



CLUB J FAMILY GUIDE

JOIN IN ON THE FUN!



Lawrence Family
Jewish Community Center
JACOBS FAMILY CAMPUS

San Diego
Center for
Jewish Culture

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CONTACT INFORMATON

To Pick Your Child Up/In Case of
Emergency: 858-362-1162

Club J Manager:

Liza Nonato

Main Line: 858-362-1179

Email: lizan@lfjcc.org

JCC Accounting Office:

Cynthia Zena

Main Line: 858-362-1146

Email: cynthiaz@lfjcc.org

Inclusion Director

Wendy Smith

Main Line: 858-362-1123

Email: wendys@lfjcc.org



ABOUT CLUB J

Club J's Mission

We provide fun, safe, age-appropriate programs for children grades UTK - 5. We see Club J as an opportunity for children to participate in a variety of stimulating enrichment programs that expose each child to new and exciting experiences. We strive to foster a program that provides a platform on which diverse and lifelong friendships are built.

Club J Goals & Philosophy

Our philosophy is to prioritize a safe and caring environment, promote positive self-esteem, offer exposure to new interests, and promote daily opportunities for safe socialization and sportsmanship.

Club J's success is measured by the sense of belonging and community demonstrated by both children and staff.



INCLUSION

We welcome all children regardless of race, religion, national origin or special circumstance.

If your child is in need of any extra accommodations or supports in order to be successful in our program, our on site Inclusion Director, Wendy Smith, is available to work with your family to make sure your child receives all that they need to have a positive experience with us.

If your child currently has an IEP or 504 plan or receives extra therapies or services, please let us know so we can be sure to meet your child where they are and set them up for continued success.



GENERAL INFORMATION

Typical Daily Schedule

2:00 – 3:30 pm: Snack, Homework, Independent Reading, Activity Sheets, Brain/Movement Breaks
3:30 – 4:15 pm: 1st Enrichment Class
4:15 – 4:30 pm: Pick Up or Snack
4:45 – 5:15 pm: 2nd Enrichment Class
5:15 – 5:30 pm: Pick Up

Minimum Day Schedule

12:00 – 2:00 pm: Lunch, Outdoor Structured Play & Free Play
2:00 – 3:30 pm: Snack, Homework, Independent Reading, Activity Sheets, Brain/Movement Breaks
3:30 – 4:15 pm: 1st Enrichment Class
4:15 – 4:30 pm: Pick Up or Snack
4:45 – 5:15 pm: 2nd Enrichment Class
5:15 – 5:30 pm: Pick Up

Friday Schedule

2:00 – 3:00 pm: Homework, Independent Reading, Activity Sheets, Brain/Movement Breaks
3:00 – 4:15 pm: Challah Bake/Snack
4:15 – 4:45 pm: Shabbat Activities
4:45 – 5:00 pm: Pick Up

Pick Up Procedure

Designated Club J pick up parking spots are in the front parking lot to the right of the main entrance. To pick your child up, you are welcome to enter our facility and meet us on the patio or call our pick up number: 858-362-1162, and your child will be brought out to your car by a Club J staff member.

TRANSPORTATION

We currently offer transportation services from Curie Elementary, Doyle Elementary, and Spreckels Elementary. Staff escort children from La Jolla Country Day across the street to our JCC facility.

Booster seats are available for children 8 years old and under riding in our vans. Our drivers are trained and experienced in transporting young children, and have been screened to interact with our participants.

If your family chooses not to utilize our transportation services, parents/guardians are welcome to drop their children off at Club J and a staff member will welcome them to our program.

Rules and Behavior Expectations While Riding in our Vehicles:

- Children are expected to arrive and remain at the designated meeting spot within 10 minutes of dismissal.
- Children must remain seat-belted 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 in the seat designated to them.
- Eating and drinking in the vehicles is prohibited.
- Children must keep courteous and appropriate conversation at a reasonable volume while in the vehicle.
- Children must keep their bodies to themselves.
- Children must respect the vehicle, driver, and other student passengers at all times.

Children who are unable to ride in our vehicles safely and appropriately will be denied future transportation.

COMMUNICATION

To keep you informed of all the fun activities your children partake in on a daily basis, Club J utilizes a communications app called Remini.

Once enrolled, you will be sent an invitation via email to create a profile for your child(ren) on Remini.

There is a public feed where you will get to see Club J and JCC notifications, pictures, and videos of your children during their enrichment classes.

If you'd like to receive notifications of posts and messages from Remini, make sure to turn on your notifications in your settings.



LUNCHES & SNACKS

Club J provides two kosher nut-free snacks while children are in our care; the first upon arrival at the J, and the second between enrichment classes.

