Kids and families of all faiths enjoy our programs and center!

AFTER-SCHOOL MEANS SOMETHING COOL!

WEINSTEIN jcc

FIELD TRIPS  Nature  SWIMMING  Homework Club
ART  Life  Jewish  Gardening  Physical Activities
Cooking  Heritage  Playground  Teambuilding
SPORTS  INCLUSION  Enrichment  Ceramics

After-School Program
K-8th Grade

Parent Manual 2018-19
PROGRAM ORIENTATION

A. MISSION
The mission of the after-school program offered by the Kids’ Place Department of the Dora L. Lewis Family & Child Development Center of the Carole & Marcus Weinstein Jewish Community Center is to foster a dynamic after-school community that enriches the social growth and individuality of children through a Jewish lens.

GENERATING a relaxed Jewish atmosphere, which provides openness, spontaneity, creativity, joy and love.

PROVIDING an array of stimulating activities to promote aesthetic and cultural awareness, academic readiness, motor development and social skills.

ENCOURAGING independence, feelings of self-confidence, respect for others and a sense of belonging and sharing in a group.

OFFERING loving support to each child and family.

B. LICENSING
The Weinstein JCC Kids’ Place Program is licensed by the Commonwealth of Virginia Department of Social Services.

C. ADMISSION POLICIES
The Weinstein JCC after-school program does not discriminate on the basis of religion, race, or gender.

All families will receive information about the program and required forms prior to the start of school. Please complete and return all forms by August 3, 2018.

Each student must have the following forms completed and signed:

- Registration form
- Confidentiality form
- Medical form
- Medical history and consent form
- Swimming permission form
- “Extremely important information about my child” form
- Parent agreement form
- Health insurance form
- Illness notification form
- Application of sunscreen form
- Discipline statement
- Previous childcare form
- Permission forms
- VA Division of Licensing form

These forms will be kept in a locked file cabinet in the Kids’ Place Office. All information is kept strictly confidential.
D. **HOURS OF OPERATION**
Kids’ Place is open Monday through Friday, following school dismissal until 6:00 PM, and from 7:30 AM until 6:00 PM for “School’s Out” days.

E. **PROGRAM DESCRIPTION**
Kids’ Place provides a variety of experiences for all participants. There is a balance between indoor and outdoor activities, including quiet and active learning experiences. Staff interact with children on both an individual and group basis. Children are given the opportunity to initiate their own activities as well as participate in structured activities.

F. **PROGRAM PACKAGES**

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G. **DAYS SCHOOL IS NOT IN SESSION**

School’s Out Days:
Kids may participate on these School’s Out days ONLY if enrolled in the School’s Out package or the 12-Month package. When schools have a “School’s Out” day for students, Kids’ Place will provide a full day of care for your child from 7:30 AM until 6:00 PM. Local private schools utilize a different calendar for closings than Henrico, Richmond and Chesterfield schools. The experience may differ depending on the number of children present on these days.

Please be sure to inform us if your child is planning to attend when his/her school is closed or dismissed early, to aid in our planning for these special days.

Snow Days:
Kids enrolled in the 12-month and 10-month package and School’s Out Only are able to utilize the Center when open for Snow Days. There will be no walk-ins available and we ask that parents notify us in advance if your child will be coming to the Center, so we can make proper staffing arrangements on these days.

Winter Break and Spring Break:
Kids enrolled in the 12-month and 10-month package and School’s Out Only are able to utilize the Center when open for Winter and Spring Break. On the days we are open during winter and spring break, Kids’ Place will offer a full day of care from 7:30 AM until 6:00 PM, which
includes field trips and other special activities to make this time off from school enjoyable for your child. More details will be available prior to these breaks. Important note: If your child is not signed up for the School’s Out package, they may still participate in Winter Break, Spring Break and federal holidays, **but you must register in advance**. Please call the Center for dates that you can register for.

**During all of the above days that school is not in session, children will need to bring a dairy lunch to Kids’ Place. Drinks (not soda) and two snacks (AM and PM) will be provided.**

**DESCRIPTION OF ACTIVITIES**

**Homework** – Our homework enrichment provides two sessions: 3:00 – 3:30 PM and 3:30 – 4:00 PM. We offer two separate homework rooms: one for children in kindergarten and 1st grade, and a second room for kids in second grade and up. We have two professional homework staff and offer the use of Chromebooks along with other supplies to assist the children with their homework.

