

Family Handbook

2019-2020

J Adventure is licensed by The Commonwealth of Massachusetts Department of Early Education and Care and follows the regulations set forth by EEC.

Families may contact EEC for information regarding
our program's regulatory compliance history at:
51 Sleeper St, Boston, MA, 02210
(617) 988 - 6600

ABOUT

What We Do

J Adventure is the JCCNS's after school program for members of the JCCNS. We serve students in grades K-6 who attend a number of Marblehead and Swampscott Public Schools and Epstein Hillel School. We provide transportation, childcare, and enrichment classes during the school year. We also provide childcare on most school vacation days.

As part of the JCCNS, where *Everyone's Welcome*, we welcome and enroll children from a variety of religious and cultural backgrounds, as well as a variety of family structures. We do offer Jewish cultural programming, and do so in a way that encourages learning and community-building - aspects of our program that we believe set us apart from others. Yes, we provide childcare, but we also aim to educate and build community, to help children develop in our fast-paced and changing society during their hours away from home and outside of school. We build friendships, confidence, and skills and provide a safe and fun environment in which kids can grow and play.

Who We Are

J Adventure staff are former and current educators, camp staff, college students/graduates, graduate students/graduates, and high school students. We have a number of full time JCCNS staff who work solely in the Youth and Family Department (see table below). We also have a number of full time staff who split their time between our department and others within the JCCNS. We run an extensive background check on all staff prior to the start of employment in *J Adventure*, as required by the Massachusetts Department of Early Education and Care. Most of our staff are part-time employees who are in college and high school. The *J Adventure* staff functions as a team - with a wide range of backgrounds and experiences.

Name Title	Email	Phone
Jessie Stephens Youth and Family Director	jstephens@jccns.com	781-476-9901
Thomas McEnaney Youth and Family Supervisor	tmcenaney@jccns.com	781-476-9934
Rachel Dicker Youth and Family Administrative Assistant	rdicker@jccns.com	781-476-9907
Alex Regan Kindergarten Coordinator	aregan@jccns.com	781-476-9934

**please see Communication section for info on submitting paperwork and reporting attendance.*

Hours

Monday-Friday, after school pick up until 6:00pm.

**We also run programming for some half days and school vacation days, see Half Day and Vacation Camp Day sections below.*

ADMISSIONS/REGISTRATION

Admissions Process

All Families interested in the *J Adventure* program will follow the same admissions process:

1. Complete and submit J Adventure Application Packet with non-refundable \$50 application fee.*
 - a. Please be sure all information provided is true and accurate.
 - b. All information provided will be held to our already-high confidentiality standards.
2. Director of J Adventure will schedule an admissions tour and interview with the guardian(s) of each applicant.
 - a. After this tour and interview, the J Adventure Director will notify guardians in writing of either follow-up interview request or admissions decision.
3. At the discretion of the J Adventure Director, an additional admissions tour and interview will be scheduled with the guardian(s) and child.
 - a. After this secondary tour and interview, the J Adventure Director will notify guardians in writing of admissions decision.

Admission Decisions Categories

- A. Accepted
 - a. If it is clear that the program and participants are a good match, then participants will be accepted into the program.
 - b. Once accepted, additional paperwork will be requested. All required paperwork must be submitted prior to a child's first day of attendance.
- B. Accepted on trial basis
 - a. If it is unclear whether the program and participants will be a good match, then participants may be accepted on a trial basis. This allows guardians and the program director to gather additional information about the participant throughout the program.
 - b. When one is accepted on a trial basis, a set trial schedule will be implemented, with a time for review. This allows all parties to have a clear idea of how to proceed with scheduling.
 - c. Once accepted on a trial basis, additional paperwork will be requested. All required paperwork must be submitted prior to a child's first day of attendance.
- C. Not-accepted

- a. In some cases our program may not be a good fit for a child. If this is the case, the admissions decision will be not-accepted. If a child is not-accepted for a given year, they may still apply for admission in another academic year.

D. Delayed decision

- a. If additional information is needed before a final admissions decision can be made, a delayed decision will be communicated.
- b. The director will also provide additional information that is requested prior to a final decision for the academic year.

Once accepted into the program, participants will need to renew their registrations on an annual basis, but will not need to reapply. There will be an annual registration fee of \$25. Any status other than accepted is good for one academic year. Guardians may reapply for the following academic year by following the same process outlined above.

Preference for admissions will go to:

- Siblings of current *J Adventure* participants,
- JCCNS Preschoolers who are moving into Kindergarten,
- Current JCCNS members, and
- Members of other JCCs who are new to the area.

