

AUGUST 2021 – MAY 2022

FAMILY POLICIES & PROCEDURES  
CLUB J AFTERSCHOOL CARE



I.J. JEANNÉ WAGNER  
JEWISH COMMUNITY CENTER  
2 North Medical Drive Salt Lake City, UT 84113

# Program Procedures

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## Enrollment Requirements & Forms

Club J requires each child to have a medical release form and immunization record on file, and requires emergency contacts and authorized pickup persons to be up-to-date at all times. Children cannot be admitted into the program until forms are completed and returned.

## Late Fees

We understand that emergencies and unforeseen events happen. Please call if you know you will be late picking up your child.

Our staff will issue notices for late pickups. Families will not be assessed a fee for the first late pickup. Late fees are \$1.00 for every minute after the scheduled pick-up time. If it becomes a chronic problem you will be asked to make other arrangements.

## Payments

Payments post on the 5<sup>th</sup> of each month. If you would like to make a change, please notify our department 30 days in advance. This includes changes to the days of the week that your child is enrolled as well as cancelling enrollment. There are no refunds for days missed.

## Program Options

We offer a five day-a-week or three day-a-week option for Club J. You may choose your three days.

# Operational Information

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## Hours of Operation

Regularly scheduled business hours of operation are Monday – Friday from school release until 6:00 PM

## Holidays

Club J is closed for most Federal and Jewish Holidays. Please be aware of these dates and plan to make other arrangements for your child after school.

- Rosh Hashanah: Monday, September 6 - Wednesday, September 8, 2021
- Yom Kippur: Thursday, September 16, 2021
- Thanksgiving Break: Wednesday, November 24 - Friday, November 26, 2021
- Winter Break: Monday, December 20, 2021 – Friday, December 31, 2021
- Martin Luther King, Jr. Day: Monday, January 17, 2022
- Presidents' Day: Monday, February 21, 2022
- Passover Break: Monday, April 18 - Friday, April 22, 2022

## School Break Camps

Club J will offer full-day camps for some non-student days and school breaks, provided we meet the minimum enrollment. There will be an additional charge and registration requirement for these day camps. Camp enrollment is open to currently registered families during a priority registration period, after which JCC member families have the opportunity to enroll their children.

## **Buses**

Our buses will pick your child up from their schools each regular day and bring them to the JCC. All of our vehicles are clearly marked with the JCC logo. Children in kindergarten and first grade riding in a JCC van will receive a booster seat. If your child is in second grade or older and you wish for them to ride in a booster seat, you must let us know.

## **Drop List**

If your child will not be attending Club J due to illness, alternate plans, or any other reasons, please call or email us before 12:00 PM on that day so that we may add your child to the drop list and alert the driver. We require notice in advance in order to maintain our schedule. Often, our vans travel to multiple schools and one child unaccounted for can cause considerable delay. Our phone is (801) 581-0098, ext. 116. Our email is [youth@slcjcc.org](mailto:youth@slcjcc.org).

## **Early Dismissal Days**

Our buses will pick your child up from their schools on Fridays at the early dismissal time and bring them to the JCC. On other early dismissal days we will *not* be able to accommodate early pickup from your child's school. You are more than welcome to drop them off at the JCC no earlier than 2:00 PM Monday-Thursday and 12:00 PM on Friday.

## **Pick Up**

PICK-UP will occur at the JCC until 6:00PM Monday through Friday. Children may only be picked up by adults listed on our authorized pick-up list. Please make sure to list yourself, as many guardians overlook this step.

Please park, enter the JCC, and the front desk will radio Club J upon your arrival. Please do not enter the Social Hall or Dance Hall. Your child will be brought out to you and must be signed out every day.

ALL parties are required to have proper identification to access our center. We will NOT release your child to any person without proper consent. We may ask for identification for any person entering our facility at any time.

## **Swim Team/Swim Lessons**

If your child is concurrently enrolled in aquatics programming, we must ensure they are signed out with the responsible party. If your child is enrolled in a swim team group that concludes after 6:00PM (Group 4), you will need to sign a release waiver and sign your child out with the aquatics department.

If your child is enrolled in any other swim program (lessons or swim team groups 1-3), you will need to sign a waiver entrusting them to the care of the aquatics team for the duration of their program. You must sign out your child with Club J staff. If you are collecting your child from the pool, please alert the front desk upon arrival and Club J staff will accompany you to sign out your child.

