



Siegel JCC
Delaware



&



2026-2027

Caregiver Manual

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What is KidsPlace?

KidsPlace (KP) is a program designed for current Kindergarten – 5th graders. Our schedule is Mon – Fri, 3:15 PM – 6 PM, registration is required by month. KP activities will include a mix of indoor and outdoor recreation. If the temperature and weather allow, we will be outside as much as possible. Swimming in our indoor pool will be available weekly. Our staff will be trained to address the social and emotional needs of the children, and we are eager to provide a safe and fun environment for them during this school year.

The philosophy of KidsPlace is based on the premise that children thrive when they are treated with respect and given opportunities to grow emotionally, intellectually, and socially through meaningful age-appropriate experiences. The KP program is 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 they develop at their own pace.

While children of all religious, ethnic, and racial backgrounds are welcome, we are a Jewish Community. We seek to impart a strong sense of belonging by providing opportunities for children to share their common Jewish heritage. Celebrations throughout the Jewish calendar year, weekly Shabbat celebration and an active living of Jewish values daily bring authenticity to a child's Jewish life and makes for positive Jewish memories. We encourage children to know and respect their own heritage and to respect the cultures and traditions of others.

KidsPlace is an Open-Door Program, meaning, we promote full disclosure and openness about every element of the program. In short, you are always a welcome part of our community.

KidsPlace does not discriminate based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity/expression, religion, creed, disability, veteran's status or any other category by state and/or federal law.

Licensing (OCCL) Regulations Regarding "Right to Know": Families are encouraged to review current Office of Child Care Licensing Regulations at any time. A copy of the OCCL regulations are kept in the office. This information is also available on their website:

<https://fvacq197xz747ur7h3vi44up-wpengine.netdna-ssl.com/wp-content/uploads/2022/07/Final-Center-Regulations-6-22-22.pdf>

Program Feedback

During each school year, families will be asked to share feedback for all aspects of the program. If you have concerns at any time during the year, please do not hesitate to call an appropriate faculty person. Your feedback is extremely important to us! Systematic evaluation of our program allows us to service our families to the best of our abilities.

Shared Values, Goals, and Desired Outcomes

Rights and Dignity of Participants

KP strives to be inclusive and serve a diverse population. All individuals, irrespective of ability, culture, gender, race, religion, or creed, deserve dignity and we respect the rights of all staff and participants. KP uses Judaism as the lens by which we teach **Kavod** (Respect and Honor), **Yosher** (Honesty and Integrity), **Kehilla** (Community and Responsibility), and **Chesed** (Kindness and Caring).

We strive for all our participants to not only understand how these values apply to how we treat ourselves and one another, but also to display those values in their thoughts, words, and actions.

Goals and Desired Outcomes

It is a goal of KP that every participant will understand actions that reflect the shared values of KP as well as be able to recognize those values in action. We desire that all children will be able to use our core values in the context of an example, recognize when another person has performed an action that displays the value, and reflect upon a specific action that they personally committed that displays the value.

Code of Conduct

Like adults, children make mistakes. It is through their mistakes that they learn. This is also an opportunity for us to help them grow. Our policy is one that seeks to prevent mistaken behavior and puts the focus on the positive, using methods appropriate to the age of the child. Redirection, modeling, and guidance form the core of the discipline policy, not punishment. No physical or demeaning punishments are used at KP.

We strive to provide a safe, well supervised, and enjoyable experience for all our participants. While we understand that participants sometimes have inappropriate behaviors, at no time will these behaviors be permitted to endanger the safety of the participant, other participants, or staff. Such behaviors are not permitted at the Siegel JCC or during any of its programs &/or events.

We are happy to discuss YOUR child with you; however, we will NOT discuss any other child, by name, with someone who is not THEIR authorized adult. Every effort will be made by the staff to ensure a positive KP experience for your child.

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. The expectation is for the child to follow these limits.
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 time for the child to calm down before problem solving can take place.

Inappropriate Behaviors

Examples of inappropriate behaviors include but are not limited to the following: abusive & hateful language, acts of racism, bullying, disrespect to others, willful disobedience, failure to follow direction/instructions from staff, elopement, fighting, biting, physical aggression, kicking, hitting, spitting, stealing, destruction of property, or 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.

