



# Summer Care

# Parent Handbook

Summer 2020 for Grades K–8

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Welcome!



## Contact Us

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## Groups and Ages (Summer Care and Sports/Tennis Clinics)

Please register your child based on the grade they will be entering in the fall. For example, if your child just finished first grade, they should be registered for the Grade 2 Summer Care.

## How to Register

Visit [JCCindy.org/school-age](https://www.jccindy.org/school-age) for further information, as well as online registration.

# SUMMER CARE PROGRAM

## Drop-Off/Pick-Up Procedures

Drop-off and pick-up will both take place at Door 1, located on Celebration Plaza (think of the big menorah). Signs will be posted on campus leading from Hoover Road directing to this location.

The drop-off and pick-up hours are listed below. **Please notify Caitlyn at least 24 hours in advance if there will be a day when your drop-off or pick-up will need to be made outside of these available hours.** Any off-hours drop-off or pick-up will also take place at Door 1.

**Drop-Off Hours:** 8–9 am

**Pick-Up Hours:** 4–5 pm

Upon arrival, a designated staff member will administer the COVID-19 Screening Questionnaire (view on [JCCindy.org/school-age](https://JCCindy.org/school-age)) regarding your child, they will then take child's temperature using a no-touch thermometer. Children and parents will remain in their car during this procedure.

***\*The screening questionnaire will be done at the beginning of each week and checked Tue-Fri mornings for any changes; temperatures will be taken daily.***

- At pick-up, arrive at door 1, just like drop-off. A designated staff member will radio for your child to be picked up. **Parents will remain in the car for both procedures.**
- Please notify Caitlyn of any changes in normal drop-off/pick-up persons at least 24 hours prior.

## Denied Entry Criteria

- Fever of 100.4°F or above
- Cough or signs of respiratory symptoms such as:
  - i. Semi-regular (not one time)
  - ii. Shortness of breath
  - iii. Sore throat
  - iv. Constantly runny nose
- Had contact with someone who had COVID-19 (confirmed or suspected) or a respiratory illness in the last 14 days



## Extended Care

Extended care will not be part of Summer Care. Any prior registrations for extended care were cancelled and the paid balance was credited back towards the account. In lieu of Extended Care, the program hours, 8 am–5 pm, are all-encompassing as part of the Summer Care registration.

## Staff

- Staff will be required to complete the same screening procedures as children in the program. The same criteria for denied entry will be utilized.
- We have hired two (2) staff for every 10 children in the program; this will be their assigned group throughout the week. No counselor switches will occur.

## Program Structure

- View a sample of what the daily schedule will look like at [JCCindy.org/school-age](http://JCCindy.org/school-age).
- Groups will not intermingle and staff will clean and sanitize programming space and materials after use.
- Groups **will** have access to the following areas for the duration of the program:
  - Playground
  - Soccer field and softball diamond
  - Cohen (big) Gymnasium
  - Kraft Youth Wing
  - Laikin Auditorium
- Groups will NOT have access to the pools (see Swimming on page 7 for more details).
- Groups will have a *home base* that will be their group's designated space for drop-off, pick-up, lunch and guaranteed programming space if inclement weather or cross-contamination risk prevents them from using an originally scheduled location.
- **Children will need to bring their lunch every day during the program.** Morning (for grades K–2) and afternoon snack (for all children) will be provided. Breakfast will not be provided.

# COVID-19 GUIDELINES

Childcare Guidelines for our program were determined by the Center for Disease Control and the Family Social Services Administration and adhere to local Mayoral policies and directions.

