

# Kids Connection

**School Age Child Care Program**



**Jewish Community Center**

**500 Clubhouse Rd., Vestal, NY 13850**

**607-724-2417**

**Youth Director x421**

**Classroom x422**

**Main Office x110**

**[www.binghamtonjcc.org](http://www.binghamtonjcc.org)**

## **Philosophy**

The Kids Connection was created to provide quality childcare at the end of each school day. Given the energy level of kids when school lets out, it is necessary for them to be supervised in a semi-structured environment, which encourages them to learn and grow, while instilling in them a sense of security and well-being. At Kids Connection, it is our philosophy that each child is a special individual with his/her own special needs and intents. Every child needs a nurturing environment where choices are offered to explore, develop, grow and have fun.

## **Goals**

At Kids Connection, each child's total growth is enhanced by...

- Developing the child's sense of self-worth.
- Developing the child's ability to relate to his/her peers and his/her teachers as well as other important people in their lives.
- Providing wide-range experiences to foster learning and creativity.
- Developing emotional growth.
- Providing a well-qualified and caring staff.

## **Paperwork**

To register your child for Kids Connection, you will need to fill out the following;

- Drop-in Contract/Full Year Contract or CIT Contract(dependent on days attending)
- Day Care Registration Card
- KC Child Information Sheet
- KC Transportation Permission Form
- Child Release Form
- JCC's DSS Medical Form
- Vestal Hills Pickup Permission Slip (if applicable)
- Swim Form
- CACFP Form
- DSS Addendum (if applicable)

## **Drop-In Contract**

*For contracts starting August 2017:* The fee for drop-in care is \$5.75 per hour (for any part of the first hour) for JCC members and \$6.50 for non-members.

Licensed day care centers must maintain a certain staff to child ratio. Therefore, it is imperative that you call us at least 24 hours in advance to make arrangements for your child. **WE CANNOT ACCEPT DROP-INS WITHOUT ADVANCE NOTICE.** If you want to be guaranteed a spot, you may register your child in advance for a specified time period. Parents who do not give 24 hour notice to sign up or cancel will be billed a \$10 fee. On long days, if you pre-register to hold a spot, you will be required to pay a \$10 deposit which holds a place in the program each day that you register your child.

As it states on the Kids Connection Drop-In Contract, children who are enrolled with a Drop-In status are unable to switch to Full Year status after January 1 of each year. This is because the greater portion of Long Days occur after the first of the year. New families who enroll in the program on a Full Year Contract must do so by January 1<sup>st</sup>.

## **Full Year Contract**

*For contracts starting August 2017:* The full year program runs all year, with the exception of the 6 weeks in the summer that the center runs Camp JCC. The weekly fee for a full year contract is \$56 for members and \$64 for non-members. This contract will include snow days and all school vacation days (refer to Vestal School District calendar) with the exceptions listed on your contract. Full year contract families are required to fill out Long Day registration forms. Long days operate from 7:30-6:00 pm.

- *All extra school vacation days and snow days are included, but pre-registration is required by filling out long day forms which the JCC will send out at least 2 weeks before each long day.*

## **Financial Arrangements**

- Families in need of financial assistance are required to fill out paperwork and submit income verification. Everyone in need of assistance will be eligible for consideration of a partial fee adjustment.
- All accounts must be paid per your payment choices on your contract to the JCC Main Office on a weekly basis by Tuesday of every week or monthly by the 1<sup>st</sup> of the month.

## **Credit**

- Medically certified absences over one week in length will entitle you to a reduced fee of \$20 per week until your child is medically certified to return to the program.
- All other absences, including school holidays or personal vacation time does not release you from the payments required by your contract.

## **Late Fees**

If you are late picking up your child after 6:00 pm there will be a late fee of \$1.00 for every minute that you are late picking up your child. On a rare emergency basis, we are willing to waive this fee if you call us promptly. We prefer you do this rather than rushing in traffic. If this becomes a regular practice the fee will be enforced and you may forfeit your child's spot in the program.