KP has a zero-tolerance policy for any incident that involves smoking, drugs, alcohol, or weapons.

Disenrollment Policy

If a child begins displaying consistent disruptive and/or inappropriate behavior (as defined above):

1. 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 notified to discuss a plan of action.
3. If there is not appropriate improvement 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 Siegel JCC and adjustments or refunds for the remainder of the program 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 KP program at the director's discretion.

Program Eligibility

The programs developed for KP involve many physical, mental, social, and emotional requirements to participate. Our activities are planned to fit many individuals of a set developmental stage. We strive to be as inclusive as our program allows. JCC cannot enroll youth who require 1:1 support for most of their school day. We are unable to integrate students' personal aides or nurses into our school-age programs. This policy does not apply to weekly visits from physical, occupational, or other therapists, or to daily nursing visits lasting 60 minutes or less. Parents/caregivers must share any concerns regarding their child's ability to participate in activities before the program begins. We will attempt to include participants in activities in such a way that they can garner the most from participation. However, there are limits set by the scope and preparation of the programs that may prevent individuals from experiencing them in full. If a participant does not meet the physical, mental, social and/or emotional requirements of an activity, trip, or program, their participation may be limited or prevented. This may include, but are not limited to:

- A participant with an injury that prevents them from running will not participate as a player in a soccer game, instead helping keep score.
- A highly introverted participant was being asked to help with set design instead of participating in a skit or dance.
- A participant with continued behavior of disrespect toward peers being prevented from going on a trip and having to be kept home.

Parents and guardians must share any concerns regarding their participants' abilities to participate in activities before the KP program begins. Additionally, all children who receive support services during their school day, as defined by their IEP &/or 504 plan, must contact the Youth & Family Engagement Director prior to registering for KidsPlace &/or School's Out. If your child is receiving any of these supports at school and you have already registered, please contact the Youth & Family Engagement Director to schedule a meeting for your child's success plan. If your child is recommended for any support throughout the school year, please keep our KP staff informed.

The KidsPlace and School's Out staff structure cannot support children that require one-on-one adult support. We understand that children require varying levels of support throughout the program. Some requirements that we expect for success in our program are that children:

- must be fully potty-trained including wiping themselves & getting their clothing on and off independently.
- Must be able to communicate their needs to the staff.
- Must be able to follow group instructions and transition with the group.

Our goal for every participant is to proactively set them up for success.

Participant Pledge

I understand that following the KP Code of Conduct helps everyone enjoy KP, and that there will be consequences when I choose not to follow it.

Parent Pledge

At KP, we strive to teach children how to be good community members. Occasionally, however, participants will act inappropriately, sometimes engaging in unsafe or aggressive behavior. I understand that if my child engages in inappropriate behaviors, it will result in an appropriate consequence.

Administrative Cancellation

Any participant that is asked to leave the program for safety (physical, emotional, property damage, violations of KP Code of Conduct, etc.) will forfeit partial fees paid.

Communication

Effective communication between KP and our families is very important. We encourage all families to use email, [Tadpoles](#), or call directly. In addition, asking your child to verbally relay information is not as reliable as an email or a phone call. We will not accept information that is communicated via a participant without an email or phone call confirmation from a parent or guardian.

Tadpoles will be used to report accidents or critical incidents involving your child or relating to your child.

KP will be using email and Tadpoles to communicate with families. *If you do not have access to e-mail, please call us and we will make sure you receive written communication from KP.*

Accepting complaints or concerns: We understand that issues may arise, and we take your feedback openly and seriously. We will follow up with any staff involved as necessary and will use OCCL as a resource.

Important Phone Numbers

Siegel JCC Main Office - (302) 478-5660

Siegel JCC Fax Machine - (302) 478-6068

Siegel JCC Website: www.siegeljcc.org

E-mail: KP@siegeljcc.org

Confidentiality

The KidsPlace Program defines confidentiality as, the practice of keeping specific information discussed between families/director, counselors/director, counselors/families/relevant outside agencies, or KP teams, etc. to be kept private from unnecessary parties. Meaning, if a family has a conversation with a staff member of KP, that information will only be shared with the appropriate parties. If a family finds or suspects that their confidentiality has been breached, please contact the a member of the Leadership Team. Your child has a file with confidential information contained in a file cabinet at the KP office. The contents of a child's files may be shared only with the family of the child, designated staff, and representatives from Delaware Department of Social Services (DDSS), the Health Department, and OCCL. Written permission must be obtained from the child's family to authorize any other individual to have access. Family members are entitled to review the contents of their child's file and are available within 48 hours of request.