Please know that admission to *J Adventure* allows you to enroll in specific days for care. We are a child care program based on enrollment. Adding and changing days of childcare requires 30 days written notice and can only be accommodated if space allows.

We aim to provide balanced groups in *J Adventure*, taking into account children, their needs, staffing and the design of our program.

**Notes on application and registration fees:.*

- *If a participant withdraws from J Adventure at any time and wishes to re-enroll, re-enrollment during the same academic year will be dependent on available space in the program and the \$25 registration fee will be applied.*
- *Application and registration fees are waived for employees of the JCCNS, EHS, and local synagogues.*
- *Application and registration fees are discounted 20% for all Emergency Response Personnel and Public School Teachers.*

J Adventure Admissions Checklist

1. _____ Review our *J Adventure* calendar (specific to school system)
2. _____ Review our *J Adventure* Registration Form (specific to school system).
3. _____ Complete and submit *J Adventure* Application-for NEW or RETURNING Participants, including:

Supplemental Materials (where applicable):

- a. Copy of child's IEP or 504 plan, if child receives school-based services.
- b. Copy of therapeutic or medical plans, if child receives medical or therapeutic services outside of school.
4. _____ Submit non-refundable \$50 application fee* (new participants only)
5. _____ Submit \$25 registration fee* (returning participants and EHS students only)
6. _____ Tour and interview with *J Adventure* Director, guardian(s), and child (at Director's discretion).
7. _____ Admissions decision communicated with guardian(s).

**Fee is waived for employees of the JCC, Epstein Hillel School, and local synagogues.*

Enrollment Checklist

When a child is accepted into our program, the following is required prior to their first day of participation. If we do not have the following, then a delayed start-date will be necessary until all documentation has been provided.

- a. _____ *J Adventure* Registration Packet (specific to school system).
- b. _____ JCCNS Membership status established
- c. _____ Credit card or bank account on file for automatic monthly payments
- e. _____ Emergency Contacts and Medical Release
- f. _____ Copy of Immunization Record
- g. _____ Copy of Physical Exam dated within last 12 months.
- h. _____ Copy of custody orders or arrangements (only the portion pertaining to parenting time/child's schedule, responsible payers for childcare, pick up and/or no contact is needed).
- i. _____ Copy of child's IEP or 504 plan, if child receives school-based services.
- j. _____ Copy of therapeutic or medical plans, if child receives medical or therapeutic services outside of school.
- K. _____ Individual Health Care Plan (in place before start date, for children with chronic medical conditions or severe allergies).

Enrollment Paperwork for Returning Students

Although our returning participants have previously attended our program, we will need annual updates for participant forms.

Admissions for Epstein Hillel School Students

Given our close and ongoing relationship with Epstein Hillel School (EHS), *J Adventure* will waive our application process for all EHS students. Admission to EHS will constitute admission to *J Adventure*. We will follow the same registration process for our EHS students that we follow for all participants who are accepted into our program. EHS families who wish to enroll in *J Adventure* will need to complete our registration packet and associated tasks/forms. We will waive our application fee for EHS students. Our annual \$25 registration fee will apply.

REGISTRATION

JCCNS Membership

J Adventure serves members of the JCCNS only. New participants to *J Adventure* must establish membership prior to the first day of programming. There are a variety of JCCNS membership types to meet the needs of each participant and family. Please let us know if you have questions after reviewing our membership documents.

***J Adventure* Payment**

As part of membership, the JCCNS requires individuals to have a credit card or bank account on file for automatic payments. *J Adventure* childcare and transportation will be billed automatically on the 3rd of each month (September through June), or the next business day if the 3rd is not a business day. The amount billed is based on information in a participant's Registration Form, with time in Enrichment Class deducted from the childcare fee. Participants will be billed the same amount each month for the 10-month program period, unless they have selected to pay in full at the beginning of their program. Exceptions to this equal payment are limited to: extra care hours billed at the end of the program month, changes in enrollment in childcare, transportation, or enrichment classes.

Enrichment Classes

Participants who attend *J Adventure* later than 4pm on a given day must also enroll in an Enrichment Class on those days.* Enrichment Classes allow them to break up this time and also gain valuable new skills while having fun! Classes run on a trimester schedule and registration for classes will open a few weeks before the new session. We will communicate our class options in the JCCNS's Fall, Winter, and Spring Program Guides. These guides are mailed to members, located around the JCCNS, and we will have some available in the *J Adventure* room.

Our arrangement with instructors is that they are contracted through the end time of their classes. As a result, children who are not picked up at the end of class are brought back to *J Adventure* to be picked up there and additional childcare fees may be incurred.

