

kids' club

a program of JCC East Bay

JCC EAST BAY KIDS' CLUB PARENT HANDBOOK 2022- 2023



The JCC East Bay stands for equal rights and safety for people of all backgrounds and faiths. We welcome and support our diverse Jewish community, people of all religions, nationalities, and socioeconomic backgrounds, communities of color, people with disabilities, and the LGBTQ+ community.

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From our Directors

Dear JCC Kids' Club at Joaquin Miller Parents,

Welcome to the JCC East Bay!

As a parent, your participation in your child's afterschool program is important. This Parent Handbook is a useful reference for procedures, weekly schedules and daily activities. All parents are encouraged to read through this parent manual, and let us know if you have any questions.

The JCC East Bay Kids' Club at Joaquin Miller Afterschool program is working in partnership with OUSD to provide extended learning opportunities on site after the school day is over.

We appreciate you joining our community. You can find our contact on the next page.

All our best,

Leo and Dane

Important Contact Info

JCC Kids' Club Absence Line*

(510) 482-7278

**Please save this number as it is the fastest way to reach us. If we do not answer, leave a voicemail with your child's name, school, and the day of their absence.*

JCC East Bay, Berkeley Branch

(510) 848-0237

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About the Program

Program Philosophy

Our afterschool program creates a safe, affirming space where students can be their authentic selves as they explore interests and passions, grow as individuals and community members, and continue to develop their place in the world. We integrate a variety of activities into our daily schedule to encourage each child's curiosity, exploration, and imagination. We connect core values (see below) with an anti-bias education to foster the social-emotional and critical thinking skills that are the foundation of lifelong learning. We honor and respect differences and use a culturally responsive approach to teaching, which includes materials, activities, and language to promote this. We work together to grow and build relationships, and connect to the larger Jewish community.

Our dedicated and caring staff help children make strong, lasting connections with peers and adults. We believe in giving students the opportunity to practice life skills such as cooperation, critical thinking skills through natural consequences, active listening, and problem solving. We meet each student where they are by encouraging them to practice taking risks and support them in building their resilience. We foster the respect and love for the outdoor environment, and we cultivate students' self esteem, sense of security, and belonging. We work to develop compassion and empathy in all students so they feel included, accepted, and valued.

Core Values

Respect & Loving kindness: We practice every moment to be our best selves by respecting others and treating everyone with care and kindness. We learn with and from one another which helps us to understand others around us, and the impact of our words and actions.

Curiosity and awe: We foster questions and endless explorations to help students discover and build connections with the world around them. We create environments for students to learn in new, fun ways and develop critical thinking skills.

Responsibility: We understand and discuss the importance of our job as caretakers of our home and earth. By teaching and fostering accountability, we learn how to take care of ourselves, each other, and the world we live in.

Justice: We empower students to advocate for themselves and to lead with compassion and empathy for others. We model positive ways to address conflicts and repair actions that have hurt others.

Community: We work to build a sense of belonging within our classrooms and community with parents as partners and students as capable learners. We cultivate emotional competency, consent, and social growth that guides the foundation of new and lasting friendships.

Welcoming and inclusive: We create an environment where everyone feels welcomed, respected, and valued. We teach from a culturally competent perspective by embracing and discussing differences as strengths, allowing everyone to be their authentic selves.

Anti-Bias Education

Kids' Club strives to be reflective of the many identities in our community. We actively acknowledge, celebrate, and welcome families of all races, ethnicities, religions, nationalities, socioeconomic backgrounds, families of color, people with disabilities, and LGBTQ+ families. Using developmentally appropriate language, we discuss and respect differences. We want students to take pride in their identities and families, and begin to use critical thinking and problem solving to act against biases. We aim to inspire students to question their world and appreciate multiple perspectives. These discussions might come up in a group circle time, authentically during play, or through specific activities. We make sure to have a variety of representation in our books, images around the Kids' Club, materials and activities. We will also talk about current events in a culturally responsive and developmentally appropriate way to give students space to process what is happening in their world.

A Day at Kids' Club

Kids' Club hours of operation are Monday-Friday from schools out until 6:00pm. Kids' Club will take place in various classrooms on site, and the school yard. We will be picking up students directly from their classrooms, with a Kids' Club teacher leading each group.