**Art** – The art enrichment program focuses on developing creativity through understanding of materials and art history. The children enjoy creating special projects such as drawing, free art expression, painting, pottery, making collages and crafting with wire and beads.

**Cooking** - Children will learn to make and bake creative and healthy treats in the Kids’ Place kitchen. In addition to kitchen safety and openness to trying new foods, children will learn teamwork, confidence and self-esteem, small motor skills and hand-eye coordination. Best of all, the children get to sample their work!

**Enrichment** – These activities encourage creative thinking, planning, and often times ignite life long interests. Enrichment activities challenge and stimulate opportunities for growth and development. The instructors are highly-skilled professionals that enjoy enriching the lives of children outside the classroom.

**Gardening** – Children are natural gardeners. They’re curious, like to learn by doing and love to play in the dirt! We’ll turn digging in the dirt into a lifetime of love and respect for nature. Working in our Edible Schoolyard garden with Weinstein JCC Gardening Specialist Cath Cowan, the children will experience the satisfaction that comes from caring for something over time, while observing the cycle of life firsthand. Gardening gives children a chance to learn an important life skill and also a great way to teach environmental awareness by exploring the workings of nature, planting by seasons, vegetables and flowers. The children will learn to cultivate and care for the plot of land, use garden tools, water and weed the garden and more.

**Swimming** – Kids’ Place has recreational swim time throughout the year. If your child wishes to participate in recreational swim time, please be sure to send a swimsuit and towel on his/her scheduled day.

**Fitness/Physical Activity** – Kids’ Place offers a complete fitness program as part of our enrichment. This program allows the children to experience different ways to stay fit without playing a sport. It is facilitated by a certified fitness instructor. Playground time and gym time also allow the children the opportunity to run free and play sports/games.
Middle School (Grades 5 - 8) – Kids’ Place Middle School Program is designed for our 5th-8th graders. It offers this age group activities and programs conducive to their interests. Kids will have the opportunity to volunteer with Preschool and Kids’ Place, and will play with the preschoolers and assist specialists and counselors in Kids’ Place. Special teambuilding and sports activities will also be incorporated, in addition to Kids’ Place regular activities such as cooking, art, gardening and fitness.

FIELD TRIPS

Field trips are an integral part of our school break programs. Parents will be notified as to the date, time and destination of each field trip.

JEWSH HERITAGE

Jewish traditions are a part of the culture of the Weinstein JCC. Many basic values of Judaism are incorporated into our activities. These values include: respecting human dignity, sharing, showing compassion, learning responsibility, and being creative. We create enjoyable and meaningful Jewish cultural experiences through daily and weekly rituals such as: Shabbat, holiday celebrations, singing and dancing, Ruach (spirit), art, cooking and the usage of Hebrew words.

Kids’ Place observes all Jewish and National holidays. While we recognize that some of our families celebrate Halloween, Christmas, Valentine’s Day, St. Patrick’s Day and Easter, Kids’ Place will not observe these holidays.

INCLUSION

Kids’ Place is dedicated to offering experiences that enrich the lives of its participants. We are committed to working with all children in a caring and supportive environment. Our staff is trained to understand the unique experiences of all children and offer attention and support to help them reach their potential. Some children come to us with identified needs in specific areas of growth; while others needs’ may emerge after they have been with us. We have consultants on staff available to observe in the classroom and/or consult with parents, child, and staff in situations where intervention would be beneficial to the child, family and program.


A. ACCIDENTS/EMERGENCIES
Staff members certified in First Aid and CPR are present at the Weinstein JCC at all times. Should emergency action be necessary, staff will provide immediate care, call EMS and call the child’s parent.

Accident/incident reports will be filled out when your child receives any minor injury that requires more than a Band-Aid so you will be aware of the incident. Kids’ Place staff will contact you if the injury requires immediate attention. An incident report will be written regarding the occurrence, requiring a parent/guardian signature at time of pick-up.

B. ADDRESS, TELEPHONE OR WORK CHANGES, CELL PHONE
Any changes in address, telephone number, or work location should be reported immediately by e-mail to sreynolds@weinsteinjcc.org or calling Stephen at 804.545.8630. This is imperative so that we may reach you in case of an emergency. Emergency telephone numbers must also be kept current. We appreciate your cooperation in this matter!

C. BUS/VAN TRANSPORTATION POLICIES
Many of the children who participate in Kids’ Place are transported from their school to the Weinstein JCC by bus or vans owned or under contract with the Weinstein JCC. All buses and vans are safety equipped. The bus/vans, as well as their drivers, have met all regulation guidelines for licensure in Virginia and every driver has a cell phone for emergency situations.