Some children may enroll in Enrichment Classes, but not register for childcare in *J Adventure*. In these cases, we will still need to maintain complete participant files.

Registration for Enrichment Classes takes place three times per year in Fall, Winter, and Spring (registration for Enrichment Classes is ongoing, as long as space allows). Payment for Enrichment Classes must be given at time of registration. The Youth and Family Department can register *J Adventure* participants for classes, and as a courtesy, we are able to set up payment plans for Enrichment Classes for *J Adventure* participants.

*Kindergartners in their first semester of school may opt to take Enrichment Classes; however, they will receive enrichment opportunities in their classroom as part of our program designed specifically to assist in their transition to elementary school and after school programming.

FEES

Fees for the 2019-2020 program year. All fees listed are per child.

Item	Fee	Billing
Registered Childcare	\$10.25/hour	Monthly for 10 months, or pay-in-full at enrollment.
Bus Transportation	\$10.50/ride	Monthly for 10 months, or pay-in-full at enrollment.
Enrichment Classes	Vary (range \$14-40/class)	Monthly for 3 months, or pay-in-full at registration.
Extra Bus Ride	\$10.50/ride	Billed at beginning of next month.
Extra Childcare	\$11.00/hour	Billed at beginning of next month.
Late Pick Up (after 6pm)	\$15 for first 15 minutes. \$2/min for each minute thereafter.	Billed at beginning of next month.
Application Fee	\$50	One-time
Registration Fee	\$25	Annual
Lunch (on select half/vacation days)	\$6	Optional - cheese pizza (1-2 slices, apple sauce, potato chips, water).

INCLUSION

Inclusion at *J Adventure*

The JCCNS welcomes everyone and our staff are trained to meet the diverse needs of today's children and families. However, resources are limited. Some participants require significant staffing support. **We ask that families whose children may require additional support, complete all required registration paperwork and follow the same admissions process outlined above. Before enrolling children who may need additional support, we will determine if we have or can have the necessary resources to meet your child's needs and that the program and child will be a good match.**

Inclusion Philosophy

Inclusivity in *J Adventure* is the belief that every participant is an individual whose uniqueness is to be respected and embraced. Put simply, every child is capable of success. Participants need a secure, caring, and stimulating atmosphere in order to grow and learn and reach their full potential.

At *J Adventure*, we recognize differences, but we build upon likenesses. We allow friendships to form through side-by-side participation. Inclusion at *J Adventure* provides meaningful involvement and equal access to all of our members.

By demonstrating respect for diversity, we create a more welcoming environment for everyone. Participating in successful inclusion leads to a more respectful, empathetic, and kinder human being.

By investing in an inclusive *J Adventure* program, you demonstrate that you value time spent outdoors, compassion, gratitude, independence, diversity, and a respect for all humanity. Your investment makes evident that you value unplugging devices, and plunging into new adventures, regardless of one's abilities.

Inclusion at the *J Adventure* is the start of something wonderful. We are all in this together. Keep Calm and Include On.

HALF DAYS/VACATION DAYS/EHS EARLY DISMISSAL FRIDAYS

Marblehead and Swampscott Public Schools Half Days/ Epstein Hillel School Half Days

Half Day programming is only for current *J Adventure* participants. Our capacity is lower on half days from dismissal until 3pm than for our regular after school program. Families may elect to sign up for half days at the time of registration for our regular program.

Registration for half days is filled in this order:

- first come, first serve for those who select the *all half days option* below and who...
 - are already enrolled on the days when there are half days,
 - are in good standing in our program.

- If/when there is space AFTER we've enrolled those who've selected *all half days* below, we will reach out to all *J Adventure* families to fill available space in this order:
 - first come, first serve, for participants who...
 - are already enrolled on that day of the week,
 - are in good standing in our program.

Children not enrolled in ½ days may be dropped off for their regular program starting at 3:00pm at no additional cost.

J Adventure is an inclusive program; however, due to the availability of staff on Half Days, unfortunately, we are unable to accommodate our participants with special needs in our Half Day programming. We hope to have additional resources in the future, but are unable to make these accommodations at this time. If you have questions about our program's ability to provide inclusion support for your child, please email jstephens@jccns.com prior to enrolling.

Half Day Fees

Fees for half days will be billed based on your selection at registration of Payment in Full or 10-Month Payment Plan and will be \$10.50/bus ride per child and \$10.25/hour for child care.