The following schedule represents the general idea of how a day at JCC Kids' Club will run:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12:50	-	-	Kinder Arrival / Snack	-	-
1:15	-	-	1- 5 Grade Arrival / Snack	-	-
1:30	-	-	HW / Curriculum & Literacy Support	-	-
2:30	Kinder Arrival / Snack / Free Play	Kinder Arrival / Snack / Free Play	Free Play	Kinder Arrival / Snack / Free Play	Kinder Arrival / Snack / Free Play
2:50	1-5 Grade Arrival / Snack / Free Play	1-5 Grade Arrival / Snack / Free Play	-	1-5 Grade Arrival / Snack / Free Play	1-5 Grade Arrival / Snack / Free Play
3:00	HW / Curriculum & Literacy Support	HW / Curriculum & Literacy Support	Choice Time & Unstructured Time	HW / Curriculum & Literacy Support	HW / Curriculum & Literacy Support
3:30	-	-	Free Play & Snack	-	-
4:00	Choice Time & Unstructured Time				
4:30	Choice Time & Unstructured Time				
	Second Snack	Second Snack	-	Second Snack	Second Snack
5:00	Free Play	Free Play or Choice Activity	Free Play or Choice Activity	Free Play or Choice Activity	Free Play
5:30	Classroom Clean Up				
6:00	End of Day				

Free play

Supervised play taking place on the basketball court, playground, art room, center room, and auditorium.

Choice Time

Students have the option of joining elective classes 2-3 times a week. These are either led by KC teachers or by outside vendors. Some examples of electives we've offered in the past include Jewelry Making, Dungeons & Dragons, Yoga, Cooking, Herbalism, MIndful Gems, Nature Connection, Chess, and Animation.

HW Time / Curriculum Support

During the designated homework time, students will be able to work in groups. Teachers will be able to assist with questions students may have while they do homework. Since most of the homework is language arts and math based, students will be able to do history and science based projects either in groups or individually. Staff will work closely with the after school coordinator to plan these activities so that they are implemented successfully.

Students who do not have homework will be able to participate in activities that are based on the core curriculum.

Unstructured Time

These are activities led by teachers such as fuse beads, dodgeball and coloring.

Snack Sample Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Applesauce & Goldfish	Fruit Bar & Rice Rollers	Yogurt & Granola	Fig Bars & Cheese	Pretzels & Cheese

Outside Play & Indoor Activities

Each day, students have the opportunity to participate in supervised outdoor and indoor activities. We offer a combination of curriculum & homework support, structured activities, elective classes to choose from, and free play. We strive to create a safe and fun after school experience for our students. We will work closely together with the school day teachers to plan and implement our classes.

We want to foster an environment where students are appropriately challenged in their skill sets. To match that, we look at the skills of the teachers and see how we can implement a curriculum that will challenge students, allow them to grow, and cultivate a nurturing environment where they will strengthen their communication, team building, and emotional regulation skills. We always want to ensure that we offer a variety of subjects to make our program well rounded.

At Kids' Club, we want to ensure that we're providing a space for students to work on their physical health in a safe and inclusive way. It would be important to implement activities that can also be modified to meet the level of students that may have physical impediments. The activity would run from 30- 60 minutes and would be teacher led. It would allow students to learn how to warm up and take care of their bodies, build their team work, communication and sportsmanship skills. Activities would range from team sports, track and field and physical expression.

Items From Home

PLEASE label all items that your child might bring to Kids' Club. This includes shirts, shorts, pants, sweatshirts, jackets, shoes, water bottles and backpacks. Proper labeling will assist us in returning misplaced items to their proper owner. Staff will make every effort to keep children's belongings together and to ensure that no child leaves any items behind. Nonetheless, we strongly discourage bringing any items of value to the Kids' Club, as things get lost, broken, or possibly stolen. Kids' Club is not responsible for any lost items. Any type of toy or garment that depicts or is a representation of acts of war or violence, drugs, alcohol, racism, homophobia or sexism is not allowed. Lost & Found items are collected and placed by the side gate. At the conclusion of the school year, all unclaimed items will be donated to a charitable organization.