Transportation is provided for all full days and half days as scheduled by any school that Kids' Place kids attend, with the exception of days on which the Weinstein JCC will be closed in observance of Jewish holidays. In the event that schools close early for an unscheduled or weather-related reason, transportation will not be provided to the JCC; however, Kids’ Place will still open for child care. Additionally, with written request, we will provide drop-off transportation to local Hebrew Schools.

Parents are responsible for informing both the child’s school and Kids’ Place (in writing) of their child’s transportation schedule. We strongly recommend that you discuss van schedule and appropriate behavior on the van with your child.

For safety reasons, horseplay of any sort will not be tolerated on the bus/van. Children are required to wear a seat belt when on the van, and may not switch from seat to seat. If a child exhibits inappropriate behavior on the van on an ongoing basis, the child’s parents will be contacted. Beyond that, if misbehaving continues, the child’s van transportation may be suspended or terminated.

Van routes are determined by van capacity and location of your child’s school. We make every effort to ensure that your child’s transportation to the Weinstein JCC is both safe and efficient.

In the event your child is sick, or will not need to ride the bus/van to the Weinstein JCC for other reasons on a particular day, please notify your child’s school as well as Kids’ Place by emailing lharried@weinsteinjcc.org and sreynolds@weinsteinjcc.org for a “Do Not Pick Up”
prior to the release of school. The Kids’ Place staff as well as bus/van driver will be notified of the change. This advanced notification will ensure that the other children are not kept waiting on the van while school personnel search for your child. **Failure to notify us may result in termination of service in cases of habitual lack of notice.**

D. **DEPARTURE AND PICK-UP**
The policy for release of children is as follows:

1. A child is released only to a parent or an adult designated by the parent in writing (on emergency card or letter written by parent).
2. If there is a change in the child’s normal pickup procedure, parents **MUST** send an email or call Kids’ Place office (804.545.8630) in regards to whom is picking up the child.
3. If a person authorized to pick up a child is unknown to the staff, the staff will require the picture identification on the person’s driver’s license. Please remember to inform such person of this procedure.

If an emergency situation arises and you will be delayed, please call Stephen Reynolds (804.545.8630) or LaVenus Harried (804.545.8639) so we can provide appropriate care for your child. We kindly request that parents develop a plan for this type of occasion.

E. **CHILDREN’S CLOTHING**

**All Kindergartner’s must have a complete change of clothing to be kept at Kids’ Place.**
All clothing stored here and all articles of removable clothing (jackets, sweaters, hats, etc.) should be marked clearly with the child’s name. Please do not send valuables with your children to Kids’ Place.
FEES: PAYMENT, FINANCIAL ASSISTANCE, LATE CHARGES, REFUNDS

A. PAYMENT
A non-refundable $100 deposit for Kids’ Place must accompany each child’s application. Weinstein JCC membership is required for admission into Kids’ Place.

B. FINANCIAL ASSISTANCE
The Weinstein JCC is pleased to offer financial assistance to families in need. Funds available for scholarship assistance are limited and are provided based on a family’s financial situation and the amount of scholarship funds available at the time.

Applications for scholarship assistance must be submitted at the time of after-school care registration. Please contact Melissa Bunce by e-mail at mbunce@weinsteinjcc.org or 804.545.8658.

C. REFUNDS
Should your child be absent due to illness, injury or special event, fees cannot be refunded. In order to provide services, staff is hired by the year and the expenses are incurred whether or not all the children are present each day. The users must pay the operating costs of the services. There are no make-ups for absences.

D. DROPPING OUT OF KIDS’ PLACE PROGRAM
Should you withdraw your child(ren) from Kids’ Place after July 31, 2018, Kids’ Place reserves the right to bill you for three months of service from the date of last day enrolled. To withdraw your child from any Kids’ Place programs, you must submit a request in writing to Kids’ Place Director, LaVenus Harried at lharried@weinsteinjcc.org.

