

**HaBonim**

AFTER SCHOOL FUN  
GRADES K-6

# parent handbook



**sabes jcc**

## welcome

Welcome to HaBonim, the Sabes Jewish Community Center's after school program. HaBonim works in cooperation with family, school and community to nurture the development of children by providing a quality school-age program that is fun, safe and accessible. We maintain a staff to child ratio of 1:10. All children must be pre-registered in order to attend HaBonim.

### HOW TO REACH US

**Danya Kornblum**  
**Kelleen O'Brion**

**Director of Youth & Camping**  
**Children's Director**

**952.381.3344** [dkornblum@sabesjcc.org](mailto:dkornblum@sabesjcc.org)  
**952.381.3374** [kobrion@sabesjcc.org](mailto:kobrion@sabesjcc.org)

To reach a staff member regarding any last minute changes during After School Hours, please call 952.381.3324.

## program

### AFTER SCHOOL

The after school program is open from 3:30-6 p.m. Monday-Thursday and 3:30-5:30 p.m. on Fridays. The HaBonim program will be closed on major Jewish and legal holidays. Please see list of important dates for days the program is closed.

### LATE PICK UP

Out of respect for the staff and their time, please call if you know you are going to be late.

You will be charged a \$1 per minute late fee per child.

If we have not heard from you and cannot reach you within 15 minutes after the program end time, your emergency contacts will be called.

If we have still not heard from you or your emergency contact and cannot reach you by 45 minutes after the program end time, the St. Louis Park Police will be notified.

It is understood that conditions beyond one's control exist. If these conditions arise, you must notify the HaBonim staff as soon as possible, and make arrangements for your child to be picked up.

Continued late pick up will result in the termination of your registration.

## enrollment/registration

### REGISTRATION

All registrations not received by the enrollment deadline may not be accepted and are subject to a \$10 late fee. Registrations must include payment. Late fees will apply to registrations without payment past the enrollment deadline. HaBonim also reserves the right to deny or limit service due to non-payment. The HaBonim program reserves the right to delay enrollment due to the need to increase staffing or to gather additional information about the child. HaBonim is equipped for a maximum of 60 children. Once that limit is reached, registrations and/or reservations will be wait-listed until space becomes available. Please note that session billing members have priority through the session registration deadline.

### ENROLLMENT

Children will be considered enrolled in the HaBonim program after the registration, payment and parent pack forms are received. Parent pack forms include: Child Information, Health Form, Behavior Agreement and Parent Acknowledgement of HaBonim Policies. No child may attend HaBonim until all the necessary forms have been received. Late forms may result in delayed enrollment.

### IMMUNIZATION RECORDS AND HEALTH CARE SUMMARY

In order for you child to attend the HaBonim After School Program, an up-to-date immunization record (or a notarized refusal of immunizations record) and health care summary must be completed. No child will be allowed to attend HaBonim without this information on file. It is the responsibility of the parent/guardian to inform the HaBonim staff when there are changes in any health information (i.e. new allergies or health conditions). All changes in health information must be submitted in writing.

### SESSION BILLING

Session billing is available to Sabes JCC members. Days must be chosen in advance. Days cannot be traded or transferred. There is no refund for missed days. Extra days may be added, but are subject to availability. There are two sessions during the School Year: August 31st-December 22nd, 2015 and January 4th-June 7th, 2016. **Those registered for session billing MUST have a credit card on file.** On the first of each month starting in September the credit card on file will be charged for  $\frac{1}{4}$  of the session total.

Sessions must be paid for in advance by credit card or check. There are no refunds for missed days. Extra days will be billed at the drop in rate. See session registration form for rates.

### PUNCH CARD BILLING

Punch Card registration is on the same schedule as session billing. Punch Card registration is a pre-paid service. You will need to purchase a punch card prior to using the Punch Card billing option. Once you have registered for Punch Card billing, your registration is valid for the rest of the school year and reservations can be made at any time. You do not need to re-register each session. **Those registered for punch card billing MUST have a credit card on file.**

Please note that Punch Card reservations are honored on a first-come, first-served basis. Making your reservation as soon as possible will ensure there is space for your child. Reservations must be made by noon each day and are subject to availability. Due to that fact, once made, Punch Card reservations may not be canceled. If your child does not attend HaBonim, you will still be charged the Punch Card fee for one time period when you call to cancel. If your child does not attend HaBonim and there is no cancellation, then you will be charged two time periods on your card. Please note that session billing members have priority in receiving reservations through the registration deadline.



