



# CAMP JAYCEE 365 CLUB J FAMILY GUIDE

JOIN IN ON THE FUN!



Lawrence Family  
Jewish Community Center  
JACOBS FAMILY CAMPUS

San Diego  
Center for  
Jewish Culture

# TABLE OF CONTENTS

Contact Information .....	1
About Club J .....	2
Inclusion .....	3
General Information .....	4
Communication .....	5
Transportation .....	6
Lunches & Snacks .....	7
Enrichments .....	8
Shabbat .....	9
Positive Behavior Pledge .....	10
Holidays: Closures & Camps .....	11
Admissions Policies .....	12
Payment & Fees .....	13, 14
Health & Safety .....	15, 16, 17

# CONTACT INFORMATON

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

Club J Director:  
Diana Stern  
Main Line: 858-362-1117  
Email: [dianas@lfjcc.org](mailto:dianas@lfjcc.org)

JCC Accounting Office:  
Cynthia Zena  
Main Line: 858-362-1146  
Email: [cynthiaz@lfjcc.org](mailto:cynthiaz@lfjcc.org)

Inclusion Director  
Wendy Smith  
Main Line: 858-362-1123  
Email: [wendys@lfjcc.org](mailto:wendys@lfjcc.org)



# ABOUT CLUB J

## Club J's Mission

We provide fun, safe, age-appropriate programs for children grades TK - 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

Pick up takes place in the front park lot to the right of the main entrance. To minimize exposure, families will not have the ability to pick children up from inside the JCC. To pick your child up, call our pick up number: 858-362-1162. 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, Spreckels Elementary, and Kavod Charter School. Staff escort children from La Jolla Country Day across the street to our JCC facility. In order to add a school to our pick-up schedule, we require a minimum of 10 students seeking after school accommodations.

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 sign them in 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 have quiet, courteous, and appropriate conversation 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 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 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. Families will also have access to a private messaging feature to directly communicate with Club J instructors.

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





# LUNCHESES & 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 sports programs 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](http://lfjcc.org/ClubJ).

Past Enrichment Examples:

- Art Explorers
- Junior Bakers
- Karate
- Soccer
- Spanish
- STEM



# 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 host "guest stars" on a weekly basis who put on specialty Shabbat programming from 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 Closures

September: 9/6, 9/7, 9/8, 9/16

November: 11/11, 11/22 - 26

December: 12/20 - 31

January: 1/17

February: 2/18, 2/21

March: 3/28 -31

April: 4/1, 4/15 - Early Closure 5:00 PM

May: 5/30

## CAMP JAYCEE 365

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

Veteran's Day Camp: 11/11

Thanksgiving Camps: 11/22 - 11/24

Winter Camp: 12/20 - 12/30

MLK Jr. Day Camp: 1/17

President's Day Camp: 2/18 & 2/21

Spring Camp: 3/28 - 4/1

**Holiday & Seasonal Camps Available with Online Reservation at [lfjcc.org/clubj](http://lfjcc.org/clubj).**

# ADMISSIONS POLICIES

## Admission Forms

All required forms can be found and filled out within CampMinder. The following forms must be completed and submitted before the first day of attendance. These forms are required by the California State Department of Social Services and the San Diego County Department of Health.

- Camper Application
- Camper Information
- Camper Code of Conduct
- Covid Minor Participation Waiver
- Club J Bus Waiver
- Allergy Policy
- Authorization for Emergency Care - Severe Allergies
- Health History
- Medication Form

## Emergency Information

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

# PAYMENT & FEES

## 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.

J-Team payments are charged on the 1st of every month.

	2 Days		3 Days		4 Days		5 Days	
Drop Off	JCC Member	Public	JCC Member	Public	JCC Member	Public	JCC Member	Public
4:30 Pick Up	\$304	\$380	\$455	\$500	\$610	\$670	\$760	\$950
5:30 Pick Up	\$465	\$580	\$695	\$765	\$930	\$1023	\$1160	\$1276
Curie & Doyle	JCC Member	Public	JCC Member	Public	JCC Member	Public	JCC Member	Public
4:30 Pick Up	\$370	\$465	\$520	\$572	\$675	\$742	\$825	\$1030
5:30 Pick Up	\$530	\$665	\$760	\$836	\$995	\$1094	\$1225	\$1348
Torrey Pines	JCC Member	Public	JCC Member	Public	JCC Member	Public	JCC Member	Public
4:30 Pick Up	\$275	\$345	\$378	\$475	\$480	\$600	\$585	\$730
5:30 Pick Up	\$435	\$545	\$620	\$775	\$800	\$1000	\$985	\$1230
Spreckels	JCC Member	Public	JCC Member	Public	JCC Member	Public	JCC Member	Public
5:30 Pick Up	\$240	\$300	\$450	\$495	\$577	\$635	\$705	\$880

## Financial Assistance

For families needing financial assistance, please request a scholarship package by contacting Cynthia Zena at 858-362-1146, or [cynthiaz@lfjcc.org](mailto: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 Diana Stern.

## Trace Fee

Parents are asked to please notify Club J of their child's absence by emailing or calling Diana Stern ([dianas@lfjcc.org](mailto:dianas@lfjcc.org)/858-362-1117) 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 \$10 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 Diana Stern 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.



# HEALTH & SAFETY

## COVID-19 Procedures

### On the Bus:

- Before boarding the vehicle, children will use hand sanitizer supplied by the driver.
- Children must wear masks at all times in the vehicle.
- Students will have assigned seating; social distancing will be applied when possible. Siblings will be seated together.

### Inside the JCC:

- All staff are required to go through a health screening with temperature taken at arrival, and must wear face coverings at all times.
- Children are required to wear face coverings, unless they are participating in rigorous physical activity outdoors.
- Activities will be structured to encourage physical distancing.
- Club J staff will sanitize surfaces regularly throughout the day.
- Everyone will wash hands frequently and when that is not possible, use hand sanitizer.

# HEALTH & SAFETY CONTINUED

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.