

kids' club

a program of **JCC**EastBay

**Kids' Club at Joaquin Miller Parent Handbook
2024- 2025**

Dear 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 handbook, and let us know if you have any questions.

Kids' Club at Joaquin Miller Afterschool program is located in Joaquin Miller Elementary on-site in the MPR. Kids' Club is for children grades TK-5th. In addition to our core activities, group programming, celebrations, and free play time, we also offer a wide range of specialty classes. Kids' Club is an ELO-P program that works in partnership with Oakland Unified School District.

We appreciate you joining our community. You can find our contact information on the following page. See you soon!

All our best,
JCC Kids' Club JM Team

Important Contact Information

Kids Club at Joaquin Miller Office Phone: 510- 482- 7278

Please **save this number** as it is the first method we will contact you in the event of an emergency and it may appear as a scam call. If we do not answer, leave a voicemail with your child's name, school, and the day of their absence.

Sylwin Solidum, Director of Kids' Club Joaquin Miller: sylwin.solidum@jcceastbay.org

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Mission & Vision

Creating healthy communities celebrating values, cultures, and traditions.

Provide a space with high-quality programs that advance, nurture, and evolve communal life and contribute to the vitality of the broader community.

Program Goals and Outcomes

The following are some of the goals of Kids' Club Joaquin Miller.

- Create lasting connections.
- Treat participants and staff members with respect.
- Devote substantial time each session to create a group with meaningful relationships.
- Create activities that allow participants to get to know each other and encourage them to meet new people.
- Practice life skills.
 - Promote situations where participants must make choices, work as a group, and practice their listening skills.
 - Positively reinforce demonstration of these skills.
- Set goals and take on challenges.
 - Ask participants to set individual goals at the beginning of each session
 - Meet each participant where they are, and push them a little bit farther.

- Always challenge ourselves to create new activities and new approaches to old activities.
- Create opportunities for participants to work creatively; model creativity.

Program Design

We use the framework of Quality Standards for Expanded Learning in California as a guide in our program activities. The guidelines are the following:

- Safe and supportive environment
- Active and engaged learning
- Skill building
- Youth voice and leadership
- Healthy choices and behaviors
- Diversity, access and equity

A DAY AT KIDS' CLUB

Schedule

Kids' Club hours of operation are Monday-Friday from the end of the school day 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 a general idea of how a day at Kids' Club goes:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12:50			TK-Kinder Physical Activity		
1:00					
1:15			1- 5 Grade Arrival/ Physical Activity		
2:00			Snack / Physical Activity		
2:30	TK-Kinder Physical Activity	TK-Kinder Physical Activity	Choice Time 2:30 - 3:30PM	TK-Kinder Physical Activity	TK-Kinder Physical Activity
2:50	1- 5 Grade Arrival & KC Snack / Physical Activity	1- 5 Grade Arrival & KC Snack / Physical Activity		1- 5 Grade Arrival & KC Snack / Physical Activity	1- 5 Grade Arrival & KC Snack / Physical Activity
3:45	Choice Time	In Class Time	Physical Activity 3:30 - 4:30PM	In Class Time	Choice Time
4:15	Physical Activity	Physical Activity		Physical Activity	Physical Activity
4:30	Chill Activities: Board games, Karaoke, Coloring, Legos	Chill Activities: 2nd Fuse beads, Board games, Coloring	Chill Activities: 2nd Fuse beads, Board games, Coloring	Chill Activities: 2nd Fuse beads, Board games, Coloring	Chill Activities: Karaoke, Coloring, Legos, Board games
5:30	Clean- Up	Clean- Up	Clean- Up	Clean- Up	Clean- Up
6:00	End of Day	End of Day	End of Day	End of Day	End of Day

Physical Activity: 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 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.

Chill Time: These are activities led by teachers such as fusebeads, dodgeball and coloring.

Kids' Club at Joaquin Miller Logistics

Snack

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 Nutrition Services and ranges from carrots, corn chips, sandwiches, jicama, juice, milk and other nutritious snacks.

Outside Play & Indoor Activities

Each day, there will be periods of time where children have the opportunity to participate in supervised outdoor and indoor activities. All activities, both structured and unstructured, will be supervised at a 20:1 child to staff member ratio.

Labeling Clothing/Belongings

PLEASE label all items that your child might bring to the program. This includes shirts, shorts, pants, sweatshirts, jackets, shoes, and backpacks. Proper labeling will assist us in returning misplaced items to their proper owner.

Lost & Found

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 program, as things get lost, broken, or possibly stolen. Kids' Club at Joaquin Miller is not responsible for any lost items. Lost & Found items are collected and placed in the schools Lost & Found at the side gate, on the way to Kids' Club.

