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Our Philosophy and Goals
The After School Care Program at the JCC is committed to providing the most well rounded quality experience and care for your child.

Located in the School Age wing of the building, we offer a safe, nurturing After School Care (ASC) program focusing on academic, recreational, and creative activities. The program is led by full-time JCC staff providing supervision and guidance to ensure a quality program in a “family environment”.

Goals are identified in all areas of development:

- **Social**: To help children feel comfortable, trust their environment, make friends and feel they are part of the group.
- **Emotional**: To cultivate in our children self-confidence, independence, self-control and a positive attitude towards life.
- **Physical**: To help children feel confident about what their bodies can do.
- **Cognitive**: To encourage children to become independent learners through completing homework and reading time as well as promote problem-solving and curiosity through special planned activities including STEAM (science, technology, engineering, arts, math).

Our Staff
Our After School Care staff strives to make all children feel welcome and comfortable. Staff focuses on the individual needs of the children through their interests and talents and encourages curiosity, creativity, and positive communication. Our staff is well-trained (and retrained each year) in the areas of child development and health and safety standards. The JCC is also a Darkness to Light partner in prevention committed to the time and effort necessary to be educated on how to prevent, recognize and react responsibly to child sexual abuse.

Our Facility: Gymnasiums, Playgrounds, Pools and More!
Our entire facility is the children’s playground at the JCC. We play sports in our gymnasiums, and all children play outdoors on our school age playground and open sports fields except when raining or during extreme temperatures. Not only do children benefit from the fresh air, but running, jumping, climbing and playing help to exert energy after being at school during the day. The ASC program offers so many opportunities to stimulate children’s physical growth and cultivate their social skills.
Afternoon programs start at 3 pm and close at 6 pm. Healthy, kosher snacks are provided daily. Supervised homework time encourages children to accomplish set goals. Activities such as art projects, outdoor or gym free and staff-led play, organized group games, mitzvahs (good deeds), and athletic activities help stimulate the social, emotional, and physical development of your child.

Homework
Homework time is offered daily for 45 minutes. A variety of reading materials or quiet academic-focused activities are available for students without homework assignments. ASC staff members encourage students and help with homework basics. ASC staff members do not provide one-on-one tutoring during homework time. Our staff will do their best to ensure the children are doing their work, but it is strongly advised that parents double check all assignments.

Enrichment Opportunities
Our After School Care families are welcome to participate in any number of classes and sports activities that the JCC offers during after school hours. For a nominal fee, your child may participate in enrichment activities, including dance classes, soccer and basketball leagues, swimming, tennis lessons, and karate. Our staff escorts children to their enrichment activities during our programming hours. Any program or class that starts or ends at 6 pm is the parent’s responsibility to drop-off or pick-up. Class offerings can be found on the JCC website (JCCindy.org), in the J magazine, and on the display slat walls in the building.

Jewish Learning and Culture
While we recognize that some children in our program are not Jewish, the values we teach apply to all equally. In addition to kindness, respect and responsibility, we focus on “tzedakah,” the Hebrew word for doing good deeds and sharing with those less fortunate. The JCC inspires children to explore traditions by participating in Jewish holiday celebrations.

For more details, check out the Jewish Holiday Guide starting on page 17.

Transportation
The ASC program provides transportation from some area schools for an added fee. Please inquire to see if your school is on the list. We must have a minimum of 3 students in attendance to meet transportation requests.

The following Washington Township schools provide transportation to the JCC at no charge (with proper notification): Greenbriar, Spring Mill, Fox Hill, Crooked Creek, and Nora. Please make sure to notify your child’s school with transportation changes.

Special Needs
The JCC strives to have inclusive programs. Any special needs should be communicated and included with your enrollment documentation. ASC may request a meeting with parents prior to the child’s start date and/or ask parents to observe our program in advance to determine if it is a good fit for their family.

Equipment and Materials
The ASC program has a variety of toys, games, and supplies. Donations are always welcome!
ENROLLMENT PROCEDURES

JCC Membership

Participation in our After School Care program is reserved for JCC members only. A child’s immediate family must maintain an active JCC family or single-parent membership in good standing throughout the entire time the child is in our program.