Pick Up Procedures

Pick Up at MPR Entrance

- Please park and walk towards the back of the school through the side gate.
- A staff member will be at the entrance of the MPR and call for your child over the walkie talkies. They will check ID's and help sign students out.
- Sign-out your child from the binders located at the sign out table.
- Please wait at the entrance of the MPR until your student arrives.

Authorized Pick Ups

- Only YOU can tell us who is authorized to pick up your child in your parent forms.
- If someone other than regularly scheduled and authorized on your Identification and Emergency Information Form is going to pick up your child, we must have notification of this in writing, in an email to the directors.
- The pick-up person will be asked for identification before we release the child to them.

Absences

- Unreported absences can cause major delays for our programs. Please notify us of all absences and/or schedule changes, preferably via email.
- If you call and no one answers, please leave a voicemail that will record your message 24 hours a day.

Late Pick Up Policy

If you anticipate arriving late/ after 6PM, please call the Kids' Club office, 510-482-7278, to notify. If you do not call, the director will call to ensure someone is on the way to pick up your child.

Positive Guidance

As educators, our role is to be patient while the students practice their social skills. Positive guidance is proactive, to emphasize the positive in each student. Teachers are prepared to intervene quickly when needed to model and discuss appropriate behavior, responses, and language. We can take any situation and turn it into a teachable moment, allowing students to feel heard and understood, giving them tools to help regulate their emotions, and feel competent in handling conflicts.

We want to give all students the opportunity to express their feelings and emotions, and know that it is OK to feel any way they are feeling. Our goal is to teach them ways in which to express their emotions and needs pro-socially, to build their own self-control and take responsibility for their actions, not to have them behave through adult imposed control. When we offer peaceful, positive conflict resolutions and assist students in reflecting on and discussing their behavior, they will begin to learn to resolve their own conflicts. In any situation, we want to allow students the opportunity to improve their behavior and give them chances to make different choices the next time.

We work to create a positive and constructive atmosphere for the students by providing a routine to meet their needs. We give them clear limits to set them up for successful positive behavior. When we involve students in the development of the rules, and we implement these consistently with group and individual discussions, it allows them to take responsibility for their actions. We strive to teach the students that their actions have an impact on the environment and people around them, and we help them reflect and understand their own feelings and actions. We empower students to say “No, I do not like that”, “Please stop”, “Can I use it when you are done?”, “I need space”, and to ask a teacher for help solving a conflict. We believe that by acknowledging and encouraging prosocial behavior such as cooperation, taking turns, listening, and more, students will grow and develop skills that will enhance not only their childhood, but their entire lives.

Standards of Behavior

Student Behavior Agreements

The JCC East Bay is a place where all students can feel safe, nurtured and accepted. Being in a community means understanding that it's important to think about the whole group's needs in addition to our own! In order to facilitate a healthy and positive environment for all, the following behavioral standards of are expected for the students:

- We check in with a teacher(s) before leaving any space or entering a new area.
- We respect each other's personal space and bodies.
- We listen to instructions from teachers.
- We eat snacks outdoors only and we don't play while eating.
- We use respectful & appropriate language with teachers and other students.
- We use positivity to lift each other up and encourage each other.
- We clean up thoroughly after any activity before moving on to the next activity.
- We treat Kids' Club materials and other people's items with care.
- We hang our backpacks & jackets on hooks, not on the ground.
- We take turns.
- We include new students in games and activities.
- We help friends when they need it.
- We follow community group agreements
- We do our best to solve conflicts peacefully, and ask teachers for support.
- We use good Sportsmanship
- We do not run away from teachers at any given time

Behavior Expectations

- Ridiculing and teasing are not allowed. Aggressive and vulgar language is not allowed. Students are reminded of these policies in a gentle but firm manner.
- Physically violent and aggressive behavior is not allowed and will result in an immediate yellow or red card depending on the severity. A child will be sent home immediately, with possible suspension, if they are involved in a serious physical altercation.
- Graffiti and other damage to the facility may result in charging parents for the damage.
- We do not allow any type of toy or garment that depicts or is a representation of acts of war or violence, drugs, alcohol, racism, homophobia or sexism.

