



Indianapolis

# After School Care

## Parent Handbook

2021–2022 School Year for Grades K–5

# TABLE OF CONTENTS

Contact Information . . . . .	3	Policies & Procedures . . . . .	8
ASC Program . . . . .	4	Arrival and Departure	
Our Philosophy and Goals		Late Pick-up Fees	
Our Staff		Intoxicated/Impaired Adult	
Our Facility		Cell Phone Policy	
Transportation		Child Abuse & Neglect Reporting	
Special Needs		Responsibilities	
Enrichment Opportunities		Personal Items	
Jewish Learning and Culture		Food	
Enrollment Procedures . . . . .	6	Data Privacy and Confidentiality Policy	
JCC Membership		Behavior	
Admission Forms		Positive Behavior Pledge	
Emergency Contacts / Authorized Pick-up		Anti-Bullying Policy	
Medical History / Medication Form		Behavior Management Policy	
Updating Information		Health . . . . .	12
Fee Payment		Communicable Disease Management	
Schedule Changes		COVID-19 Guidelines	
		Medication	
		Communications / Special Days	14
		Inclement Weather	
		Holidays	
		School's Out Days	
		Closing / School's Out List . . . . .	15

# Welcome!

# After School Care at the



We encourage parents to communicate directly with ASC program staff.

To reach program staff after 3 pm, please use the Remind 101 app (text @ascin to 81010 and follow the prompts to subscribe).

Kraft Youth Wing . . . . .317-613-9915

JCC Indianapolis . . . . .317-251-9467

## **Staff (Admin Team)**

Director of Camp/JCC and Youth

Myranda Tetzlaff . . . . .317-715-9246 | [mtetzlaff@JCCindy.org](mailto:mtetzlaff@JCCindy.org)

Assistant Director of Camp and Youth

Hamilton Hensel . . . . .317-715-9254 | [hhensel@JCCindy.org](mailto:hhensel@JCCindy.org)

# AFTER SCHOOL CARE (ASC) PROGRAM

## 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 Kraft Youth 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 opportunities to complete homework assignments and provide quiet 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 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. 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.

# After School Care at the



The ASC program starts at 3 pm and closes at 6 pm. Healthy, kosher snacks are provided daily. 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.

## Transportation

The ASC admin team has coordinated free transportation from the following Washington Township schools: Crooked Creek, Fox Hill, Greenbriar, Nora, Spring Mill and Willow Lake.

## 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. If your child has a Behavior Intervention Plan, a meeting with the program director to go over the plan will be required prior to the child's first day of attendance at ASC. This plan must be submitted along with your child's ASC Registration and Health/Medical forms.

## 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](http://JCCindy.org)) 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.

# 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 Welcome Desk or online at [JCCindy.org/after-school-care](http://JCCindy.org/after-school-care), and may be submitted via email to Myranda Tetzlaff or Hamilton Hensel.

Enrollment requirements include:

- Completed enrollment form including child and parent information, emergency and authorized pick-up contacts, health information and signed enrollment terms agreement
- Health and Medication Consent form
- Authorization form for auto-pay (if different from card on file)

## 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 Myranda Tetzlaff.

## Medical History & Medication Consent Form

All children must have an updated ASC Health Form on file, which should be completed with the initial registration form. This form covers pertinent medical history, doctor/emergency contact information, IEP disclosure and allergy information. This form may be completed in-person or emailed to Myranda Tetzlaff.

If a student must take medication during our After School Care Program hours, parents/guardians 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.

See page 13 for more information on medication administration while the child is at ASC.



## 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 Myranda Tetzlaff as soon as they are known.

## Fee Payment

Payments will be deducted from your checking account or charged to your credit card on the 1<sup>st</sup> of each month. *\*If you require a receipt for reimbursement, please contact our accounting department ([accounting@JCCindy.org](mailto: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 childcare charges.** Insufficient funds and/or denial of payment to the JCC will result in a \$25 service charge for each occurrence. Two insufficient funds notices and/or credit denials will result in termination of childcare 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 is permitted each semester. Additional changes incur a \$50 change fee.**

# POLICIES AND PROCEDURES

## Arrival and Departure

After School Care hours are from 3–6 pm.