Admission Forms

Children entering Grades K–5 are eligible for admission. Children and parents must agree to abide by all of the policies and procedures of the ASC program at the JCC. Applications for enrollment can be obtained at the JCC membership desk or online at JCCindy.org.

Enrollment requirements include:

- Completed enrollment form including child and parent information, emergency and authorized pick-up contacts, health information and signed enrollment terms agreement.
- Medication Consent form (if applicable)
- Authorization form for auto-pay

Emergency Contacts & Authorized Pick-up

Emergency contacts, as well as persons authorized to pick your child up from the program, must be at least 16 years of age and have a photo ID ready to present. Please provide the names, relationship to child, and phone numbers for those individuals when you enroll your child. You may change/add or delete contacts by sending an email to the program director.

Medication Consent Form

If a student must take medication during our After School Care Program hours, parents must provide written instructions with the medication prescribed by a doctor in its original prescription bottle. Parents must fill out a Medication Consent form prior to the administration of any medications. Medications cannot be sent with the child.

Updating Information

Parents are asked to keep contact information current by sending updates to address, email, phone, emergency contacts, or changes to individuals authorized to pick up children to Caitlyn Mills as soon as they are known.

Fee Payment

For your convenience, the JCC offers an EZ payment plan for after school and membership fees. Payments will be deducted from your checking account or charged to your credit card on the 1st of each month. *If you participate in a cafeteria plan for childcare and require a receipt for reimbursement, please contact our accounting department (accounting@JCCindy.org) to arrange for a monthly receipt. You will receive written notice in advance if there is a change in the monthly fee.

The JCC does not grant tuition waivers for vacations or other absences. For extenuating circumstances, tuition prorating may be granted at the discretion of the program director. Please submit those requests in writing. We also require notification in writing a minimum of two weeks in advance if a child is being removed from the After School program.

The primary member is responsible for all child care charges. Insufficient funds and/or denial of payment to the JCC will result in a $25 service charge for each occurrence. Three insufficient funds notices and/or credit denials will result in termination of child care services.

Schedule Changes

Parents may change their student’s schedule and corresponding tuition plan by submitting an email to the program director. A minimum two-week notice is required. To add days, request approval in advance from the program director. Only one category change permitted each semester. Additional changes incur $50 change fee.
POLICIES AND PROCEDURES

Arrival and Departure

After School Care hours are from 3 pm to 6 pm. JCC ASC program staff signs children into the program when students arrive by bus or JCC-provided transportation. To ensure the safety of all students, JCC ASC program requires that every student is signed out by a parent or another authorized adult each day. Students may not sign themselves out of the program. Only persons authorized on the enrollment form may pick up a student. Only individuals 16 years or older may be listed as authorized pick-ups. Photo ID is required.

In the case of an emergency where no previously authorized individuals are available to pick up the student, the parent/guardian may contact the program director in advance by telephone to make special arrangements. A verification will also need to be faxed or emailed. The new authorized individual must show picture ID to sign the student out. If no notification has been given, ASC staff will call for verbal confirmation before allowing the child to leave.

Due to the effort to ensure your child arrives safely in a timely manner, parents are expected to notify the JCC ASC program staff if their child will not be riding the bus to the JCC or need JCC transportation. Please call or email before 1:45 pm.

The Youth Wing has a secured, locked door that can only be accessed with a fob. The primary pick-up will be given a fob. Please notify the program director if multiple fobs are needed.

Late Pick-up Fees

Anyone arriving after 6 pm will be charged a late pick-up fee. The fee charged is $1 per minute. Repeated failure to pick up your child in a timely manner will result in suspension from the program.

Child Abuse and Neglect Reporting Responsibilities

In the event there is suspicion of child abuse or neglect of any enrolled children, staff members are considered mandatory reporters for child abuse and/or neglect. ASC staff members will, if they have a reason to suspect a student is a victim of abuse and/or neglect, notify CPS by calling the CPS hotline at 1-800-800-5556.

Intoxicated/Impaired Adult

The State of Indiana requires that in the event a JCC staff person suspects the individual picking up a child to be intoxicated or impaired that JCC staff will separate the individual from the child(ren), discourage them from leaving with the child(ren), including offering to call someone else to pick up. JCC will alert them that the Welcome Desk staff and on-site security will be notified if they choose to leave with the child(ren).