Any changes made to your Kids’ Place registration that results in a reduction of services - such as removal of days your child(ren) attend(s) Kids’ Place, removal of the School’s Out Package, or a reduction of Homework Club services - will take place the first of the following month. (For example, changing from 4 days per week to 3 days per week on January 10, 2019 will result in a billing adjustment on February 1, 2019.) However, any additions that are made to your Kids’ Place registration – such as additional days at Kids’ Place, addition of the School’s Out Package, or additional Homework Club time – will go into effect the first of the present month. (For example, changing from 3 days per week to 4 days per week on January 10, 2019 will result in a billing adjustment on January 1, 2019).
1. Parents should notify Kids’ Place if their child will be absent. We are concerned about the health of every child in our program. To ensure the well-being of all children in our program, we strictly enforce the following policies:

   a. A child who has a fever or is otherwise ill (vomiting, pain, diarrhea, frequent coughing, excessive nasal discharge, signs of conjunctivitis, etc.) should be kept at home. If a child becomes ill while at Kids’ Place, parents will be notified so that the child can be picked up and taken home. When called, the parent, (or an alternate emergency person), are expected to pick up the child within the hour. There are no exceptions to this rule. The child will remain with the Kids’ Place Director or other familiar caregiver until a parent or guardian arrives to take the child home. Children without visible symptoms may also be sent home if it is determined that the child clearly is not feeling well (lethargy, severe pain, general malaise). Parents of children with chronic symptoms of colds, coughs and allergies including significant mucous, may be asked to have their child checked by a physician to rule out any infection before the child can return to Kids’ Place.

   Bringing a child with any of these symptoms to the Weinstein JCC usually causes other children and staff to get sick. If ALL parents will help by keeping sick children at home, everybody’s children - including your own will be sick less often.

2. Outdoor play is an integral part of the day’s program and the children go outdoors daily. If a child is not well enough to play outdoors, he/she must be kept home or picked up prior to outside play so that both counselors can be on the playground since the counselor-child ratios must be maintained while the children are outside. Parents should take the weather into account when dressing their child for school. Layering your child’s clothing is desirable, so he/she may adjust clothing to maintain a comfortable body temperature. In addition, please make sure that your child has closed-toed shoes for physical play/gym and fitness time.

3. After the child has been ill, it is important to adhere to the following guidelines when determining whether or not their child is ready to return to Kids’ Place.

   1. Mood, appetite, behavior and activity are again normal.
   2. At the minimum, fever free for 24 hours without the use of fever-reducing medicine.
   3. Antibiotics (if prescribed) have been used for a full twenty-four hours.
   4. Vomiting, diarrhea cleared for 24 hours.
   5. Frequent coughing, excessive nasal discharge resolved.
   6. Pain, (earache, cramps, headache, etc.) resolved.

   * If these conditions are not met, you will be required to pick up your child immediately.

4. **CONTAGIOUS DISEASES**

   Parents will be notified if their child is exposed to a potentially contagious disease while at Kids’ Place. Likewise, parents should notify us if their child has been exposed to, or has a contagious disease, such as conjunctivitis, head lice, ringworm, chicken pox, etc.

   a. **Head Lice**

   We ask that all parents check their children’s heads for evidence of lice before Kids’ Place begins. We also suggest that parents check their children’s heads periodically during the year to help prevent major outbreaks.
In the event of an outbreak, we will be checking children’s heads for evidence of lice. The policy is a “no nit policy” – meaning that children who are found to have nits (eggs) in his/her hair will be sent home.

5. UNDER-IMMUNIZED CHILDREN
By the first day of after-school care, each child must have a School Entrance Physical Examination and Immunization Certification completed by their physician. These forms are provided by the Commonwealth of Virginia and will be sent to each family. As required by the Virginia Department of Social Services, parents must provide documentation that the child has received the immunizations required by the State Board of Health before the child may attend school. In the case of a child under-immunized because of a medical condition, supporting evidence must be provided by a licensed health professional; and in the case of a child under-immunized because of religious beliefs an affidavit on Virginia Department of Social Services “Certification of Religious Exemption” form must be provided by the parents. Program staff will implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs while they are in the program.

6. ABSENCES
If your child is ill or otherwise not planning to attend Kids’ Place, please let the office know by 11:00 AM or as soon as possible by contacting Stephen Reynolds at 804.545.8630 or sreynolds@weinsteinjcc.org or LaVenus Harried at 804.545.8639 or lharried@weinsteinjcc.org.

MEDICATION

1. ADMINISTRATION OF MEDICATION TO CHILDREN
If your child requires medication during the day, you should deliver the medication directly to the Kids’ Place Office and complete a medication form. To ensure the safety of all children, never leave medication in your child’s backpack or lunch box.

Prescription medications will be administered only when medication is in the original container labeled with the child’s name, date, directions and physician’s name. The medication will be administered only as stated by the physician’s directions. MAT (Medical Administration Training) certified critical staff members will administer medications, or E-Mat (Emergency Medication Administration Training) certified staff members can facilitate the use of inhalers and epi-pens.

