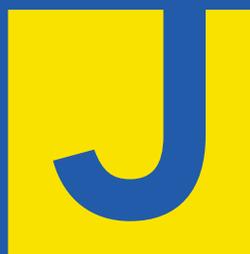


AFTER  
CREW



# FAMILY HANDBOOK



MAYERSON JCC  
*of Cincinnati*



**During & After School Care**

**Full-Time and Part-Time Options**

**After Crew:**

Monday - Friday • 3 - 6pm

**Lauren Glynn**

*Director of Camp & Extended Care*

PHONE: 513.722.7245

EMAIL: [lglynn@mayersonjcc.org](mailto:lglynn@mayersonjcc.org)

**After Crew Room:**

513.761.7500 ext. 1104

*Please keep this handbook  
for your reference.*

*Updated August 2021*

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8485 Ridge Road · Cincinnati, Ohio 45236  
**513.761.7500 · [MayersonJCC.org](http://MayersonJCC.org)**

# Welcome to After Crew

*A Creative,  
Caring After School  
Community!*

Welcome to After Crew! Thank you for choosing our program to help your student develop skills, make new friends, build self-confidence, and participate in activities that promote Jewish Values. We are committed to creating valuable experiences and a community that supports what your children are learning at home. Safety and supervision are essential components of our program. I carefully select our staff members from a vigorously screened group and train them extensively.

This handbook has been designed to answer your questions, promote communication between the staff and your family, and assist you in understanding our policies and procedures.

After Crew is so excited to have you and we cannot wait for a fun-filled school year!

Sincerely,

A handwritten signature in black ink that reads "Lauren Glynn". The signature is written in a cursive, flowing style.

Lauren Glynn

**Director of Camp & Extended Care**

513.761.7500 ext.1245

lglynn@mayersonjcc.org

After Crew keep children active and engaged by offering a variety of age-appropriate, activities in a supportive and safe environment. Kids enjoy fun-filled days featuring swimming and sports, art and dance, as well as special visits from local experts and fun with friends. Each day, children have time to do homework and eat a healthy snack. The program is designed to provide children in kindergarten through grade 6 with a quality afterschool experience that is stimulating, creative, and rewarding.

After Crew operates during the school year, from August through May. Summer camp extended care takes place before and after Camp at the J, from June to August.

**This handbook is intended to serve two purposes:**

(1) provide useful information for parent(s)/guardians; and (2) provide additional information that is required by our licensor.

**REGISTRATION AND ENROLLMENT**

Parent(s)/guardian are welcome to visit the program before applying for enrollment. During this visit, the parent(s)/guardian will have a personal interview with the Director of Camp & Extended Care and will have a chance to review the Family Handbook. The Program is open to all children.

**PROGRAM FEES AND PAYMENT**

There are 3- and 5-day care options available for After Crew. Fees are assessed in advance on a monthly basis. Fees may only be paid by credit/debit account or automatic bank withdrawal. Personal checks are not accepted. Credit/debit card and automatic bank withdrawal authorizations are processed on the 10th of the previous month.

Upon registration, your child is committed to enrollment for the entire school year, from August through June. Arrangements may be made if a child can no longer attend the program due to behavior issues as laid out in the termination section of this document. Arrangements may also be made if the child must be pulled out of the program due to unforeseen circumstances, such as moving schools or changes to parent(s)/guardians' employment.

Fees are not pro-rated or refunded for missed days (including days missed for illness, vacation, or any other reason), holidays, or other school-free days, EXCEPT for those months identified by the Mayerson JCC. During the school year, We will prorate the months that winter break and the high holidays fall under.

To withdraw from the program, written notification is required by the 10th of the month prior to the month that the family wishes to withdraw.

**After Crew Fees**

**5 days per week (Full Time)**

J Members: \$340/month; Public: \$442/month

**3 days per week (Part-Time)**

J Members: \$245/month; Public: \$318.50/month

**STAFF**

All staff must have experience and training in child development or early childhood education, and at least a high school diploma when hired. Training in CPR and first aid; prevention, recognition and management of communicable diseases; and child abuse recognition and prevention is offered to staff as required by state licensing laws. Staff must also have training in proper hand-washing techniques to prevent germs and diseases from spreading.

