KidsPlace 2016-2017
Parent Manual

Youth and Family Department
Siegel JCC
101 Garden of Eden Road
Wilmington, DE 19803

Telephone: (302) 478-5660
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www.siegeljcc.org

The Siegel JCC KidsPlace is
LICENSED BY THE STATE OF DELAWARE
Dear Parents,

Welcome to KidsPlace, where programming begins with children. In the pages that follow, you will find helpful information pertaining to our program, its staff, and its numerous components.

The JCC’s after school program, KidsPlace, is an exciting and dynamic after school program serving children in grades K-6. We currently serve as a bus stop for the following schools in the Brandywine School District: Mount Pleasant Elementary, Claymont Elementary, Hanby Elementary and P.S. Dupont Middle School. Transportation to the KidsPlace program is also provided from First State Montessori Academy. New this year we have two transportation specialists. They will provide transportation from Carrcroft Elementary, Lancashire Elementary and Lombardy Elementary Schools. Additionally, staff members will walk over and sign Albert Einstein Academy (AEA) students in after their dismissal.

KidsPlace will be housed in the lower level of AEA. For pickup, please park in either of the parking lots, or the AEA circle and walk to the lower level to pick up your child. Some of our enrichments take place in the main building; however pickup will be based out of the lower level of AEA. You are also welcome to meet your child where they are, please be sure to sign your child out with their counselor. Additionally, you are welcome to call a head at 302-478-5660 ext 120, we will do our best to have your child ready for pick up when you arrive.

Our caring and capable staff members provide daily activities to best meet the needs of our children, while allowing each individual child the flexibility to grow and develop at his or her own pace.

At the JCC we are continuously striving to improve the quality of programming offered in YOUR Youth and Family Department. Should you have any questions or comments after reviewing this handbook, please feel free to contact us at (302) 478-5660.

To those families who are new to KidsPlace this year...Welcome! To our returning families...Welcome Back!

Sincerely,

Becky Stahl
Youth and Family Director
**Philosophy**
The philosophy of KidsPlace is based on the premise that children thrive in an environment where they are treated with respect and given opportunities to grow emotionally, intellectually and socially through meaningful age-appropriate experiences.

Our program offers a child-centered, experiential approach, which respects the importance of children's play and the uniqueness of each child. We strive to create an environment rich in stimulation, yet gentle and accepting of each child as he or she develops at his or her own pace.

**Counselor Staff**
The KidsPlace program will provide one staff member in accordance with the ratios set by the Department of School-Age Care Licensing of the State of Delaware. Counselors will implement all activities and projects, and are responsible for the safety and well-being of the children under their care. Counselors report to the Youth and Family Director. Most of our staff are either college or high school students that have been working for us for several years.

**KidsPlace (After School Program for Grades K-6)**
Monday through Friday 3:15pm-6:00pm, or any combination of days.

**Sample Kids Place Schedule**

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<td>arrival/games</td>
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<td>3:55 -4:10</td>
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<td>Snack</td>
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<tr>
<td>4:15-4:45</td>
<td>Creative Movement</td>
<td>games</td>
<td>Cooking</td>
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<td>4:50-5:20</td>
<td>games</td>
<td>Creative Movement</td>
<td>Creative Movement</td>
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<td>5:25 -5:55</td>
<td>HW</td>
<td>HW</td>
<td>Games</td>
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<tr>
<td>5:55-6pm</td>
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<td>Pick up</td>
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<td>3:15-3:55</td>
<td>arrival/games</td>
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<td>4:15-4:45</td>
<td>Nature</td>
<td>games</td>
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<td>4:50-5:20</td>
<td>games</td>
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<tr>
<td>5:55-6pm</td>
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<td>Pick up</td>
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**Judaic Program**
We believe that it is essential to maintain our Jewish identity with the knowledge and appreciation of familiar Jewish tradition through activities and games. The focus of activity in this area centers around Shabbat, Bible stories and the Jewish holidays. We focus on providing experiences which help a child develop a positive feeling about being Jewish.

**Homework**
Homework time will be built into a 30 minute block in their daily schedule Monday-Thursday. Homework time will take place in their classroom. Our homework supervisor will encourage and help your child to do their homework. The homework room is designed to be a quiet area, if your child is being disruptive we will ask them to leave the room. Our homework supervisor will try their best to help the children while they are doing their homework.

