



Kids Connection After School Program

Parent Handbook 2023-2024

Kindergarten – 5th Grade

Monday through Friday
After school until 5:50PM

SHALOM AUSTIN
Dell JCC
YOUTH & TEEN DEPARTMENT
7300 HART LANE AUSTIN, TX 78731
(512) 735-8050
WWW.SHALOMAUSTIN.ORG



Mission



The mission of Shalom Austin building a vibrant Jewish community throughout greater Austin, connected to Jewish life in Israel and the world.

Dell Jewish Community Center (DJCC): Serving Your Social, Cultural, Educational, Fitness and Wellness Needs



The primary programming branch, serving the social, cultural, educational, fitness and wellness needs.

The Youth and Teen Department of Shalom Austin welcomes your participation and involvement in helping to create quality programs for all our children (K-12).

Please call us (512) 735-8050 or email youthandteenoffice@shalomaustin.org with your questions, comments, suggestions and ideas.

A fully licensed child-care center, Kids Connection after-school care program provides trained staff and a supportive environment, perfect for developing friendships and building self-esteem. Kids enjoy everything the Dell JCC has to offer, from large indoor spaces and a gymnasium to the lush grounds and outdoor fields! Each day, kids enjoy healthy snacks and participate in outside activities, crafts, homework time and more!

Shalom Austin School-Aged 2023-24 Policies and Procedures

PLEASE CAREFULLY READ THROUGH THE FOLLOWING RULES AND REGULATIONS AND REMEMBER THAT EVERYTHING INCLUDED IS IN THE EFFORT TO KEEP YOUR CHILD(REN) SAFE AND HEALTHY.

Important Health and Safety Forms Required Before Attending Kids Connection

All children must have an up-to-date Health and Immunization Form signed and stamped by their pediatrician. A copy of the physician's most recent immunization record for this child must accompany this statement. PER LICENSING REQUIREMENTS: ALL IMMUNIZATION RECORDS MUST HAVE A DOCTOR'S STAMP (INCLUDING ADDRESS) AND AUTHORIZING SIGNATURE. A list of vaccines required can be found here: https://www.dshs.texas.gov/sites/default/files/immunize/6-15-2023-2024-Minimum-Requirements-Child-Care-and-Pre-K_02-2023-Bilingual.pdf Note: "My Chart" records without the aforementioned are not acceptable.

Several other forms were included in your confirmation email/registration packet and must be returned before your child's application is considered complete. These forms are important, and some are required by Texas Health and Human Services, our licensing organization. If information changes during the year, such as work phone numbers or emergency names, **it is imperative that we be notified.**

(If you have previously submitted your new paperwork packet for JCamps 2023, you do not need to re-submit for Kids Connection.)

The following forms must be returned or uploaded to your account online:

1. Physician's Examination Form
 2. Vaccination/Immunization Shot Records
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3. School Aged Code of Honor
4. Parent Handbook Acknowledgement

The following forms must also be returned or uploaded to your account online (if applicable):

1. Medication Authorization
 - a. If your child needs medication during their time at Kids Connection, please fill this out.
2. Doss and Magellan (Chimney Corners) Transportation Authorization
 - a. If your child is a student of Doss or Magellan Chimney Corners, this must be signed.
3. Covid-19 Vaccination Card
 - a. If your child has received the COVID-19 vaccination(s).

Medications

If your child has medication that needs to be administered during Kids Connection hours, it should be sent with a Medical Authorization Form to the Youth and Teen Department. This form can be found on your CampInTouch account, or you may request one from the Youth and Teen office at YouthandTeenOffice@ShalomAustin.org. Medications must be sent in the original bottles with the prescribed dosage and the child's name indicated on the label. All medications are administered by the Youth and Teen Admin Team. Medications will not be administered unless a form has been completed. A log is kept recording the time and dosage of medication administered. Medication and special needs must be indicated on the child's profile and medical forms.

NO CHILD WILL BE PERMITTED IN KIDS CONNECTION UNLESS THEIR PAPERWORK HAS BEEN RECEIVED.

Schedule Flu Shots for Your Child

This season, the American Academy of Pediatrics is recommending that children ages 6 months and older get a flu shot. Making sure you and your child get the vaccine is always a good idea, and even more so this fall. Flu season is coming, and as all parents and guardians know, cold and flu season always brings on a few respiratory viruses, runny noses, and the increased risk of getting both the flu and COVID-19. "Every time you get a virus it can predispose you to having another infection on top of it," shared Dr. Flor M. Munoz, a pediatric infectious disease specialist at Texas Children's Hospital in Houston. It is recommended that you visit your pediatrician to get the immunization during the month of September or October, the sooner the better. According to the CDC, Centers for Disease Control and Prevention, the flu season can begin as early as October and continue through April or May. To learn more, [visit here](#).

Hours of Operation

- The Youth and Teen Office will be open from 9:00AM – 6:00PM, Monday-Friday.
- Kids Connection runs after school (typically around 3pm) until 5:50pm, Monday – Friday.
- **Please choose your pick-up time here:** <https://forms.office.com/r/sgswPaVY02>

Start and End Dates

- The first day of Kids Connection for the 2023-2024 school-year will be **Tuesday September 5, 2023**.
- The last day of Kids Connection for the 2023-2024 school-year will be **Friday May 17, 2024**.