Epstein Hillel School Friday Early Dismissals for Eastern Standard Time

J Adventure will alter our pick up times for our EHS students on Fridays when EHS has early dismissal for Eastern Standard Time. All EHS students who are already enrolled in *J Adventure* on Fridays will be automatically enrolled in our early pick up program, unless guardian(s) opt out two weeks prior to the first early dismissal Friday. Non-*J Adventure* participants who would like care from 1:45pm-3pm on these Fridays may enroll in *EHS Friday early pick up only*, and do not need to enroll in programming beyond 3pm or on any other weekday. Non-*J Adventure* participants who need care from 1:45-3pm must be picked up no later than 3pm on Fridays to avoid incurring additional fees.

Fees for this service fall under our regular hourly rate of \$10.25/hour that will be added to your regular J Adventure bill if enrolled on Fridays.

Enrollment for EHS Friday early pick up days will occur during *J Adventure* enrollment.

Vacation Camp Days

Vacation Camp Days are not a drop in program and require pre-registration.

J Adventure offers Vacation Camp programming for some school vacations during the school year. We also offer Vacation Camp programming for days when Epstein Hillel School is not in session, but the JCCNS and Marblehead Public Schools are. Please see our annual calendar for Vacation Camp Day dates.

Minimum enrollment required for Vacation Camp Days to run. We will do our best to accommodate late enrollments, but cannot guarantee space. J Adventure is an inclusive program; however, due to the availability of staff on Vacation Camp Days, unfortunately, we are unable to accommodate our participants with special needs in our Vacation Camp Days programming. We hope to have additional resources in the future, but are unable to make these accommodations at this time. If you have questions about our program's ability to provide inclusion support for your child, please email jstephens@jccns.com prior to enrolling.

Unless otherwise noted, our Vacation Camp Days will run at the following times*. Fees are \$10.25/hr for members and \$12.81 for non-members. We can only enroll non-members if/when space allows.

8:30am-2pm Main program

2-4pm Extended Care

2-6pm Extended Care

8-8:30am Early Drop

**Register for each portion of each day separately. All rates are per day per child. Rates reflect regular enrollment which closes 2 weeks prior to each Vacation Camp Day, at which time program days/extended care times may be cancelled if we do not meet minimum enrollment.*

Snow Days

J Adventure follows Marblehead Public Schools in terms of snow days and we will be closed when MPS calls a snow day. If there is more than one snow day in a row, we will be closed on the first snow day.

If there is a second snow day in a row, *J Adventure* will offer regular programming 3p-6p as long as the JCCNS is open.

On occasion, we may offer Pop-Up Snow Day programming when there is more than one snow day in a row and staffing allows. Communication regarding these possible Pop-Up Snow Days will occur as soon as plans are in place. We will communicate last minute changes primarily through our Remind 101 text service and via email (when possible). Rates for Pop-Up Snow Days will be the same as our regular care rates.

Food

All food must follow the JCCNS food policies. Please pack only vegetarian and nut-free items for your child. The JCCNS is a nut-aware facility. We do our best to limit exposure to nuts and nut products, but cannot guarantee that someone will not bring nuts into our facility. If your child has an allergy or food sensitivity, please be sure to communicate that on your registration and medical forms.

J Adventure fees include a daily snack that we will provide. Snacks are usually applesauce and/or a child-friendly cracker. We also have water filters throughout the

building and encourage children to refill water bottles if they have them. We recommend a reusable water bottle clearly labeled with your child's name.

If your child needs additional snacks or will not eat the snack provided, please pack and label an afternoon snack separate from your child's school lunch. This makes it easier for your child to avoid eating their afternoon snack during lunch at school. Some families choose to have a separate, reusable container for afternoon snacks that is clearly labeled. Some families choose to label a zippered, plastic bag for afternoon snacks for their child. These methods make it easier for our staff to help your child find and eat their afternoon snack.

During full day and half day programs, participants may bring their own vegetarian and nut-free lunch or pre-order lunch for \$6/meal. Typically lunches will include 1-2 slices of cheese pizza, potato chips, apple sauce, and water. Changes to this lunch option will be communicated via email in advance of program. Snack of apple sauce and/or child-friendly cracker or popcorn will be provided.

During the week of Passover we ask that food sent in with your child meets Kosher-for-Passover guidelines. Suggestions and additional information will be provided.

ATTENDANCE

If there is a change in your child's regularly enrolled attendance (absence from school, absence from program, not riding bus, but being dropped off, etc.) it is important for us to be notified ASAP. Absences should be reported via email to JAattendance@jccns.com (if notifying us prior to the day of absence) and via Remind 101 (if notifying us on the same day).

If your child is attending school, but will not go to the JCCNS on their regularly scheduled day, please notify both the JCCNS and your child's school.