All staff must have a medical record on file stating that they are free of all communicable diseases and are physically fit to work with young children.

Staff are screened and fingerprinted prior to being hired. Both BCII and FBI background checks are completed.

Director of Camp & Extended Care: Maintains communication with all parent(s)/guardians and staff through email and/or phone. Plans programs and creative schedule for children every week. Is responsible for all program, food, and classroom supplies. Maintains communication with transportation department to ensure safe transport to the JCC. When behavior issues arise, is the final say for all consequences of actions taken.

Teachers: Assist Director in implementation of effective behavior policies, classroom maintenance, and general projects completed throughout the week. Are directly responsible for the safety of the children in the building and travel to different locations in the building.

**DAILY SCHEDULES**

The Program Schedule is posted in the classes on the first day of the program of each week. The schedule is also sent electronically on the Thursday/Friday of each school week to all parent(s)/guardians of children in the program. Early dismissals are accommodated and built into the schedule.

The JCC After Crew program, as a state-licensed center through the Mayerson JCC Early Childhood School, is required to maintain a file on all registered children.

Parent(s)/guardians are responsible for returning the following completed forms:

- Child Enrollment and Health Information-Your child cannot start After Crew without this form completed in full. This form must be completed on both sides and signed by the parent(s)/guardians for each child enrolled in the program. It must include emergency phone numbers, the names, addresses, and phone numbers; of child's physician and dentist; and release for emergency care.
- Pick-up Authorization- This form lists the parent(s)/guardian's roster permissions for all persons who are authorized by the parent(s)/guardian to pick up the child.
- Routine Trip Form- This allows us to transport children on the bus.
- Swim Form- This form is a required document in order for children to swim at our facility.

It is the parent(s)/guardian' responsibility to inform both the school and Director of Camp & Extended Care of changes regarding any and all information.

## **POLICIES AND PROCEDURES**

### **Transportation of Children**

Students from Pleasant Ridge Montessori, Rockwern, and Nativity will be transported by the JCC bus. All children must have the appropriate permission slips filled out. Name-to-face attendance will be taken when children enter the bus and when exiting the vehicle. The JCC bus meets all of the safety requirements of the Department of Job and Family Services Transportation Guidelines. Daily, weekly, and quarterly inspections are performed and documented on the vehicle. Monthly evacuation drills are performed with children. The vehicle is checked at every destination for attendance and the appropriate sign ("empty" or "full") is displayed in the back window.

Arrival times at the JCC are as follows:

- Pleasant Ridge Montessori @ 2:30pm
- Nativity @ 3:30pm

There will be assigned seats at the beginning of the year for each of your children's schools.

### **Bus Protocol**

If student does not follow the bus rules as posted in the bus, they will be subject to discipline.

### **1st Offense:**

warning from chaperone

### **2nd Offense:**

warning from Director of Camp and Extended Care

### **3rd Offense:**

1 day suspension from using bus transportation.

### **4th Offense:**

Suspension from using bus transportation for the rest of the week or as long as needed.

### **Absences**

If a child will be absent from After Crew, it is the parent(s)/guardian's responsibility to call the J or email the Director of Camp & Extended Care by 12pm that day to inform us about the child's absence. The parent(s)/guardian should call as soon as they can to notify the Director of Camp & Extended Care.

After Crew is NOT responsible to notify the J bus driver about why a child is not attending After Crew on a regularly scheduled day. If a parent(s)/guardian fails to notify the J about a child's absence and the Director has to contact the parent(s)/guardian(s) to verify the absence, a \$5.00 fee per occurrence may be imposed on families that continuously fail to contact us.

If the Director of Camp & Extended Care is not notified and the child does not arrive via JCC transportation when expected, the Director will attempt to contact the parent(s)/guardian(s). If a parent/guardian is unable to be reached, then the Director will call the person(s) listed as emergency contacts.

### **Supervision of Children**

Children will arrive at different times due to varied school dismissals. Children will be supervised at all times. Children may not run errands inside the building. Small groups of school children, fourth grade and older, may engage in safe activities without a child care staff member as long as a child care staff member can see or hear the children at all times, and a child care staff member checks on the children periodically. If your child is to participate in other activities within the building, written permission is required.