JCC East Bay Staff are here to create a positive environment for all involved. A student who compromises the effectiveness of the staff (e.g., uncooperative behavior, not listening, being in an unsupervised location) will be given verbal warnings from teachers and directors. When there are repetitive occurrences of any unacceptable behaviors, (teasing, physical aggression, not listening to instructions, etc.) directors will coordinate with parents to set up a plan for supporting the student.

If coordinated attempts to help support the student don't show improvement in behavior, the student may be suspended or asked to leave the program, especially if behavior is compromising the physical or emotional safety of other students or staff. Repetitive occurrences of any of the above behavior after repeated warnings may result in expulsion from JCC Kids' Club at Joaquin Miller without a refund. Parents will be notified prior to any action taken.

Consequences

- Verbal warning: This is given to a student after being asked to stop a behavior or action more than once.
- Yellow Card: (Not a literal card). Students are given one after continuing behavior after the first given warning. This warrants a conversation with student's grown up at sign out. A yellow card can be given if a student uses unsafe behavior such as: pushing, shoving, slapping, kicking, punching.
- Red Card: (Not a literal card). Students are given this after continuing the same behavior after a yellow card has been given. Students will have to take a break from the yard and will have to be picked up early from Kids' Club. A red card can also be given to a student if they draw blood/ cause serious harm to another student or staff member.
- Elopement: Our number one priority is always the safety and well being of our students. If a student elopes offsite or to an unsafe area during programming, they will be sent home on a red card.

Depending on the amount and consistency of red cards accrued by the student, this may affect their participation in the program. This will be determined by the Director.

Health and Safety

The safety of our students is our highest priority. Many staff members are certified in First Aid and CPR and have undergone training in safety and emergency procedures. Teachers will have a first aid kit and emergency binder at all times. We promptly investigate absences, and ensure that students are always provided with plenty of water and sunscreen. Teachers use a counting system to ensure the presence of all students in their group, especially while on field trips. The Afterschool Directors are in constant communication with staff regardless of their location (thanks to modern technology!) via walkie talkie.

Medication

If your child needs medication, an inhaler, or EpiPen, please provide the director with the following:

- Medicine, inhaler or EpiPen in the original container (no plastic bags!)
- Physician's note and prescription containing
 - Child's Name
 - Name of medication and what it is for
 - Medication instructions, dosage, and when it should be given to your child
- Administration of Medication Consent Form (director can give you this to fill out)

Medication will be dispensed only under the specific directions of a licensed physician. Please do not send any medication in your child's belongings. All over the counter medication will be administered at the indicated dosage and at the discretion of the JCC Kids' Club Director, only after permission has been given by the parent or guardian of the child. Parents will always be notified by phone before any non-scheduled medication is administered, unless in an emergency situation.

It is crucial that you indicate any known allergies on your medical form. If your child appears sick, you will be called to pick them up.

Injuries

For injuries such as scrapes and bumps, our teachers will fill out and send home a form called an "Ouchie Report" that provides:

- Information about where the injury is located.
- How it occurred and what care was provided.

For more serious injuries, someone will call to inform you of the injury. Additionally, an "Incident Report" will be completed and sent home.

General Health Policy

The JCC East Bay reserves the right to refuse participation to any participant deemed by executive staff to be at elevated medical or emotional behavioral risk. The JCC East Bay also reserves the right to request clearance from a licensed medical or mental health professional at any time to allow a student participation.

Contagious diseases must be reported as soon as the illness has been diagnosed so that other parents may be notified of the possible exposure. This includes Covid-19.

A student with the following symptoms may NOT attend Afterschool.

- Conjunctivitis (pink eye).
- Fever in excess of 100.0 degrees (must be fever free for 24 hours).
- Excessive sneezing or coughing.
- Unidentified rash.
- Ear infection not seen by a physician.
- Vomiting or diarrhea.
- Lice (please see Lice Policy below)
- Strep throat
- Chicken pox
- Flu
- Common cold

If your child has been in contact with a confirmed Covid-19 case, please notify the directors immediately. We will determine proper procedures based on the specific scenario.

It helps us understand and care for your child if you keep us informed of factors of significance at home. These could include, but are not limited to, prolonged illness in the family, a parent being away, death closely affecting the child, moving, and of course, nice things, too!