Non-prescription medication will be administered only if it is in the original container and will be administered only according to the written directions given by parent.

No medication will be administered to a child without a completed medication authorization form. Staff will document each dose of medication given and will keep all medications inaccessible to children at all times. It is the parent’s responsibility to retrieve the medication at the end of the day.
Good nutrition is a must for child development. Through your food presentation to your child, you are shaping eating habits that affect your child throughout life.

As a Jewish institution, we are requesting that you be respectful of our Kashrut policy.

All foods cooked and served in our program are **Kosher** and **dairy**. We operate a Kosher kitchen. We ask that you observe these guidelines by not bringing any meat products or shellfish into the building.

### MENU SUGGESTIONS FOR SCHOOL’S OUT DAYS AND BREAKS
(Be sure to provide a protein source, a bread source and a vegetable. Fruit and milk are provided.)

- honey
- wheat bread
- pita bread
- natural crackers
- tuna fish
- eggs (salad, scrambled)
- vegetables & dip
- pineapple
- granola bars (no peanut butter)
- muffins
- strawberries, blueberries,
- raspberries
- pudding
- banana, berry breads
- salad (tossed, pasta)
- cheese (American, Swiss, etc.)
- cream cheese
- oranges or tangerines
- peaches or pears
- apples
- yogurt with fruit
- quiche
- fish sticks or filets
- cheese pizza
- spaghetti or noodles
- canned fruit
- dried fruit

**Please note: Kids’ Place is a nut free facility.**

### PERSONAL ITEMS FROM HOME

Toys may be brought from home as approved by parent and Kids’ Place Director. However, the Weinstein JCC will NOT assume liability for theft or damage. We do not allow weapons or toy weapons of any kind. Gameboys, iPad’s, DS (video games), iPods, Pokemon Cards, and baseball cards are not allowed at Kids’ Place outside of Game Center.

The children are allowed to bring in and share items of special interest. Books, pictures, or other items which have educational value are welcome. We especially enjoy items related to current curriculum themes. However, items or toys considered valuable to your child should be left at home.
BEHAVIOR MANAGEMENT PLAN

It is understood that parents will communicate and work with staff regarding behavior management and behavior modification plans.

Rules are discussed and developed with the children when entering the program. Rules are set as classroom expectations, and counselors reinforce those expectations with the children through regular positive reinforcement. Examples include keeping hands to ourselves, being respectful of counselors and classmates, etc.

When the children find it difficult to adhere to these expectations, we offer them a break to discuss the underlying issues. This break is away from the class and group for a short period of time.

When overt negative behavior (such as tantrum behavior) is displayed, the child is removed from the area and allowed to calm down in private. Accompanied by the counselor/group leader a discussion is held to alleviate and resolve the situation. If negative behavior persists, parents will be consulted.

If negative behavior continues despite intervention, a meeting with the Director may be requested. Documentation of the incident will be filed in the Accident/Incident Report Form located in the Kids’ Place Director’s office for repeated behaviors. A copy of the report will be given to the parent requesting a signature of acknowledgement.

TERMINATION OF SERVICE

Service at the Weinstein JCC Kids’ Place may be terminated in the following ways:

Consistent inappropriate behavior, highly unusual behavior or violent behavior may result in a one-day suspension from Kids’ Place. Suspension and expulsion is at the discretion of the Kids’ Place Director. If a behavior continues with no improvement, after consultation with parents and after modification by staff, the Kids’ Place Director may determine that the child’s placement in the Kids’ Place program is inappropriate for his/her developmental needs. The decision to terminate participation in Kids’ Place is a last resort. Parents are consulted and involved throughout the decision-making process. Failure to cooperate and work with staff concerning behavioral issues may be grounds for suspension or termination from the program.

A child may be asked to leave the program on the following grounds:

- Kids’ Place is unable to meet the developmental needs of a child resulting in chronic disruption and/or unsafe situations for the child or other children.
- Non-payment of tuition or late fees.
- Parental failure to cooperate and work with staff and administration concerning policies and procedures. For example, parents who repeatedly send an ill child to school or who are habitually late to pick their child up will be refused further service.
VISITORS

Parents are welcome visitors at Kids’ Place. Parents are always invited to observe, to volunteer to help in the classroom or to share a special talent with the children. Visitors must call director in advance to arrange visits and check in at the Kids’ Place front desk upon arrival.