## General Guidelines

- Group sizes will be 10 or less with two consistent counselors.
- Groups will not intermingle.
- Each group will have a home-base area—either a classroom in the CJEL Wing, a room in the Kraft Youth Wing, or a room in the JCC Admin hallway. Their home-bases will serve as a room for pick-up and drop-off hours, for eating lunch, and if any activities must be inside due to either weather or space constraints. **Children will not spend all day in the home-bases.** Groups will be encouraged to plan activities outside and in other areas of the JCC as much as possible.
- Counselors will clean high-touch areas throughout the day, while custodial services will thoroughly clean every area used by Summer Care groups every night.
- Children will not be required to wear masks, unless parents request them to be worn if weather permits it.
- Staff will wear masks in public member areas, during drop-off and pick-up, while providing First Aid care, while applying sunscreen on children, and when social distancing cannot be fully practiced.
- Staff will wear gloves when serving food, providing First Aid care, applying sunscreen, and while cleaning high-touch areas.
- **Children should not bring any outside toys to Summer Care.** Families should only send children with a lunchbox, a jacket (if needed), and a bag with sunscreen and a reusable water bottle.

## Permitted Items to Bring:

- Lunchbox (with lunch inside)
- Sunscreen/bug spray
- Water bottle
- Backpack (to carry permitted items)
- Sweatshirt/jacket (if necessary)
- Medication (if necessary); this should have been indicated on their health form. If a medication is needed and was not indicated on the health form, parents will need to contact Caitlyn so the form can be updated *prior* to child's first day in program.
- Closed-toe shoes
- Extra set of clothes/shoes (if necessary)
- Hat



## Positive Case Guidelines

If there is a confirmed COVID-19 case, the JCC Summer Care leadership team will contact the Marion County Health Department. Programming will be closed for 2-5 days, determined by the health department. Families will be communicated with immediately with any further updates.

## Swimming

Keeping children/staff safety as the top priority, the decision was made to forfeit swimming for the program.

- Due to the aquatic CDC guidelines, group swim lessons will not be permitted this summer, as it violates social distancing standards. This presents a serious risk for everyone, but especially younger children who may not have fully developed independent swimming capabilities yet.
- In addition, since groups are not even going to be intermingling with each other, the intermingling with other JCC members and guests at the pool would be unraveling all the preventative measures we're taking to maintain a safe and socially distant environment.

## Accident and Illness Policies and Procedures

- In the event of an accident or illness, trained JCC staff members will administer first aid with proper PPE (personal protective equipment). Should additional treatment be needed, you will be notified immediately. If JCC staff can't reach you, we will contact the physician listed on the Child's Health Form, and, if needed, your child will be taken by ambulance to St. Vincent Hospital on 86th Street.
- For any minor injuries that occur during programming hours, your child will be sent home with a Minor Injury Report describing the incident and what First Aid care was given.
- **If your child is ill, we ask that you keep your child home from Summer Care.** If your child becomes ill during Summer Care, we will call and ask that they are picked up as soon as possible. For safety purposes, a child who has fallen ill with a temperature  $\geq 100.4^{\circ}\text{F}$  or is displaying any other COVID-19 symptoms will be placed in our designated isolation area until a parent/guardian is able to pick them up.

## Visitation Policy

Due to increased precautions from COVID-19, visitors will not be permitted during Summer Care program hours.

## Child Health Information

- Please complete a health form and email to [cmills@JCCindy.org](mailto:cmills@JCCindy.org) or return a hard copy to the Welcome Desk. The completion of this form is a pre-requisite to attending Summer Care at the JCC. **Children will not be permitted to attend Summer Care without an updated form on file.** Health form required upon registration.
- We are a nut-aware Summer Care; all products provided by the JCC will be nut-free. Please be aware that some children may bring products containing peanuts in their lunch to Summer Care. Our Summer Care Director is open to meeting to discuss any dietary/health-related restrictions, if you have any concerns.
- **If medications must be given during Summer Care hours, please complete a Medical Permission form (included in Child Health Form).** Medications that are to be administered during Summer Care hours must be given directly to the Unit Head by a parent/guardian (please do not send with child). Medications should be in the original container, accompanied by written prescription and clearly labeled with the child's name, directions, parent's name and phone number and physician's name and phone number. To keep all medication safe, counselors will carry any medications that are for immediate need (inhaler, Epi-Pens, etc.).