Use of Photographs and/or Videos

KidsPlace/JCC takes photographs and videos of children enrolled in its programs on a regular basis for our communication and public relations purposes. KP/JCC takes care that any use, display, or dissemination of photographs or videos of children, is for informational/communication/public relation purposes and is utilized in a thoughtful, safe, and secure manner appropriate to the program. KP also utilizes pictures and videos for observation and assessment purposes as well as for daily communications through our Tadpoles App. We require written parent/guardian permission in the registration to disseminate photographs or videos of your child or if your child will participate in special events. Should you wish for your child to not be photographed or videoed please communicate to the Director, and a note will be made in your child's file as well as their Tadpoles Profile.

Unplanned Closures

In the event of severe weather, community/national emergencies, or utility outages, KP reserves the right to close our programs. Unexpected closings will be communicated from KP to the parents/guardians by Tadpoles. Please be sure to create an account on Tadpoles before school begins. In these circumstances, families will be expected to pick up their children without delay. In the case of a weather or community emergency, we will also post closings on our website – www.siegeljcc.org – and through Instagram and Facebook.

Participant Absences

Parent/Guardian must communicate with KP through email to KP@siegeljcc.org or their Tadpoles account when they expect or plan for their child to be absent. If a child does not arrive for their expected day of KP, you will receive a call from a staff member to check-in.

Health and Safety

Child Neglect and/or Abuse

All childcare 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.

Emergency Information

We requested emergency information when you completed the on-line KidsPlace registration. No

child will be allowed to participate in KP activities without correct & complete information on file. Please notify us immediately if there are any changes to your emergency or contact information.

If your child has specific allergies (i.e. bee stings, nuts, etc.), accurate and updated allergy information must be included in their KP registration. This vital information will be shared with your child's counselors.

Medical Forms and Illness

State licensing regulations require that we have an accurate medical history as well as a current record of immunizations and emergency information on file for each child.

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.**

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.
6. A school-age child may self-administer medication with written parent/guardian and health care provider permissions. These permissions must indicate the child is able to safely self-administer the prescribed medical care, identify and select the correct medicine and dosage, if applicable, and administer the medical care at the correct time and frequency.

In order to comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodations, please speak with our administrator to discuss your request.

Illness Policy

Each day when your child arrives at our center, a staff member will check your child for signs of ill health, communicable disease, physical injury, and signs of child abuse or neglect. If your child exhibits symptoms of illness, requires medical attention, or becomes ill during the day, you will be notified immediately. If you are unable to be reached, your child's emergency contact listed on the information card will be notified. Our staff members will ensure your child's needs for rest, comfort, food, drink, and appropriate activity are met until your child can be picked up. Please do not drop your child off when your child is sick.

Communicable/Contagious Disease or Condition Policy

Children with a reportable communicable disease will not be admitted for care, unless your child's doctor provides documentation stating your child has been evaluated and presents no risk to himself/herself or others or the Division of Public Health (DPH) has stated that your child presents no risk to others. For information regarding reportable communicable disease, please view DPH's website, <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>. If your child's doctor states your child may return but DPH states that your child may not, our staff will follow DPH's instructions. If your child is exposed to a communicable/contagious disease or condition while in care, you will be notified and given information on the symptoms of the disease or condition.