### **Conduct**

Ground rules established for all JCC programs:

- Respect for the individual
- Respect for all others
- Respect for the environment
- ***If a child hits, kicks, bites or physically harms another child they will be sent home for the day.***

The philosophy is based on mutual respect between JCC staff and children. While all children are valued as individuals with unique qualities and needs, they will be required to interact appropriately with other children and JCC staff while attending After Crew. Please review this information with your child in advance.

- If any child demonstrates unacceptable actions, such as hitting, punching, kicking, swearing, and/or refusing to listen to JCC staff, he/she will be temporarily removed from the activity. JCC staff will speak to the child regarding the incident utilizing positive guidance. At this time, the child will be given a verbal warning and the parent(s)/guardian will be notified. Depending on the severity of the behavior, the parent(s)/guardian may be called in for a parent meeting. The J will maintain written documentation.
- If any unacceptable behavior continues, the parent/guardian will be contacted for a parent meeting. At that time, the parent(s)/guardian(s) and staff will discuss how to cooperatively address the situation so that the child can more appropriately interact with the group. This will be the second warning.
- If the unacceptable behavior continues following the second warning, the JCC reserves the right to suspend the child from further participation in After Crew.
- If any child demonstrates behavior which is a significant threat to another child or to a JCC staff member, the parent(s) or guardian will be contacted immediately. In this case, the JCC reserves the right to suspend the child from After Crew without delay.

## Homework

After Crew will prioritize virtual learning to ensure that students are getting their work done up to district standards.

Monday through Thursday, After Crew participants are given an opportunity to complete their homework. Staff members are able to assist children when possible. Children are encouraged, but never forced, to do their homework. Children who do not have homework are encouraged to read a book (from our bookshelves or from home), color, draw, or another quiet activity. This ensures that children working on their homework are able to concentrate.

At the beginning of the year, the Director of Camp & Extended Care will initiate homework plans for children who need to complete homework during their time in After Crew. Plans will be designed through communication with parents.

## Activities

Each week, children will have the opportunity to play on the outdoor, school-age playground next to the JCC Early Childhood School, participate in a structured crafts project, and play in the gymnasium and/or on the open field behind the JCC.

Mondays are designated free-swim days in the indoor water park. Children attending the program should bring a swimsuit for this activity. Swimsuits may be kept in the After Crew room from week to week. All items are washed after each swimming session.

Written permission from parent(s)/guardian is required for all swimming activities. Staff will walk children to the pool and explain all safety instructions to them. Staff members will review swimming and/or water safety rules with children each time they participate in the water activity. A swim test will be given at the beginning of the year so children will be comfortable in each area of the pool. This test is administered by the JCC aquatics staff. Once inside the pool, staff will remain with the children. There will be a certified lifeguard on duty along with the staff person in the pool at all times.

## Afternoon classes

Important Notice: If a child is registered in a class through the JCC, he/she may not be able to fully participate in ALL After Crew activities, depending on the scheduled class time. Every effort will be made to include them upon their return to After Crew.

***It is the parent's/guardian's responsibility to inform the staff of any JCC activities your child has enrolled in, including the class title, day, and time, so arrangements can be made for the child to be escorted to his/her class. Please submit this information in writing.***

***If your child is ill, please report the illness to the Director of Camp & Extended Care.***

## Days of Operation/Holidays

Many Jewish and national holidays are observed at the Mayerson JCC. You will be notified by email when the program is closed due to these holidays. A calendar will also be given to you at the beginning of the year for your reference. The program does not celebrate certain non-Jewish holidays, including Halloween and Valentine's Day.

In the event of a snow day, the JCC may be open for Snow Day Camp, which After Crew children are invited to attend. The program runs from 9:30am - 6pm. Parents

should call the Director of Camp & Extended Care at 513.761.7500 ext.1245 on the morning of the snow day to register.

### **Early Dismissals**

After Crew will accommodate students enrolled in the program on early dismissal days from their respective schools at a minimum of three families. Questions and suggestions may be directed to the Director of Camp & Extended Care.

### **DRESS AND CHILDREN'S BELONGINGS**

Your child should dress according to their school's dress code.

