

### **J at School Parent/Guardian Agreement**

I grant permission for my child to attend the program on the selected date(s) and release JCC Chicago of all responsibility other than reasonable care.

I have read and agree with J at School available at <https://jatschool.jccchicago.org/policies/> and JCC Registration Policies available at <http://www.jccchicago.org/policies/>.

I understand that J at School follows the same guidelines as the school's administration regarding weather and outside play. I will dress my child appropriately for the season. It is up to the discretion of the Onsite Leader to decide if my child has appropriate clothing to go outside.

In case of an injury, the appropriate medical service will be contacted. If it is determined that my child needs immediate medical care, I authorize the JCC to transport him/her to the nearest emergency hospital.

I hereby give permission to the medical personnel selected by JCC to order x-rays, routine tests and treatment for my child, and in the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by JCC to hospitalize, secure proper treatment for, and order injection and/or anesthesia and/or surgery for my child.

I understand that I will be responsible for all the expenses resulting from these emergency services.

I understand that Jewish Community Center of Chicago may allow college students to observe JCC After Care programs as part of their course of education. Any college student in attendance will have passed CPS requirements for safety background checks.

I understand that consultants engaged by the JCC may observe my child in the classroom as part of JCC's ongoing staff training efforts.

I hereby permit my child to participate in athletic activities.

I give my permission for my child's picture to be used for publicity purposes by the Jewish Community Centers of Chicago. This is including, but not limited to: the JCC website, publicity materials, and J at School and JCC Social Media accounts. To opt out email your child's first and last name, school and grade level to [support@jccchicago.org](mailto:support@jccchicago.org).

I understand that, should I wish to transfer my child to another JCC-sponsored program, that the student and financial records will be shared with the staff of that program.

I give permission for my child to be released daily from after school to the person(s) listed on the enclosed Emergency Contact and Authorization for Pick-up Form. Any changes or additions to Authorized Pick-up need to be communicated with 24 hours advance notice to customer solutions by emailing [support@jccchicago.org](mailto:support@jccchicago.org)

### **HEALTH**

Just as the school system and Code of Conduct have requirements to safeguard the health of all student participants, so does J at School. Students in Pre-K and Kindergarten are required to have an emergency outfit (including underwear) on site to be sure we have appropriate options should an accident occur. This can be the clothing that your child has in her/his regular classroom. If your student is more prone to accidents but is not in Pre-K or Kindergarten, please be sure s/he has an extra set of clothes in her/his bag or locker.

Please do not send your child to a J at School program if s/he is ill. The following symptoms are good reasons to keep your child home:

- Fever during the last 24-hour period
- Heavy nasal discharge and sneezing
- Constant cough
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- Conjunctivitis or "Pink Eye"

If your child should become ill while at After Care, we will keep him/her as comfortable as possible while we contact you to take your child home. If you learn that your child has contracted a communicable illness, such as strep throat, chicken pox, scarlet fever, head lice or pin-worms, in addition to keeping your child(ren) home, please notify the Site Supervisor immediately so we may notify the other families of children who have been exposed so they can be watchful for symptoms. Children who have been prescribed an antibiotic by a doctor must have been on the medication for 24 hours prior to their return to the program. Adherence to these expectations will help us take every precaution to insure a healthy environment for your child.

### **PAYMENTS AND FEES**

All monthly payments due will be charged in 10 equal installments the 1st of every month. The credit card or bank account used for your deposit will be charged for these tuition fees. First payment will be processed on September 5th, 2019.

Any changes in contracted days of attendance must be done with 24-hour notice. If a change is requested for the same day of attendance an additional drop-in fee will be charged for that day.

All Dependent Care Reimbursement forms and questions associated with Flexible Spending Accounts (FSA) should be submitted to [support@jccchicago.org](mailto:support@jccchicago.org).

I understand that if I am late on any payments J at School has the right to remove my child from the program at any time.

For fee assistance options, please contact J at School at [support@jccchicago.org](mailto:support@jccchicago.org). I understand that I am responsible for all payments due, regardless of fee assistance determination.

### **LATE PICK-UP FEES AND CONSEQUENCES\*\* (VERY IMPORTANT)**

A fine will be issued for a child picked up late from their registered pickup time on Monday through Friday. The fine will be \$1 per minute per child; this rate is doubled on Fridays and days before holidays. Late fees must be paid by a credit card that we have on file for your After-Care payments or another card presented at pick up. J at School staff are unable to accept cash or check as late payment. Excessive late pick-ups (3 or more late pick-ups over the period of one month) or unpaid late fines can result in being enrolled in a later pick up time, if your site offers that, or suspension or expulsion from the J at School program.

### **BEFORE SCHOOL CARE: EARLY DROP OFF**

A fine will be issued for any child who is dropped off prior the start of before care. The fine will be \$1 per minute per child. Please note, staff arrives early to set up and is not available for supervision of children until before care opens.

### **CODE OF CONDUCT**

All J at School Staff is directed to follow their school's Code of Conduct and it is expected that children, parents, and guardians will also adhere to these important principles in order to maintain a

positive, meaningful community at J at School.

At J at School, we teach children how to be strong community members. We prefer to reward positive behavior and use mistakes as opportunities for growth and development. If your child acts inappropriately, disrespectfully, or engages in unsafe or aggressive behaviors that become a danger to themselves or others, the staff will first work to redirect and have the child(ren) reflect on this behavior to de-escalate and correct it.

Some behavior modifications tools our staff might use include:

- Reflection time
- Reflection sheets
- Written documentation
- Sticker charts to recognize improved behavior
- Award programs
- Calming techniques
- Mediated discussion
- Call for early pick-up\*(in cases of extremely unsafe behavior)

Should a behavior modification or de-escalation techniques prove ineffective, or if the behavior poses immediate high-risk danger to the student or others, it is up to the discretion of J at School to provide additional and/or immediate consequences including, but not limited to:

- Conferences with the child(ren) either with staff only or including a parent/guardian
- Full parent/guardian meeting with the possibility to include J at School administration or school administration
- Follow up "Check-In" conferences with parent/guardian
- Child(ren) being picked up immediately\*
- Suspension from program\*
- Expulsion from program\*\*

\*There will be no refund of payments for an early pickup or temporary removal and/or suspension from before or after care program in cases of inappropriate or unsafe behavior.

\*\*If a student is expelled from J at School before care, after care, refunds will be issued for any unused days that have been paid. Expulsion and refunds from an enrichment program will be determined in conjunction with the subcontracted vendor.

It is our goal to maintain and promote a safe and nurturing environment for all students involved in our programming. J at School's priority is to support and engage our students, families, and school communities through open communication and positive, purposeful interaction. We sincerely look forward to working with you and your students and to the exciting year we have ahead.