Lice Policy

The JCC East Bay follows the California Department of Public Health (CDPH) Lice Policy. The California Department of Public Health (CDPH) recommends that schools and childcare facilities maintain an active educational campaign for parents on the accurate diagnosis and proper treatment of head lice cases to prevent transmission of lice in schools and reduce lost school days due to head lice infestation.

Head lice, while a significant nuisance problem, do not transmit disease to humans.

Traditionally, head lice policies in schools emphasized that a child infested with head lice could not return to school until no nits were found in their hair ("no-nit" policy). There is no evidence that a no-nit policy prevents or shortens lengths of outbreaks (Pollack et al., 2000, Williams et al., 2001).

The American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention are all opponents of no-nit policies (Frankowski and Weiner, 2002; Schoessler, 2004). Furthermore, the “International Guidelines for Effective Control of Head Lice Infestations” state that “the no-nit policy is unjust as it is based on misinformation rather than objective science and should be discontinued” (Mumcuoglu, 2007).

CDPH recommends a no-lice policy. The essential components of a no-lice policy are the following:

- Early detection of head lice infestations through routine screening by parents.
- Treatment of children found to have live lice.
- Distribution of educational material to school staff and parents on head lice, nit combing, and treatment such as “A Parent’s Guide to Head Lice” brochure (available at local health departments and online:
`<http://www.cdph.ca.gov/healthinfo/discond/documents/2012headliceeng.pdf>.

OUSD HEAD LICE POLICY

The District defines a healthy and safe environment as one in which adults work together to provide the following environmental factors established by current research as necessary for the health and wellbeing of students with head lice:

- Educating staff, students, and parents/guardians about head lice.
- Establishing evidence based management for students with head lice.

The goals of providing a healthy and safe environment for students with head lice are to:

- Maximize academic performance
- Minimize absence due to unnecessary exclusion of students with head lice

To better manage and to limit the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse or designee who will examine the student.

If a school nurse is not available, call Health Services at (510) 874-3750.

- Note: Identification of nits or lice is not an emergency. A nurse will be sent to the site when available.

Nits

If nits are found but no live lice, the school nurse or designee will re-inspect in 7-10 days; no treatment is necessary.

Live (crawling) lice

If live (crawling) lice are found on the hair, the parent/guardian shall be notified by the end of the day via phone, email, and/or a note sent home with the student.

The parent/guardian shall be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits. The school nurse or designee may notify parents/guardians in the affected classroom to encourage them to check their children and to treat, if appropriate, and/or examine other students most likely to have had direct head to head contact with the affected student.

- Note: If a decision is made to notify about possible contact, Information about Lice, District Policy, and checking for nits will be included.

Parents/guardians will be encouraged to verify treatment as soon as possible after notification. If the parent/guardian is unable to afford treatment, the student will be referred to Health Services.

Affected students shall be discouraged from direct head to head contact with other students. The nurse or designee shall provide in-service education to staff regarding how to handle nits and/or lice in the classroom.

Information about the head lice policy and lice facts shall be sent home to all parents/guardians at the beginning of the school year.

- Note: information shall include the district head lice policy and lice facts.

Staff shall maintain the privacy of students identified as having head lice.

Child Protective Services

In the State of California, all professionals who care for children are required by law to report “reasonable suspicion” of child abuse to either a law enforcement agency or a county child protective agency. Our staff have been trained in assessing situations which may lead them to make a child abuse referral. We are committed to maintaining a safe environment for children and for serving our children and families in the best way we can. For situations in which we would have to make a referral to either law enforcement or protective services, we will attempt to make the process as supportive as possible.

Emergency Evacuation Procedures

The JCC East Bay holds regular emergency drills with children in the event that there is a fire, earthquake, or other emergency. There is an Evacuation Plan and emergency supplies in every room at the JCC East Bay. Teachers are routinely trained on safety and emergency procedures. We will also use our email list and Textcaster, our emergency text messaging software, to send out communication, so please make sure all email contacts and cell phone numbers are up to date.

In closing

We look forward to partnering with you to create a home away from home where your children feel safe, loved, and valued! Together we are building the future one day at a time.