School buses drop children off at the JCC between 3:30–4 pm. Pick-up will occur between 5–6 pm. Parents will proceed to the Kraft Youth Wing entrance and an ASC staff person will escort your child to you. Parents will remain outside the Kraft Youth Wing at all times (only JCC Staff and children will be able to be in the Kraft Youth Wing), so please sign up for the Remind 101 app to let ASC staff know when you have arrived (text @asc in to 81010). **Early pick-ups or late drop-offs that will occur outside the designated timeframes must be communicated with ASC staff in advance.**

Children will need to be signed in and out of ASC by a parent/guardian or another authorized person. All individuals must be at least 16 years old to be authorized for drop-off/pick-up. Please inform the ASC admin team of any changes in authorized individuals as soon as possible.

In case of an emergency where no previously authorized individuals are available to pick up, a parent/guardian must contact the ASC admin team by telephone or email in advance. Please utilize the Remind 101 app if an unauthorized pickup change will be occurring and the notification is being communicated after 2:30 pm on that same day.

## Late Pick-up Fees

**Anyone arriving after 6 pm will be charged a late pick-up fee.** The fee charged is \$5 per minute. Repeated failure to pick up your child in a timely manner will result in suspension from the program.

## 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, 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).

## Cell Phone Policy

Cell phones will not be permitted for children while they are in ASC. If this policy is not followed, cell phones will be confiscated and kept in Myranda's office until parent picks up.





## 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 Child Protective Services (CPS) by calling the CPS hotline at 1-800-800-5556.

## 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. As an extra safety precaution, ASC will not be utilizing the Welcome Desk lost and found. All items will be kept within the wing until claimed. Please refrain from having children bring stuffed animals or any other fabric items.

## Food

The JCC provides children with nutritious, balanced kosher snacks. **For the safety of all children in our program, outside food is not permitted.** If your child needs to substitute ASC-provided food with foods from home for allergy reasons, this must be indicated on their health form and communicated to the ASC admin team prior to the child attending ASC. Parents are responsible for providing any alternative snacks for the child. For specific information on the ASC snack menu, please contact Myranda Tetzlaff.

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

## 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 ASC. This ensures each family's data privacy.

# POLICIES AND PROCEDURES

## Behavior

In the event that the rules listed below are not being adhered to, the ASC administration team and ASC staff members will work with children to correct the situation using positive incentives and reinforcement. The limits we set and expectations we have for our children respect the ages and abilities of the children. However, there are occasions when our best efforts are not successful in resolving an issue. When this occurs, we will work in partnership with parents to find a solution. If necessary, a progressive discipline routine will be instituted. Sometimes a formal conference between parents and staff will be necessary. Any discussions with staff will be strictly confidential.

**Parents, please review the following Positive Behavior Pledge with your child:**

- I will be kind to other ASC participants through my behavior and words.
- I will be polite, respectful and listen to all ASC staff members.
- I will respect the rights, space and property of others.
- I will learn to accept the consequences of my actions.
- I will share with students in the ASC program.
- I will use appropriate words to say what I feel and need.
- I will keep my hands, feet and body to myself.
- I will return materials and equipment to the appropriate place and keep both the ASC hallway and JCC building and campus clean.
- I will remain with ASC staff and programming at all times unless given permission.
- I will respect the rules and guidelines of ASC and the JCC.

## Anti-Bullying Policy

In order to provide a place where all children can feel safe and happy, both physically and emotionally, we take a proactive approach to bullying by adopting an Anti-Bullying Policy. Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick or put down another person with the intent to hurt that person. It happens when another person or group of people want to have power over another. Using guidelines set forth by the American Camping Association (ACA), our Anti-Bullying policy is an initiative that is aimed at taking appropriate steps toward managing this behavior. Our staff is trained to prevent bullying and raise awareness by using different techniques and tools that will help us avoid such behavior. Using these tools, they will also be able to identify bullying behavior, take appropriate steps to intervene and then role model and discuss with their groups that bullying behavior will not be tolerated.



## 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 the program director 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**, the program 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 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 program director and parents/guardians 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 program 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 program 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 program 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, please keep your child(ren) at home for their own well-being, as well as for the health of other ASC families and staff.

Should a minor injury occur during programming hours, ASC will document the incident on a Minor Injury Report and discuss the details at pick-up. If a child suffers an eye, neck, head or more serious injury, 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 72 hours without medication
- Eye infection
- Sore throat
- Earache
- Nausea or vomiting within the 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. Children who have head lice will be temporarily excluded from ASC 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.