Program Components

Kids Connection offers a wonderful alternative for parents or guardians who work or are otherwise occupied in the afternoons. Licensed by Texas Health and Human Services, Kids Connection offers after-school care of the highest quality. In addition to healthy daily snacks, homework time, and creative

and innovative activities, the program includes planned special interest areas utilizing art and music, the gymnasium, and outdoor play. A sample schedule is listed below.

Sample Activities Include:

Fun Arts and Crafts
Science Experiments
Active and Organized Sports
Outdoor Play/ Gym
Friday Shabbat Programming

Sample Schedule:

2:45PM-- Kids Connection Staff begin to arrive at schools
3:45PM-- Kids Connection children are checked-in and begin snack time
3:50PM-- Snack and HW/Chill Time
4:00PM-- Activity Stations Begin
4:30PM-- Pick Up 1, Activity Stations continue
5:00PM-- Pick Up 2, Transition Outside for outdoor play
5:30PM-- Pick Up 3
5:50PM-- Final Pick Up

Food at Kids Connection

A nutritious kosher afternoon snack is provided at Kids Connection. **If your child has a food allergy, please note this on the online camper application, so that we may alert the staff.** Please also let us know if your child is unable to eat certain foods due to braces, expanders, or other orthodontia. A monthly schedule of snacks will be distributed along with a calendar of events. Staff will wear gloves whenever helping children with their snack. Before snack times, each counselor and child are required to wash hands. Children are not allowed to share food or visit the vending machines or JCafé on campus. Children may also bring their own snacks if desired, following our food policy, which states that we are a meat and shellfish free program.

Homework

Monday through Thursday, children are given time to work on their homework. Staff members assist children, when possible. Children are encouraged, **but never forced**, to do their homework during this period. Children who do not have homework are encouraged to engage in other quiet enrichment activities (worksheets, reading or learning games). In addition to homework time, children have an option to spend additional time doing homework or special school projects under the supervision of a staff member during activity time.

Shabbat

Each Friday, we observe Shabbat (Sabbath) by saying the blessings and sharing challah (bread). On Shabbat, we celebrate a good week of learning, fun and friendship and look forward to a day of peace and harmony.

Clothing

Clothing should be comfortable, washable, and suitable for daily routine, which includes both messy and active projects. Occasionally, spills and accidents occur during the day, so we ask that your child bring a complete change of clothing to Kids Connection (if applicable). Outdoor activities are an integral part of the children's routine. Unless it is raining, the children will spend time outside each day. Parents and guardians are asked to dress their children appropriately for the seasonal weather. This includes sending sunscreen or a jacket depending on the weather. Sturdy footwear such as sneakers and shoes with non-slip soles are requested rather than sandals, flip flops, and crocs.

Toys from Home

Children should not bring trading cards or toys from home to Kids Connection. This includes electronic devices such as phones, iPads, iPods, and handheld video gaming systems. Smart watches are not to be used for entertainment or communication purposes. Should you need to contact your child, please call the Youth & Teen Office at (512) 735-8050.

Enrichment Activities

Enrichment information is found on our website: shalomaustin.org/afterschoolchildcare. You will be notified with the new policies and procedures in response to Kids Connection when enrichment activities are announced each semester. These programs require additional registration.

Class Sizes & Group Regulations

Transportation groups will be consistent, stable groups each day. Kids Connection will maintain and abide by strict group sizes at all times that meet or exceed Texas State standards.

- Entering Kindergarten through 10th grade: 2 staff per 15-18 children

Inclusion

Kids Connection supports families and children who may need additional accommodations to include home language, support special needs or differing abilities, or incorporate culture backgrounds. Our goal is to promote the success of each and every child. The more you tell us about your child, the more we can work to ensure your child, and all of our children, have positive experiences in our program. If your child has any special needs (dietary restrictions, a medical or physical condition, specific social needs, etc.) Kids Connection administrators may ask for a meeting prior to the start of school.

Kids Connection Staff

All Staff have been properly vetted and interviewed prior to interacting with any students. In compliance with Texas licensing rules and regulations, each one has undergone a thorough background check and FBI fingerprint, as well as being CPR and First Aid certified. Staff attend extensive training and Orientation before our program begins, in addition to continuous staff meetings and ongoing professional development sessions throughout the year. Staff have reviewed the Minimum Licensing Standards, including information on vaccine-preventable diseases, preventing and responding to abuse and neglect of children, and more. There will be a Program Administrator on site every day to help plan and execute the daily activities.

Communication

The director and staff of the Youth & Teen Department want you to feel welcome. If we begin the KC/Home relationship with an open approach, we can build trust. Then when issues arise, we can talk about them without hesitation. Your children's counselors are here to listen and respond to your input, and you should come to them for answers to questions or to offer support. Please consider scheduling a conference to discuss significant issues, rather than raising them at busy pick-up times. Our staff also welcomes your feedback and maintains an "open door" policy.

We will communicate with you by:

1. Calling and/or sending home reports to inform you of unusual behaviors or specific incidents and/or accidents concerning your child.
2. Sending monthly activity, snack, and holiday closing calendars home.
3. Emailing you with any policy changes.

We hope you will communicate with us by:

1. Notifying us of any event or changes at home that might affect your child.
 2. Notifying us if your child will be absent from Kids Connection by 12:00 noon.
 3. Notifying us immediately if your child comes down with a communicable disease.
 4. Notifying us **in writing** of any schedule changes in your child's care.
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Family/Guardian Rights & Responsibilities

You have the RIGHT to...