Billing occurs on Monday for the previous week. Payment is due to the JCC Office that Friday by 5 pm. If payment is not received a \$10 late fee will be charged to your account. If account goes 14 days past due an additional \$20 late fee will be charged. If tuition becomes past due beyond 30 days your child will no longer be able to attend Kids Connection until the balance is paid in full.

## **Snow Policy**

The Kids Connection is always open unless a driving State of Emergency has been declared. On Vestal school snow days, our program will run from 7:30 am - 6:00 pm. Snow days are part of a Full Year Contract, Drop-In children will be charged by the hour. Listen to the radio for Vestal Schools closing, since we follow the Vestal School District Calendar. If school is declared closed after 6:45 am call the JCC gate at extension 133 to find out when staff will be in to open the program.

**\*\*If you plan to bring your child, please e-mail the youth director as soon as you know you will need care. If you will be dropping off after 9am and have not yet e-mailed, please call the KC room at extension 422 to ensure there is space for your child to keep our child to teacher ratio.**

## **Health Requirements**

Your child's health is a matter of major importance to all of us. Your child may be sent home if he/she appears to have symptoms of illness during the day. In such case, the child is immediately isolated from the others, and a parent is contacted to pick him/her up.

No child should be brought to the Kids Connection when there are signs of communicable illness or when the child is too sick or uncomfortable to participate in regular activities. Please use the following as a guide to keep you child at home:

- Child feels too ill to participate in after school activities
- Has a high fever over 100 degrees Fahrenheit
- Has other symptoms that make it hard to take care of them at school, such as vomiting, or diarrhea, bad cough

A child with a cold should not necessarily always be excluded from the program. Judgment is necessary in dealing with children with symptoms of illness. This decision should be based on factors such as diagnosis and how child feels or behaves.

In case of accidental injury, we will make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also call the persons listed on your pick-up form, an ambulance, or paramedics. The director or an assistant will be in charge and make all decisions about the care of the child. Most JCC staff is CPR & AED trained. The Kids Connection will maintain a parent's signed consent form agreeing to this provision. It is to your child's benefit to keep us up to date on all current phone numbers, emergency numbers and any other pertinent information. We thank you for your cooperation in following the above guideline, as we are trying to do whatever we can to keep your child, and all our children healthy.

## **Program Schedule**

3:15-4:00 pm	Arrival, homework, free play, snack, relax
4:00-5:00 pm	Children enrolled in classes will be signed out by their teacher. Other children will choose to participate in Gym or Project(Mon/Wed/Fri) and Swimming, project or other activities(Tues/Thurs)
5:00-5:45 pm	Playground (during warm weather) or Clubs(vary by week)
5:45 pm	Clean up/games
6:00pm	Program ends

## **Fire Drill Plan**

The Kids Connection will conduct regular monthly fire drills with the children. At Kids Connection safety comes first. A record of the fire drills is kept on file in the JCC Main Office.

## **Items from Home**

All articles brought from home should be labeled to avoid confusion or loss. Parents should use any method of marking that works for them. This includes clothing, and swim items, as well as things brought to the program for any purpose. Please understand that the teachers will not be responsible for lost property. It is your responsibility to check our lost and found box. ALL TOYS AND ELECTRONICS SHOULD BE LEFT AT HOME to prevent damage.

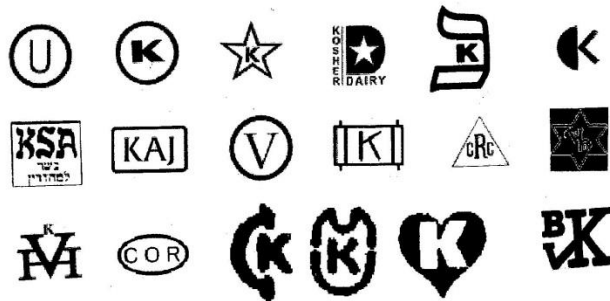
## **Clothing**

When selecting clothing for your child to wear to the JCC, please think of your child's comfort. Children learn by doing. Consequently, children are encouraged to partake in messy activities. We strongly recommend clothing that is simple, washable and warm. Shoes should be sturdy and comfortable. Please provide a jacket daily, regardless of the weather forecast. Staff will take children outdoors all year long. During the colder months please send you child in appropriate outerwear to allow for outdoor play. Sunscreen permission slips are provided in the spring to families each year.