Personal toys are not permitted. Electronic devices, including cell phones, should be turned off and kept in the child's bag during After Crew.

Lost and found is available in the After Crew room.

### **WEATHER CLOSINGS**

If there is a city-wide snow alert urging people to stay off the streets, After Crew will be closed. We will attempt to follow the CPS, Rockwern, and Nativity School Districts' inclement weather policy; however, you will be notified by phone in the event of program closings. After Crew will still be in session if at least one of the participating schools is still in session, even if other schools are closed due to weather.

In the event of severe weather conditions, parents should listen to local TV channels 12, 9, and 5, or radio stations 55KRC AM, WEBN 102.7, MIX 94.1 FM, KIWS 107.1 FM, and Fox 92.5 FM. Closing status will be posted on local12.com and wcpo.com. In addition, parents are advised to check the JCC's website, [Mayersonjcc.org](http://Mayersonjcc.org), for the most up-to-date information regarding closings.

Should a closure be necessary after our day begins, we will call emergency numbers for parents and they will be asked to pick up their child early. If a parent or guardian is unable to pick up a child, it is the parent or guardian's responsibility to make the appropriate arrangements. If parents/guardians fail to pick up their child at the established time, JCC staff will attempt to contact the person(s) listed as emergency contacts. If all attempts fail and it is necessary to evacuate the building, the local police department and county services will be notified.

For general emergencies that occur while children are at the JCC including: any threat to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, or loss of heat or

water, emergency plans are located in all rooms and the front desk. If children need to take shelter, our emergency shelter is located in the men's and women's locker rooms on the lower level. Parents will be called to pick up their children once it is safe and the situation allows it. The local police and fire department will be consulted in such emergencies.

### **ARRIVAL & DEPARTURE**

When children arrive, the families will escort them to their classroom. They hang up their belongings while the teacher checks them in, and the teacher will lead a group trip to the bathroom. This will be repeated with each group's arrival, while other teachers supervise the group of children who have already arrived.

If your child appears ill upon arrival, JCC staff reserve the right not to accept your child. This is for the protection of all children and staff.

If you are going to be away from home or work, please leave a phone number where you can be reached in case of an emergency. If a parent cannot be reached, it is very important that emergency phone numbers are current and include persons who would be available for the child.

For your child's safety, we require that you or another authorized adult come into the After Crew room and pick up your child for dismissal. Your child must be signed out each day.

**When picking up your child, be sure that staff knows that he/she is leaving.** When you arrive at the JCC, you must present your ID or driver's license to the Welcome Desk. Once checked in, please check the After Crew board to find our location in the building. If you cannot locate us, please have the Welcome Desk contact the After Crew staff via walkie talkie.

If you are unable to pick up your child on a given day, the person who is picking up your child **MUST** be on the authorized pick up list! Please email Director of Camp & Extended Care if someone else is picking up by 1pm on the day of the special pickup arrangement. Please have them bring photo ID at pick up. The staff will check their ID upon arrival. Your child will not be released to anyone unless we have your permission.

**In the event of a divorce, separation, or joint custody, every effort will be made to treat both parents equally. Without legal documentation, staff cannot treat one parent differently than the other.**

## **Late Pick-Up Fee**

A fee will be charged to a parent who is repeatedly late for pick up. The program operates from the time that students are dismissed from their schools until 6pm from Monday through Friday. A late charge of \$10.00 plus \$1.00 per minute will be assessed for pick up after 6pm. Parents/guardians should call the Director of Camp & Extended Care if they are going to be late, at 513.761.7500 ext. 1245.

If a parent/guardian fails to pick up their child at the established time, the Director of Camp & Extended Care will attempt to contact the parent(s)/guardian(s) by phone. If a parent/guardian is unable to be reached, the person(s) listed as emergency contact will be called. If all attempts fail, the local police department and county services will be notified.

## **ACTIVITIES**

### **Weekly Meetings**

The purpose of our weekly After Crew meeting time is to encourage interests in life, build self-esteem and social skills, and enhance vocabulary and knowledge.