- Visit Kids Connection during our operating hours. Upon arriving on campus, please call (512) 735-8050.
- Request a conference, to review and discuss any questions or concerns about the policies or procedures of the operation or any other topic, via email or phone call with our administrative staff, including the Director, Youth Manager, and Program Manager.
- Review our publicly accessible records.
- Review our written records concerning your child.
- Inspect video recordings of an alleged incident of abuse or neglect involving your child.
- When appropriate, participate in Kids Connection activities, like Friday Shabbat. Upon arriving on campus, you will check-in at the main Welcome Desk and proceed to the correct area/room.
- Know that your child is being physically, mentally, and emotionally nurtured and cared for.

You are RESPONSIBLE for...

- Letting us know if your child will be absent from Kids Connection.
- Keeping all information in CampIn Touch current, including family contact information, pickup and emergency contact lists, allergies, and health records.
- Picking up your child in a timely manner when notified of illness or injury.
- Paying all tuition payments and fees, in a timely manner and in accordance with our payment policies.
- Observing all policies and procedures set forth in this Parent Handbook.

Cyber-Bullying and Online Harassment

It has happened at camps and childcare centers around the country that a few children have sent rude, demeaning, intimidating or vulgar emails or IMs to other children; and some children have created false screen names to harass members of the community or spread false and damaging information about them. Most Internet communication is fun, positive and an important way children stay in touch with their friends. Our "Policy for Children", which we are asking you to read over with your child, covers our response to this problem. In addition, *we have outlined steps you or your child should take should they receive an abusive, demeaning, or otherwise threatening or inappropriate Internet communication.*

Being familiar with these steps is part of the overall safety and healthy practice you should have in place with your child if they are online, regardless of whether or not they attend Kids Connection. Sharing these steps with you is one way we want to support your effort to protect your children online.

Your Kids, Our Staff

Our pledge is to put your children in the company of the most trustworthy and capable young adults we can hire---Counselors who are well suited to the task of caring for our children. The effort we put into screening and selecting our staff is part of that pledge.

Our staff members work with your children in the context of a visible, well-scrutinized environment that has many built-in checks and balances. Counselors are supervised by full-time staff and guided by clear, firm policies regarding behavior. Their actions are also visible to co-workers and children. By hiring them, we are not recommending them as babysitters, nannies or child companions outside of our organization. *In general, we discourage our staff from having contact with your children outside of our organization since we cannot supervise it. We hire our staff for the school year. We do not take responsibility for their behavior after hours.*

As a parent or guardian you are, of course, free to make your own choice in this matter. While we cannot keep you from allowing your child to visit with one of our staff members- in doing so, you take full responsibility. We also know that many children exchange contact information (e.g. e-mail address, profile names, cell phone numbers) with Counselors without our or your specific awareness or

permission. *We recommend that you, as the parent/guardian, supervise your child's online activities just as you do other aspects of their life in your home, and oversee any off-season contact our staff members and your child has. You take full responsibility to oversee any contact that results.*

Working Together to Keep Your Children Safe Online

We see many positive and exciting ways for youngsters to enjoy the healthy benefits of the Internet and other technologies. As advocates for children, we want to work with you to keep those experiences safe, healthy and positive. That is why we have taken the time to write these policies, include some resources for you, and urge you to talk with your children both about camp and their online activity in general.

Kids Connection Policy for Children and the Internet

We have asked your parents or guardians to go over some policies we have developed about the Internet and other important issues so that everyone has the best experience at camp as possible.

1. We view email, direct messages (DMs) and social networking sites, like Facebook and Instagram, as positive ways for you to express yourself and keep in touch with your friends. As a child at Kids Connection, you have the right to exchange email or DMs with other children and invite other children to be on your "friends" list in any way that you *and your parents/guardians* see fit.
 2. When it comes to exchanging contact with anyone on our staff, however, *your parents/guardians must take full responsibility for you to do that.* This includes giving or getting an email address, cell phone number, social networking profile, weblog or any other Internet contact. (We tell this to our staff during their orientation.) It's not that we don't think your relationships with your Counselors are important. They are! It's just that, once they leave Kids Connection, we cannot take responsibility for what happens between you and them—*only your parents/guardians can.* There is a parent/guardian communication permission form which is available upon request, *which your parents/guardians must fill out before a Counselor can give you any contact information or take any contact information from you.*
 3. Regarding emails, messages, and comments you might make to other children on their social networking site, we ask you:
 - keep what you say positive and respectful of staff and children alike
 - not to use obscenities, vulgar, or sexual language
 - not to say mean or threatening things to or about other children or staff
 - not to post pictures online that would embarrass or violate anyone's privacy
 - not to pose as another child online or spread false information about anyone or say damaging or threatening things to or about anyone
 - not to use a website, blog, or email to talk about things that are against Kids Connection policy, like using drugs or alcohol or bullying or sexual topics
 4. Most Internet communication is positive, and that's great! In the rare case where there might be any negative messages to other children or staff, our policy is to call the parents or guardians of children who send those messages and share the content with them.
 5. We will use any legal means available, including contacting the police and the FBI, to attack the source of any offending or threatening Internet communication if we need to.
 6. Any child who violates any of our policies regarding the Internet or other communication might be asked to leave Kids Connection and might not be able to come back and might even have to answer to the police or other law enforcement authorities.
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7. We want you to be safe on the Internet. ***If you receive a threatening e-mail, DM, or message on your personal website--- one that is mocking, uses vulgar or harassing language--here is what you should do:***

- Do not respond to the message or retaliate, because it might encourage the sender or get you into trouble.
- If possible, record the message onto your hard drive.
- Print a copy of the message, then close it but ***do not delete it.***
- Tell your parents or guardians about it and have them notify the local police or, if necessary, contact your Internet service provider (like AT&T, Spectrum, Verizon, etc).
- If you suspect that the sender is from Kids Connection, please call us immediately.
- You or your parents/guardians can also contact Pedowatch (www.pedowatch.com) or the National Center for Missing and Exploited Children (www.nemec.org).