### DROP-IN BILLING

This option allows children who are registered in the HaBonim Program to “drop-in” for the afternoon without having a pre-paid punch card. This is a great option for those who have something unexpected come up whether it be a late pick up after school or not being able to get there in time after a JCC class. When you drop your child in you will be charged based upon the amount of time your child stays.

Please note that drop in billing reservations are honored on a first come first served basis. Making your reservation as soon as possible will ensure that this is space for your child. Once a reservation is made it cannot be cancelled. If your child does not attend they will still be charged for 45 minutes when you call to cancel your reservation. If your child does not attend HaBonim and you do not call to cancel you will be charged for two 45 minute periods. Please note that session billing members have priority in receiving reservations through the reservation deadline.

**In order to register for drop-in billing you must have a credit card on file at the JCC. This card will be charged when you drop your child in.**

## fee assistance

If you are having financial difficulty, please contact the Sabes JCC Accounts Receivable Department at 952.381.3409 or email [hsaulsbury@sabesjcc.org](mailto:hsaulsbury@sabesjcc.org) to discuss payment options and scholarships.

## attendance policies and procedures

### SIGN OUT

You must sign your child out every evening. Sign and record the time of pick up on the daily sign out sheet. Drop-In participants who are not signed out will be charged until closing.

### PICK UP

When picking up your child, please go to the central sign out area in the HaBonim room (M54). There you will find the sign out sheet and a staff member will assist you.

### PICK UP AUTHORIZATION

Included in the Parent Pack forms is the Child Information form. On that form there is space to list emergency contacts and the other people authorized to pick up your child. **If someone else is picking up your child, please send a note or e-mail before noon that day.**

If someone who is not listed comes to pick up your child and we have no note/message, and cannot reach you, we will refuse to release your child.

**Children will not be released to anyone under the age of 16, including siblings.**

In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file.



## program

### PARENT CONFERENCES

Parent conferences are available upon request.

### PARENTS VISITING

Our doors are always open to parents who would like to visit our program during hours of operation. We welcome and invite your suggestions and participation in events and activities.

### GRADE K-3 PROGRAM (MONDAY - THURSDAY)

Our grade K-3 program is newly designed to encourage children to have the opportunity for active free play and guided quiet or homework time. They will start each afternoon with a snack in M54, followed by a period of time in the playground or gym, then a period of quiet activity time where all children will be encouraged to do their homework with help from our caring staff. Those who do not have homework will be free to do arts and crafts, or other quiet activities. After this time period, the room will be opened to free play in the HaBonim room.

### GRADE 4-6 PROGRAM (MONDAY - THURSDAY)

The 4th-6th grade program is designed to have a relaxed atmosphere that encourages children to do their homework and have social time with their friends. They will spend the majority of their time in the Moadon, where they will start their afternoon with a snack. After snack, they will have a quiet time where our staff will provide assistance with their homework. At 4:25, the quiet time rules will be lifted and the room will be available for free time to converse with friends, play games on the computers, or play board games. Further, all 4th-6th graders will be free to join the K-3rd grade program in the gym/playground, at Ga-Ga, or in the HaBonim room at any time. At 5:15, they will join the K-3rd graders in the HaBonim room for free play.

### FRIDAYS

On Fridays, all the children will be together in the HaBonim room (M54). There, they will have snack. They will then be able to choose between two activities. Those activities will be followed by free play and a G- or PG-rated movie.

## important program notes

### ARRIVAL

From HMJDS: A list of students attending HaBonim will be given to HMJDS each day. HMJDS teachers are responsible for reminding children that they are attending HaBonim. HaBonim staff members will go to the HMJDS dismissal areas and pick up the children. The children will then put their belongings away and go to their snack area. At that time they will be checked in to HaBonim. HaBonim is not responsible for any child who is not checked in by our staff.

From other schools: If your child is arriving from another school, please make arrangements with the HaBonim staff to meet your child at the front doors. When your child arrives, HaBonim staff will make sure they are checked in, receive snack and join the activities.