Personal Items

Please be sure that all clothing and personal items are clearly labeled with your child’s name. The JCC is not responsible for loss or destruction of personal items, including cell phones or other electronic devices that students bring to the ASC program. Parents are responsible to cover any costs incurred due to misuse of personal cell phones or other electronic devices. There is a lost and found area in the Youth Wing hallway. Please note that items will be moved to the Welcome Desk lost and found at the end of each week.

Data Privacy and Confidentiality Policy

Confidentiality of information about child and family will be maintained. Enrollment forms and all other information concerning the child and family will be accessible to the parent/guardian, program director, and ASC staff members. Information concerning the child will not be made available to anyone, by any means, without written consent of the parent/guardian.

It is the policy of this program not to disclose the names of the children who may have caused injury to another child or children while attending the center. This ensures each family’s data privacy.
Behavior Management Policy

The ASC staff is dedicated to working with children and parents to create a successful experience and to promote the educational, social and personal development of all our children. When situations of inappropriate behavior arise that undermine an environment conducive to building important skills, intervention is required. While we recognize that children develop at different paces, we expect children’s behavior to be consistent with age-appropriate actions and responses. In order to address and correct inappropriate behavior, the ASC staff will use the following progressive disciplinary steps as a supplement to the routine, ongoing communications that should occur between parents, ASC staff and children:

1. When guiding and correcting young children, ASC staff will provide instructive guidance to the child. Staff will discuss the behavior with the child, explain what behavior the child needs to change and offer acceptable alternatives. The child will be given an opportunity to correct his/her behavior. ASC staff will reinforce the appropriate behavior.

2. If the unacceptable behavior continues, the child may be separated from the group. This will provide the child with the opportunity to think about his/her inappropriate behavior. ASC staff will inform Caitlyn about the incident, and the situation will be addressed at pick-up, including the explanation of the behaviors observed and the consequences of those behaviors. A note will be retained in the child’s file as well.

3. If the behavior does not improve, Caitlyn will contact the parents by telephone to discuss the inappropriate behavior. Note: It is recommended that children be present when their parents are called. If applicable, the use of behavior modification techniques will be discussed at that time. The parents will be advised of potential consequences if the behavior does not change.

4. If the inappropriate behavior continues, a conference between Caitlyn and parents will be arranged to determine whether or not the child can further benefit from the ASC program. If behavior modification techniques are being used and some improvement has been noted, an additional conference may be scheduled to keep communication channels open. Depending on the severity of the issue, the child may be removed from the ASC program for up to three days at the discretion of the ASC Director.

5. If inappropriate behavior persists and behavior modification techniques are ineffective or not used, permanent dismissal from the ASC program may be necessary, at the discretion of the ASC Director.

Inappropriate behavior may include but is not limited to such acts of aggression as biting, hitting, pinching, kicking, spitting, bullying, verbal barrages such as vulgarities and racist remarks, refusal to follow the direction of an ASC staff or ASC Director, or generally disruptive behavior.
The health of all of the children in our care is a primary concern. If your child is not feeling well or is displaying signs of illness, your child should be kept at home for his/her own well-being as well as for the health of the other ASC children. Children with minor common cold symptoms or not feeling well enough to participate in activities will be observed carefully for signs and symptoms of a worsening condition. Parents will be informed about their child’s health.

Should a child become ill during the school day, he/she should not attend ASC programming.

If a child has a minor injury occur during programming, ASC staff will explain the incident and give parents a Minor Injury Report at pick-up.

If a child suffers an eye, neck, head or more serious injury, then ASC staff will call immediately.

Communicable Disease Management

Should any of the children in our care be exposed to a communicable disease, all parents will be notified. As dictated by the Indiana Family & Social Services Administration, a child with any of the following signs or symptoms of illness shall be isolated and discharged immediately to a parent or guardian:

- Fever (100 degrees Fahrenheit) or chills – students should be fever-free for 24 hours without medication
- Eye infection
- Sore throat
- Earache
- Nausea or vomiting within last 24 hours
- Impetigo or rashes
- Diarrhea during the last 24 hours
- Cold symptoms causing discomfort to your student and/or risk of contagion to others
- Lice – while head lice do not pose a health hazard, they are highly contagious. Child who have head lice will be temporarily excluded from school until treated with a pediculicide (see your pharmacist) and all nits are removed.