Kids Connection programs are meant to be fun, safe, and happy places for all of us! We need your help to keep the way people communicate with one another positive; a way that makes everyone feels safe.

Safety & Emergency Procedures

All Shalom Austin staff are trained to prepare for a wide range of emergencies should they arise. In the event of any emergency on campus (lock down, medical emergency, etc), Kids Connection will notify 911, parents/guardians, and campus security. Kids Connection staff will provide First Aid and CPR if necessary.

Kids Connection conducts routine fire and tornado drills. In the event of a fire, all people will follow the emergency evacuation route to the closest exit and will stand 200 ft away from the building. All persons will be accounted for. Building evacuation plans are posted by the door in each classroom. Please keep us up to date with all your emergency numbers in the event we need to contact you.

If the facility must be evacuated, JCC Security has arranged an alternate location to which we will move the children. If you learn that your child has been evacuated from the JCC Campus property, please go immediately to the following location: Northwest Hills United Methodist Church, 7050 Village Center Dr. (Far West and Hart Lane), (512) 345-1743.

Inclement Weather

Kids Connection monitors the weather daily. We will adjust the amount of outdoor play time if temperature/wind chill drops below 45 degrees and if temperature/heat index exceeds 100 degrees. In case of inclement weather, please check local radio/TV channels. The Youth and Teen Department follows the AISD inclement weather schedule. When AISD cancels school or afternoon programs due to inclement weather, Kids Connection and the Dell JCC **will be closed.** When AISD has a delayed opening, Kids Connection will be open.

Child Abuse

All Shalom Austin staff members are mandatory reporters of child abuse and neglect. Kids Connection staff are required to participate in an annual training for a minimum of one hour regarding issues and prevention techniques for child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. Our staff also have access to licensed social workers on our staff of Shalom Austin.

As the safety and well-being of kids in our program is our number one priority, any staff member who suspects that a child might be the victim of abuse or neglect is encouraged to report it to a supervisor and file a report with the State of Texas Department of Family and Protective services. If you suspect

that a child is the victim of abuse or neglect, we also encourage you to file a report with the Texas Abuse Hotline at www.txabusehotline.org or 1-800-252-5400. If you suspect a child is in immediate danger, as with all emergencies, please call 911. Parents/Guardians of a child who is a victim of abuse or neglect can and should seek assistance and/or intervention by contacting the Texas Abuse Hotline.

Medical Emergencies at Kids Connection

All Kids Connection Staff are certified in CPR and First-Aid, along with additional training during their orientation. Should there be a medical emergency, we will call 911 if needed, and then call the parent/guardian/adult indicated on your camper application. Children will be transported to the nearest facility, or the hospital as indicated on your camper application.

Licensing

Kids Connection is fully licensed by the Texas Child Care Licensing, Division of the Texas Department of Health and Human Services (HHS) and meets strict guidelines and minimum standards in such areas as safety, cleanliness, faculty-to-student ratios, and staff background checks. Kids Connection is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and grounds, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. We are state-licensed and regularly inspected to ensure everything meets or exceeds standards.

Parents always have the right to review all licensing and minimum standard policies and procedures, as well as the most recent standard inspection form, in the Youth and Teen Office and/or by contacting the State of Texas, Department of Family and Protective Services by calling the local number (512) 834-3426 or by going online at www.txchildcaresearch.org.

Kids Connection Tuition

Tuition fees are payable as monthly installments, by credit card (including a 3% processing fee) or debit card. Please know that tuition for the entire school year of Kids Connection has been split into 9 equal payments for your convenience and are not based upon the number of days in each month. Fees will not be prorated per days attended each month.

***If paying by credit card, a **3% credit card processing fee** (non-refundable/non-transferable) will be added to your total and be processed per transaction.*

Kids Connection monthly tuition is due on the 15th of each month (or the Friday before, should the 15th fall on a weekend). When you register for Kids Connection, we are committing that spot for your child each month. Once payment is collected, no refunds will be granted. The last payment will fall on April 15th, 2024. Parents or guardians needing financial aid may apply for assistance by contacting FinancialAid@shalomaustin.org.

Your placement in Kids Connection will be forfeited if payment is not received on time.

All Registration Fees are non-refundable and non-transferable. There will be a \$35 "Credit/Debit Card Decline Fee" charged to your card on file should your credit or debit card be declined.

Kids Connection program is dependent on the number of children enrolled. If the numbers are low from a specific school, transportation to this program may not run.