### **Outdoor Play**

Daily outdoor activity is very important for young children and is planned whenever possible. Outdoor play is provided each day in suitable weather for children, only if the wind chill is 32° Fahrenheit or above. It is our policy that children who are well enough to come to school are well enough to go outdoors. After Crew can also limit outdoor play due to weather colder than 32°, or other unsafe issues, including icy or wet conditions, or a heat emergency. If weather conditions prevent us from going outside, the children will use the gymnasium.

If children are dressed properly, weather conditions should not pose any health risks. Please supply appropriate clothing, allowing for the weather extremes in our area. During the winter, children should have the following items: mittens, boots, shoes, hats, and coats. In the summer, they should have cool tops, shorts, and closed-toe shoes.

## **PARENT INVOLVEMENT**

Families are welcome to visit at anytime (for example, to observe, eat snack with a child, or volunteer to help in the classroom).

Family involvement is necessary to ensure the continued success of our program. Families are encouraged to share their time and talents and visit the program at any time.

We always welcome suggestions and participation in any activities. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when lengthy conversation is necessary. Teachers want to be able to focus on you and your child at these times.

Parents are encouraged to make suggestions and openly engage in conversation with the Director of Camp & Extended Care.

## **FEEDBACK & SUGGESTIONS**

We feel that the most positive emotional environment exists when parents and staff work together. Over the years, parents have assisted us in improving our program. We encourage and respect parent feedback, so that we may provide the best possible experience. All comments or suggestions are welcome at any time throughout the year.

Parents will be regularly informed about After Crew plans through periodic newsletters and emails. Announcements about special events will be communicated verbally or emailed. From time to time, our staff will call parents, especially to discuss discipline issues.

Please understand that teachers' time is limited for individual discussions while supervising children. If you need more time to share issues or concerns, please call to arrange a conference with the Director of Camp & Extended Care.

## **PROBLEM RESOLUTION**

### **If you need assistance with a problem:**

- The parent/guardian should immediately make the Director of Camp & Extended Care aware of the problem.
- If the issue is not resolved, the JCC Programming Director and/or the CEO of the Mayerson JCC will be advised of the issue.
- Jewish Family Service will offer confidential support to the agencies at large.

### **If employees need assistance:**

- The Director of Camp & Extended Care is made aware of any issues regarding employees and will make every attempt to resolve the matter.
- If the problem is not resolved in a timely fashion, the JCC Programming Director and/or the CEO of the Mayerson JCC may be notified.

## Menus

Food preparation records are on file and are maintained for a minimum of four weeks. They are available for review and include:

- Menus which reflect quantities of all foods served by the program;
- A record of ingredients from the four basic food groups which were used to prepare mixed food recipes, such as, but not limited to: spaghetti, macaroni and cheese, soups or stew.

## Kashrut

All snacks served are kosher. **All food that is brought into the program for any reason must be kosher.**

Food brought into the J by parents or children must be in the original, unopened container with an approved kosher symbol on the packaging. This includes birthday treats. A list of approved kosher symbols is available upon request.

## Modified Diets

Any modified diet must be authorized by a doctor and arranged with the Director of Camp & Extended Care. Due to an increase of food allergies, many children require special meal arrangements. If your child is not able to eat the food that is provided by the school, parents should pack an appropriate snack. If your child is allergic to nuts, please inform us immediately. Our program is nut-sensitive, and does not serve any food prepared with nuts.

If an entire food group is eliminated from your child's diet, After Crew must have written instructions from a physician on our prescribed form.

A Medical Authorization form must be filled out for any child needing to bring alternative food.

## State Guidelines

**Snacks (5101:2-12-62):** All children receive an afternoon snack, which provides nutritional value between meals. A nutritious snack means a snack, which contains at least one food from two of the four basic food groups.

### The four basic food groups are:

**Meat (protein-equivalent) Group:** Total amounts may be met by either one protein source, or a combination of sources in amounts equivalent to the total required amount.

**Vegetable Group & Fruit Group:** A food source of Vitamin C is served daily, and a food source of Vitamin A

is served two or three times per week, either at the noon meal or for a snack. Additional fruits and/or vegetables are served in the required amounts at the noon meal, regardless of the school's services of such fruits and/or vegetables for snack.

**Whole/Grain Enriched Group:** Cakes, cookies, donuts and pastries are not included in this group unless the main ingredient is a whole or enriched grain.