### SABES JCC PROGRAMS

HaBonim will help facilitate the transfer of children who are registered for a Sabes JCC after school class or program. The children will be gathered and waiting for their teachers at the appropriate time. Once the teacher has picked up the children, the children are considered signed out of HaBonim. When class is over, the teacher is responsible for returning the children to HaBonim at which time the child will be marked back in to the HaBonim program.

### ATTIRE

Children will need to have tennis and/or rubber-soled shoes for gym and outdoor play daily. HaBonim will schedule outside play daily unless the weather conditions are poor. Please be sure your children have the proper seasonal attire.

### FOOD

A kosher snack will be served each afternoon at 3:30 p.m. Snacks include cereal, crackers, fruit bars, raisins, or craisins. A second small snack will be offered to the children about 15 minutes before closing.

We do not provide an alternate snack except in case of need (rather than desire). Children may bring their own snacks, but they may not share with other children.

If your child has a food allergy, please be sure to note it on your child's emergency form.

Treats for birthdays and other special occasions must be kosher. Please inform the staff if you would like to bring treats for your child's birthday.

Children in grades K-3 may not use the vending machines at any time. Children in grades 4-6 may have the privilege of using the vending machines.

Soda is not allowed at HaBonim at any time.

### BATHROOMS

All children will be expected to go to the bathroom on his/her own. The HaBonim staff will be aware of which bathroom the children are using and children will be sent with buddies.

Children are expected to be able to use the bathroom and change with minimal assistance.

## publicity

Participants images and names may be used in Sabes JCC publicity (including newsletters, brochures, websites and videos) and any media coverage of Sabes JCC programs and events. If you do not want your child's image or name used in Sabes JCC publicity, please contact Danya Kornblum.

## permission for research

In any case where a child will be used as a subject for research, experimental procedures, or public relations, we will require that there is a written parental agreement prior to any research taking place.

## emergency closings

If the Heilicher Minneapolis Jewish Day School and/or St. Louis Park Public Schools are closed due to severe weather or a utility emergency, the HaBonim program will also close. WCCO Radio (830 AM) will carry announcements of emergency closings.

In the event that HMJDS and/or St. Louis Park Public Schools close mid-day, the HaBonim program will not open. Your child will be sent home according to school guidelines. If it is necessary to close the HaBonim program early, you will be notified by phone. You, or your emergency contact, must leave promptly to pick up your child.

There are no refunds for days missed due to weather or other emergencies.

## responsibilities of program, parents and children

### PROGRAM'S RESPONSIBILITIES

- To provide a positive, safe and enriching environment that meets the developmental needs of children.
- To provide caring staff who show genuine respect for children and provide positive role models.
- To keep parents informed through regular newsletters, flyers and communication.

### PARENT'S RESPONSIBILITIES

- To observe the rules and policies of the HaBonim program and the Sabes JCC.
- To share concerns with staff members about your child's behavior, and work toward an agreeable solution to any problems.
- To keep your child's file complete and up-to-date. It is your responsibility to inform us immediately of any changes in your contact information.
- To inform HaBonim when your child will not be in attendance.
- To inform HaBonim if someone else will be picking up your child.
- To read this handbook, newsletters and other communication sent home.

### CHILD'S RESPONSIBILITIES

- To observe the rules and policies of the HaBonim program and the Sabes JCC.
- To adhere to the Behavior Agreement.
- To have fun!

## behavior management

We maintain appropriate behavior through clear guidelines, consistent consequences and positive staff interaction. We utilize parental assistance when dealing with inappropriate behavior. HaBonim behavior guidelines are set out in the Behavior Agreement. When a child displays a pattern of consistent inappropriate behavior, HaBonim reserves the right to evaluate whether the child can best be served by our program. In extreme cases, HaBonim reserves the right to suspend any child. In the case of a suspension, a mandatory meeting will be attended by the parent, child and staff before the child can return to our program.



## BEHAVIOR GUIDANCE POLICIES

The goals of the guidance policy are to assist children in developing self-control and engaging in socially acceptable behaviors. Adults will model, coach, and encourage techniques of discipline that are fair, consistent, and respectful of children and their needs.