Financial Assistance

The JCC maintains a policy of adjusting fees according to family income. The process is strictly confidential. To request financial assistance forms, please contact FinancialAid@shalomaustin.org. In order to be eligible for the limited funds available for financial assistance, you must complete your registration online and pay the required registration fee(s) and/or deposit(s). In addition, Hebrew Free Loan of Austin provides interest-free loans up to \$2,500. Their website is www.hfla.org. You can contact them at 512-677-4352 or info@hfla.org.

Absence Policy

If your child will not attend Kids Connection due to illness, vacation, or personal reasons, it is imperative to notify the Youth & Teen Office, at 512-735-8074, **no later than 12:00 noon**. You may also send an email to YouthandTeenOffice@ShalomAustin.org. If for some reason a call is not made, penalties will result on a monthly basis (penalties will not carry over into following months).

These penalties are as follows:

- No call 1 – a reminder will be given
- No call 2 – a warning, stating the next course of action of charging a penalty fee will be given
- No call 3 – a penalty fee of \$5 will be attached to the monthly bill
- No call 4 – a penalty fee of \$10 will be attached to the monthly bill
- No call 5 – a meeting with the director will be requested and further action will be discussed, including possible dismissal from the program

Please keep in mind that there are no tuition credits or reimbursements for absences.

Out of Town

If you plan to be out of town while your child continues to attend Kids Connection, please advise us accordingly and give us the name and contact information of someone who should be contacted in your absence.

Transportation

Our transportation service includes pick up from various locations around Austin and drop-off at the J. Children are responsible for meeting at the JCC pick up spot or JCC bus/van and staff member at the designated area, in a timely manner. ***If your child is not present, we will call you and the other contact provided during registration.*** The bus/van will wait no more than five minutes if a child is not present. In the event that a child misses the bus/van, the parent/guardian will be responsible for their child's transportation.

Initial Registration Information

Priority Registration is the process by which currently enrolled students, their siblings, ECP Pre-K students, and Shalom Austin employees' children enroll for the following school year. Regular registration for the upcoming school year will occur during the preceding Spring semester. All pertinent information must be completed online AND appropriate forms must be signed by stated deadlines to maintain priority status for the subsequent school year. Our online registration and enrollment system is called CampIn Touch, by CampMinder. You can log into your account here: <https://shalomaustinsy.campintouch.com/v2/login.aspx>.

You will be notified of any policy changes via email.

Withdrawals

Should you choose to cancel Kids Connection, please let us know in writing, via email before the 15th of the month. When you register your child for Kids Connection, Shalom Austin is committing that spot for your child each month. Once payment is collected, no refunds will be granted. Your JCC membership, separate from enrollment in the Kids Connection program, has a **30 day** cancellation

policy. We will not automatically cancel your JCC membership at the end of your child's Kids Connection program term. If you choose to discontinue your membership when withdrawing from Kids Connection or at the end of your child's program term, please request a cancellation form via e-mail to membership@shalomaustin.org.

Changes

Changes to your Kids Connection schedule, i.e. switching from 5 days a week to 3 days a week, must be submitted in writing. Every effort will be made to accommodate these changes; however changes are not guaranteed and are subject to availability in the program.

Dismissal & Pick Up

- Pick-Up will happen outside the Education Building at the back circle drive.
- **Pick-up will occur at 4 times:**
 - 4:30PM, 5:00PM, 5:30PM, and 5:50PM.
 - You will need to let our staff know what time you will be picking up your child(ren) via this form: [Kids Connection Pick-up Time Form](#).
 - Should you need to change your pick-up time, please email YouthandTeenOffice@shalomaustin.org or call us at 512-735-8074

Children must be picked up by authorized adults. It is imperative that we be notified in writing if an adult other than those listed on the application will pick up your child. Please fill out the "Authorized Grown Ups" form in your CampInTouch account to keep authorized pickups consistent. Notification may be taken over the phone if the adult is already listed in your child's file as an emergency pick-up person. The alternate must present a valid Texas Driver's License. Children will not be released to anyone under the age of 16. ***Parents/guardians who are legally separated or divorced must notify the director, in writing, and provide copies of any court order custody arrangements and how these will involve the child in the program.***

Lateness

In the event of an emergency, we request that you call the Youth & Teen Department to indicate that you will not be on time to pick your child up so that we can make appropriate arrangements. After 5:50PM, a parent, guardian, or the emergency pick-up person will be contacted. **Parents/guardians will be charged a late fee of \$35 plus \$1 per minute after 5:50 PM.** If excessive lateness becomes a problem, your child may be removed from the program and CPS may be contacted.

Behavioral Guidelines

To assure that our program runs smoothly, to protect the safety of all, to promote cooperation, and to assist our children in taking responsibility for their actions, the following are rules and procedures that every participant of Kids Connection must follow:

1. Check in with a counselor immediately upon arrival to Kids Connection.
2. Respect the property of the DJCC and other participants.
3. Behave in a responsible manner, being helpful and cooperative.
4. Demonstrate courtesy and respect for one another.
5. Respect counselors and follow directions.

Kids Connection uses positive guidance techniques including redirection, anticipation of potential problems, positive reinforcement and encouragement while avoiding competition, comparison, or criticism. We are planning a fun experience for all and insisting on increased health and safety

practices. This is a unique time and some of the children may have some difficulty with the transition from home to our care. We will do all we can to help make this transition as smooth as possible; however, we need everyone to agree to certain guidelines. Consistent and clear expectations will be reviewed with the children.