**Milk Group:** Regular milk is Vitamin D, fortified skim, or dry powdered milk is Vitamin A and Vitamin D fortified.

Individual food servings may be varied according to the developmental needs of the individual child being served. We recommend daily dietary allowance for each child served. Milk is not served with meat due to kashrut requirements.

## HEALTH POLICIES

### Accident

Our program operates in a manner that minimizes accidents and injuries to children and staff. Should an accident or injury occur, staff will act immediately to administer emergency procedures:

- JCC Aquatics staff will carry out immediate first aid.
- The staff will contact parents.
- If parents/guardians or the emergency contact number cannot be reached, the Director of Camp & Extended Care will have the authority to call the physician on the child's emergency list and/or call 911 for treatment and/or transportation to a hospital. A staff member will accompany the injured child to the hospital and stay until the parent arrives.
- In some emergency situations, staff should contact the local emergency unit before calling the parent (i.e. cessation of breathing). Staff will administer CPR and check vital signs.

All incidents, emergencies, accidents, and injuries that occur to children, staff, or visitors will be reported on an accident report form, documenting:

- Name and age of person involved,
- Date and place of accident,
- Description of injury and incident, and
- To whom the accident, injury or incident was reported.

If an accident report form is used for a child in the program, parents should sign the form so that it can be placed in the child's permanent file.

An incident/injury report shall be completed when any of the following occur:

- A serious illness, accident, or injury, which requires first aid treatment. This includes any situation occurring while a child is in the care of After Crew and requires emergency medical treatment, professional consultation, or transportation for emergency treatment by the local EMS.
- Any minor incident, injury, or illness, or any event unusual or unexpected that results in a child being able to return to normal activity; or when basic first aid is given by the staff.
- Any kind of bump or blow to the head.
- An unusual or unexpected event which jeopardizes the safety of the children and/or staff.

Incident reports are confidential and kept in the Director of Camp & Extended Care's office. A copy of the completed and appropriately signed incident report is given to the parent/guardian or person picking up child on the day of the incident/injury. If emergency transporting is required, the report will be given within 24 hours.

### **Handwashing**

For the continued health and safety of all children and staff, all children will wash their hands daily upon arrival, before and after each activity, before and after lunch, after using the bathroom, and before dismissal.

### **Sun and Heat**

Please put an initial application of sunscreen on your child before he/she comes to After Crew. Hats are encouraged. Refillable water bottles are required. As with all personal items, clearly mark your child's name on these items. After Crew staff will help reapply sunscreen only if written permission has been granted on the Request for Administration of Medication form.

All children will be reminded to re-apply sunscreen throughout the day.

## **CLEANLINESS & SANITATION**

The goal of our program's cleanliness policies and procedures is to maintain an environment that minimizes risk of contraction or spread of illness. Maintaining a clean, sanitary environment is the responsibility of the childcare and maintenance staff.

The program's teaching staff is responsible for maintenance and cleaning of all shelves and materials the children use, as well as the shelves designated as staff shelves.

The staff shelves are kept neat. All potentially hazardous materials or articles are stored in locked cabinets, out of the reach of children.

Shelves and materials are dusted weekly. All washable materials are soaked and washed.

Tables that are used for eating or cooking purposes are cleaned with disinfectant and wiped with paper towels before and after use.

It is the responsibility of the teaching staff to complete daily and semi-annual hazard checks. Needs are conveyed to the maintenance staff or Director of Camp & Extended Care for repair or replacement.

Bathrooms are cleaned daily by the building services team. They also are checked regularly by the staff to maintain their appearance. Toilets are flushed, the wash basin areas are cleaned, and no water or paper is left on the floor.

## **ADMINISTRATION OF MEDICATION, MODIFIED DIET, FOOD SUPPLEMENT**

After Crew policy for administration of medications, food supplements, modified diets, or fluoride supplements to any child is as follows:

The J will administer medication with the appropriate administration of medication form properly filled out.

School-age children who use inhalers or medication when needed for an emergency will follow the same procedures for the administration of medication. An administration of medication form must be filled out and the medication will be kept with the Director of Camp & Extended Care.

If an entire food group is eliminated from your child's diet, the Program must obtain written instructions from a physician on our prescribed form.