### Staff are trained in how to use the following techniques for behavior guidance:

- **Modeling** – We believe that children will imitate behaviors that are observed. Therefore, our staff shall set good examples of appropriate behavior.
- **Prevention** – We believe that a child care environment shall be designed developmentally appropriate and to allow for children to self select their activities.
- **Choices** – We strive to provide children with choices to dictate their behavior. Suitable choices are given to children to help them develop positive self-esteem and decision-making abilities.
- **Redirection** – We believe that redirecting a child or group away from a problem and moving toward a constructive activity or solution will decrease conflict.
- **Problem Solving** – We work with children to solve their own disputes and problems. By helping children to set their own boundaries with others, we are encouraging positive pro-social development such as using words instead of acting out.
- **Responsibility** – We believe that all children shall be responsible for their choices, behavior, and actions. We help children to accept responsibility and develop problem solving skills to reach a solution.
- **Safety** – We believe that children and staff shall be safe from violence, physical and verbal abuse.
- **Consequences** – We believe that appropriate consequences are necessary to help guide a child's behavior.

### When using behavior guidance, the staff are to:

- Ensure that each child is provided with a positive model of acceptable behavior
- Be tailored to the developmental level of the children that the program is licensed to serve
- Redirect children and groups away from problems toward constructive activity in order to reduce conflict
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict
- Protect the safety of children and staff persons
- Provide immediate and directly related consequences for a child's unacceptable behavior

### Behaviors that are unacceptable at HaBonim include:

- Physical encounters
- Inappropriate language
- Teasing other children
- Leaving an area without permission
- Vandalism
- Other behaviors based on staff discretion

### Procedure for unacceptable behavior:

- Warning for the first offense with a reminder/discussion of why the behavior is not appropriate and alternatives to the behavior (you chose to...what could be done instead?). The child may be asked to sit away from the group until unacceptable behavior stops.
- Second offense staff will ask the child to choose another activity/choice for the remainder of the option
- Third offense will incur a time out of the activity until the child shows that he/she is ready to return (once the problem stops) and a discussion about the behavior and alternatives before the child can return to the activity
- If the behaviors threatens the safety of others, no warnings will be given and the child will be separated from the group
- Staff will always talk to children about the behavior, what alternatives there are to that behavior, and how we can support them



**Persistent unacceptable behavior at HaBonim will result in:**

- Reviewal of HaBonim Behavior Agreement
- Staff recording observations of inappropriate behavior and the staff response to the behavior
- Development of a behavior plan in consultation with staff, parent, and professionals when appropriate

**Continued inappropriate behavior will result in consequences which include, but are not limited to:**

- Phone call to parent
- Meeting/conference with child and staff
- Meeting/conference with child, parents, and staff (may develop a plan)
- Monetary restitution if property/materials are damaged
- Suspension from HaBonim

**When a participant has demonstrated inappropriate conduct in one of the following areas, dismissal from HaBonim for the remainder of the day and/or the next one or more days may be necessary:**

- Injuring oneself or others
- Violating JCC regulations or civil laws
- Consistent disruption of normal care of other children
- Damaging personal or public property

Physical contact by the staff to students is not allowed unless the child is threatening the safety of themselves and/or others. A staff member may need to restrain a child in these circumstances until a child is calm and separated from the others.

**Prohibited Actions by staff are:**

- Subjection of a child to corporal punishment, which includes but is not limited to:
  - -rough handling      -shoving      -hair pulling      -ear pulling      -shaking      -slapping
  - -kicking      -biting      -pinching      -hitting      -spanking
- Subjection of a child to emotional stress, which includes but is not limited to:
  - -name calling      -ostracism      -shaming
  - -making derogatory remarks about a child or the child's family
  - -using language that threatens, humiliates, or frightens the child
- Separation from the group except as provided below
- Punishments for lapses in toileting
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm
- The use of mechanical restraints

**No child may be separated from the group unless the following has occurred:**

- Less intrusive methods of guiding the child's behavior have been tried and were ineffective
- The child's behavior threatens the well being of the child or other children in the program
- A child who requires separation from the group must:
  - Remain within an unenclosed part of the classroom where the child can be continuously be seen and heard by a program staff person



- The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation
- The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

**If a child is separated from the group, a log will be kept that has the following information:**

- The child's name
- The staff person's name
- Time
- Date
- Information indicating what less intrusive methods were used to guide the child's behavior
- How the child's behavior continued to threaten the well being of the child or other children in care
- If a child separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log
- If a child is separated five or more times in one week, eight times or more in two weeks, the procedures for persistent unacceptable behavior must be followed

## accommodation process

The HaBonim program is committed to providing a safe, healthy atmosphere for the children we serve. We will provide all reasonable and appropriate accommodations for any child, within the existing HaBonim program. We are committed to working with the child's family and their school to determine appropriate accommodations. When a child displays behaviors that jeopardize the safety of themselves or others, a parent/guardian will be contacted and the child will be sent home.