**Computer Usage and Awareness**
We ensure that screen time activities such as television, digital video display or DVD, gaming devices, tablet and phone viewing, computer, and video cassette viewing be supervised by a staff member and limited to programs, games, and websites that are age appropriate and educational. Children shall be protected from exposure to inappropriate websites. Screen time shall not exceed one hour daily per child or group of children but may be extended for specific special events or occasions.

**Walk-in Fee**
There is a walk-in fee of $25.00 for KidsPlace. If you know that your child needs care for a particular day, please advise us as soon as possible so we know to expect them and we will advise whether we can accommodate your needs. For KidsPlace families this can be a day your child does not regularly come. Alternatively could be a child that drops-in to the program.

**Calendar Information and JCC Closings**
The JCC follows the Brandywine School District and specified private school calendars, except for closings on Jewish holidays. Additional copies of the school’s out listings and JCC closings are available at www.siegeljcc.org.

**School’s Out Days**
No School? No problem! Your children will wish every day was a School's Out Day after enjoying the fun and games that a JCC School's Out Day contains! Our School’s Out Day Program provides a fun day off while maintaining a steady routine and structured schedule. The day will be filled with fast-paced and stimulating activities that will keep all participants engaged and active.

Take part in physical and social activities, swimming, sports, crafts and sometimes even field trips! Our experienced staff will provide a tailor made schedule for each group with age appropriate activities and tons of creative games. Each School’s Out Day brings something unique and different so don’t miss out on the fun!

**Registration**
All parents MUST pre-register their children for upcoming School’s Out Days.
Forms are located online and at the JCC Front Desk. Forms must be turned in at the JCC Front Desk or completed online at least one week prior to a school's out day with all applicable payments. Assuming space is available on the day of a program, a walk-in fee will be assessed for families who have not met pre-registration requirements. Children not enrolled in KidsPlace must have an updated medical form and emergency information on file prior to registration.

**Lunches**

Please send your children with a lunch (non-meat) on all School’s Out Days. All lunches should be labeled with your child’s name on it. Please refer to page 7 for more information on lunches.

**Inclement Weather and Snow Days**

When area schools are closed or close early due to inclement weather or snow, the JCC will provide a full day of activities in our facilities, including morning and afternoon care. These School’s Out programs are open to members and non-members. Non-members pay an additional fee. Children will be accepted on a first-come, first-served basis, with all applicable payments made in full at the time of arrival. The Executive Director reserves the right to announce the cancellation of JCC programs in the event of severe or life-threatening weather.

For information regarding school closings due to inclement weather, please check our website, www.siegeljcc.org or our Facebook page, www.facebook.com/siegeljcc for the most up to date information.

*No refund is given for days that school is closed due to inclement weather.*

**Transportation**

The following schools provide transportation to the Siegel JCC: Claymont Elementary, Mt Pleasant Elementary, Hanby Elementary, P.S. DuPont Middle School, and First State Montessori Academy.

**Registration and Payment**

KidsPlace registration forms are available at the JCC Front Desk. Registration is established with the month of June’s payment. Any changes in enrollment must be requested in writing to the Youth and Family Director with at least 60 days notice.

Payment must be received on time in order for your children to participate in KidsPlace. A monthly payment plan is available for your convenience. All monthly payments are due on the 1st of the month prior to service. A fee of $25.00 will be charged for all payments received after the 1st of the month.

Payments may be mailed to or dropped off at the Siegel JCC, 101 Garden of Eden Road, Wilmington, Delaware 19803. However, many of our parents have a credit card on file with our accounting department.

Families in need of financial assistance may schedule a confidential interview with Wendi Weingartner, the Membership Director.
Release Policy
1. Children will be released only to their parent(s) or legal guardian(s) or individuals listed on your authorized pickup form.
2. Written permission must be given by the parent(s) or legal guardian(s) authorizing the release of a child to another adult.
3. Should an unauthorized adult request the release of a child, the child will remain with a JCC staff member while the parent or legal guardian is called. If the parent(s) or legal guardian(s) cannot be reached, the child will **NOT** be released.

Pick-Up Procedures and Late Pick-Ups
Only those people listed on a child’s release form will be allowed to pick-up that child unless written permission is on file. Please make the Youth and Family Director aware of all custody issues, or other important information pertaining to the release of your child. Those picking up may be asked for picture identification. If someone is picking up who is not listed on the registration form and a note was not received, we will hold the child until the parent is reached. All children must be signed out by an adult.