A Medical Authorization form must be filled out for any child needing to bring alternative food.

## **ILLNESS**

Any child with symptoms such as fever of 100° F or above axillary, marked lassitude, sore throat, two incidents of diarrhea, skin eruptions, cough, cold, a runny nose with thick green or yellowish mucus, conjunctivitis, lice infestation, difficult or rapid breathing, stiff neck, unusually dark or gray stools, yellowish skin or eyes or

any other indications of communicable disease, should not come. Children may not return to After Crew until they are fever-free for 24 hours.

Please notify the school if your child will be absent for any of the above reasons.

If upon arrival your child appears ill, staff reserve the right not to accept your child. This is for the protection of all children and staff.

### **Symptoms observed which require isolation and immediate discharge**

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to their parent(s)/guardian or person designated by the parent or guardian:

- Temperature of at least 100° Fahrenheit when in combination with any other sign or symptom of illness. Temperature will be taken by the axillary method with a digital thermometer. The thermometer will be sanitized after each use;
- Diarrhea (two or more abnormally loose stools within a 24-hour period;)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Redness of the eye, or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain;
- Untreated infected skin patches, unusual spots or rashes;
- Unusually dark urine and/or gray or white stool;
- Stiff neck with an elevated temperature;
- Evidence of untreated lice, scabies, or other parasitic infestations;
- Sore throat or difficulty in swallowing; or
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child who exhibits any of the above symptoms while at school will be isolated from the classroom.

### **Isolation Precautions**

A child isolated due to suspected communicable disease shall be:

- Within sight and hearing of an adult at all times;
- Cared for in another room or portion of a room away from other children;

- Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and disinfected with an appropriate germicide.

Parents will be contacted to pick up their child. Parents are responsible for having a plan for the care of a sick child. No sick child is left alone or unsupervised while at school.

We cannot be responsible for sick children. Please help keep the children and staff well. If a staff person is ill, a substitute will be contacted to replace the teacher.

### **Returning After Illness**

In order to return to school after an illness, a child or teacher must be reasonably free of cold symptoms, elevated temperature, or diarrhea for at least 24 hours. Children returning after an episode of head lice must be free of lice and nits.

After a contagious disease, the child must present a doctor's statement indicating that the child is past the stage of being contagious and may return to After Crew. Even with a doctor's note, if the child still displays any contagious symptoms, After Crew has the right to not accept the child on that day. A child who is well enough to come to After Crew is expected to participate in all activities, inside and outside.

## **BEHAVIOR POLICIES**

The specifications of rule 22 in the licensing of Child Care Centers apply to all employees of the center.

Our behavior guidance policies and procedures are as follows:

- Children should be presented with positive models of acceptable behavior.  
Staff actions and interactions set the tone through behavior, body language, and voice levels. Children copy what they see and hear. Since we wish to provide a peaceful and cooperative environment for children to grow and learn, our staff are expected to demonstrate appropriate behavior through soft and calm voice levels, and appropriate expression of their feelings.
- Our staff uses redirection and constructive solutions. Emphasis on the positive is essential in guiding young children.

Our staff builds on the positive, providing attention and encouragement when positive interactions are taking place. The words “no” or “do not” are only used when necessary. We strive for positive goals, including encouragement, intervention, explanation, and reconciliation. We emphasize cooperative games and team-building activities.

- All children and staff are protected by and provided with a safe and secure environment.

Ground rules are established for the After Crew community, and are based upon:

- Respect for the individual;
- Respect for the environment; and
- Respect for others.

It is important that children clearly understand their boundaries. We help them by introducing rules that are age appropriate, and in the best interest of the total After Crew community. Ground rules are introduced at orientation time and reinforced throughout the year. This provides security for the child. When a child tests the rules, staff members immediately remind them of the ground rules.

### **The rights of the individual children and staff members are respected.**

### **Consequences for unacceptable behavior shall be handled by the teacher in the following way:**

- The teacher respects and protects the rights of the child or children.
- Restores order without the loss of child’s self-esteem.
- Helps the child to understand the problem.
- Redirects the child to another activity area, or specific area.
- Whenever possible, natural consequences will follow the misbehavior; when this is not possible, logical consequences will be used.
- Children are encouraged to verbalize their feelings, rather than physically demonstrate them.
- Situations of misbehavior are used as learning experiences for all involved.