## **Fieldtrip Days**

On Friday, Club J takes the opportunity of an extended day with your kiddos to travel off campus and enjoy a fieldtrip. On Friday, please do not plan to pick up your child until *after* 5:30PM. Due to our childcare licensing rules, children may never be dropped off or picked up off-site. Children will return from fieldtrips by 5:00PM and participate in Shabbat prior to pick up.

## **Parking**

**Please remember to watch for children and adults in the parking lot. Drive slowly (5 mph) and SAFELY. Obey all signs and one-way directional arrows. It is a no cell phone zone.**

# Program Policies

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## Belongings from Home

- **LABELING:** Be sure to put your child's first and last name, on EVERYTHING they bring to Club J including clothes (sweatshirts, hats, etc), lunch boxes, water bottles and face masks.
- **TOYS/CARDS:** We discourage kids from bringing toys from home or collectable cards (Pokemon, Magic the Gathering) to Club J. These items are easily misplaced and we have plenty of games, puzzles, supplies and resources to keep them busy.
- **CELLPHONES:** If your child has a cellphone it must remain in their backpack while at Club J. Children may not use their smart watches to call, text, or access the internet while at Club J. If children struggle to meet these requirements, the office will be happy to hold electronic items until pickup. If you need to speak with your child you may call the JCC at any time and do so.

## Vending Machines

Club J provides an afternoon snack daily. You are welcome to send your child with extra snack from home if they require. We do not permit children to purchase anything from the vending machines or café while in our care.

## Communication with Families

Club J will send out a weekly MailChimp to communicate program highlights and upcoming dates. MailChimp is our primary method of keeping families up to date. Please add [youth@slcjcc.org](mailto:youth@slcjcc.org) to your safe senders list so you never miss a communiqué.

All changes to your family's addresses, telephone numbers, or work locations must be reported to us promptly. Emergency telephone numbers must be kept current and updated as necessary.

Please keep us informed of transitions and important events in your family's life: relocation/new house, birth, death, separation, divorce, etc. This information will enable our staff to support your child/family as needed.

Brief exchanges of communication are possible at pick up, however families are encouraged to communicate via email, schedule in-person, or telephone meetings if special concerns arise.

## Emergency Procedures

In the event of an emergency or natural disaster, we may evacuate the facility in the interest of safety. Emergency contact numbers for each child will be taken with us. If relocation is required, we will notify you of our location via a mass communication system through text and email. We may relocate to the University Medical Center. In the event of an area-wide emergency while our busses are out, we will relocate to the Walmart parking lot on Foothill Drive. Evacuation location will be posted on the JCC front door with the JCC cell phone number and will be disclosed via the service ONECALLNOW.

## Daily Schedule

Time at Club J includes:

- Afternoon snack
- Daily Stations with guided activities (STEM/arts & crafts/games/sports)
- Weekly Special Activities (cooking, swimming, gym-time, karaoke/just dance, TAG)
- Free Choice (games/arts&crafts/sports/puzzles/building)
- Homework time
- Friday Field Trips
- Friday Shabbat
- Jewish holidays and mensch-ions

Club J is a variable age program serving K-5 elementary age children. Participants will be grouped at times with their own grade and at times in mixed ages.

## **Guidance & Discipline**

We apply developmentally appropriate practice and positive guidance to direct and influence child behavior in our program. To discipline means to teach or model: we do not believe in punishment of any nature. This practice includes: stating limits concisely and positively, offering choices, planning for transitions, redirection, etc.

Children who engage in behavior that is unsafe for themselves or others will be removed from the group. Our staff will run through calm down techniques that will aid the child in regaining self-control and rejoining the group. An SEL (Social/Emotional Learning) specialist is on our staff and will be involved in any action plan to support a child's reintroduction to their group. If our staff feel a child's behavior is endangering themselves, peers, or staff, the child will be excluded from the group or activity and a family meeting may be scheduled with administration. Further action such as weekly/monthly family meetings, third-party evaluations/assessments, and expulsion may occur as determined by the Youth & Teen Director in conjunction with the Chief Programming Officer.

In the event that a child cannot safely rejoin the group we will call the numbers on file. If your child must be picked up, we ask that you arrive no later than one hour to collect them.

## **Health & Safety** \*subject to change due to current health and safety requirements

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### **Mask Policy**

At this time Club J is requiring staff as well as all children in the program to wear face masks. Masks will not be worn during snack or outdoor activities where children are spaced at least six feet apart. Masks are strictly required on all JCC vehicles. In the event that children do not wear their masks at school, please send clean masks in their backpack each day. Bus drivers will have extra masks. If we distribute disposable masks in excess of five, we will charge a small fee for each mask thereafter.