Our KidsPlace program ends promptly at 6:00pm. A late fee of $25.00 per 15-minute increment will be assessed for children being picked up after 6:00pm. Please pick up your children on time.

For pickup, please park in either of the parking lots, or the AEA circle and walk to the lower level to pick up your child. Some of our enrichments may take place in the main building, however pickup will be based out of the lower level of AEA.

Medical Forms and Illness
State licensing regulations require that we have an accurate medical history as well as current record of immunizations and emergency information on file for each child. Medical forms need to be updated each year as they are only valid for 13 months.

A medical form, completed by the child’s physician and up-to-date emergency information must be on file. **All forms must be filled out, signed by the child’s physician and returned to the JCC within one (1) month following the child’s admission into KidsPlace.** Children who are new to KidsPlace must provide a medical form from an age-appropriate health appraisal conducted within six (6) months prior to admission into the program. Health appraisals and medical information must thereafter be updated on a yearly basis.

If a child becomes ill during the course of the day, parents or legal guardians will be notified and asked to pick up the child immediately. If parents or legal guardians cannot be reached, we will follow these procedures:

1. We will call the parent’s/legal guardian’s place of employment. If there is no answer...
2. We will call the parent’s/legal guardian’s cell phone. If there is no answer...
3. We will call home. If there is no answer...
4. We will call the other phone numbers listed on the emergency information form.
5. If none of the above answer, we will call an ambulance, if necessary, to transport the child to a local medical facility and call your child’s physician. Based upon the medical judgment of the attending physician, the child will be admitted.
6. We will continue to call the parents/legal guardians or the physician until one is reached.
**Medication Policy**

The administration of prescription and over-the-counter medicines will follow strict Delaware State regulations as set forth by the Department of Childcare Licensing. The JCC has several staff members who are trained and certified to administer medication to children. Only certified staff will be permitted to administer any medication. The following procedures shall apply:

1. The medication must be in its original medical container. Your pharmacist can provide you with an additional container. Prescription labels must specify the name of the child, the name of the medicine, the dose, how often the medicine is to be taken, the route by which the medicine is to be taken, and the name of the prescriber. Over-the-counter medications must be in their original, labeled containers. Staff will NOT administer medication which has expired, or is sent in unauthorized containers.

2. A medication form must be filled out to accompany the administration of any medication, whether prescription or over-the-counter. No medication will be administered without an accompanying medication form (completed and signed).

3. Children should not be permitted to carry medications on their persons or in their backpacks. Unauthorized possession and/or sharing of medications can result in serious illness and will result in disciplinary action.

4. Acetaminophen (Tylenol) or Ibuprofen (Motrin, Advil) will be given only with written permission by the parent/legal guardian including the name of the child, the name of the medicine, the dose, how often the medicine is to be taken, the route by which the medicine is to be taken.

5. It is the parent's/legal guardian's responsibility to deliver and retrieve all medications and containers.

**Absences**

In the event that your child is going to be absent, please notify either Becky Stahl, Dan Metz, or Rebecca Kruer at 302-478-5660, by 12:00pm. We will expect your child to attend on the days they are registered. No refunds will be given for days missed.

**Snack**

We will provide a Kosher snack daily. This will generally consist of water, fruit and/or vegetables, cookies, pretzels, crackers, etc. Please inform Becky Stahl if your children have any food-allergies (i.e., peanuts) or other dietary needs.

**Lunches, Snacks and Kashruth**

Please provide your child with a nutritious non-meat, dairy or pareve lunch and drink. Please do not send chicken, turkey, or any meat products to the JCC. "Pareve" products are neither meat nor dairy and may be served with either meat or milk. Pareve products are marked as such after the kosher symbol. Tuna fish, peanut butter and jelly, egg salad and cold pasta salads are some excellent suggestions for pareve lunches. If you have further questions regarding acceptable food items, please contact the Youth and Family Department.
All food served to our participants is Kosher. Therefore, it is important that all food brought in by parents to be distributed to the program be marked with the proper Kashrut symbols. The most commonly seen symbols are the letter U surrounded by a circle or the letter K surrounded by a triangle or in a star. These marks explain that the product was supervised during processing and packaging.