## **Nutrition Food Guidelines**

A nutritious snack will be provided for the children between 3:30 and 4:30 pm every day. Please let us know if your child has any specific allergies on the blue daycare registration card.

*Jewish Community Center*  
**ACCEPTABLE KOSHER SYMBOLS**



**UNACCEPTABLE SYMBOLS**



The following products do not need a symbol:

- canned fruit in its own juices – may also contain sugar & ascorbic acid BUT NO CHERRIES and NO PRODUCTS OF ISRAEL OR CHINA
- extra virgin olive oil
- frozen vegetables except for BRUSSEL SPROUTS, BROCCOLI, CAULIFLOWER

Because of the kosher dietary rules at the JCC, the children may not bring any food to share. If you would like to supply something for your child's birthday or other occasions, please notify the KC staff and arrangements will be made to have the food properly checked by our kosher specialist. If you need to send your child with food to share on a special occasion, it must be marked with one of the following kosher symbols.

## **Behavior and Discipline**

One of the goals of Kids Connection is to teach the children self-discipline and respect for themselves and others. Positive feedback is always given to the children in response to all appropriate behavior. Conversely, when a child acts in an inappropriate manner, they will learn that there are consequences to their behavior.

Outlined below are the Kids Connection rules that constitute our Behavior Policy. As you review them, keep in mind that this program cannot be effective without your support and cooperation:

- Listen and follow directions when they are given.
- Keep hands, feet and objects to yourself.
- Be courteous to others and respect their space.
- No talking back, swearing or teasing.
- Be respectful of property belonging to others and the JCC.

The Kids Connection cannot serve children who display chronically inappropriate behavior.

Chronically inappropriate behavior is defined as verbal or physical activity which may include but is not limited to such behavior that:

- Requires constant attention from staff.
- Inflicts physical or emotional harm on other children.
- Bullies/Abuses/Mistreats other children or staff.
- Willfully destroys program property. Children and families will be billed for supplies/equipment that is intentionally destroyed/broken.
- Ignores or disobeys the rules which guide behavior during the program.
- If the severity of the problem is great enough that it could endanger the safety of the child or other children in the program, the child may be asked to leave the program.

Our professionally trained, caring staff is prepared to deal with conflicts and behavior problems in a fashion that will be a benefit to your child's emotions and growth. Each day begins fresh and every child will be able to make choices about their behavior knowing in advance the rewards or consequences and how the staff will respond. At Kids Connection, we firmly believe that behavioral reinforcement ensures a safe and positive environment for your child.

### **Counselors in Training Program**

For the 6<sup>th</sup> – 8<sup>th</sup> graders participating in Kids Connection a structured curriculum covering child development, supervising kids, preparing for emergencies and activity planning is available at \$4.00/\$4.50NM to help children prepare for babysitting or time at home alone. This program is still considered daycare as participants in our NYSOCFS ratios.

### **DVD's**

On "long days", when we are open from 7:30 am – 6:00 pm we sometimes show videos during the choice period to give the kids some "down" time. During this time the children have the option to partake in crafts or quiet games of their choice. All films shown have a PG or G rating at the discretion of the Youth Director.

### **Extra-Curricular Activities & Classes**

Each semester the JCC's program guide offers a variety of classes in Aquatics, Physical Education and Youth Programs. The programs are listed in the JCC program guide which can be obtained in the JCC Office.

Drop in contract children get signed out of the Kids Connection when attending classes and signed back in afterward.

### **Lunch**

Kids Connection participants may bring in their own lunch or they may choose the option of "Buying Lunch/Bringing Lunch" on the Long Day Registration form and the office will bill \$2.50 per lunch to your account.

*\*During Passover: Children will be required to bring their own lunches from home.*

### **Transportation**

There is transportation available to Kids Connection from all Vestal Elementary and Middle schools, including Hillel. Students of Vestal Hills Elementary will have transportation through First Student for a small yearly fee.