If there are any concerns, please contact Caitlyn to arrange a meeting for further discussion and to demonstrate medication administration with relevant Summer Care staff.

**Please do not send children to Summer Care with over-the-counter medications** (aspirin, ibuprofen, cough drops, etc.). If you want your child to have access to these medications during Summer Care hours, please follow the same steps as medications with prescriptions (fill out form, label medication, give directly to the Unit Head).

## Inclusion

We strive to meet the needs of every child who comes to Summer Care, whether it's physical, behavioral, dietary, allergies, or medical.

If your child has any special, dietary or behavior needs, please detail them on their Health Form. The Camp & Youth Director may reach out for an intake process meeting after receiving the form to discuss any accommodations.

**Every child MUST have a COMPLETED 2020 Health Form on file prior to their first day of participation in the Summer Care program.**





## Child Abuse and Neglect Reporting Responsibilities

- In the event of suspicion of child abuse or neglect of any enrolled children, staff members are legally obligated to report to the Camp & Youth Director and the Department of Child Services.
- If an intoxicated or impaired person insists on removing children from the JCC, we will immediately report the incident to the police on duty and cannot allow the person to leave with said child.

## Safety Policies and Procedures

The JCC Indianapolis and all associated organizations have an Emergency Action Plan to address a variety of situations which may arise during the day. Each situation has its own set of procedures and guidelines to ensure the safest place for your child's summer experience. Please contact the Camp & Youth Director if you would like more details about our plans.

## Lunches and Snacks Policies and Procedures

JCC will provide a kosher snack each day, as well as access to water throughout the day. Kindergarten, 1st and 2nd grade will receive both an AM and PM snack. All grades will receive the PM snack.

Please send your child to Summer Care with a refillable water bottle labeled with your child's name.

**All children should bring a sack lunch EVERY day of the week: Monday, Tuesday, Wednesday, Thursday and Friday.**

## Severe Weather Policies and Procedures

- In the case of inclement weather, all activities will be moved inside the JCC. Counselors will be prepared with rainy-day activities that can be done inside the JCC if the weather is more than just a light drizzle. They will utilize either their home-base or an available programming space.
- If extreme heat is a factor, children will have access to hydration stations outside (but please remember to pack a reusable water bottle), activities will be conducted in shaded areas, hydration breaks will be scheduled, and the JCC indoor facilities will be used.

# COMMUNICATION

## Parent Communication

We have transitioned our Facebook page to a private group with the name “JCC Youth Programs.” The group will be regularly updated with pictures and any special information.

JCC Summer Care recently obtained a grant from the United Way that was used to purchase iPads. These iPads will be an essential tool for communication at Summer Care for groups to interact with each other virtually, and to keep families in the loop throughout the day. JCC Summer Care will be using Remini on iPads for communication with families. Remini is a childcare communication app that our ECE has been using for almost a year with great success. Families will receive an email to register their child for the app. You will be able to complete a profile for your child/ren with up-to-date emergency contacts and any other important information. Counselors will access Remini on their group iPads to take attendance, post photos throughout the day, and keep families up to date on Summer Care. You can access Remini through an app or a web browser to see updates from your children’s groups. **The Remini app will be replacing our Remind 101 application.**

**Please make sure we have your up-to-date email address.** In order to register your child for Remini, you’ll receive an email from the app. We will also be sending weekly e-blasts, announcements and group updates as the summer progresses via email and Remini.

All caregivers in a family are important to us. Therefore, if your child(ren) is/are part of a single parent or blended family, please speak with Caitlyn personally to ensure that information is available to all caregivers in a prompt and efficient manner.

In case Summer Care makes any last-minute changes (inclement weather or any other last minute updates) we will utilize the Remini app to communicate with families.