**General Communication**

Effective communication between staff, parents and children is important.

We need communication from you! It is best to work out any concerns as soon as they arise. If your child expresses any concerns about KidsPlace, or if any unique situation arises at home that may affect your child, please contact the Youth and Family Department.

Parents are encouraged to express their ideas, comments and concerns regarding KidsPlace as well. Or better yet... Why not get involved on our Youth and Family Committee? Please contact Becky Stahl for more information!

**Publicity Waiver**

From time to time we take photographs of children participating in our programs. We reserve the right to use these photographs in newsletters, brochures, newspapers or other publicity without the direct consent of parents or legal guardians.

**Personal Items From Home**

Toys and games may not be brought to KidsPlace. Toys have a tendency to get lost or broken and are difficult to share.

Candy and gum should not be brought to KidsPlace at any time.

**Lost and Found**

Please label each of your child’s belongings with his/her first and last name. If an item is labeled, JCC staff will contact you to inform you that an item has been found.

**Discipline Policy**

It is our objective to foster self-esteem, self-control, self-direction and cooperation. Positive redirection, logical and natural consequences and opportunities for children to problem-solve and make choices are the means of fostering all of the above. Both adults and children are to be treated with respect. It is important for children to take responsibility for their actions and decisions within their developmental capabilities. Any child who is not capable of maintaining general standards of behavior may be permanently removed from the program. This will only be done after all other attempts to resolve the problem have failed.

**Guidelines for Positive Discipline**

The following are to serve as guidelines in establishing positive discipline:

1. Adults set clear, explicit and consistent limits according to the developmental level of a child.
2. Adults provide opportunities for the child to verbalize his/her feelings in socially appropriate ways.
3. Adults do not solve difficult situations for children.
4. The behavior is separated from the individual. The behavior, not the child is unacceptable.
5. The child has an opportunity to make choices.
6. The child can, within reason, experience the consequences of his/her decision.
7. Adults intervene immediately when one child physically hurts another, or a child is in danger of injuring him/herself. The responsible adult is expected to remove the child from the immediate situation, and give the child an opportunity to calm down. Once calm, the children involved should be asked to express their feelings and encouraged to find other solutions.
8. A "cool down period" is not a punishment. It is a time for the child to calm down before problem solving can take place.

Positive Behavior System
We will ask all of our kids to follow the system below:

KidsPlace C.A.R.E.S.!
C - Cooperative! We work & play together.
A - Always respectful. We respect ourselves, each other, & camp.
R - Responsible! We own our actions & practice self-control.
E - Example for others. We are positive role-models for other campers.
S - Safe. We put safety first!

Disenrollment Policy
If a child begins displaying a consistently disruptive or unsafe behavior (striking children or staff, biting others, running away from the group, etc.):

1. If the behavior continues, the child will be asked to leave the area and the parent/guardian will be contacted to pick up immediately.
2. If the behavior continues to occur, the parents will be required to attend a conference with the administrative staff to discuss a plan of action.
3. If there is not appropriate improvement within one month and the behavior poses a risk to the child, and or to individuals in the program (including staff), the child will be withdrawn from the program. The program contract will be terminated by the JCC and adjustments or refunds for the remainder of the school year will be made. This policy will be strictly enforced to ensure the safety of all children in the program.
4. The Siegel JCC reserves the right to suspend or expel children from the KidsPlace program at the director's discretion.

Vandalism
Any furniture, toys or other equipment vandalized by children will be replaced at the expense of their parents or legal guardians. Parents/guardians will be billed at cost.

Child Neglect and/or Abuse
All child care institutions are required by the State of Delaware to be on the look-out for and to report immediately any and all cases of suspected neglect and/or abuse of a child. The Siegel JCC is therefore obligated to report any suspected cases of child neglect and/or abuse, and cooperate with state agencies and law enforcement under such circumstances.
The Youth and Family Department hopes that this booklet answers most of your questions. If we can be of any assistance throughout the year, please feel free to call us at (302) 478-5660.

Siegel JCC’s Youth and Family Department:

Mona Duwell
Director Youth and Family Services
monaduwell@siegeljcc.org

Becky Stahl
Youth and Family Director
beckystahl@siegeljcc.org

Adam Cook
Camp Director
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Dan Metz
Youth and Family Coordinator
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Rebecca Kruer
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302-478-5660