Sample Snack Menu:

Monday: Carrots with ranch dressing, Graham crackers

Tuesday: Apples, Ritz crackers

Wednesday: Oranges, Cheez-its

Thursday: Pretzels, Cereal Bar

Friday: Challah

Minimum Days

Please note the following dietary restrictions for minimum days:

- All lunches and snacks must be vegetarian or dairy. Dairy refers to non-meat and non-fowl foods. Fish such as tuna fish and salmon are considered pareve (neither meat nor dairy) and are acceptable.
- We are a nut-free campus due to common peanut and tree nut allergies.

ENRICHMENTS

Club J offers a diverse array of enrichment programs for children. From sciences to the arts, we believe children's participation in enrichment classes helps expose them to new interests and develop new skill sets.

Families have the opportunity to select either 1 or 2 enrichments for their child(ren) to participate in Monday – Thursday.

Enrichment programs run in approximately 8 week sessions on a M/W and T/Th schedule. For our current enrichment offerings, visit our webpage at lfjcc.org/ClubJ.

Past Enrichment Examples:

Path to Pokemon Master

Edible Science

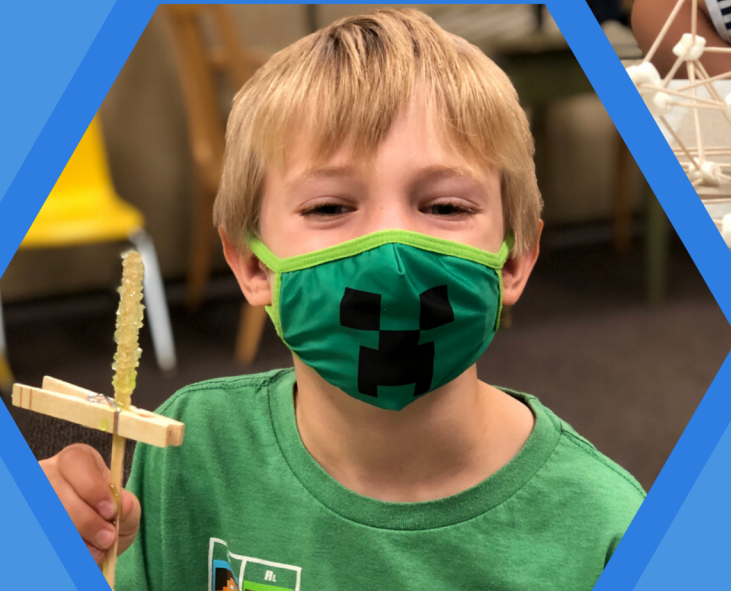
Fossil Finders

Chess Club

Ceramics

Basketball

Soccer



SHABBAT

In observance of Shabbat each Friday, Club J participants have the opportunity to knead, braid, bake, and eat their own individual sized loaf of challah. We incorporate this activity to keep with Jewish tradition and welcome the closing of our week.

In addition to baking challah, we have Shabbat programming from community service projects, singing songs, reading stories, and leading fun Shabbat activities.



POSITIVE BEHAVIOR PLEDGE

In the event that the rules listed below are not being adhered to, Club J administration will work with your child to promote positive behaviors and outcomes. Parents, please review the following with your child:

- I will be nice to my friends through my behaviors and words.
- I will be polite, respectful, and listen to the adult staff.
- I will always be honest.
- I will respect the space and property of others.
- I will use words to say what I feel and need.
- I will keep my hands and feet to myself.

Participants will be responsible for complying with the Club J discipline policy.

Personal Belongings

We recommend that toys and personal items remain at home. Club J is not responsible for loss, theft, or breakage of personal items.

Several times during the school year, unclaimed items will be donated to a charitable organization. We strongly advise that all items be clearly labeled with the child's name so that found items may be returned to the appropriate individual.

HOLIDAYS: CLOSURES AND CAMPS

The Lawrence Family Jewish Community Center will be closed for the observance of certain Jewish Holidays.

In our programming we do not observe the following holidays: Halloween, Christmas, Valentine's Day, St. Patrick's Day, and Easter. Days in which there will be closings have been taken into account in the fee structure.

Club J 2022-23 Closures

September: 9/5, 9/26 - 9/27

October: 10/5

November: 11/11, 11/21 - 11/25

December: 12/19 - 12/30

January: 1/16

February: 2/17, 2/20

March: 3/27 - 3/31

April: 4/6 - 4/7

May: 5/29

Seasonal & Holiday Camps

During the year, the JCC offers seasonal and holiday camps:

Veteran's Day Camp: 11/11

Thanksgiving Camps: 11/21 - 11/23

Winter Camp: 12/19 - 12/30

President's Day Camp: 2/17, 2/20

Spring Camp: 3/27 - 3/31

Holiday & Seasonal Camps Available with Online Reservation at lfjcc.org/holidaycamps.

ADMISSIONS POLICIES

Admission Forms

The following forms must be completed and submitted before the first day of attendance. These forms are required to participate in Club J.

