

WELCOME TO JCC EAST BAY

Kids' Club at Hintil PARENT HANDBOOK



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.

**Kids' Club at Hintil Parent Handbook
2045- 2025**

Dear Kids' Club Hintil Afterschool Parents,

Welcome to Kids' Club at Hintil, a program of JCC East Bay in Berkeley, CA.

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 Kids' Club Hintil Afterschool program is located at Hintil Elementary, 11850 Campus Dr, Oakland 94619. The Hintil afterschool program is for TK students. In addition to our core activities, group programming, celebrations, and free play time, we also offer some range of specialty classes. (TBD, depending on our vendors)

We appreciate you joining our community. You can find our contact information below. See you soon!

All our best,
Parvin Seaver

IMPORTANT CONTACT INFORMATION

Parvin Seaver, Afterschool Director: parvin.seaver@jccceastbay.org

Direct phone number to be provided at a later date.

ABOUT THE PROGRAM

Philosophy

Our afterschool program creates a safe, affirming space where youth can be their authentic selves as they explore interests and passions, grow as students and community members, and continue to develop their place in the community and the world. We integrate a variety of activities into our daily schedule to encourage each child's curiosity, exploration, and imagination. We connect Jewish 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 a larger diverse community.

Our dedicated and caring staff help children make strong, lasting connections with peers and adults. We believe in giving children the opportunity to practice life skills such as cooperation, critical thinking skills through natural consequences, active listening, and problem solving. We meet each child 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 children's self esteem, sense of security, and belonging. We work to develop compassion and empathy in all children so they feel included, accepted, and valued.

The best part of being at Kids' Club Hintil is that we get to have a lot of fun! We get messy, act silly, move our bodies, and dive deeply into creative projects! There is lots of joy, and laughter throughout our day!

Our Core Values

Respect & loving kindness

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 self.

Anti-Bias Education

Kids' Club Hintil 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 children 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 children 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 JCC, 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 Hintil AFTERSCHOOL

Schedule

Our hours of operation are Monday-Friday from 2:30pm to 6:00pm.

Students arrive by the OUSD buses, and arrival times are TBD depending on the bussing schedule.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:00	Teachers prep time	Teachers prep time	Teachers prep time	Teachers prep time	Teachers prep time
2:30	TK arrival (stations) + (snack)	TK arrival (stations) + (snack)	Early dismissal 1:00 (stations)	TK arrival (stations) + (snack)	TK arrival (stations) + (snack)
2:30	(stations) + (snack)	(stations) + (snack)	(opening circle)	(stations) + (snack)	(stations) + (snack)
3:00	Clean time	Clean up	(station) + (snack)	Clean up	Clean up
3:15	(opening circle)	(opening circle)	(opening circle)	(opening circle)	(opening circle)
3:30	Free choices	Free choices	Free choices	Free choices	Free choices
4:00	+ second snack	+ second snack	Second snack	+ second snack	+ second snack
			Clean up		
4:30	Clean up	Clean up	Stations	Clean up	Clean up
4:45	Stations	Stations		Stations	Stations
5:30	Free play	Free play	Free play	Free play	Free play
6:00	End of day	End of day	End of day	End of day	End of day

*Schedules are subject to change based on group needs or staff needs.

Outdoor & Indoor Environments

Each day, children have the opportunity to participate in supervised outdoor and indoor activities. We offer a combination of curriculum & homework support, structured activities, and free play. We strive to create a safe and fun after school experience by giving our students different opportunities to work together in a group, make choices about structured and unstructured activities, have ample time to be outside, and build on their learning experiences at school.

Snack (or *Supper*) is handed out to students at the beginning of programming during a regular dismissal day or in the middle of programming on an early dismissal day.

Snack is provided by Oakland Unified Nutrition Services Department.

Items From Home

PLEASE label all items that your child might bring to the JCC. This includes shirts, shorts, pants, sweatshirts, jackets, shoes, 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 JCC, as things get lost, broken, or possibly stolen. The JCC East Bay 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 in a large bin in the afterschool area. At the conclusion of the school year, all unclaimed items will be donated to a charitable organization.

PICK UP PROCEDURES

Pick Up at The Kids' Club Hintil

- **Parents MUST sign their child/ren out.**
- Parents will park and walk to the front entrance of the Kids' Club Hintil. They will let the staff know who they are picking up.
- Parents need to correctly sign out their child.

Pick Up Elsewhere

- For walking field trips, parents and guardians will always receive an email letting them know where their child will be going, the route the group will be walking, the times they'll be in different locations, and a specific location for pick-up.
- We will have a teacher at any specified location to sign children out.

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 to parvin.seaver@jccceastbay.org
- Voicemail will record your message 24 hours a day.

Late Pick Up Policy

If you anticipate arriving late/ after 6PM, please call the directors to notify. If you do not call, the director will call you and your emergency contacts to ensure someone is on the way to pick up your child. If we cannot get a hold of anyone, someone on staff will stay with your child for as long as we can. We reserve the right to call the non-emergency police to help us locate you and escort your child home. There will be a \$2 per minute late fee for each of the first 20 minutes late and \$5 for every minute thereafter. Please refer to your contract.

