



# **PARENT HANDBOOK**

## **2025-2026**

### After-School & Vacation Days

#### **Contact Information**

Casey Reed | 913-327-8079 | [CaseyR@thejkc.org](mailto:CaseyR@thejkc.org)  
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[TheJKC.org/AfterSchool](http://TheJKC.org/AfterSchool)

# After-School at The J Program Schedule & Policies

The After-School Program at The J provides a group experience with fun, recreational, and skill-building activities for kindergarten through 5<sup>th</sup> graders at the end of the school day and on early dismissals. Participants will have a snack and time to complete homework, as well as games, active play, turf & gym time, and art projects relating to Jewish holidays.

## **Schedule** *Brief overview and subject to change*

3:15 – 4:15: Arrival (Homework, reading, educational activities and snack)

4:15 – 5:00: Active Play (Playground/Gym/Turf/Gaga)

5:00 – 6:00: Free Play (choice activities, art projects and special group activities)

## **Homework Help**

Children are given the opportunity to work on homework or have quiet reading time. Staff are available to assist and encourage children to do their homework. Let Casey or Abby know if your child needs assistance.

## **District Early Dismissal Days**

Scheduled district early dismissal school-days are included in the After-School program enrollment. For those who are transported, ZTrip Taxi or a bus **will be scheduled to pick up** children from school at the predetermined early dismissal time and bring them to The J After-School Program. For HBHA, staff will pick up the children at the early dismissal time. If you wish to pick up your child at the early dismissal time, please let Casey or Abby know that you are picking them up. Otherwise, we will expect to pick them up.

## **Absences**

Please contact Casey or Abby as soon as possible any time a child will be absent from the program. We appreciate knowing at least 2 hours before transportation is scheduled.

## **Personal Belongings**

Please do not bring toys, Pop-Its, Pokémon cards, video games, iPods/iPads, or similar electronic devices to the After-School program. Label all personal belongings such as backpacks, coats, hats and gloves. **The program is not responsible for loss, theft, or breakage of personal belongings.**

## **Enrichment Classes**

The J offers a variety of classes that are available for After-School participants to sign up for during After-School hours. These include dance, tumbling, basketball, soccer, tennis, karate, music and more. The fees for these programs are separate from the After-School fees. Children will be escorted to and from the enrichment classes by The J staff during the After-School program hours. Find links on our [After-School website](#).

## **Financial Assistance**

For families needing financial assistance, there are limited funds available. If you have questions, contact Clair Curtis [by email](#) or by calling 913-327-8220, or contact [financialaid@thejkc.org](mailto:financialaid@thejkc.org) for more info. Apply here: [Financial Assistance Application](#).

## **Snacks**

Snacks are served every afternoon in the After-School program, and in the morning and afternoon on Vacation Days. Snack items served to children will be Kosher and will not contain nuts. We serve a variety of snacks including fruit, single serve snacks, and crackers. Parents may also send a preferred additional snack.

## Special Events

To be considerate of our Kosher families, parents are requested not to send food items made at home to share, i.e. birthday cakes or holiday sweets. If you wish to send treats you may purchase any store item that is clearly marked Kosher. If you have questions, contact Casey or Abby.

## Transportation

### zTrip Taxi and Bus

The After-School program has arranged transportation from Blue Valley & Shawnee Mission schools via zTrip Taxi (WHC Worldwide). We also have a J bus driven by a qualified J driver. The drivers are trained and experienced in transporting young children, and they have been screened to work with our participants. Parents and youth will have an opportunity to meet with their drivers at our Parent Orientation in August. Appropriate booster seats or car seats will be provided by the cab company. Casey Reed will facilitate communication between zTrip, the parents, and the school.

### Transportation Changes and Absences

Contact Casey Reed ([caseyr@thejkc.org](mailto:caseyr@thejkc.org) or 913-327-8079) by 9:00 a.m. the day before a known absence. If there is a last-minute change, **please contact us immediately so we can cancel the taxi**. We would like to have notice of transportation cancellations at least two hours in advance.

### Rules and Behavior While Riding in the Vehicles

- Children must remain seated and seat-belted (and if appropriate, in a car seat/booster seat) from the time they are picked up from school until they arrive at The J. Children must be able to safely and successfully ride unassisted.
- Eating and drinking in the vehicles is prohibited.
- Children must have quiet, courteous, and appropriate conversations while in the vehicle.
- Children must keep their hands to themselves.
- Children must respect the vehicle, driver, and other student passengers at all times.

***Children who are unable to ride in the taxi safely and appropriately will be denied future transportation.***

## Health and Safety

### Health and Emergency Treatment Forms

The following must be completed and turned in **before children may attend** the After-School Program.