Health Exclusions

Ensuring children's health is of primary importance to our staff. Therefore, if your child exhibits any of the following symptoms or illnesses they will be unable to be in care unless the symptoms are gone or your child's doctor provides documentation stating the child has been diagnosed and the illness poses no serious health risk to your child or other children:

• Temperature of 101°F or higher without medication accompanied by behavior changes or symptoms of illness for children older than four months; <i>may return after 24 hours fever free without fever reducing medication.</i>
• Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;
• Diarrhea; two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end;

• Blood in stools not due to change in diet, medication, or hard stools;
• Vomiting; two or more times in the past 24 hours, or one time if accompanied by a fever until 48 hours after the symptoms end or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration;
• Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom;
• Mouth sores with drooling;
• Rash with fever or behavior change;
• Purulent conjunctivitis “pink eye” (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;
• Scabies, until 24 hours after starting treatment;
• Pediculosis “head lice” or nits, until 24 hours after starting treatment;
• Tuberculosis, as directed by DPH;
• Impetigo, until 24 hours after starting antibiotic treatment and sores are dry;
• Strep throat or other streptococcal infection, until 24 hours after starting antibiotic treatment;
• Varicella-Zoster “chicken pox,” until all sores have crusted and are dry (usually six days);
• Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry;
• Pertussis, until completing five days of antibiotic treatment;
• Mumps, until five days after onset of glandular swelling;
• Hepatitis A virus, until one week after onset of jaundice, or as directed by DPH;
• Measles, until four days after arrival of rash;
• Rubella, until seven days after arrival of rash;
• Herpetic gingivostomatitis “cold sores,” if the child is too young to have control of saliva; or
• Unspecified short-term illness, not chronic illness if your child is unable to participate in activities or our staff cannot provide care for your child and the other children.

Sick Participants

Please keep sick participants at home for the sake of other children and staff. If severe pain, cough, sore throat, itching, diarrhea, vomiting, temperature reading of 101 degrees Fahrenheit or higher, jaundice, difficult or rapid breathing, skin rashes lasting more than one day, swollen lymph nodes, swollen joints, blood or pus from ear, skin, or stool occur, then children will need to be picked up from the program. KP also reserves the right to send home participants for the day if they say they are not feeling well or are noticeably lethargic, inconsolable, or exhibiting non-normative behaviors. Health exclusions include but are not limited to those listed above. It is the discretion of our KP Director to ask for a doctor’s note before your child may return to KP. Please do your part to help us keep KP as healthy as possible.

Head Lice

KP will screen participants throughout the program if a case of head lice has been reported. Please

contact KP@siegeljcc.org if your participant contracts head lice during their enrolled weeks (including the weekends). Any participant who has head lice will need to be picked up from KP as soon as possible and will be temporarily excluded from KP for 24 hours after effective treatment. The participant may return to KP when they are lice free and nit free. They must be checked by the KP Director before being allowed to rejoin group activities. Should any nits be found, the participant will be sent home but can return to KP immediately upon the successful removal of the remaining nits.

Rainy Days and Extreme Weather

Although we will be outside as much as possible, on rainy days or in extreme weather, we make full use of the Siegel JCC's indoor facilities and move most activities inside. Inside areas include the mercaz, auditorium, classrooms, gymnasium and more. Most activities are run on schedule and according to original plans. We use our creativity to make everyday fun at KP!

Attire/Personal Belongings

Please make sure that your child is dressed in weather appropriate, comfortable, casual clothing and sneakers. Participants do get dirty. Expensive clothing, jewelry, or any shoes other than supportive, sneaker-style are not appropriate for KP.

Participants often misplace things. Please label all your participant's items (backpacks, water bottles, shoes, etc.) brought to KP to help us reunite your participant with their belongings. Do not send a child's personal belongings (toys, game cards, electronics*, etc.) to KP. Toys have a tendency to get lost or broken and are difficult to share. No pets are allowed on campus. Candy and gum should not be brought to KP at any time. KP cannot be responsible for lost or damaged items.

*Participants may bring a device for the purpose of schoolwork/homework. KP and the Siegel JCC are not responsible for lost or damaged devices.

Daily Checklist

Please be sure your participant brings all of the following labeled items to KP each day:

- Water Bottle
- Sneaker style shoes (flipflops, sandals, crocs, water shoes, open-toed shoes, slides, heels, etc. can make it extremely difficult for kids to participate in playground and gym play)
- Homework (**any device necessary to complete assigned schoolwork**)
 - *KP will not have computers available for students*
- Swimsuit, towel and goggles on Fridays

Label, Label, Label...

Please label all items sent to KP for easy return should they become separated from your participant. Thank you.

Lost and Found

Everything clearly labeled will be returned to participants. Items that are not clearly labeled will be taken to the main office, please email the Director if your child is missing something. All unclaimed items will be donated monthly.