If ASC staff members have a concern about the health and safety of a child, the parent(s) may be called to pick up their child early from the program. ASC asks parents or authorized persons to pick up their child less than one hour after being contacted.

To prevent the spread of illness and in the interest of the child’s well-being, the child may be temporarily excused from activities. ASC may have temporary exclusions when the illness prevents the child from comfortably participating in activities, the ill student requires more care than the staff can provide, or the staff based on training and experience believe the child could impact the health of others.

If your child has been to the doctor and has been cleared to participate in activities with other children, please provide a copy of the doctor’s note to ASC.

Medication

JCC staff will administer prescription and non-prescription medications to children with parent’s written permission only. Parents should complete and sign a medication consent record. These forms remain current for one year. Prescription medicine should be brought to the ASC in a properly-labeled pharmacy bottle. All medications are stored out of reach of children and are checked monthly for expiration dates. Expired medication will be sent home.

Food

The JCC provides children with nutritious, balanced snacks of entirely kosher foods. Because of our commitment to creating an environment of inclusiveness so that children coming from kosher homes will be able to partake in snacks with classmates, all of our food is kosher. For your convenience, menus are posted in the ASC corridor.

If your child has a food allergy or dietary restriction, please be sure to note it on your ASC registration form. The program director will reach out for a meeting if it is a serious allergy.

The Youth Wing is nut-aware, but not nut-free, during School’s Out Days.

Communications

The JCC ASC staff is committed to establishing relationships with parents and guardians to bridge the gap between “life at home” and “life at after school.” We encourage families to call the program director with any questions or concerns and to keep ASC staff informed of any variations in sleep or appetite, special concerns, irritability or unusual situations at home. In the event of a divorce or any other changes affecting the family, please notify the program director.

Our program director is always available to meet with you privately to discuss any concerns you have regarding the welfare of your child.

ASC will communicate with parents via JCC email, telephone and Remind 101. Unless a situation of an emergent nature occurs, our staff have been directed not to use their personal cell phones, including text/picture messaging, for ASC communications. Conferences and phone calls between parents and ASC program staff may be initiated by either parents or staff.

In case of any programming changes or updates, Remind 101 will be used to communicate with families. To sign up, please text @ascin to 81010.
**Inclement Weather**

If a determination is made that ECE/ASC/School’s Out/Camp programming will not open or have a delayed opening due to inclement weather or for any other reason, an announcement will be posted on the JCC website, [JCCindy.org](http://JCCindy.org), and a Remind 101 will be sent. You may always call the JCC at 317-251-9467 for confirmation that we are operating under normal hours.

For school closings, ST families will be covered for these days. All other member families will be charged $68 for each snow day. Non-members will be charged $85.

**Holidays**

The JCC closes in observation of Jewish and secular holidays and for Thanksgiving, Christmas and New Year’s days. In some cases, special hours apply. Please check the JCC website, Update or building signage for holiday hours and updates.

**2019-20 Early Closings** (JCC closes at 5 pm)

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**2019-20 School Year ASC Closings**

- Sep 2 - Labor Day
- Sep 30–Oct 1 - Rosh Hashana
- Oct 9 - Yom Kippur
- Oct 14 - Sukkot
- Oct 21 - Shemini Atzeret
- Nov 28–29 - Thanksgiving
- Dec 24 - Christmas Eve (JCC closes at 3 pm)
- Dec 25 - Christmas
- Jan 1 - New Year’s Day
- April 8–9, 15 - Passover
- May 25 - Memorial Day
- May 29 - Shavuot

**School’s Out Days**

School’s Out provides an enriching environment for children when school is closed. Our staff balances specialized activities with opportunities for independent play. Your child will enjoy participating in unique programs at the JCC that include games, crafts, sports, swimming and a chance to spend time with old friends while meeting new friends from other schools.

On School’s Out Days remember to bring your lunch and pack a swimsuit and towel to join in the excitement. Field trips with admission costs covered may also be offered on these days that spark curiosity, foster creativity and encourage fun!

