

KIDSTOWN PARENT HANDBOOK 2018-2019

Kidstown + Enrichment Coordinator: Vance Snelson

VanceS@sjcc.org

206-829-2668

Director of School-Age Programming + Enrichments: Lisa Bienstock

LisaB@sjcc.org

206-388-1990

MISSION AND VISION

The vision of the Stroum Jewish Community Center is to inspire connections to build community and ensure Jewish continuity. Our mission is to create outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture.

Our core values include:

- Jewish peoplehood (K'lal Yisrael)
- Welcoming everyone (Hachnasat Orchim)
- Learning (Limud)
- Joy (Simcha)
- Respect and Common Courtesy (Derech Eretz)
- Taking Care of Oneself, Body and Soul (Shmirat haNefesh v'haGuf)
- Creating a Community of Friends (Kehillah shel Chaverim).

KIDSTOWN PHILOSOPHY AND GUIDANCE

Kidstown is where children can find a safe, nurturing environment to grow and have fun. We support children with homework, engage them with activities that challenge their body and mind, and provide opportunities to be responsible citizens. We believe in a child's dignity, and support fair policies with safety in mind. For children to feel secure, they need positive guidance from their mentors. We are constantly building upon the skills and abilities of our enthusiastic counselors to ensure a healthy, dynamic environment.

SJCC HOLIDAY CLOSURES

Please refer to all SJCC and school closures on the Kidstown yearly calendar.

INCELEMENT WEATHER

In the case of inclement weather, the SJCC will follow the Mercer Island School District decision to open or close Kidstown. Please refer to the local news regarding closures of the school district, or register with [Flash Alert](#). Whenever possible the SJCC website and SJCC voicemail will be updated in the event of sudden closures. Should the decision to close the schools occur during the day, Kidstown will be closed and bus service will not bring children to the SJCC. If Mercer Island School District announces a late start, Kidstown will be closed, but bus service will resume at the SJCC after the delay.

TRANSPORTATION

You can register your child for Kidstown bus transportation to and from all Mercer Island elementary schools and Islander Middle School [here](#).

SIGN IN/OUT SHEET

For morning care, parents must sign-in their child every day. Kidstown staff will sign them out when they depart for school.

For afternoon care, staff will sign-in all children onto our daily attendance sheet. Parents MUST sign out their children when departing, for the safety and security of all the children, and in case of an emergency. Failure to sign your child in or out will result in an automatic \$20 charge to your credit card on file.

ACCIDENTS AND EMERGENCIES

Our first priority is the safety, care and security of all the children. If a child requires and ambulance, SJCC staff will accompany the child to the local hospital to await the arrival of the parent.

DIETARY POLICY

In an effort to recognize the many varied backgrounds of the participants in our programs, SJCC follows a vegetarian/dairy/allowable fish* policy. In addition, to keep those children with food sensitivities and allergies safe, Kidstown is a peanut and tree nut-free zone. All lunches and snacks provided by parents must be peanut and tree-nut free. Please do not pack your child with nuts, or pack peanut butter in their lunches.

ENRICHMENT AT THE SJCC

After-school classes and lessons are offered by session. Private and group swim lessons, as well as sports and specialty classes are available for registration at www.sjcc.org. All children registered for an enrichment class are welcome to attend Kidstown free of charge for up to 30 minutes after the class has concluded. If your child stays longer than 30 minutes past the end of the enrichment class, you will be charged a drop-in fee, per child, for the day. Failure to notify staff 24 hours in advance of drop-in will result in an automatic \$20 charge to your credit card on file.

LOST AND FOUND

All Lost and Found is located in the hallway before the fitness hallway.

SCHEDULE CHANGES

If you would like to change your child's schedule, the Schedule Revision Form must be submitted with the date you want the schedule change to take effect. Changes must be submitted a minimum of two weeks in advance of the effective date. Failure to submit the Schedule Revision form in advance of child's participation on unscheduled days will result in drop-in charges and a \$20 fee for each unscheduled visit.

WHEN YOUR CHILD ISN'T COMING TODAY

If your child is registered in the program, and will not be attending on a registered day for any reason, parents **MUST** inform Kidstown staff by 2:00 pm that day. Parents can call the Kidstown Coordinator at 206-829-2668 or send an e-mail to VanceS@sjcc.org. If your child is scheduled to attend Kidstown and does not arrive, we will call your child's school and track down your child's absence, followed by the implementation of our Lost Child procedures. A \$20 fee will be charged to your account for every incident Kidstown staff are not informed of a child's absence. This is to ensure the safety of every child, and to guarantee every child in Kidstown is safe and secure at all times.

LOST CHILD PROCEDURE

It is imperative that parents call or e-mail by 2 pm if your child will not attend Kidstown that day.

If a child is not on the bus and the staff has not received notification of the child's absence, the following lost child procedures will be initiated:

1. The school will be called to inquire if the child was absent that day. If the child was absent, parents will be notified of the no-call automatic \$20 fee. If the child WAS in school:
2. The staff will contact the parents at work/home/cell. If the parent cannot be located:
3. Alternate contacts will be used to gain information regarding the whereabouts of the child.
4. If the child still cannot be located after the above steps have been taken, the local police will be contacted.

FEES AND CHARGES

- Failure to submit a Schedule Revision Form before changes take effect: \$20
- Failure to indicate an attendance change before 2:00 pm: \$20
- Not signing in for morning care or out for afternoon care: \$20
- Failure to indicate drop-in attendance 24 hours in advance: \$20
- Drop-in rates Monday, Tuesday, Thursday, Friday: \$30 member/\$36 guest,
Wednesday rates \$38 member/\$48 guest



SJCC Kidstown Child Behavior Contract

Upon signing this document, both parents and child agree to the guidelines set forth. Both parents and child will abide by the disciplinary actions issued if this contract is not followed.

- I will respect my fellow Kidstown members, SJCC staff, and other members of the SJCC community. I will speak to them with courtesy and kindness.
- I understand that disrespectful behavior includes, but is not limited to, hitting, punching, kicking, biting, spitting, swearing, lying and refusing to listen to SJCC staff.
- I will follow instructions given to me by counselors and staff.
- I will not threaten or cause physical harm to Kidstown members, staff, or others.
- I will not bring sharp or dangerous implements to Kidstown.
- I will respect the personal space of Kidstown members, staff, and others.
- I will respect the Kidstown space and other SJCC facilities.
- I understand that disrespectful behavior to the facilities includes, but is not limited to, littering, vandalizing, stealing, or destroying items that do not belong to me.
- I agree to follow all of these rules and guidelines, including additional rules that my counselors or other staff may put forth.

SJCC and Kidstown staff will utilize the following measures if any of the above guidelines are broken:

First Occurrence: The first occurrence will result in a phone call to parents. A senior staff member will explain what occurred and why it is unacceptable. In the case that the child causes physical harm, the child may be given a one day suspension from Kidstown without refund.

Second Occurrence: The second occurrence may result in an immediate expulsion from the program without refund. The expulsion decision is at the discretion of senior staff members. Additional behavior plans may be implemented. Members and parents will cooperate with Kidstown staff and the plan set forth by Kidstown senior staff.

Parent or Guardian _____ Date _____

Kidstown Member _____ Date _____