POSITIVE GUIDANCE

As educators, our role is to be patient while the children practice their social skills. Positive guidance is proactive, to emphasize the positive in each child. 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 children 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 children in reflecting on and discussing their behavior, they will begin to learn to resolve their own conflicts. In any situation, we want to allow children 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 children by providing a routine to meet the needs of the children. We give them clear limits to set them up for successful positive behavior. When we involve children in the development of the rules, and we implement these consistently with group and individual discussions, it allows the children to take responsibility for their actions. We strive to teach the children 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 children to say “No, I do not like that”, “Please stop”, “Can I use it when you are done?”, “I need space”, and to come get a teacher if they need help solving a conflict. We believe that by acknowledging and encouraging prosocial behavior such as cooperation, taking turns, listening, and more, children will grow and develop skills that will enhance not only their childhood, but their entire lives.

STANDARDS OF BEHAVIOR

Student Behavior Agreements

The Kids' Club Hintil is a place where all children 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 groupmates.
- 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 JCC 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.

Behavior Expectations

Kids' Club Hintil Staff are here to create a positive environment for all involved. Ridiculing and teasing are not allowed. Aggressive and vulgar language is not allowed. Children are reminded of these policies in a gentle but firm manner. A student who compromises the effectiveness of the staff (e.g., uncooperative behavior, not listening, being in an unsupervised location) will partake in our 4-Step Model.

1st Step - Verbal warnings from teachers and directors: Students will receive verbal warnings from teachers and directors to redirect them towards positive behavior. Parents will be notified at the time of pick up.

2nd Step - Parent Notification and Support: When there are repetitive occurrences of any unacceptable behaviors, (teasing, physical aggression, not listening to instructions, etc.) directors will notify parents by phone call where they will be asked to chat with their students to redirect them towards positive behavior.

3rd Step - Student and Parent Contract: If a student continues to partake in repetitive, negative behavior then the Director and Assistant Director will coordinate with parents to set up a plan for supporting the student. They will be asked to create and sign a behavioral contract. This contract will differ by student. Parents and students will need to meet with the Director and Assistant Director to create and sign the contract.

Step 4 - Suspension or Termination From Program: If the student doesn't show improvement in behavior after the coordinated attempts to help support them then the student may be

suspended or asked to leave the program permanently, especially if behavior is compromising the physical or emotional safety of other students or staff.

Physical Violence, Aggressive Behavior, Racial Slurs, Non-Inclusive Language, and Damage to Property is NOT tolerated in the After School Program.

A student will be sent home immediately, with possible suspension or termination, if they are involved in a serious physical altercation or speak slurs to others. 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.

HEALTH AND SAFETY

The safety of our children 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 children are always provided with plenty of water and sunscreen. Teachers use a counting system to ensure the presence of all children 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 and/or cell phones.

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 Berkeley Afterschool Director, only after permission has been given by the parent or guardian of the child. Parents will always be notified by phone before any 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 "Accident 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 Kids' Club Hintil 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 child 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 child with the following symptoms may NOT attend Afterschool.

- Covid-19 - may return when symptoms are improving and fever free without medication 24 hours
- 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

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 Kids' Club Hintil 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>).

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

Kids’ Club Hintil program 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 Kids' Club Hintil. Teachers are routinely trained on safety and emergency procedures. We will also use our email list, to send out communication, so please make sure all email contacts and cell phone numbers are up to date.

Termination

The JCC believes that a positive and constructive working relationship between the Kids’ Club Hintil Afterschool program, its participants and their families is essential. Accordingly, we reserve the right to, at any time, terminate the enrollment of your child, or to decline to offer re-enrollment to your child, if, in our sole discretion, the child is deemed not an appropriate fit for the program, or we decide that your actions or inactions or those of any other adult affiliated with the child and/or the child's family, prevent a positive working relationship or interfere with the program. Unless otherwise agreed by the JCC, if your child's enrollment is terminated by the JCC the deposit will be forfeited. If you are paying by monthly installment, no refund will be provided. If you are paying by the single payment method, the JCC will refund you your prorated prepaid tuition.

JCC East Bay Calendar – Hintil Kuu Ca 2024 – 2025

August 12: First Day of Kids' Club

August 12 – August 23: Minimum Week

September 2: CLOSED - Labor Day

September 20: CLOSED - OUSD PD Day

October 14: CLOSED - Indigenous Peoples' Day

November 11: CLOSED - Veterans Day

November 19 – November 22: Minimum Week

November 25 – 29: CLOSED - Thanksgiving Break

December 13: CLOSED - Kids' Club PD Day

December 23 – January 3: CLOSED - Winter Break

January 6: CLOSED - OUSD PD Day

January 20: CLOSED - MLK Day

February 17: CLOSED - Presidents Day

March 4 – March 7: Minimum Week

March 28: CLOSED - Cesar Chavez Day

March 31 – April 4: CLOSED - Spring Break

April 11: CLOSED - Kids' Club PD Day

April 16 – April 18: Minimum Week

May 26: CLOSED - Memorial Day

May 27 – May 29: Minimum Week

May 29: Last Day of Kids' Club