- Club J Identification & Emergency Information Form
- Credit Card Authorization Form
- Transportation Waiver

Emergency Information

It is imperative that emergency contact information remains up to date. If any changes to phone numbers, emails, or addresses have been made, please inform Club J administrative staff as soon as possible.

Registration

To register and reserve a spot for your child in Club J, a \$100.00 non-refundable deposit is required, which will be credited towards your first monthly payment.

Club J payments are charged on the first business day of the month.

PAYMENT & FEES

Monthly Rates

Our monthly rate is structured on 20 days per month, therefore there are no prorations for holidays. All minimum days and weeks of parent teacher conferences with early dismissal are taken into account within the pricing structure and are not an additional cost.

Drop Off	JCC Member	Public	JCC Member	Public	JCC Member	Public
4:30 Pick Up	\$624	\$749	\$788	\$946	\$940	\$1,128
5:30 Pick Up	\$828	\$994	\$1,060	\$1,272	\$1,292	\$1,550
Curie & Doyle (with transportation)	JCC Member	Public	JCC Member	Public	JCC Member	Public
4:30 Pick Up	\$674	\$809	\$838	\$1,006	\$990	\$1,188
5:30 Pick Up	\$878	\$1,054	\$1,110	\$1,332	\$1,342	\$1,610
Spreckels (with transportation)	JCC Member	Public	JCC Member	Public	JCC Member	Public
4:30 Pick Up						
5:30 Pick Up	\$618	\$742	\$754	\$905	\$890	\$1,068
Drop Off	\$568	\$682	\$704	\$845	\$840	\$1,008
LJCD (walking transportation)	JCC Member	Public	JCC Member	Public	JCC Member	Public
4:30 Pick Up	\$648	\$778	\$820	\$984	\$980	\$1,176
5:30 Pick Up	\$852	\$1,022	\$1,092	\$1,310	\$1,332	\$1,598

Financial Assistance

For families needing financial assistance, please request a scholarship package by contacting Cynthia Zena at 858-362-1146, or cynthiaz@lfjcc.org.

Cancellation Policy

Payment will automatically be billed on the 1st of the month unless notification of cancellation is received. Families who wish to cancel must submit a 30-day written notice prior to the first of the month.

PAYMENT & FEES CONTINUED

Absences

There will be no reduction in fees for absences or vacation except in the case of extended illness of the child. If such a situation occurs, please contact Liza Nonato.

Trace Fee

Parents are asked to please notify Club J of their child's absence by emailing or calling Liza Nonato (lizan@lfjcc.org/858-362-1162) prior to 11:00 AM. In the event an absence is not confirmed, Club J will trace any child who is absent on a day he or she is scheduled to ride in our vehicles, unless we have been informed of the absence. The trace procedure includes contacting parents, school administrators, emergency contacts, and possibly calling the police.

Because implementing the trace procedure holds up the scheduled transport of children from multiple schools, and takes a staff member away from the group for a period of time, a fee of \$20 will be charged to your card for any unnecessary trace (i.e., parents were aware of the absence, but did not inform Club J administrators).

Late Pick Up

If you have an emergency, call Liza Nonato and indicate that you are running late. Otherwise, parents are expected to pick-up their children on time in order to avoid a late fee of \$2 per minute, per child.

HEALTH & SAFETY

A child should not come to Club J when they have:

- Nausea or vomiting, or has vomited during the night
- Diarrhea
- Frequent coughing or sneezing, colored nasal discharge
- Evidence of a communicable disease such as a rash or unusual sores
- A temperature of 100 degrees or above
- If febrile, the child may not return to Club J until there has been no fever for 24 hours without Tylenol or Motrin (please note that Club J may not administer these medicines)
- Sore throat
- Unusual watery, burning, red, or crusted eyes
- An unexplained or contagious rash
- Head Lice

It is important to keep sick children home for these reasons:

1. To protect the health of all children and staff at Club J
2. To protect the sick child whose resistance is lowered and who is more susceptible to other infections.

Please notify Club J immediately if your child has been exposed to or has contracted a contagious disease. State law requires that we send home any child exhibiting signs of illness. Your child will be isolated until you arrive. The JCC does not have on-site nursing capacity and therefore your prompt arrival is greatly appreciated.

HEALTH & SAFETY CONTINUED

Behavior Management

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

- Speak with children about the rules and appropriate behavior.
- Listen to the child's concerns.
- Compliment, encourage, and praise appropriate behavior.
- Use redirection, problem solving, and suggestions.
- 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, the direction of Club J staff, and adhere to the Positive Behavior Pledge. Acceptance into Club J 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.

In the unlikely event the negative behavior persists, the Lawrence Family JCC reserves the right to dismiss or suspend a child from the program without refund.