Neither refunds on bus nor care are given for absences, as fees are based on pre-registered enrollment. The same no-refund policy is applied when families take vacation time during the program year or any days cancelled due to snow, inclement weather, or emergencies.

ATTENDANCE on days other than regularly scheduled:

When children already enrolled in our program attend on a day that they do not usually attend, this is always confirmed in writing between the JCCNS and guardians. The guardians should also provide this information to the child's school. The JCCNS also confirms this information with the child's school.

WITHDRAWAL POLICY

No refund or credit will be given for withdrawal from the program unless it is for medical reasons that are verified by a physician's certificate.

TRANSPORTATION PLAN

From Schools

Transportation is available from some Swampscott and Marblehead Public Schools and from Epstein Hillel School. Children from EHS will be escorted on foot to the JCCNS. Children from other schools will be transported by bus or van. The JCCNS works in conjunction with the schools, drivers, and bus monitors to provide a smooth transition from the schools to the center. In the event of a bus breakdown, a back-up bus will be arranged for the Swampscott and Marblehead routes. Parents must make their own arrangements for picking up their children at the end of their program day.

The JCCNS will be responsible for the children's safety and welfare from the time they board the bus (or leave EHS with our staff) until they are picked up at the end of the program day.

Guardians must sign out their child on a daily attendance sheet to allow for proper exchange of custody of children.

These policies will be strictly adhered to for the protection and safety of your children.

BUS* PROTOCOL:

1. At the school, our monitors check attendance against their roster for the day.
 1. Once all children are present and on the bus, the bus departs the school.
 2. If there is a child on the roster who has not boarded the bus, the monitor will ask the school secretary about the child's attendance status.
 1. If the child is not expected (absent or dismissed early), the bus will depart.
 2. If the child is expected (not absent or dismissed early), the secretary will call for the student over the loud speaker.
 1. Once the child boards the bus, the bus will depart.
 2. If the child still does not board the bus, the school secretary and/or the *J Adventure* bus monitor will call the parents/guardians to confirm the child's whereabouts.
 1. Once confirmed that the child is not attending, the bus will depart.
 2. In the unlikely event that the child's whereabouts cannot be confirmed, the *J Adventure* bus monitor will notify the school secretary and the JCCNS Youth and Family Director prior to the bus's departure.
 1. At this time, the school should initiate their missing child protocol and the JCCNS Youth and Family Director will contact the school.
 3. If there is a child NOT on our daily roster who thinks they should board the bus, the *J Adventure* bus monitor will check their roster against the roster provided to the school secretary.

1. If the child IS on the secretary's list, but not the bus monitor list, then the monitor will write in the child's name on their roster and the child will board the bus. The bus can then depart.
2. If the child is NOT on the secretary's list, then the monitor will notify the secretary that the child *will not be boarding the bus* and the bus will depart without the child.
 1. At this time, the school will follow their protocol for children who are not picked up at dismissal.

**For students of Epstein Hillel School, this policy involves the Counselor and group of students who walk over to the JCCNS, instead of a bus and monitor.*

For safety reasons, and per our Massachusetts Department of Early Education and Care regulations, we are not permitted to transport children to the JCCNS from school unless they are registered for our program on a given day or attendance on that day has been confirmed between guardians and the JCCNS.

Emergency Transportation

In the event of emergency, the Marblehead Police – EMT operated ambulance will be called for transportation.

COMMUNICATION

Semi-Weekly Emails

We send weekly or semi-weekly emails with important *J Adventure* information. Please be sure to add our email addresses to your safe list.

Email

To contact *J Adventure* administrative staff, please use the information on the first page of this handbook.

Other email addresses and their purposes:

Email	Purpose
JAforms@jccns.com	To submit applications, forms, and other documents, please use this address.
JAattendance@jccns.com	To inform us of your child's attendance/absences, please use this address.

Remind 101

We ask that all guardian(s) register for our Remind 101 text service prior to their child's first day in *J Adventure*. You do not need to install the Remind app to receive texts, but you do need to register for the service by texting _____ to _____.* You may reply

to texts that are sent to the group. Replies will only be received by *J Adventure* administrators, not other guardians.

If you use the Remind app, we set up the group so that families can send individual messages with one another, too. This is a great way to connect with other families.

**Information will be communicated upon registration in our program.*

LATE PICK UP

For participants who are enrolled until 4pm without an Enrichment Class: If participants are not picked up by 4pm, then late pick up fees will apply and are billed on a ¼ hour basis.