All children and parents/guardians must sign the **School Aged Code of Honor** prior to a child starting Kids Connection. It is our goal that counselors, children, and parents/guardians work together toward good behavior and a cohesive atmosphere. However, in some cases, disciplinary measures may be necessary. "Taking a break" from the group is used on occasion as a consequence for disruptive behavior. This allows the child time to settle down, talk with the counselor and then return to camp activities.

You will be asked to pick up your child should their behavior compromise safety.

Additional disciplinary measures (including removal from the program) may be necessary if a child inflicts physical or emotional harm on another child, is dangerous to him/herself, or is physically or verbally abusive to staff. **No refunds will be made if a child is suspended or withdrawn from the program due to inappropriate behavior.**

Illness Policy

Kids Connection has established guidelines in accordance with state childcare law and other best practices concerning sick children. In case of a communicable disease or condition, Kids Connection will send out a notice to the grade and/or transportation route affected, other parents will be notified to watch for symptoms in their children.

If Your Child Becomes Ill While at Kids Connection

If your child becomes ill during the afternoon, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. If a child becomes too ill to be at Kids Connection, staff will contact a parent to schedule immediate pick-up (**30 minutes maximum**). Please see the list in the "ILLNESSES" section below for the symptoms we look for before sending a child home.

Please arrive as soon as possible because your child is not feeling well. It is important to ensure that you have at least one local emergency pick-up contact if we cannot reach a parent when a child is sick. If your child has a doctor-confirmed communicable disease, such as those mentioned below, please notify Kids Connection as soon as possible either by phone, by email, or in person. An anonymous illness notice will be emailed for the benefit of the other parents with children attending Kids Connection, as well as for the benefit of our staff.

Illnesses

You know your child better than anyone. If your child has a loss of appetite, or shows unusual signs of listlessness, irritability, or fatigue, your child may have come down with an illness and should be kept at home. Many illnesses are contagious. Please keep your child at home and do not send them to school/Kids Connection if you suspect your child may be getting sick. Please do not bring your child back until the disease/illness is no longer communicable, and your child can participate in indoor and outdoor activities.

An ill child must be kept home if one or more of the following exists:

1. An illness prevents your child from participating comfortably in school/camp activities, including outside play during normal weather conditions. Please note that hot weather is considered "normal" in Austin, Texas.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. Your child has ANY of the following:
 - In the past 24 hours, oral temperature of 99.4 degrees or greater, rectal temperature of 100.4 degrees or greater, or armpit temperature of 99.4 degrees or greater. Your child must be fever-free WITHOUT MEDICATION for 24 hours before returning to school.
 - Two or more vomiting episodes in the past 24 hours.
 - Two or more episodes of diarrhea or loose, watery stools in the past 24 hours.
 - Rash with a fever, discharge from the eyes, mouth sores with drooling, wheezing, behavior changes, or other unusual symptoms.
 - The child has been diagnosed with any communicable disease, including, but not limited to: chicken pox, bacterial or viral gastroenteritis, hand/foot/mouth disease, mumps, measles, meningitis, diphtheria, scarlet fever, fifth disease, head lice, conjunctivitis or pink eye, strep throat, impetigo, influenza, whooping cough, etc.

Until medical evaluation determines that the disease/illness is no longer communicable, and your child can participate in Kids Connection activities, please allow them to recuperate at home.

In these cases, please give a doctor's release note to Kids Connection administrators upon your child's return.

The next few pages contain a chart relaying more information on these communicable illnesses.

| Communicable Illnesses | | | |
|---|---|---|---|
| <i>This chart is not an exhaustive list of the communicable diseases and policies for exclusion from childcare. For more information, please contact a member of the Kids Connection Administration team.</i> | | | |
| Illness | Contagious? | Symptoms | When to return to childcare or school |
| Chickenpox | Yes – spread by direct contact with fluid inside blisters or with droplets from mouth or nose | <ul style="list-style-type: none">• Fever• Red, itchy rash on body – changes from bumps to blisters to scabs | <ul style="list-style-type: none">• Schedule an appointment with your child's pediatrician and plan treatment.• Tell the school and playmate's parents if your is diagnosed.• Provide a doctor's note upon return to school.• Children who have not yet had chickenpox should receive a shot (vaccine) to protect them from the disease. |

| | | | |
|------------------------------|--|--|---|
| Colds | Yes | <ul style="list-style-type: none"> • Runny nose • Scratchy throat • Cough <p>NOTE: These symptoms may also be caused by allergies.</p> | <ul style="list-style-type: none"> • Your child may go to childcare with minor cold symptoms. • If symptoms are worse than you might expect with a common cold, schedule an appointment with your child's pediatrician. • Call right away if your child is not acting normally, has a fever or has any trouble breathing. |
| Fever | Depends on cause | Temperature over 100.3F | Keep your child home until there is no fever without using medicines for 24 hours. |
| Flu | Yes – spread by contact with droplets from eyes, mouth or nose | <ul style="list-style-type: none"> • Fever • Chills • Cold symptoms • Body aches • Sometimes vomiting and diarrhea | <ul style="list-style-type: none"> • Schedule an appointment with your child's pediatrician for diagnosis. • Keep your child home until there is no fever without using medicines for 24 hours and symptoms subside. This is usually for 5 to 7 days. • Provide a doctor's note upon return. • NOTE: Children with chronic health problems should have a flu shot each year. |
| Impetigo | Yes – spread by direct contact or by droplets from mouth or nose | Red, oozing, blister-like rash on body or face | <ul style="list-style-type: none"> • Schedule an appointment with your child's pediatrician. • Keep your child home until their doctor says it is OK to return to school. • Provide a doctor's note upon return. |
| Middle ear infections | No | <ul style="list-style-type: none"> • Ear pain • Fever | <ul style="list-style-type: none"> • See your child's pediatrician. • Start medication if necessary. Your child may attend school if comfort level allows. |
| MRSA | Yes – spread from person to person by hand contact | <ul style="list-style-type: none"> • Swelling • Drainage • Fever | <ul style="list-style-type: none"> • Give antibiotics if advised by your child's doctor. • Provide a doctor's note upon return. • For open sores, keep covered until no more drainage. • No close contact sports until all sites are healed. |