- Complete current health information on CampDoc, our electronic health information system.
- Over the Counter Medication and Additional Required Permission Form (If your child needs medication during program hours)

All information in the health records is kept confidential and health details shared with staff only when necessary for proper care and safety.

## **When Your Child Is Sick**

To protect the health of every child, please do not send your child to our programs when sick with a fever, diarrhea, vomiting or any communicable disease. We are required to follow the current Health Department guidelines. If the child has had a fever, the child must be fever-free without medications for 24 hours before returning to our program. If your child has had diarrhea or has vomited, your child needs to be diarrhea-free for 24 hours and no vomiting for 24 hours before returning. Parents must report any exposure to or onset of any communicable disease. Our staff will use guidelines set by the Johnson County Health Department for readmission to the program.

While in our program, if a child develops any symptoms of a communicable disease, or has a fever, or vomits, the child will be isolated and parents called to pick up the child. We request that parents arrange to pick up their child as soon as possible. A child who is sent home may not return to the program until he/she is symptom-free for 24 hours. The only exception to this policy is when a child's symptoms are not caused by a contagious disease (as in the case of allergies) and/or the child is medicated, not contagious, and well enough to participate.

## **Kids with Disabilities**

The After-School Program is a group child-care program. If a child needs assistance to successfully function in a group, prior to registering, contact Barry Birkmeyer at 913-327-8098 or [barrybirk@thejkc.org](mailto:barrybirk@thejkc.org).

## **Behavior Management**

Appropriate behavior in group programs is essential to ensure the safety and enjoyment of all children, helping them feel safe and secure. Our staff promote behaviors that are beneficial to the group of children and change and/or eliminate behaviors that are harmful or distressing to the child or to others. Staff use the following techniques.

- Talk with children about the rules and appropriate behavior.
- Compliment, encourage, and praise appropriate behavior.
- Use redirection, problem solving and suggestions. Listen to the child's concerns.
- Hold quiet, brief, private talks with children to address behavior and give appropriate choices.
- Talk with parents about problem situations and develop a plan for the future.

Children are expected to follow the rules of the program and follow the direction of the After-School staff. Acceptance into The J After-School program is conditioned on appropriate behavior and participation is dependent on the child's ability to respect the rules of the program and maintain a safe environment for all participants. Staff members will consult with parents to assist with each child's success within the program.

A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by either requiring constant one-on-one attention; is inflicting physical or emotional harm on other children; is harming staff or is otherwise unable to conform to the rules and guidelines of the After-School at The J program. If a child becomes a serious discipline problem, the staff will notify the parents of the situation, and discuss a solution. Children who are unable to abide by the rules or pose a safety threat for other participants or staff will be removed from the program. Acceptance into the program is conditioned on appropriate behavior and the After-School program reserves the right to dismiss or suspend a child from the program. For serious discipline problems, or if a child injures another child or staff member, staff may immediately suspend or dismiss the child from the program.

It is the policy of The J After-School program not to use physical punishment, threats, prolonged isolation, denial of food or derogatory remarks. Staff are trained on this discipline policy.

## **Mandated Reporters**

Staff are required by KDHE to immediately report any evidence of suspected child abuse or neglect to DCF or to local law enforcement agencies.

## **Enrollment**

The Jewish Community Center does not discriminate on the basis of race, color, creed, gender, or national origin in the program enrollment process.

# **Fees & Payment**

## **Deposits and Regular Payment of Fees**

Enrollment in the After-School program is considered binding for an entire school year. A deposit of \$150.00 is required when enrolling to hold a space in the program by 9/15/25. If your child was enrolled in CDC or the After-School program this past year, your deposit will roll over. The deposit is held until the termination of your child's enrollment.

The After-School fees are monthly fees that take into consideration the school calendar. For those that are enrolled for the full school year, there are nine months of payments spread throughout the school year and charged generally twice a month.

An automatic payment plan for fees is required at the time of enrollment. You may elect to have either your credit/debit card charged or bank account drafted automatically each month, charging half of the monthly fee on approximately the 1<sup>st</sup> and 15<sup>th</sup> of the month. The first payment will be August 15. There will not be a payment due on December 15<sup>th</sup>. The last payment for the school year is May 15<sup>th</sup>.

Your deposit is refundable under the following terms: There is no balance on your account, the child has participated in the After-School program for at least one month, **and** a 30-day notice of termination has been given. In all other cases, the deposit is non-refundable and non-transferable.

Accounts must be current for children to attend. The J reserves the right to disenroll a child if the balance is not paid by the end of the month.