For participants who are enrolled until 4pm and who attend an Enrichment Class*: If participants are not picked up by the end of class, then our staff will escort them to the *J Adventure* room and late pick up fees will apply and are billed on a ¼ hour basis.

Pick up after 6pm: Our program is open until 6pm Monday through Friday, as scheduled, and we ask that you make every effort to pick up your child by 6pm. Please arrive a few minutes before 6pm to gather your child's belongings and sign out. We close promptly at 6pm, so please make alternate arrangements if you find you are unable to arrive by 6pm. Please contact the JCCNS membership desk to inform them of your delay. If a participant is picked up after 6:03pm, there will be a Late Pick Up Fee applied to their account. The fee is \$15 for anytime between 6:03-6:15. It is then \$2 per minute after 6:15pm. Reminders will be sent. Repeat pick ups after 6pm may result in dismissal from the *J Adventure* program.

CORRECTIVE ACTION POLICIES

Discipline Policy

The Jewish Community Center of the North Shore, *J Adventure* program abides by the rules of regulations of the Massachusetts Department of Early Education and Care regarding discipline.

Discipline and guidance must be consistent and based upon an understanding of the developmental needs of children.

- (a) Corporal punishment shall not be used, including spanking;
- (b) No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;
- (c) No child shall be denied food or water as a form of punishment;
- (d) No child shall be punished for soiling, wetting, or not using the toilet.

Counselors redirect children's unexpected behavior through verbal interaction. We talk about the behavior and not the child. We feel that this is the most effective way of teaching and re-teaching expected behavioral responses and involving a child in solving

the problem at hand. This helps to retain their feelings of self-esteem. Whenever possible, we give the child viable options and allow them to choose solutions.

On rare occasions, taking a break from an activity may be implemented, allowing children to take a moment from the situation until they are able to return to the problem-solving stage. This method involves removing the child from the situation and asking them to sit and think about what has occurred or to take a moment mentally to themselves while being closely supervised. After a few moments, a staff person discusses with the child the situation and the child rejoins the group/activity.

Suspension and Termination Policy

A child may be terminated from the program on the following grounds:

- *J Adventure* is unable to meet the needs of a child, which results in chronic disruption and/or unsafe situations for them, other participants, or staff.
- Non-payment of tuition or late fees.
- Parental failure to cooperate and work with staff and administration concerning policies and procedures.
- Chronic lateness after closure time (6:00pm – see late policy).
- Submission of fraudulent registration, inclusion pre-application, and forms or paperwork which leaves out important information about the child, such as medical diagnoses or any other information that is necessary for *J Adventure* to appropriately support a child in our care. In these cases, we will make attempts to correct the misinformation and provide needed support; however, participants may be asked to pause programming until such support becomes available (Inclusion policies below).

MANDATED REPORTING

All staff in our program are Mandated Reporters in the state of Massachusetts. If a staff member suspects or becomes aware of emotional, physical, sexual, or other abuse or neglect of a child in the program, they must report it to a Leadership Team member ASAP and away from the other children/staff. This is confidential information.

Leadership Team members will advise staff on next steps and how to report the information to the proper authorities.

HEALTH/MEDICAL POLICIES

Chronic Health Conditions/Allergies/Medication

Any child with a chronic health condition or severe allergies is required to have an Individual Health Care Plan. This plan must be put in place with the program administrator and prior to the child's first day of care. Please note:

- All medication must be current (not expired), in its original packaging, and with prescribing information on the container.
- For any/all medication a Medication Consent Form must be on file, signed by a medical professional, and dated within the program year.

- Any medication kept in program for a child will be placed in the appropriate container/storage location.
- Oral, Non-prescription medication must have a Medication Consent Forms. These are only valid for one week from the date it is signed by the medical professional. The parents must supply a labeled non-prescription medication.
- Topical Non-prescription medication may be administered to a child only with written parental authorization on a Medication Consent Form. This form shall be valid for no more than one year from the date it was signed.
- Topical Non-Prescription Medications applied to open wounds requires written authorization from a health care practitioner and must also follow the above policies.

First Aid

All senior *J Adventure* staff at the JCCNS are trained in emergency first aid and CPR. If care is provided to a child by a staff member, parents will receive a written report of the injury and the first aid administered. The director will make two copies of the signed injury report. One will be kept in the child's file, the other will be placed in the injury log notebook. In the case of any injury to the head, or if the staff feels it is otherwise necessary, a phone call/Remind 101 message will be made to the parents to inform them of the nature of the injury and the first aid administered.