WEATHER RELATED SCHOOL CANCELATIONS

For information regarding school closings due to inclement weather conditions, please call our Inclement Weather Hotline at 285-0422. This will give you the most up-to-date news about Weinstein JCC closings/openings. We will also have information on channels 6, 8, 12, and WRVA 1140, on our website at weinsteinjcc.org and our Facebook page.

In the event of a Henrico County or Richmond City snow day, Kids’ Place will be open from 7:30 AM - 6 PM, weather permitting. Should we be unable to open at 7:30, all information on our website and hotline will reflect the new time for drop-off.

If your child(ren)’s school closes early for weather related reasons or the closing is unscheduled, transportation will not be provided. However, Kids’ Place will open at the normal time to provide care for those who elect to drop their children off at the Weinstein JCC. This includes if private schools are operating and public schools are not.

EMERGENCY EVACUATION PLANS

The Licensing Department for the State of Virginia has mandated that all licensed childcare facilities establish an emergency plan for evacuation. All Kids’ Place staff members are aware and trained in the evacuation emergency procedures. If you would like to see the written emergency plans please contact us.

We hold drills monthly, and evacuation routes are posted in each classroom as well as the gym, auditorium and pool areas, Kids’ Place art room and Sisisky Family Community Rooms.

If an emergency situation arises that requires the children to be evacuated off the Weinstein JCC premises, Weinstein JCC staff will walk the children to one of our planned evacuation locations. Parents will be notified once the evacuation has been complete.

**The Weinstein JCC has the ability to send critical alerts straight to your cell phone via our FREE text alerts system.** Messages (including weather related closings & delays and emergency information) will be sent via text. To opt-in for this service, please go here: https://dashboard.alertmedia.com/public?ecust=6bc44eec3af86d9f0beff2f9a18ffe23. You will be prompted to enter your name, email and cell phone number, as well as choose what department(s) or program(s) you would like to receive messages from. Just by signing up, you will receive all general Center updates. Please note: this system is in addition to our regular Center communications and will only be used for emergency alerts and other important messages.
We believe that direct, effective communication is at the heart of a stimulating, safe, caring program for children. If you have concerns about day-to-day operations, the program, or your child’s care specifically, please feel free to discuss them with LaVenus Harried or Stephen Reynolds.

A. **MESSAGES FROM HOME**
   All important messages (a change in schedule, a different person picking up your child, child going with a friend, etc.) **MUST BE E-MAILED** (sreynolds@weinsteinjcc.org), **FAXED** (804.285.3931) or communicated by **TELEPHONE** (804.545.8630).

   Please let us know when there are changes that may have bearing on your child such as: a projected move, birth, death, separation, etc. Having this information will enable our staff to help the child deal with his/her feelings.

   We request that parents inform Kids’ Place staff upon registering your child for one of the many excellent programs, classes, and activities offered every season at the Weinstein JCC. While Kids’ Place staff will happily escort participants to the pool, gym, or any other location where the class is held, we can only do so when properly informed about the child’s involvement.

B. **MESSAGES TO HOME / NEWSLETTER**
   Many important messages from Kids’ Place will be sent to you through e-mail or made available at the front desk. If you do not have an e-mail address, please let Melanie know so she can print a copy of the Kids’ Place Updates for you and send it home with your child.

   Please read each note. These notes are designed to keep you informed about your child, his school program and Weinstein JCC activities. Our newsletter is emailed weekly, and updates will be sent when there are changes in our schedule or important information is necessary for you to have immediately.

C. **PROGRAM EVALUATIONS**
   Each year, a survey about the Kids’ Place after-school program is sent home to parents. This will give parents an opportunity to objectively comment on our program and staff. We welcome your input!

D. **PARENTAL CONCERNS**
   Parental concerns about happenings in the Weinstein JCC after-school program should be directly expressed to the Kids’ Place Director, LaVenus Harried, at 545-8639 or lharried@weinsteinjcc.org.
Kids’ Place staff are energetic and caring adults with education, experience and background working with children in a school-age setting. All of our staff members are certified in CPR/First-Aid, and background checks are done periodically throughout their employment.

Staff are strongly encouraged to supervise and actively engage with the children in Kids’ Place. They attend monthly meetings and training throughout the school year to enhance and build their skill-set working with kids of all ages. Each classroom has at least two assigned staff members, and our staff ratio is 1:9. Staff are also required to wear their Kids’ Place shirts every day that they’re at the Center so children, parents and members can easily recognize them as part of our staff team.

THANK YOU FOR BEING A PART OF KIDS’ PLACE!