Transportation

- The following schools provide transportation to the Siegel JCC: Claymont, Mount Pleasant Elementary, Hanby, First State Montessori, and Odyssey Charter School. The KP Program also

has two 10 passenger vans that transport children from Carrcroft, Forwood, Lancashire, Lombardy & Garnet Valley Elementary - depending on availability. We require written permission for your child to participate in our transportation when applicable. A first aid kit, children's emergency contact information, a cell phone, children's emergency medications, a fire extinguisher, the phone number for poison control, and children's medical consent forms will be taken during transportation runs. Every van rider must adhere to the Van Expectations which are as follows:

- remain seated with seat belt buckled
- face forward
- hands/body to self
- quiet voice as determined by driver

Failure to comply with the above expectations may result in assigned seating, behavior contract, and/or loss of van privileges.

Afternoon Bus and Van Drop Off: 3:40 PM – 4:30 PM

School buses and vans will drop the children off in front of the main JCC entrance where a KP staff member will greet them and then escort them into our program. If a parent/guardian needs to drop off their child personally, please email KP@siegeljcc.org for specific arrangements.

Afternoon Pick Up: must happen by 6:00 PM

Please park in a legal parking spot to walk into the lobby, or you can call 302-478-5660 to have your child brought out to you in front of the main lobby. *Please do not leave your car unattended in the fire lane.* Our KP program ends promptly at 6:00 PM. A late fee of \$25.00 per 10-minute increment per child will be assessed for children being picked up after 6:00 pm. Please pick up your children on time.

Release of Children

- Children will be released to their parent, guardian and/or those adults listed on the child's information form and Tadpoles profile. No child will be released to an unauthorized adult.
- You or your authorized adults may be asked for ID if the staff is unfamiliar with you.
- Written permission must be given to release a child to someone other than those on the authorized pick up list, and the person picking up must bring photo identification.
- In the case of an emergency, a parent or authorized adult may call school administration to request that a child be released to a specific adult. Please remind the person to bring photo I.D.
- Children will only be released to custodial parents unless previous arrangements have been made. Court documents detailing custody arrangements are to be provided. If a non-custodial parent who is not authorized to pick up your child attempts to do so, the custodial parent/guardian and the police will be contacted.
- If your child attends school and plans to walk from his or her bus stop to our center or from our center to your home, written parent/guardian permission to do so is required.
- If a person attempts to pick up a child, and is not on the child's approved pick up list, KP will contact parent/guardian for approval. After confirming with parent/guardian, Administration will verify identification and add the new pick up person to the child's Tadpoles Profile.
- If an unapproved person attempts to pick up a child, Administration will contact the parent/guardians. If parent/guardians do not approve the release of a child to this person, the KP Staff will not release the child. If needed, local authorities will be contacted to assist

in the situation.

- If a parent/guardian/designated pick up person is visibly intoxicated and/or unable to bring the child home safely, the KP program reserves the right to refuse release of child to that individual. KP/JCC Administration will:
 - Contact primary and secondary contacts for safe release.
 - Should the need for further action arise, the KP/JCC Administration will contact local authorities.

Snack

Jewish dietary laws are observed at KP; **please do not send pork products or shellfish to KP or SOD**. All food served at KP is Kosher. KP will provide Challah for snack on Fridays. Feel free to pack your child an afternoon snack to supplement the ones we provide.

The monthly menu will be posted on a bulletin board outside of the KP rooms. Please note all snacks served will follow the nutritional guidelines set forth by the Child and Adult Care Food Program (CACFP). Your child will be encouraged to eat, but not forced to eat. If you do not want your child to eat certain foods due to food allergies, religious reasons, or your family's food preferences please list those on the child's registration form. If these foods modify your child's basic meal patterns written documentation is required from your child's doctor. If your child requests a second portion of food, we will provide it if supply allows. Food cannot be shared between children.

Sanitation

All staff members are trained in proper hygiene practices, which include handwashing procedures, standard precautions, cleaning, sanitizing, disinfecting, and safe food handling. Each classroom is thoroughly cleaned and disinfected according to licensing regulations. To prevent the spread of infections and viruses, equipment and toys used by children are to be cleaned and disinfected daily. Our administrator routinely checks each classroom to ensure staff members are using the training they received.