Illness

The *J Adventure* program follows the Massachusetts Department of Health recommendations for appropriate action for illness. If your child was kept home from school due to illness, they may not attend *J Adventure* on that day. Should your child develop symptoms of illness while at our program, staff will call and ask you to pick up your child as soon as possible for any of the following reasons:

- A cold with fever, sneezing, heavy cough, or nasal drainage.
- A temperature of 100.5 or above auxiliary: Please note: your child cannot attend school for one full calendar day after she/he has had a temperature of 100.5 or above. For example: If your child has a fever, diarrhea or vomiting anytime on Monday, he/she may not return to the program until Wednesday, providing he/she is symptom free.
- Continuous diarrhea.
- Vomiting.
- An eye or throat infection. If your pediatrician diagnoses any of these problems and gives your child an antibiotic, your child should be kept at home until he/she has been on the medication for a full calendar day.
- Any suspicion of a contagious disease or condition such as: flu, conjunctivitis, impetigo, strep throat, and/or any suspicious rash.

For a contagious illness, a note from the child's doctor will be required for the child to re-enter *J Adventure*. For mild illnesses, a child must be fever free for one full calendar

day before returning to the program. Any reportable disease will be reported to the Board of Health.

Procedure for Medical Emergencies (Illness or Injury)

1. The Director on the premises will decide as to whether a situation is deemed an emergency. In the absence of the Director, the supervisor becomes primarily responsible for proper procedures, which are as follows:
 - a. Immediate first aid should be administered as necessary.
 - b. An ambulance should be called immediately. Call the Police Department (9-911) and request an ambulance.
 - c. The guardians of the child should be notified. If they are not available, the next person responsible for the child will be called.
 - d. The Lead Counselor or Administrator will accompany the child at all times.
 - e. The person in charge will assign someone to monitor and complete the injury form with information including the time of the injury, symptoms of the illness, what was observed firsthand and any change in the child's condition.
 - f. The child's record as well as the record of the incident will accompany the child to the hospital.
 - g. Any medication the child is receiving will also accompany the child.

This Parent Handbook is a working document. If changes are necessary after publication, then we will post the most recent version on our website and will communicate changes via email to our registered participants.

2018-2019 J ADVENTURE CALENDAR (all schools)

Please see school-specific calendars online and in your admissions packets.

AUGUST/SEPTEMBER

Friday, August 31: JCCNS Family Pool Party

Tuesday, September 4: First Day of J Adventure

Monday & Tuesday, September 10 & 11 (Rosh Hashanah): **J Adventure Closed**

Tuesday, September 18 (erev Yom Kippur):
EHS Half Day, Half Day program for EHS students 12p-3p
Regular J Adventure program Closed

Wednesday, September 19 (Yom Kippur): **J Adventure Closed**

Monday & Tuesday, September 24 & 25 (Sukkot):
EHS No School, Vacation Camp Day for EHS students 8a-3p
J Adventure open for regular programming 3p-6p

OCTOBER

Monday & Tuesday, October 1 & 2 (Shemini Atzeret and Simchat Torah):
EHS No School, Vacation Camp Days for EHS students 8a-3p
J Adventure open for regular programming 3p-6p

Thursday, October 4:
SPS Half Day, Half Day program for SPS students 12:30-3p
J Adventure open for regular programming 3p-6p

Monday, October 8 (Columbus Day): **J Adventure Closed**

Tuesday, October 9:
MPS No School (PD), Vacation Camp Day for MPS students
J Adventure open for regular programming 3p-6p

NOVEMBER

Thursday, November 1:
SPS Half Day, Half Day program for SPS students 12:30-3p
J Adventure open for regular programming 3p-6p

Tuesday, November 6:
SPS No School, Vacation Camp Day for SPS students
J Adventure open for regular programming 3p-6p

Friday, November 9: EHS Early pick up for Eastern Standard Time Begins
J Adventure begins for EHS students on Fridays only at 1:45pm
J Adventure open for regular programming 3p-6p

Monday, November 12 (Veteran's Day): **J Adventure Closed**

Wednesday, November 14:
EHS No School, Vacation Camp Day for EHS students 8a-3p
MPS Half Day K-8, Half Day program for MPS students 12-3p
J Adventure open for regular programming 3p-6p

Wednesday - Friday, November 21 - 23 (Thanksgiving Recess): **J Adventure Closed**

DECEMBER

Thursday, December 6:
MPS Half Day K-8, Half Day program for MPS students 12p-3p
SPS Half Day, Half Day program for SPS students 12:30-3p
J Adventure open for regular programming 3p-6p

Friday, December 7:
MPS No School K-12 (PD/Conference), Vacation Camp Day for MPS students
J Adventure open for regular programming 3p-6p