### **Illness**

Per Utah Department of Health, Child Care Licensing Rules, children exhibiting any of the following symptoms of illness or infection must be excluded from Club J to minimize the spread of infection. Please ensure that updated contact information is on file for your child at all times.

### **COVID-19 Symptoms:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please notify us if your child is exhibiting any of the above symptoms or has been exposed to a person with a confirmed case of COVID-19. We require copies of all COVID-19 test results, positive or negative. All tests must be conducted by an outside provider, an at-home test result will not be accepted.

If your child exhibits any of the above symptoms at Club J, they will be sent home.

If your child is exhibiting symptoms, you must get a COVID-19 test from an outside provider. We will discuss the plan to return, depending on the result and the severity of symptoms.

If your child has been exposed to a person with a confirmed case of COVID-19, they must be excluded from our program until 5 days after the exposure. After 5 days they may receive a COVID-19 test from an outside provider. If the result is negative, we can welcome them back. If the result is positive, we will discuss the plan to return.

Any positive cases of COVID-19 in our program merit a consultation with the Utah Department of Health and any families potentially exposed will be notified.

Children WILL be excluded for the following health reasons:

- a. The child has a fever equal to or greater than 100° F.
- b. Vomiting illness with an instance of vomiting in the previous 24 hours.
- c. Mouth sores associated with an inability of the child to control his/her saliva.
- d. Rash with fever or behavior change.
- e. Infected eyes with discharge, until 24 hours after treatment started by a physician.
- f. Infestation (e.g., scabies, head lice, pinworm), until after first treatment with a medicated product.
- g. Impetigo, until 24 hours after antibiotic treatment has been started.
- h. Strep throat, until 24 hours after antibiotic treatment has been started.
- i. Ringworm infection, until after medication started.
- j. Chickenpox, until one week after the onset of rash, or until all lesions have dried and crusted.

**\*\*Note:** This information, including exclusions from school, is required as per the Utah Department of Health, Child Care Licensing Rules, and Regulations. We are required by law to follow the above guidelines. We will notify families of any infectious diseases reported in the program.

After the child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to our program.

1. Mood, appetite, behavior, and activity are normal.
2. At the minimum, fever free for 24 hours without the use of fever-reducing medicine.
3. Antibiotics (if prescribed) have been used for a full 24 hours.
4. Vomiting, diarrhea cleared for 24 hours.
5. Frequent coughing, excessive nasal discharge resolved.
6. Pain, (an earache, cramps, headache, etc.) resolved.
7. Skin is intact and open sores, blisters, etc. are not present.

Please notify us if your child is ill. We are required to notify all families of infectious disease in our program.

A child who exhibits signs of fever, or is otherwise ill (vomiting, pain, diarrhea, frequent coughing, excessive nasal discharge, signs of conjunctivitis, etc.) should be kept home and will be excluded upon arrival. When a child becomes ill at Club J, the family will be notified to pick the child up immediately. Children must be picked up within 60 minutes of exclusion. There are no exceptions to this rule.

Please help us protect our community and keep your sick children home. We understand how hard it can be to find childcare for sick children. Failure to acknowledge your child's illness puts everyone at the I.J. and Jeanné Wagner JCC at risk of exposure to disease and infection.

## **Allergy Policy**

Children with health concerns such as allergies, feeding tubes, asthma, organ transplants, autoimmune disorders, etc. must have an "Individualized Healthcare Plan" or allergy care plan on file. This form must be completed by your physician and is required for any special health concerns. This form will allow us to accommodate exceptions such as staying indoors for poor air quality, etc. as directed by a physician.

## **Cell Phones**

For safety reasons, we ask that families refrain from using their cell phones during the following times:

- During drop off and pick up
- When walking through the JCC
- When driving through the JCC parking lot

## **Clothing & Shoes**

Club J will encourage outdoor play whenever possible. Please remember to send labeled outdoor apparel such as coats, hats and snow boots.

## **Medications**

Club J may only administer medication when a complete “Medication Release Form” with the name of the medication, dosage amount, time of dosage, expiration date, any reactions, and parent/guardian signature and date has been received. We are not permitted to administer any medication — including over-the-counter medications — without this written consent. The Utah Department of Health, Child Care Licensing rules state that all medication be received in the original bottle and/or box, with original prescription label (and inserts when applicable), labeled with the child’s first and last name, date of prescription, and directions on how to properly administer/store medication.

Club J Administrative Team, [youth@slcjcc.org](mailto:youth@slcjcc.org)

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