School’s Out is open to all children in grades K–5 from 7 am–6 pm. Drop off by 9 am is required on field trip days. School’s Out Days are open to JCC members and non-members!

On emergency weather days, please check our website [JCCindy.org](http://JCCindy.org) to verify School’s Out is in session. Check out our calendar for specific School’s Out Day programs and register in time to claim your spot!

**2019-20 School’s Out Days**

- **Fall Break:** Oct 7–18*
- **Election Day:** Tue, Nov 5
- **Thanksgiving Break:** Mon, Nov 25–Wed, Nov 27* (ASC is closed Nov 28 and 29)
- **Winter Break:** Dec 20–Jan 6*
- **Martin Luther King, Jr. Day:** Jan 20
- **Presidents’ Day:** Feb 17
- **Spring Break:** Mar 23–Apr 3
- **Start of Summer:** May 22

*There are NO School’s Out Days on Oct 9 or Oct 14. The JCC closes at 3 pm on Oct 8.

*The JCC closes at 5 pm on Nov 27

*The JCC closes at 3 pm on Dec 24 and at 5 pm on Dec 31. There are NO School’s Out Days on Dec 25 or Jan 1.
We encourage parents to communicate directly with ASC program staff.

To reach program staff after 3 pm, please use the number provided for the ASC room.

ASC room .......................................................... 317-613-9915
JCC Indianapolis .................................................. 317-251-9467

Staff
Director of CampJCC and Youth
Caitlyn Mills ...................................................... 317-251-9467 Ext 2218

Education and Youth Support Specialist
Jordan Byrd ........................................................ 317-251-9467 Ext 2289

Guide to Jewish Holidays

All Jewish holidays begin at sundown the day before and conclude at sundown on the day of the holiday.

Shabbat
Celebrated weekly Friday sundown—Saturday sundown. Shabbat is the celebration of the creation of the world and of human dignity and freedom. The holiest day of the week is a day of rest, worship, study and fellowship.

Rosh Hashana: The New Year
“In the seventh month, on the first day of the month, you shall observe complete rest, a sacred occasion proclaimed with loud blasts [of the shofar]” Leviticus 23:24–25. The blast of the ram’s horn is a call to attention to examine our behavior over the past year and to repent for our transgressions. On Rosh Hashana, the Jewish New Year, everyone is judged by God based on his or her actions during the previous year. The resulting judgment is inscribed in the Book of Life, and a person’s future is determined for the following year. Though that judgment is inscribed, it is not yet sealed and can still be changed for at least another ten days, when, on Yom Kippur, God seals the book for the next year.

Yom Kippur: Day of Atonement
Yom Kippur is the holy day that brings Jews closer to God through the process of prayer and repentance. On this day of atonement, Jews all over the world fast for 24 hours to help us transcend our physical natures and to completely focus on our prayers. Individually and collectively, we seek forgiveness for our transgressions against God and our acquaintances. By so doing, we in effect wipe the slate clean for the upcoming year. On Yom Kippur, God judges all Jews and inscribes those who have atoned for their sins in the Book of Life for the next year.

Sukkot: Celebration of Safely Wandering in the Desert for 40 Years
This joyous holiday comes just five days after Yom Kippur. It is only after achieving a new level of purity through atonement on Yom Kippur that we can be truly joyous on this holiday that celebrates the Jews’ exodus from Egypt. For 40 years the Jews lived in the desert in temporary dwellings called “sukkot.” During the seven days of this festival, we celebrate by building, eating, entertaining and sleeping in a “sukkah,” the temporary shelter constructed with a view of the sky and decorated with produce, branches and all things natural and beautiful.

Shemini Atzeret: Close of Sukkot
Shemini Atzeret is celebrated on the eighth day following the first day of Sukkot. Not only does it officially mark the close of the seven days of Sukkot, it is significant in that the number eight recalls the eighth day upon which a newborn boy’s covenant with God is sealed with the “brit milah,” circumcision.
Simchat Torah: Rejoicing of the Torah
The holiday of Simchat Torah celebrates the completion and the beginning of the reading of the Torah. In so doing, it celebrates the relationship between God and Israel when God was revealed on Mount Sinai and handed down the Torah to Moses. It is a holiday of much joy and dancing with the Torah scrolls. The scrolls are laid out for all to see and rerolled so as to begin reading anew from the first chapter, first verse of Genesis.

