necessary. The late fee is payable no later than 48 hours. If not paid, the child will not be admitted back into the program. If the parent/guardian is frequently tardy for pick up, a meeting with the School's Out Director / Supervisor may be necessary and ultimately may result in dismissal from the School's Out program.

Supervision Policy

The staff members of School's Out are directly responsible for the supervision of each child. A major responsibility of the staff is to ensure the health and safety needs of their children, anticipate possible hazards, and take necessary precautionary and preventative measures. At no time will a child be left unattended.

Attendance Policy

Please call or email us by 2:00pm if your child will not attend School's Out on any given day. This allows us to notify the van driver, staff, instructors, etc. This is extremely important; as our van drivers are not permitted to leave the school without the children they are assigned. If your child was absent from school and we are not informed it then holds our driver up a considerable amount of time until we have determined where your child is. This makes it very difficult for us to arrive in a timely fashion at the next scheduled school.

We would like you to be aware of the steps taken if your child's bus arrives and he/she is not on it and we have not been notified.

1. The school is called.
2. All attempts to reach the parents are made.
3. Emergency contacts are called.

The police will be notified if we are unable to contact the above parties.

Release of a Child

School's Out will remain open until 6:00pm Monday through Friday. Parents must sign out their children on the sign out sheet. Their signature and time of departure are required. Parents are responsible for the supervision of their child after they have been signed out.

In order for anyone other the parents or guardian to pick up a child, a written permission note from the parent/guardian, must be given or emailed to the Director of School's Out. Staff members reserve the right to ask for picture identification of any person picking up children.

Snow Days

The Mandel JCC will make every attempt to operate regardless of the weather. School's Out will make every attempt to be open (if it is a contracted day) when your child's school is closed, or on the rare occasion their school is forced to cancel transportation when your school is open. The availability of transportation from your child's school to The Mandel JCC is dependent on road conditions. The School's Out Director will contact you immediately if it is determined that transportation will not be available.

Custody Agreements

If there is custody issues involved with your child, you must provide School's Out with court papers indicating who has permission to pick up the child. School's Out may not deny a parent access to their child without proper documentation.

Transportation of Children

All transportation is arranged through the Mandel Jewish Community Center. Your child will be picked up by the appropriate van /bus as close to school dismissal time as possible. Please be sure that your child knows where and when to wait. All vans will have a Mandel JCC sign on the vehicle even though it may be a taxi van that we have contracted to do the pickup. A first aid kit will always be available in all vehicles. All van drivers have a roster of who is supposed to be on the vehicle at all times. If a child does not get on the van on a scheduled pick-up day, the steps on page 3 will be followed.

If your child misses the bus, instruct your child to return to their school office and call the School's Out office, (216)593-6222. We will then make arrangements to pick your child up. The first two times that your child misses the bus, they will be able to be picked up at no additional cost. After the second time we will charge \$5.00 each time we need to pick up your child separately.

Guidance Policy

Children at School's Out deserve an emotionally and physically safe environment. The staff members work hard at making sure that this environment is available. The Guidance Policy applies to all employees.

Children are always encouraged to verbally express their feelings concerning problems and issues in which they may be involved. If a child is unable to manage their own behavior, the first step is a discussion of the problem with the School's Out staff and any other children who are involved. The children and the staff will discuss the cause of the problem and implement a reasonable consequence.

When a child's behavior or actions become disruptive, such as requiring constant attention from staff, inflicting physical or emotional harm on other children or staff, or any other behavior that is deemed disruptive, the children will immediately be brought to the School's Out director. The director will discuss the problem with the child/children and decide together on an appropriate consequence. Any such incident will be written down and kept on file. The parents will be informed of the problem upon arrival for pick-up.

If the misbehavior is determined to be more severe, the parent will be contacted immediately and a conference with the parent, child, and director may be necessary. Severe misbehavior may ultimately lead to dismissal from the School's Out program.

Snacks

Children are served a daily snack which is offered upon arrival. Throughout the School's Out afternoon, pretzels are available for those children who are still hungry. Every attempt is made to vary the snacks daily. All prepared foods used at The Mandel JCC are approved Kosher foods. Please be aware that the vending machines and Subway in the building are off limits to the School's Out children. Please do not send your child with money to get food or drinks from these machines. We make every effort to make sure that an enjoyable and fulfilling snack is served at School's Out and that additional food is not necessary.

Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the School's Out director for more details regarding this.

Medication

School's Out will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the director/supervisor each day. Medications will be stored in a designated area inaccessible to children. Medication may NOT be stored in child's backpack. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School age children only will be permitted to maintain control of their inhalers.

Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times and it may not be stored in a backpack. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription Medication

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Accidents/Emergencies

Safety rules are posted for the children to view and are reviewed periodically with the School's Out children. Emergency rules are always reviewed to ensure the children's safety. There is immediate access to a working telephone at all times. There are periodic fire drills. An evacuation plan is posted in each room which explains responsibilities and actions to be taken in case of fire, weather or other emergencies.

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to The Mandel JCC, the children will be evacuated to the Arts and Craft Building. A sign will be posted at The Mandel JCC entrance indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contact as listed on your child's enrollment form.

An incident report will be completed when an accident or injury occurs. In case of a major emergency, not only is the Director trained in first-aid, but also is immediate availability to The Mandel JCC physical education department, who also have emergency first-aid training. In case of an accident, the parent is called immediately. If it is a serious accident, the local rescue squad is summoned and will transport the child to the nearest hospital which you have requested on your emergency medical form. A School's Out staff member will accompany your child at all times. You will be called immediately and told to meet us at the hospital.

Management of Illness

School's Out provides children with a clean and healthy environment. However, we realize that children become ill from time to time. We observe all children as they enter the program quickly to assess their general health. We ask that you not bring a sick child to School's Out. They will be sent home!

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact.

- Temperature of 100°F – in combination with any other signs of illness
- Diarrhea

- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies or other parasite infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. Anytime a child is isolated they will be kept within sight and hearing of a staff member.

Parents will be notified if children have been exposed to a communicable illness. Children will be readmitted to School's Out after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Swimming Information

School's Out will ask for written permission from parents or guardians before the child will be allowed to swim at The Mandel JCC indoor pool. These children will be supervised by a person who is currently certified as a lifeguard and/or water safety by the American Red Cross.

Children change into their bathing suits in private bathrooms and are then escorted to the pool by School's Out staff. Free swim is on Thursdays and a staff member will be down in the pool area for the duration of free swim. Optional swim lessons are Monday thru Thursday and a staff person drops off and picks up the swimmer at the pool until 6:00pm.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program as much as possible. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill index and heat index factored in) drop below 20°F or rise above 90°F. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots in the winter time.

The Mandel JCC Classes

One of the outstanding features of our program is the ability to take advantage of all the classes, including swimming, that are offered within the Mandel JCC during School's Out hours.

At the beginning of the year, we will ask for written permission from School's Out parents to allow their child to participate in JCC classes. School's Out participants receive discounted fees for these classes. The School's Out director will notify you in writing of all appropriate class offerings prior to the start of the class. School's Out staff will escort children to and from these classes.

Parent Participation

As a custodial parent, custodian or guardian of a child enrolled in School's Out you are permitted unlimited access to School's Out from 3:30-6:00pm. Parents are a vital part of School's Out success. We encourage you to visit us at any time in order to contact your child, evaluate the care being given to your child, or to evaluate the facility.

When you do come to visit, please notify the School's Out director of your arrival. Please do not hesitate to contact the director/supervisor if you would like to address problems or concerns about School's Out. Conferences are available at your request concerning your child participation in our program.

Please check the Parent Information bulletin board on a daily basis and the monthly newsletter for important information about School's Out. Information about special projects and activities will be posted here.

Participant Roster

At the beginning of the school year we will be publishing a roster of the names and telephone numbers of parent, custodians, or guardians of children attending School's Out. At the time of enrollment you will be asked for permission to include your name in this listing. If you request not to be part of this publication then we will not include your name and phone number in the School's Out roster.

Lost and Found

Please label all clothes with your child's name. Labeled items which are left behind will be returned to your child. Unlabeled items will be put in the lost and found basket in the multi-purpose room. Please check there if you are missing something. School's Out attempts to help children stay organized, but we cannot be responsible for lost personal items. Children should not bring money, toys, trading cards, or other items not necessary for after school activities to the Mandel JCC unless authorized by the Director. iPods, Gameboys, Nintendo DS's and other toys distract from the social aspect of our after school program. Please be certain that your child leaves these items at home. The Mandel JCC can not be responsible for any lost or broken personal items.

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After School Care
Parent Manual

Acknowledgment

I have received a copy of The Mandel Jewish Community Center School's Out Parent Manual and acknowledge that I have read its contents and will abide by its terms.

Child's Name

Parent/Guardian signature

date

Parent/Guardian signature

date

Print Child's name

**Please hand deliver this sheet in to the School's Out Director.