### **Persistent unacceptable behavior will be handled in the following manner:**

- The child’s behavior will be recorded, dated, and initialed by staff members involved.
- Staff shall meet to discuss the unacceptable behavior, and to develop a program plan to meet the individual needs of the child in question.

- The parents of the child will be called in for a conference to discuss this plan, and to enlist their input and cooperation.
- When necessary, the Director of Camp & Extended Care will contact the appropriate professionals for guidance. This action will be taken with the written approval of the parents.

### **Prohibited Actions**

Children shall not be subjected to any form of corporal punishment, including rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.

Children shall not be subjected to any form of emotional abuse, including name calling, ostracism, shaming, making derogatory remarks about the child or his family, or using language that threatens, humiliates, or frightens the child.

Toileting habits, or lack of, will not be a cause for punishment of any form. The withholding of food, clothing, or medical care will not be used as punishment. No physical restraints or mechanical restraints of any kind will be used on a child.

### **Separation from the group**

A child may be separated from the group only after less intrusive methods of guiding his/her behavior have been tried and proven ineffective. A child will be separated from the group only when his/her behavior causes concern for his/her safety, or that of other children. When separated from the group, the child must remain in an area of the room where his/her physical presence can be seen and heard by the teaching staff or director. A child may return to the group when the behavior has been brought under control and the child is no longer a threat to him/herself or to his/her classmates. The child shall be returned to the group at the earliest possible opportunity.

### **SAFETY RULES**

- All children will be supervised at all times.
- Staff members are aware of the arrival and departure of each child.
- Staff members have access to a telephone within the building.
- Fire drills are practiced monthly at various times.
- An incident report is completed when an accident or injury occurs.
- Any emergency care incident reports are signed.

- Staff report any suspicions of child abuse to the local Children’s Protective Services Agency.
- No spray aerosols are used while children are in attendance.
- A fire emergency and weather alert plan is posted in each classroom, which includes a diagram showing evacuation routes.
- When a child needs medical attention due to an accident, every effort is made to contact the parent before seeking medical treatment.

## TERMINATION

When the individual needs of the child cannot be served by the program or program policies are consistently being disregarded, The J may terminate a child’s enrollment in the program. Such termination decisions will not be made without prior consultation with the child’s parents. In most cases, the parent(s)/guardian will be given a two-week period to make other care arrangements; however, The J reserves the right to terminate a child’s enrollment at any point in time if a situation is determined to be extremely detrimental to the child concerned or the other children or staff in the program. Families are financially responsible for tuition covering the period of attendance.

### Possible reasons for termination of enrollment:

- The child’s behavior is having a consistent negative effect on the well-being and development of other children. Factors to be considered include, but are not limited to:
  - The possibility of danger to the child or others in the class.
  - The impact of the problematic behavior on the rest of the classroom.
  - Availability of resources to the program.
  - Ability of staff to meet the child’s needs.
  - The willingness of the parent(s)/guardians to work with the staff and/or to get outside help.
- Non-payment of tuition and fees.
- Non-compliance with policies and procedures such as, but not limited to:
  - Habitual lateness in picking up the child (see late pick-up policy).
  - Failure to provide the required enrollment forms.
  - Failure to address complaints through the proper grievance procedure.

For families terminating care, a month’s notice in writing is required. As long as this notice is given, the initial deposit made upon enrolling your child will be credited to your final tuition bill.

After Crew programs are licensed under the Mayerson JCC Early Childhood School by the State of Ohio’s Department of Job and Family Services. The license is posted in the preschool office with categories and number of children we are licensed to serve. Group size will not exceed twice the staff/child ratio. Licensing rules and compliance reports are located at the front desk of the Early Childhood School.

### Ratios and Group sizes

#### School-Agers – K - 8

##### 1:12

The JCC After Crew Programs are a department of the Mayerson Jewish Community Center and adheres to all JCC policies.

### Ohio Department of Job and Family Services

#### Parent Information Required by Ohio Administrative Code

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license stating capacity is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility’s license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children’s services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility, or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent’s roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

\*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.



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