## COVID-19 Guidelines

To keep all children participating in the ASC program safe and healthy, the following guidelines will be implemented in our programming:

- If a child has a fever or is showing symptoms throughout their time at ASC, they will be placed in a quarantine room and parents/guardians will be notified to pick them up as soon as possible.
- If a child has a fever or is exhibiting symptoms, please do not send them to ASC until they are symptom-free for 72 hours without medication.
- Children will have a home base that will be used for passive activities and snack. Children will be divided into groups based on grade level. Groups will not intermingle within the rooms and gym areas.
- Masks must be worn any time the children are in public areas indoors. Masks will not be worn in home bases and will not be required outside or in the gyms. Staff will be required to wear masks when indoors.
- ASC staff will remind children to wash hands when leaving their home base, after using the bathroom and before/after snack.

Please note that these guidelines could change due to state and local orders. Any changes to our guidelines will be communicated to families. Please refer to the ASC COVID-19 guidelines found on our webpage ([JCCindy.org/school-age](http://JCCindy.org/school-age)) for further information and details.

## 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 Form. Prescription medicine should be brought to the ASC in a properly-labeled pharmacy bottle. Non-prescription medication must be supplied by a parent from their child's use, given to the program director by the parent themselves and clearly marked with instruction for how/when it should be used. A Medication Consent Form is required for non-prescription medication as well.

All medications are stored out of reach of children and are checked monthly for expiration dates. Expired medication will be sent home. Medications cannot be sent with the child.

See page 6 for more information on the Medication Consent form as well as the ASC Health Form.

# COMMUNICATIONS / SPECIAL DAYS

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 life change 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 app. 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 @asc in 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.

## 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 or building signage for holiday hours and updates.

## School’s Out Days

School’s Out provides an enriching environment for children when school is closed. Children will enjoy participating in programming that includes: crafts, swimming, games, sports and a chance to spend time with old and new friends outside of school.

On School’s Out Days please remember to pack a lunch, swimsuit and towel.

School’s Out Days are open to all children — members and non-members — in grades K–5 from 8 am–6 pm (this is subject to change due to state and local health guidelines).

Check out the calendar on [JCCindy.org](http://JCCindy.org) for specific School’s Out Day programming.

# After School Care at the



## 2021-22 Closings

Mon, Sep 6 - Labor Day  
Tue–Wed, Sep 7–8 - Rosh Hashana  
Wed–Thu, Sep 15–16 - Yom Kippur  
Mon, Sep 20 - Erev Sukkot (close 5 pm)  
Tue, Sep 21 - Sukkot  
Mon, Sep 27 - Erev Shemini Atzeret (close 5 pm)  
Tue, Sep 28 - Shemini Atzeret  
Wed, Nov 24 - Day before Thanksgiving (close 5 pm)  
Thu–Fri, Nov 25–26 - Thanksgiving  
Fri, Dec 24 - Christmas (observed)  
Fri, Dec 31 - New Year's (observed)  
Fri, Apr 15 - Erev Passover  
Thu, Apr 21 - Passover Eve of 7th Day (close 5 pm)  
Fri, Apr 22 - Passover 7th Day  
Mon, May 30 - Memorial Day

## 2021-22 School's Out

**Fall Break:** Mon, Oct 11–Fri, Oct 15  
**MSDWT E-Learning Day:** Tue, Nov 2  
This will be a regular JCC School's Out Day, *not* a place for children to do e-learning  
**Thanksgiving Break:**  
Mon, Nov 22–Wed, Nov 24\*  
**Winter Break:** Mon, Dec 20–Thu, Dec 23  
Mon, Dec 27–Thu, Dec 30  
Mon, Jan 3–Fri, Jan 7  
**Martin Luther King, Jr. Day:** Mon, Jan 17  
**Presidents' Day:** Mon, Feb 21  
**Spring Break:** Fri, Apr 1  
Mon, Apr 4–Fri, Apr 8  
**Start of Summer:** Thu, May 26–Fri, May 27

\*Please note early and/or full closings at left

## MSDWT Early Release

Thursdays beginning at 2:15 pm

Aug 26  
Sep 23  
Oct 21  
Nov 18  
Jan 27  
Feb 24  
Apr 27



# After School Care

## Parent Handbook

2021–2022 School Year  
for Grades K–5