| | | | |
|--|--|---|--|
| <p>Pinkeye</p> | <p>Yes – spread by bacteria or virus</p> | <ul style="list-style-type: none"> • Watery eyes • Itchy eyes • Redness in whites of eyes • Puffy eyelids • Drainage from eyes <p>NOTE: These symptoms may also be caused by allergies.</p> | <ul style="list-style-type: none"> • Treat your child’s pinkeye as advised by his doctor. This may include antibiotics. • Provide a doctor's note upon return. |
| <p>Respiratory Viruses including COVID-19</p> | <p>Yes – spread by contact with droplets from eyes, mouth or nose</p> | <ul style="list-style-type: none"> • Fever • Cold symptoms • Body aches • Sometimes vomiting and diarrhea | <ul style="list-style-type: none"> • Schedule an appointment with your child's pediatrician for diagnosis. • Keep your child home until there is no fever without using medicines for 24 hours and symptoms subside. This is usually for 5 to 7 days. • Provide a doctor's note upon return. |
| <p>Ringworm</p> | <p>Yes – spread by direct contact.</p> <p>Ringworm can affect the skin or scalp.</p> | <ul style="list-style-type: none"> • Skin – pink, raised patches and mild itching • Scalp – flaky or crusty patches, and hair loss | <ul style="list-style-type: none"> • Treat your child’s skin or scalp as advised by his doctor. • For skin - keep patches covered with a bandage. • For scalp - teach your child not to share hats, brushes, combs, clothing or linens. • Provide a doctor's note upon return to school. |

| | | | |
|---|--|---|---|
| <p>Scabies and lice</p> | <p>Yes – spread by direct contact.</p> <p>Scabies affects the skin; lice affect the scalp.</p> | <ul style="list-style-type: none"> • Itching • Scratching | <ul style="list-style-type: none"> • Treat your child’s skin or scalp right away as advised by his doctor. • For scabies - keep your child home until treatment is started. Return with a note from the doctor. • For lice - keep your child home until all live lice are gone. Check your child’s head for lice for 7 to 10 days. Re-treat, as needed. Return with a note from the doctor. • Teach your child not to share hats, brushes, combs, clothing or linens. |
| <p>Strep throat or scarlet fever</p> | <p>Yes – spread by contact with droplets from mouth or nose</p> | <ul style="list-style-type: none"> • Sore throat • Fever • Headache • Stomachache | <ul style="list-style-type: none"> • Take your child to the doctor if he has these symptoms. • Keep your child home until he is free of fever and on antibiotics for 24 hours. Return with a note from the doctor. |
| <p>Vomiting or diarrhea</p> | <p>Depends on cause</p> | <ul style="list-style-type: none"> • Vomits more than once • Loose, runny stools | <ul style="list-style-type: none"> • Keep your child home until there is no fever without using medicines for 24 hours and symptoms subside. • For vomiting – also, keep your child home until they has not vomited for at least 24 hours. • For diarrhea – also, keep your child home until they has not had diarrhea for at least 24 hours. This includes children who wear diapers. • If diarrhea or vomiting occur often or occur with a fever, rash or general weakness, call your child’s doctor. |

COVID-19 Precautions and Viral Illness Policy

Gratefully we are now in a different phase of the pandemic with high community immunity through vaccination and/or natural immunity. Covid-19 is still in our community, and reinfection can occur, but due to high community immunity, we are not seeing increases in severe disease and hospitalizations.

We have learned a lot in the last 3 years, including that children rarely develop severe diseases. Therefore, in consultation with experts, we believe it is safe to modify our policies. To that end, we now consider Covid-19 like other respiratory viruses and have **one policy for all viral illnesses**.

First, we still strongly encourage all families, children, and staff to stay current with their vaccinations, including Covid-19. Second, stay home if ill. Third, if you have been ill, we will require you to meet 3 criteria before returning to school outlined below:

1. Are 24 hours fever free (if fever was an initial symptom without anti-pyretics)
2. At least 48 hours (about 2 days) have passed since onset of symptoms or a positive test
3. Experiencing significant symptom improvement

Our programs will continue to thoroughly clean and sanitize nightly and keep our programming areas clean during the day, and our staff will teach, model, and supervise proper handwashing. We highly recommend vaccinating children and adults ages 6 months and older. We will continue to follow any local changes and new public health guidance. Should the current situation change, we will consult our experts and modify our policies.