## **Changes in Enrollment**

Requests for schedule changes must be done in writing (email is fine). Cancellations are required two weeks in advance. Additions will be accommodated if space is available. Changes will be in effect for a minimum of one month (i.e. from the first to the last day of a calendar month) unless otherwise negotiated.

## **Refunds**

The J will not refund or credit regular After-School days that are missed due to illness or absences. For Vacation Days, cancellations, if requested at least one week in advance, will be charged a cancellation fee of \$10 per person per day. Cancellations within the week of the program will incur a 50% cancellation fee. No refund for cancellations on the day of the program.

# Holidays and Closings

Because we are a Jewish facility, all Jewish and national holidays will be celebrated. In our programming we do not celebrate the following holidays: Halloween, Christmas, Valentine's Day, St. Patrick's Day and Easter.

The After-School program will be **CLOSED** for the following Jewish and National holidays:

- Monday, September 1<sup>st</sup> - Labor Day
- Tuesday, September 23<sup>rd</sup> - Rosh Hashanah
- Wednesday, September 24<sup>th</sup> - Rosh Hashanah
- Thursday, October 2<sup>nd</sup> - Yom Kippur
- Tuesday, October 7<sup>th</sup> - Sukkot
- Thursday, November 27<sup>th</sup> - Thanksgiving
- Friday, November 28<sup>th</sup> - Thanksgiving Break
- Thursday, December 25<sup>th</sup>
- Thursday, January 1<sup>st</sup>
- Monday, May 25<sup>th</sup> - Memorial Day

## Emergency Closings/Early Release

Natural disasters, utility outages, and severe weather can result in the emergency closure of schools or the Jewish Community Campus. Due to the last-minute nature of these events, staff will contact parents if the building will be closing. The After-School program will work with zTrip Taxi to provide transportation as soon as it is safe and notify parents if there is a change in the transportation schedule.

## Severe Weather/Snow Days

If schools are closed in the event of a snow day, care **may** be offered, dependent on safely getting staff to the Jewish Community Campus. Staff will contact parents by email to let parents know if we are able to open a Snow Vacation Day. Each participant will need to bring a sack lunch. If the weather is too severe, the youth programs at The J may close and care will not be offered. Please check [www.thejkc.org](http://www.thejkc.org) for updates. The J does **not** call the media regarding closures.

## Program Closings

If the weather or other emergency during the day, warrants a closing of The J After-School Program or the Jewish Community Campus, we will contact parents to pick up their child, and will post a notice on our website. There are no After-School program refunds or make-up days for weather-related closings, as fees have been adjusted to include holiday and weather-related closings.

# Vacation Days and Early Dismissal

## Vacation Days

When school is out for In-Service Days or School Breaks, The J offers Vacation Day programs for school-aged youth in Kindergarten through 5<sup>th</sup> grade. Vacation Days include arts, crafts, games, and special events. More information and the Vacation Day schedule can be found on our [Vacation Day website](#). The After-School fee does not include care for your child on these days. The hours are 7:30 a.m. – 6:00 p.m. After-School participants receive a \$5 discount for Vacation Days. To receive the discount, you need to enroll through Casey or Abby, not online.

Contact Casey or Abby to enroll in Vacation Days. Attendance is limited. **Pre-Registration is required** at least two days in advance. Vacation Days do have a limit and can fill up in advance. Acceptance in the program is conditioned on appropriate behavior in group situations, following rules and directions of staff.

Your child may bring a sack lunch, including a drink. Please do not bring pork or shellfish. Or parents can choose to pre-purchase lunch with enrollment. The **lunch cost is \$8.50 per person**. On Blue Valley and Shawnee Mission Vacation Days, there will be a Hy-Vee Kosher style lunch option, as well as a Kosher hot lunch from The J's Heritage department. Juice is also offered for children that have purchased lunch. If interested in purchasing lunch for Vacation Days, email Casey or Abby at least two days prior to the Vacation Day.

**Vacation Day Cancellation Fee:** If requested at least one week in advance, the cancellation fee will be \$10 per person, per day. Cancellations within the week of the program will incur a 50% cancellation fee. No refund for cancellations on the day of the program.

If a child needs assistance to successfully function in a group, prior to registering, contact Barry Birkmeyer at [barrybirk@thejkc.org](mailto:barrybirk@thejkc.org) or 913-327-8098.

#### **Early Dismissal and Non-District Wide No School Days**

- **District Wide Early Dismissal:** District early dismissal school-days are included in the After-School program enrollment. ZTrip Taxi and bus **will be scheduled to pick up** children from school at the predetermined early dismissal time and bring them to The J After-School Program.
- **Non-District Wide No School Day(s),** (Ex.: An individual Kindergarten Round-Up or School Improvement Day): A Vacation Day **IS NOT** offered.