Friday, December 14:
EHS No School, Vacation Camp Day for EHS students 8a-3p
J Adventure open for regular programming 3p-6p

Friday, December 21:
SPS Half Day, Half Day program for SPS students 12p-3p
J Adventure open for regular programming 3p-6p

Monday & Tuesday, December 24 & 25 (Christmas Eve and Day): **J Adventure Closed**

Wednesday - Friday, December 26 - 28, 2018 (Winter Break): J Adventure Vacation
Camp Days

Monday & Tuesday, December 31 & January 1 (NYE and New Year's Day): **J
Adventure Closed**

JANUARY

Wednesday, January 9:
MPS Half Day K-8, Half Day program for MPS students 12p-3p
J Adventure open for regular programming 3p-6p

Monday, January 21 (Martin Luther King, Jr. Day):

MPS, SPS, & EHS No School, J Adventure Family Service Day Activities TBD
No regular J Adventure programming

Thursday, January 24:

SPS Half Day, Half Day program for SPS students 12:30-3p

J Adventure open for regular programming 3p-6p

FEBRUARY

Thursday, February 14:

SPS Half Day, Half Day program for SPS students 12:30-3p

J Adventure open for regular programming 3p-6p

Monday, February 18 (President's Day): **J Adventure Closed**

Tuesday - Friday, February 19 - 22 (February Vacation): J Adventure Vacation Camp Days

No J Adventure regular programming

MARCH

Friday, March 8: EHS Early pick up for Eastern Standard Time - last day

J Adventure open for regular programming 3p-6p

Wednesday, March 13:

EHS No School, Vacation Camp Day for EHS students 8a-3p

MPS Half Day K-8, Half Day program for MPS students 12-3p

J Adventure open for regular programming 3p-6p

Thursday, March 14:

SPS Half Day, Half Day program for SPS students 12:30-3p

J Adventure open for regular programming 3p-6p

Friday, March 15: EHS Pick Up at 3pm resumes

J Adventure open for regular programming 3p-6p

Wednesday, March 27:

SPS Half Day, Half Day program for SPS students 12:30-3p

J Adventure open for regular programming 3p-6p

Thursday, March 28:

EHS No School, Vacation Camp Day for EHS students 8a-3p

J Adventure open for regular programming 3p-6p

APRIL

Wednesday, April 3:

MPS Half Day K-8, Half Day program for MPS students 12-3p

J Adventure open for regular programming 3p-6p

Thursday, April 11:

SPS Half Day, Half Day program for SPS students 12:30-3p

J Adventure open for regular programming 3p-6p

Monday - Thursday, April 15 - 18 (April Vacation): J Adventure Vacation Camp Days

No J Adventure regular programming

Friday, April 19 (erev Passover): J Adventure Vacation Camp Day Closes at 2p

No J Adventure regular programming

Monday - Friday, April 22 - 26 (Passover):

EHS No School, Vacation Camp Day for EHS students 8a-3p

J Adventure open for regular programming 3p-6p

MAY/JUNE

Wednesday, May 8:

MPS Half Day K-8, Half Day program for MPS students 12-3p

J Adventure open for regular programming 3p-6p

Monday, May 27 (Memorial Day): **J Adventure Closed**

Thursday, May 30:

SPS Half Day, Half Day program for SPS students 12:30-3p

J Adventure open for regular programming 3p-6p

Monday, June 10 (Shavuot):

EHS No School, Vacation Camp Day for EHS students 8a-3p,

J Adventure open for regular programming 3p-6p

END-OF-YEAR SCHEDULE

If no snow days...

Thursday, June 13:

SPS Half Day, Half Day program for SPS students 12p-3p (tentative: no show days)

J Adventure open for regular programming 3p-6p

Friday, June 14: **J Adventure Last Day (tentative: no snow days)**

EHS Last Day/Half Day, Half Day program for EHS students 12p-3p

SPS Half Day, Half Day program for SPS students 12p-3p (tentative: no show days)

J Adventure open for regular programming 3p-6p

Monday, June 17:

MPS Last Day/Half Day (tentative: no snow days)

Half Day Program for MPS students 12p-3p

No J Adventure regular programming

If 5 snow days...

Thursday, June 20:

SPS Half Day, Half Day program for SPS students 12p-3p (if 5 no show days)

Friday, June 21: J Adventure Last Day (if 5 snow days)

SPS Half Day, Half Day program for SPS students 12p-3p (if 5 no show days)

J Adventure open for regular programming 3p-6p

Monday, June 24: J Adventure Closed

MPS Half Day/Last Day