Chanukah: Festival of Lights
When Judah Maccabee and his band of freedom fighters entered the Temple in Jerusalem after a hard-fought war, they were distraught to find that three years of Syrian occupation had turned the holy place into a pagan site. They cleansed the Temple and rededicated it (in Hebrew, “Chanukat Habayit”) on the 25th day of the month of Kislev, 165 BCE. Although the war to free the land of Judea from Syrian/Greek rule lasted many more years, we joyously commemorate Chanukah based on the regaining of our Temple. Years later, the Rabbis of the Talmud revealed the famous miracle story about the small jug of oil that provided the Temple with enough fuel for eight days. Chanukah is celebrated by lighting the hanukkiyah (Chanukah menorah), playing dreidel (a top), eating latkes (potato pancakes) and giving children gelt (money).

Tu B’Shevat: Festival of Trees
Tu B’Shevat (the 15th of Shevat) is also known as the New Year for Trees. It is customary on this day to eat fruit and nuts from trees and to plant trees in Israel.

Purim: Day of Rejoicing
The revelry and rejoicing of Purim celebrate the defeat by Mordechai and Queen Esther of the wicked Haman, who had attempted to destroy all the Jews in Persia. The name “Purim” means “lots” or “dice,” the device Haman used to choose the date for the Jews’ destruction. Traditionally, children and adults dress in costume, and a carnival atmosphere prevails. The book of Esther is read out loud, and children twirl noisemakers known as groggers to “blot out” Haman’s name each time it is read. The holiday reminds us that Esther’s privileged status as queen did not lessen her responsibility to her people, and neither should privilege in our life lessen our sense of responsibility toward others.

Passover (Pesach): Exodus from Egypt
Passover recalls the deliverance of Israel from Egyptian slavery. The name refers to God’s “passing over” or protecting the homes of the Israelites from the ten plagues levied against the Egyptians. At the “seder” or “ordered meal,” the story of Exodus is read from the Haggadah narrative and shared with family and friends. Through this ritual, we symbolically recreate the experience and hardships of our ancestors and celebrate God’s gifts of freedom and redemption. During the holiday period Jews eat flat, unleavened bread—matzah—in remembrance of the haste in which the Jewish slaves left Egypt without enough time to allow the bread to rise.

Yom Hashoah: Holocaust Memorial Day
On this solemn occasion, we remember the six million who perished during the Holocaust. In the period of a relatively few years, approximately one-third of all European Jewry, including nearly 90% of Jews in Poland, Germany, Austria and the Baltic nations, perished under the Nazi regime. Rituals, liturgy and customs for this day are still developing. Communities gather to read memorial prayers as well as testimonies of victims and survivors.

Yom Haatzmaut: Israel Independence Day
Yom Haatzmaut (Israel Independence Day) celebrates the founding of the State of Israel in 1948. Over six decades later, Israel still stands as the cultural and spiritual center of the Jewish people as well as the refuge for oppressed Jews worldwide.

Lag B’omer: Day of Celebration
Lag B’omer is a students’ or scholars’ holiday associated with the great Rabbi Akiva and other rabbis and disciples during the revolt against the Romans. It is a day of rejoicing celebrated with picnics and bonfires.

Shavuot: Harvest of First Fruits
Known as the Harvest of First Fruits, Shavuot marks the end of the grain harvest, which began on Passover. Shavuot also commemorates the revelation of Torah with its Ten Commandments on Mount Sinai during the forty years of wandering in the desert. The Torah mentions that it took 49 days, or seven weeks, to reach Mount Sinai from Egypt. Shavuot (which means “weeks”) comes at the conclusion of this “week of weeks.”

Tisha B’Av: Day of Mourning
Many tragic events happened to the Jewish people on the ninth day of the month of Av: the fall of the first and second Temples in Jerusalem, the expulsion of the Jews from Spain in 1492 and the beginning of World War I, ultimately culminating in the Holocaust, as well as other events throughout history. This is one of the saddest days in Jewish history.