***Please see addendum at the end of the document for the most up to date COVID-19 policy. Our policy for other viral illnesses remains in effect as written above.*

SHALOM AUSTIN JEWISH COMMUNITY CENTER KIDS CONNECTION

2023-2024 FEE SCHEDULE

JCC MEMBERSHIP:

Kids Connection is a program offered by Shalom Austin and the Dell Jewish Community Center exclusively to members. A Family Membership is required for all participants in the Kids Connection program. With a DJCC Family Membership, you are eligible for member rates for all DJCC sponsored events and programs. Your family also has access to the Sports & Fitness Complex including a gym, year-round heated pool, groomed nature trail, picnic areas, sporting and theatrical events, and much more. Please visit our website for complete details. Make sure your membership is up to date at <https://rebrand.ly/jccaccount>.

No child will be admitted to Kids Connection until your JCC Membership has been verified AND all forms are completely filled out, signed and submitted.

REGISTRATION FEE: \$100.00 per child (non-refundable/non-transferable)

TUITION FEES: These fees do not include school closings, vacation camps, or early release days. Actual program days vary each month. Fees will not be pro-rated per days attended each month.

CREDIT CARD FEES: If paying by credit card, a **3% credit card processing fee** (non-refundable/non-transferable) will be added to your total and be processed per transaction.

SIBLING DISCOUNT: There will be a 10% off total tuition for second/third child. This will be reflected in each monthly charge.

| | 2023/2024 Tuition | Monthly Charge (9 equal payments) |
|---|----------------------|---|
| Radius 1 (under 1 mile) includes Magellan International School (Chimney Corners) and Doss | | |
| 5 days a week | \$5,103 | \$540 |
| 3 days a week | \$4,041 | \$449 |
| Radius 2 (1-5 miles) includes Davis, Gullett, Highland Park, Magellan International School (Great Hills Drive) | | |
| 5 days a week | \$5,508 | \$612 |
| 3 days a week | \$4,410 | \$490 |
| Radius 3 (5+ miles) schools vary | | |
| 5 days a week | \$6,273 | \$697 |
| 3 days a week | \$5,049 | \$561 |
| AJA | | |
| 5 days a week | \$4,284 | \$476 |
| 3 days a week | \$3,519 | \$391 |

The 5-DAY PROGRAM begins after school and ends promptly at 5:50 PM. *There are no make-up days for absences or missed days.* Fees will not be pro-rated per days attended each month.

The 3-DAY PROGRAM begins after school and ends promptly at 5:50 PM. In order to keep the program consistent, **the three days need to remain the same throughout the entire month.** *There are no make-up days for absences or missed days.* Fees will not be pro-rated per days attended each month.

KC Closed Dates 2023-2024

| | |
|---|--------------------|
| Friday September 15 | Rosh Hashanah |
| Monday September 25 | Yom Kippur |
| Friday September 29 | Sukkot |
| Friday October 6 | Shemini Atzeret |
| Wednesday November 22 | Thanksgiving Break |
| Thursday November 23 | Thanksgiving Break |
| Friday November 24 | Thanksgiving Break |
| Monday December 25 through Tuesday January 2 | Winter Break |
| Monday April 22 | Passover |
| Tuesday April 23 | Passover |
| Wednesday April 24 | Passover |

Dates that there will be alternative programming at an additional cost

Monday October 9: JCamps Day Off

Monday November 13: JCamps Day Off

Monday November 20 and Tuesday November 21: Fall Break Camp (FBC)

Thursday December 21 and Friday December 22: Winter Break Camp (WBC)—Kim's Gym

Wednesday January 3, Thursday January 4, Friday January 5, Monday January 8: WBC

Monday January 15: JCamps Day Off

Friday February 9: JCamps Day Off

Monday February 19: JCamps Day Off

Monday March 11 through Friday March 15: Spring Break Camp (SBC)

Friday March 29: JCamps Day Off

Wednesday April 10: JCamps Day Off

Dates subject to change

Updated COVID-19 Policy

Effective August 28, 2023

After consulting with our medical advisor and the senior leadership team, we have made the following changes specific to Covid-19:

If your child TESTS POSITIVE for COVID-19:

- Notify Kids Connection by emailing a photo of the test result to us. Please write your child's name and the date on the test.
- Keep your child at home for 5 days. Day 0 is the day symptoms appeared.
- They may return to Kids Connection prior to Day 6, **if they test negative** and have been fever-free for 24 hours (without medication) and their symptoms have improved significantly.
- Your child may return on Day 6 if they:
 - Have been fever-free for 24 hours (without medication).
 - Are experiencing a significant improvement in symptoms.

Symptoms include: fever, acute cough and/or runny nose, shortness of breath, fatigue, body aches, diarrhea, etc.

If your child has been EXPOSED to someone who is positive for COVID-19:

- If they **show symptoms** of COVID-19:
 - They must stay home:
 - They may return to Kids Connection on Day 6, if they have been fever-free for 24 hours (without medication) and their symptoms have improved significantly.
 - They may return to Kids Connection prior to Day 6, **if they test negative** and have been fever-free for 24 hours (without medication) and their symptoms have improved significantly.
- If they are **symptom-free**, they may return to Kids Connection without a test. Please monitor your child closely for any symptoms. If they show symptoms within the first 5 days after exposure, follow the protocol above.

Covid-19 symptoms include: fever, acute cough and/or runny nose, shortness of breath, fatigue, body aches, diarrhea, etc.