Children who may benefit from accommodations should contact Anita Lewis, the Sabes JCC Inclusion Director at 952.381.3489 or [alewis@sabesjcc.org](mailto:alewis@sabesjcc.org).

## health and well-being

### ILLNESS

Children who are ill are not to attend HaBonim. This includes children with the following symptoms: Fever (of 100 degrees Fahrenheit or higher), diarrhea or vomiting within the last 24 hours, an undiagnosed rash, inflamed eyes, severe cold or sore throat. Children who exhibit these symptoms while at HaBonim will be sent home immediately and must be symptom free for 24 hours before returning.

If your child is diagnosed with a communicable disease such as chicken pox or strep throat, contact HaBonim immediately. When a communicable disease is reported, we must, by law, send a note home to inform other parents of possible exposure.

Children attending HaBonim should be healthy enough to engage in all activities. HaBonim staff are not trained to make a medical diagnosis but only to observe and inform parents of any signs of illness. When a child becomes ill at HaBonim, the staff will have the child rest apart from the other children and contact you to pick up your child immediately. If you cannot be reached, the staff will call the listed emergency contacts.

## MEDICATION

Prescription medication can be administered by the HaBonim staff with an accompanying Permission to Dispense Medication form and under the following conditions only:

- **Prescription medication** – Must be in the original container. Your child's name, directions and dosages must be clearly marked. If the bottle does not have the correct information, your child's physician must sign the Permission to Dispense form.
- **Over the Counter medication** – Must be in the original container. Please write your child's name on the container. If the medication is to be dispensed in a manner different from the labeled dosage, your child's physician must sign the permission to dispense form.

Children may not have any medication, of any kind, with them at any time.

## ADMINISTERING FIRST AID AND SOURCES OF CARE IN CASE OF EMERGENCY:

We make every effort to maintain a safe environment for all participants at HaBonim. A staff person trained in CPR, first aid, and general emergency response (fire, tornado) will always be present.

Additionally, there is always staff in the Sabes JCC building trained in the use of an Automated External Defibrillator (AED). Emergency contact information forms must be completed and signed when registering for HaBonim. No child will be allowed to attend HaBonim without a completed and signed emergency contact form.

If a child has a **minor injury**, first aid will be administered and a family member will be informed.

If a child has an **injury**, which may need medical attention, the staff will contact a family member immediately so that the child may receive necessary medical treatment.

In an **emergency**, when urgent attention is needed, the staff will call 911 then immediately contact a family member. After the emergency services have been called it is up to the paramedics to decide on appropriate action. If the child needs emergency treatment, it will be at the nearest available facility. The family will be responsible for all medical charges.



### CONTACT WITH STAFF OUTSIDE OF HABONIM

If HaBonim staff have any contact with children outside of HaBonim, parents must understand that the staff are doing so as an individual, not as a member of the HaBonim staff. The Sabes JCC is not responsible for protecting staff liability in such relationships with children.

### MANDATED REPORTING POLICY FOR CHILD CARE PROGRAMS

#### Who should report child abuse and neglect?

- Any person may voluntarily report abuse or neglect.
- Those staff working with children in a licensed facility are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else at the licensed facility. If they know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years they must make a report to an outside agency within 24 hours.

#### Where to report

- If a child is in immediate danger 911 will be called.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community will be made to the Hennepin County Child Protection Services at 612.384.3552 or local law enforcement at 952.924.2618.

#### What to report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556) and should be attached to this policy.
- A report to any of the above agencies will contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report will include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### RETALIATION PROHIBITED

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### FAILURE TO REPORT

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed personal care provider organizations.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The division of licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

# parent acknowledgement of policies and procedures

I \_\_\_\_\_ the parent/guardian of \_\_\_\_\_ have read and understand the Parent Handbook. I am aware that I am responsible for knowing the information contained therein.

I agree to abide by all policies and procedures.

Signed \_\_\_\_\_ Date \_\_\_\_\_