STANDARDS OF BEHAVIOR

Student Behavior Agreements

The JCC East Bay is a place where all students can feel safe, nurtured and accepted. In order to facilitate a healthy and positive environment for all, the following behavioral standards of are expected for the students:

- **Safety Comes First**
 - 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.
- **Our Words Are Powerful!**
 - We use respectful & appropriate language with teachers and other students.

- We use positivity to lift each other up and encourage each other.
- **Shared Space Means Shared Responsibility**
 - 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.
- **Be A Mensch:** Being in a community means understanding that it's important to think about the whole group's needs in addition to our own! This looks like:
 - Taking turns with an activity or toy
 - Including new students in games
 - Being there for our friend when they need help
 - Following community group agreements for our groups
 - Doing our best to solve conflicts peacefully, and asking teachers for support if we need help
 - Good Sportsmanship

Behavior Expectations

- Ridiculing and teasing are not allowed. Students are reminded about this policy in a gentle but firm manner.
- Physically violent and aggressive behavior is not allowed. A child will be sent home immediately if they are involved in a serious physical altercation.
- Aggressive and vulgar language is not allowed. students are reminded about this policy in a gentle but firm manner.
- Graffiti and any other action that damages the premises may result in charging parents for the damage.
- A student who compromises the effectiveness of staff (i.e. non-cooperation) will be dealt with in a gentle but firm manner.
- **Eloperment** - Our number one priority is always the safety and well being of our students. While we maintain active supervision during the program, If a student elopes offsite or to an unsafe area during programming, they will be sent home on a red card.

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.

Warning System

Verbal warning: This is given to a student after being asked to stop a non-violent/aggressive/physical behavior or action more than once. For example: shouting, screaming, not following play structure or group expectations.

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 should also be given if a student uses unsafe behavior such as: pushing, shoving, slapping, kicking, spitting, punching.

Red Card: (*Not a literal card*). Students are given this after continuing the same physical/aggressive 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. A red card should also be given if any threatening, racist, homophobic, or transphobic comments/statements are used.

Restraint of children

Children will not be restrained in any manner unless the child is posing a danger to themselves. The director or inclusion specialist will intervene. Both Directors and the Inclusion Specialist are trained in physical intervention.

Health and Safety

The safety of our children is our highest priority. Our health policies and procedures are reviewed annually.

Staff Responsibility

- All program staff members are certified in First Aid and CPR and have undergone training in safety and emergency procedures.
- All absences are investigated promptly.
- Children are always provided with plenty of water.
- The Afterschool Director and Assistant Director are in constant communication with staff regardless of their location via walkie talkie.

Medication

If your child needs medication at any time, it must be given to the Director in its original container (no plastic bags please!) with:

- A doctor's note naming the medication.
- An explanation from the doctor of what it is for.
- The doctor's instruction for when it should be given to your child.

- A doctor's signature.

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 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 him/her 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 child participation.

Contagious diseases must be reported as soon as the illness has been diagnosed, including Covid-19.

A child 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 your Director immediately.

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 policy is stated below.

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

The Kids’ Club holds regular emergency drills with children in the event that there is a fire, earthquake, active intruder, or other emergency. There is an Evacuation Plan and 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.

Pick Up Procedures

A staff member will be at Pick Up to check IDs and help sign children out.

Pick Up in Main Building

- Please park in the front parking lot and ring the front door buzzer. If you are not admitted within 5 minutes, please call the Kids Club phone at 510-482-7278
- Someone from the program will be in the hallways and will call for your child over the walkie talkies.
- Sign-out your student from binders separated by grade group and teacher. Ensure that:
 - You sign out by printing you FIRST and LAST NAME legibly
 - Ensure you’re writing the correct time
 - Any sign-out’s before 5 require an “Early Release Code” listed on the sheets
- Please wait in the hall until your student arrives. TK students will most likely come through the library.

Late Pick-ups

For the Safety of your children, It is important that students be picked up on time. If the person picking up a student is going to be late, we ask that person to contact KIDS' CLUB immediately. If late pick up continues to occur, the student may be dismissed from the program.

Attendance

We encourage enrolled students to attend the program to utilize opportunities for learning and development.

Absences

- Please notify us of all absences
- Voicemail will record your message 24 hours a day.

Schedule Change

- Any schedule change must be submitted to Kids Club Admin via the schedule change form.
- These changes can take effect as soon as needed
- Billing changes will take effect the next billing period after the form is submitted
- You will receive a confirmation email from Ultra Camp when the change is made

JCC East Bay Calendar – Joaquin Miller

| 2024 – 2025

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2024

- August 12: First Day of Kids' Club
- September 2: CLOSED - Labor Day
- September 20: CLOSED - OUSD PD Day
- October 14: CLOSED - Indigenous Peoples' Day
- November 11: CLOSED - Veteran's 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

2025

- January 6: CLOSED - OUSD PD Day
- January 20: CLOSED - MLK Day
- February 17: CLOSED - President's 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