Birthdays

Due to the health concerns surrounding all shared materials, especially food, we will not allow outside food or drink to be sent in for a participant's birthday unless the items are individually wrapped.

Counselor Staff

The KP program will provide staff members per group in accordance with the ratios set by the Office of Child Care Licensing. The ratio is one counselor for every 15 children. Counselors will implement all activities and projects and are responsible for the safety and well-being of the children under their care. Counselors will be required to follow all safety and health policies including but not limited to; frequent handwashing and ensuring the sanitation & disinfection of shared equipment. Counselors report to the Youth & Family Engagement Director.

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. This policy will be signed at the time of registration.

Registration

Any application without full and clear information cannot be processed. KP cannot guarantee a place for any participant whose application is received after KP begins or whose balance is not paid in full. All balances are due in full seven days before the start of your child's selected week.

Payment plans must be arranged with the business office, at the Siegel JCC, prior to KP's start. All changes to your child's registration need to be communicated in writing to KP@siegeljcc.org.

The KP 2026-2027 cancellation and refund policy is:

- The KP fees are due 7 days prior to each month's start date.
- Cancellations &/or changes can only be completed by the month. Cancellations &/or changes will not be accepted on a weekly or daily basis.
- Cancellations &/or changes must be emailed to KP@siegeljcc.org ten (10) or more days prior to the registered month that needs to be changed &/or cancelled. All changes and/or cancellations are subject to a \$25 administrative fee per instance of changes.
- KidsPlace is not able to prorate, credit, or swap the monthly fee for any day(s) not attended.
- If you need to cancel &/or change a monthly registration, and it is past the 10-day notice requirement, you will forfeit 50% of your fees.
- Late payments will be charged a \$25 late fee.
- Drop-in days the week of needed care may be available for current KP participants depending on space. Please inquire as needed.

All requested changes must be communicated via email to KP@siegeljcc.org. The change will be confirmed with an email reply.

Activities

KP activities will have a wide range in scale and energy level. Each group will have home-base classroom where the majority of their indoor activities will take place. Participants will have cubbies or hooks in which to store their belongings. Groups will also head outside for various high-energy activities, weather permitting. On Fridays, we will offer a weekly instructional and free swim period. For swimming to take place there needs to be a majority of kids with their swimsuits. You are welcome to leave a swim suit & towel in your KP cubby to ensure they are prepared to swim every week.

KidsPlace will provide opportunities for physical activity for each child in the program, according to his or her ability.

1. Daily active play may happen in one or more blocks of time.
2. Structured physical activities must be adapted to allow inclusion of children of all abilities.

Sample Schedule:

KidsPlace			
	Group A	Group B	Group C
3:10-4:15	Arrival/Snack/Free play		
4:15-4:45	Yoga	Arrival/Snack/Free play	Arrival/Snack/ Free Play
4:50-5:20	Group games	Yoga	Group Games
5:25-5:55	Board games	Group games	Yoga
5:55- 6 PM	Dismissal		

KP will utilize our 32-acre campus to the fullest. Therefore, activity locations will be a combination of indoor and outdoor spaces.

Sample Schedule for Schools Out:

- **8 – 9 AM** ⇒ Drop off
- **9 – 10 AM** ⇒ Playground/Gym Games
- **10 – 11 AM** ⇒ Swimming
- **11 AM – 12 PM** ⇒ Outdoor Activities
- **12 PM – 1 PM** ⇒ Lunch and Free Time
- **1 PM – 2 PM** ⇒ Art Activities
- **2 PM – 3 PM** ⇒ Mercaz
- **3 PM – 4 PM** ⇒ Snack and Free Time
- **4 PM – 5 PM** ⇒ Games in the KidsPlace classrooms
- **5 PM – 6 PM** ⇒ Gym Games and Dismissal

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 and the Jewish holidays. We focus on providing experiences which help a child develop a positive feeling about being Jewish.

Shabbat

Each Friday all participants will reflect on their week for our special version of Shabbat. We will celebrate our Shabbat with song and dance in our groups. The goal is to reflect on all our fun and use the lens of Judaism to celebrate each other.

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