**Please email Caitlyn at [cmills@JCCindy.org](mailto:cmills@JCCindy.org) for any questions or issues that are not answered from information on our webpage.**



## Outside Communication with Staff

Outside communication between staff and children participating in our summer programming is not permitted. This includes, but is not limited to, video and audio phone calls, text messaging, all social media and networking websites, and online video gaming. Please alert the Camp & Youth Director if this occurs.

## Cell Phone Policy

For the safety and security of all our children, the use of personal cell phones during programming hours is prohibited. Your child will be participating in many outdoor and water activities and the JCC would hate for any unnecessary damage to happen. If your child uses his/her cellphone inappropriately during programming, Summer Care staff will keep the phone until the end of the day. If another incident occurs, a parent will have to retrieve the phone during pick-up.

## Photographs

We may take photographs of your child for promotional purposes of JCC programs or events. Unless indicated, your signature on the Registration Form provides us with permission to use your child's photograph for these purposes.

If you do not want your child's image used for any reason, please indicate that on the registration form.

# DISCIPLINE POLICIES AND PROCEDURES

Summer Care staff is dedicated to working with families so children can develop social, physical and cognitive skills in a safe, fun environment. When situations of inappropriate behavior arise that may create an environment that makes it difficult to build these important skills, intervention is required. **Summer Care staff members are trained in behavior management strategies, but please contact Caitlyn if you have any concerns or tips for working positively with your child.**

To create a positive, conducive environment, Summer Care has specific behavior expectations in place for all children. Please help us keep these expectations consistent by discussing them with your child at home.

- Children will cooperate with staff and follow directions
- Children will respect other children, staff, JCC equipment and JCC/Jewish Federation properties.
- Children will stay with their designated group, adhering to our supervision requirements.
- Children will refrain from any behavior that threatens the safety or well-being of any staff person or child in our program, including themselves. Threatening behaviors that are unacceptable include, but are not limited to:
  - Bullying of any kind (gossiping about, insulting, excluding, or intimidating another child)
  - Making obscene gestures or comments
  - Punching, kicking, slapping, biting or using physical violence of any kind
  - Using foul language
  - Inappropriate physical contact; violation of personal space; threatening someone with physical violence



To uphold these expectations, Summer Care staff will follow discipline policies and procedures that include open communication with families.

1. When guiding and correcting children, the counselor will provide instructive guidance to the child. The counselor 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. The counselor 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. The counselor will inform the Director of the program about the incident, and a written note will be sent home to the parents explaining the behaviors observed and the consequences of those behaviors. A copy will be retained in the child's file, as well.
3. If the behavior does not improve, the counselor with the Camp & Youth Director 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, including intervention by a professional, also 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 the counselor, Camp & Youth Director and parents will be arranged to determine whether the child can further benefit from Summer Care. If behavior modification techniques are being used and some improvement has been noted, an additional conference may be scheduled to keep communication channels open.
5. **If inappropriate behavior persists and behavior modification techniques are ineffective or not used, permanent dismissal from Summer Care may be necessary, at the discretion of the Camp & Youth Director.**

# OTHER POLICIES AND PROCEDURES

## Dress Policy

- Children should be prepared to be outside and active for most of the day. Children should wear closed-toe shoes.
- While swimming will not be part of the daily Summer Care routine, staff are encouraged to program water activities in its place. If you wish to pack a swimsuit/towel for your child in the event of these activities, please feel free to do so.
- For easy identification, the JCC asks that you label all items.

## Lost and Found

Any items misplaced will be gathered at the end of each day and brought to the Sablosky Pavilion or the Youth Wing. At the end of each week, all items will be taken to the Welcome Desk. All items not claimed by the end of Summer Care will be donated.



## Refund Policy

In recognition of present circumstances, the J has extended the refund deadline for cancellations.

**The new refund deadline is June 30, 2020.** In addition, we are waiving any late fees or change fees. The credit deadline will remain as August 7, 2020. **Please note, due to the high volume of changes families are requesting, there may be a delay in processing your requested refund. We appreciate your patience and understanding in this matter.**



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for Grades K–8