

AUGUST 22, 2023 – MAY 30, 2024

FAMILY GUIDE  
POLICIES & PROCEDURES  
CLUB J AFTERSCHOOL CARE



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

# Program Procedures

---

## Enrollment Requirements & Forms

Club J requires each child to have a transportation 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 \$2.00 for every minute after the scheduled pick-up time. If it becomes a chronic problem you will be asked to make other arrangements for after school care.

## Payments

Payments post on the 1<sup>st</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

---

## Hours of Operation

Club J transportation and care will begin on Tuesday, August 22<sup>nd</sup>. The final day of transportation and care will be Thursday, May 30<sup>th</sup> 2024 for all children regardless of school district.

Club J hours of operation are Monday – Friday from regularly scheduled school release until 6:00 PM.

## Early Dismissal Days and Asynchronous/Non-Student Days

Club J is **unable** to pick up children on non-Friday early release days. However, you are welcome to bring your child to the JCC on those days beginning at 2pm for care.

Families are also welcome to drop their children at the JCC on non-school days due to asynchronous learning and professional development. Drop off begins at 2pm Monday through Thursday, and 1pm on Friday. Non-school days due to holidays are not open for Club J care or drop off.

There are a variety of day camps available for full-day care during school breaks and asynchronous days. Registration is available on our website and space is limited.

## 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.

- September 4 – Labor Day
- September 25 – Yom Kippur
- October 12 & 13 – Fall Break (Break Camps Available)
- October 16 – Non-student day (Break Camp Available)
- November 22 – Day Before Thanksgiving (Break Camp Available)
- November 23 & 24 – Thanksgiving Break
- December 22 - (Break Camp Available)
- December 25
- December 26-January 2 – Winter Break (Break Camps Available)
- January 15 – Martin Luther King Jr. Day
- February 19 – Presidents' Day
- April 1-5 – Spring Break (Break Camps Available)
- April 23 – First Day of Passover
- May 27 – Memorial Day

## School Break Camps

Club J will offer full-day break camps from 9am-5pm for some school breaks, provided we meet the minimum enrollment. There will be an additional charge and registration requirement for these break camps. Break camp enrollment is open to the public.

## Bussing

Our buses and vans will pick your child up from their schools each regular school day and bring them to the JCC. All of our vehicles are clearly marked with the JCC logo. Children under the age of eight will be required to ride in a booster seat while in the JCC transit vans.

**Reminder – Club J cannot provide school transportation on early release days that fall outside of Friday**

## 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 bus schedule. Often, our vans travel to multiple schools and one child unaccounted for can cause considerable delay. If you fail to notify us in time that your child is being dropped, you will be charged a \$25 “no-call drop fee.” Three drops without proper notification may result in us being unable to extend services to your family. Our phone is (801) 581-0098, ext. 116. Our email is [youth@slcjcc.org](mailto:youth@slcjcc.org).

## 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.

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 6:00 PM 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 that releases before 6:00 PM 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 may travel off campus for fieldtrips. Club J fieldtrips will be offsite from 2:30pm to 5pm. Due to our childcare licensing rules, children may never be dropped off or picked up off-site. If you do not wish your child to go on the fieldtrip, please be sure to notify the office before 12:00 on Friday by calling 801-581-0098 or by e-mailing [youth@slcjcc.org](mailto:youth@slcjcc.org). Children who attend the field trip will not be available for pick up until after their return to the JCC at 5pm.

## 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. Our parking lot is a no cell phone zone.**

# Program Policies

---

## 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, and water bottles
- TOYS/CARDS: We discourage kids from bringing toys from home or collectable cards such as Pokemon or Magic the Gathering. 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 snacks from home, provided they are nut-free. 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 upcoming field trip plans, program highlights, and important 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 can be well-informed.

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 so that our staff may focus on childcare during program hours.

## **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 Parleys 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 Activities/Field Trips
- Friday Shabbat
- Jewish holidays

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

## **Food & Snacks**

We offer all children a snack upon their arrival at our Afterschool program. Your child is also welcome to eat supplemental snacks from their backpack or finish their lunch in their lunchbox. We are a nut-free facility and ask that any items containing nuts remain in your child's backpack and not be consumed on site.

## **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. 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 within one hour to collect them.

# Health & Safety

---

## 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.

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 must be 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)

Kristina Obermark, Youth and Teen Director,  
[kobermark@slcjcc.org](mailto:kobermark@slcjcc.org) 801-580-0098 ext 116

---

Karla Pardini, Chief Programming Officer,  
[kpardini@slcjcc.org](mailto:kpardini@slcjcc.org) 801-581-0098 ext 139

---