

# WELCOME TO VACATION DAYS AT THE



**PARENT GUIDE**

# Table of Contents

## What's In a Vacation Day at the J?

Vacation Days at the J will offer your child an opportunity to engage in a variety of activities (cooking, sports, arts and crafts, etc.) with their peers. Vacation Days at the J offers parents peace of mind knowing that their children are safe & cared for. Each day is filled with activities pertinent to the theme of the day.

**Below is a sample schedule for Lego Day:**

### **Sample Schedule: Lego Day**

- 8:45–9:00** Arrival
- 9:00–9:15** Snack
- 9:15–10:00** Tower Building Challenge
- 10:00–10:45** Board Games
- 10:45–11:30** Playground
- 11:30–12:15** Lunch
- 12:15–1:00** Build Your Own Lego Zipline
- 1:00–1:45** Lego Rice Krispie Treat
- 1:45–2:30** Popsicle Stick Lego Person
- 2:30–3:15** Lego Relay Races
- 3:15–3:40** Clean Up & Pack Up

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## Registration

Pre-registration for Vacation Days at the J is required. Registration for Vacation Days at the J typically begins 2-3 weeks before the program date. You can register for a program on our website (<https://jccrockland.org/vacation-days-at-the-j/>) or by contacting the Program Director.

Registration will close one week prior to the program date. There is no guarantee that your child will be able to be accommodated after registration is closed. Late registrants may incur an additional fee of \$25. Walk-ins on the day of the program will not be accepted.

Payment is required at time of registration to ensure a spot for your child(ren). Spots are not ensured for a child without payment.

## Communication

To register or for questions regarding your registration, email or call Brooke Hershfield (brookeh@jccrockland.org, 845 362 4400 ext. 537). You will receive an email the night before the program reiterating drop off & pick up procedures, along with any special information about the day.

### How should you contact JCC Rockland during Vacation Days at the J?

The quickest way to contact Brooke during the program is to call the JCC Rockland Reception Desk at 845 362 4400 ext 100. For non-emergencies during the day, email brookeh@jccrockland.org.

### How will Vacation Days at the J contact you?

Depending on the information we need to share, you will be contacted via a personal phone call or an email. Please make sure your contact information is up to date at time of registration.

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## Drop Off & Pick Up Procedures

Vacation Days at the J drop off and pick up from the main lobby of JCC Rockland (450 West Nyack Rd, West Nyack, NY, 10994). Staff will accept children starting at 8:40 AM until 9:00 AM. Please note children will not be accepted prior to 8:40 AM. If you arrive after 9:00 AM, please bring your child(ren) to the reception desk where staff from the program will be notified of their arrival.

Pickup will begin at 3:45 PM in the main lobby of JCC Rockland. Pickup ends at 4:00 PM. After 4:00 PM, there will be a late fee of \$35 per child for every 15 minutes of part thereof after 4:00. If we cannot reach you after 4:00 PM, we will call the Emergency Contacts listed. Fees will be automatically charged to your account. If a child is picked up late on a continuous basis, their enrollment/future enrollment in Vacation Days at the J may be in jeopardy.

**Note:** Children will only be released to those who have been listed on their program registration or that we have written notification of pick up instructions. Staff are instructed to check ID if necessary.

## Program Cancellation/Absence

If the weather is harsh, the program will run at the discretion of the Program Director and JCC Rockland's Chief Operating Officer. Parents/ caregivers will be informed with a phone call & email as early as possible. For any questions about the status of the program, feel free to call the JCC Rockland Front Desk (845) 362 4400 ext 100. Updates will also be posted online at [www.jccrockland.org](http://www.jccrockland.org) and on our Facebook page.

If your child is going to be absent from the program, please contact Brooke to let her know. A credit will be issued to your account.

### What to Bring/Wear to Vacation Days at the J

- Comfortable clothing & sneakers
- Appropriate outerwear depending on time of year (i.e. jacket, hat, gloves in the winter)
- Reusable water bottle

Please Note: All clothing, outerwear, water bottles, shoes, etc. should be labeled. We do our best to help the children keep track of their personal items.

### What NOT to Bring to Vacation Days at the J

- iPads, cell phones and electronics of any kind are not permitted, unless otherwise specified in your registration email. If these items are brought on non-sanctioned days, they will be collected and given back to parents at the end of the day.
- Money—there is no need for money, as the vending machines and cafe are off limits
- Jewelry
- Toys/trading cards

Vacation Days at the J is not responsible for any items brought to the program that are lost, stolen or damaged.

### Food

All food provided on site is Kosher and nut free. We do not allow any outside food due to allergies and kosher restrictions.

### Lunch

- Lunch is comprised of kid friendly options (i.e. pizza, bagels, chicken nuggets) with nutritious sides (fruits, vegetables, yogurt, cheesesticks) provided by local vendors/caterers.

## Snack

- Children will receive a snack in the morning, typically some kind of cereal, and a snack in the afternoon, like pretzels or popcorn.

## Allergies & Food Restrictions

- It is very important that you notify the program of any food allergies or restrictions
  - Contact Brooke Hershfield to discuss allergies or restrictions further [brookeh@jccrockland.org](mailto:brookeh@jccrockland.org), 845 362 4400 ext 537
- We take allergies and food restrictions very seriously and make all accommodations possible for children to eat and participate in activities involving food
- Each day there are several options offered at lunch to meet the needs of all campers

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## Health & Safety

- Emergency contacts (other than parents) must be entered in Daxko at time of registration
- If you need to be notified of an illness or incident, you will be called immediately. Please understand that not every incident warrants an immediate phone call.
- In the event that a camper becomes ill while at Vacation Days at the J, they will be assessed by adults on site. Should your child require an early pickup due to illness, you or your emergency contact **MUST** arrive within 30 minutes of being notified. Refer to the late pickup fee should your child not be picked up within the 30 minute time allowance. Please be sure your personal contact information and emergency contact information is up to date at time of registration.
- Medications - over the counter & prescription medications to be administered by MAT trained staff must be given to the Program Director, labeled by the pharmacy, and accompanied by a note/prescription from your doctor. In order for these medications to be administered, a Medical Authorization Form must be completed and returned to the Program Director. Contact Brooke for access to the Medical Authorization Form.

- If your child feels ill first thing in the morning, please do not send them to Vacation Days at the J. Our experience tells us that children will generally feel worse as the day progresses. For your child's benefit, and well as other children and staff, please be sure they are healthy prior to sending them to the program. Please keep your child home if they are experiencing:
  - A new cold, where mucus runs clear
  - A cold (green mucus) with a drop in your child's energy level or change in behavior
  - Vomiting any time in the past 24 hours
  - A stomach ache or little to no appetite
  - Diarrhea at any time in the past 24 hours
  - Pink eye (characterized by pus and redness in one or both eyes)
  - Chicken pox, when all the pox are not yet scabbed over
  - Throat infections, such as strep
  - Nits or lice
  - Urinary tract infection
  - COVID-19
- Fever: children with temperature 100 degrees or higher must be fever free without medication for 24 hours prior to the program
- If your child has a special need or medical condition, please call the Program Director prior to the program to establish a plan of support that is appropriate.

### **Outdoor Weather Safety**

Outside play gives children an opportunity to breathe fresh air, exercise, and freedom of movement. All children should be dressed for the day's weather and need closed toed shoes to participate in outdoor activities.

The Vacation Days staff will monitor local weather and determine if it is safe for the children to participate in outdoor play that day.

Outdoor play will not take place if:

- It is raining
- It is excessively snowing
- Frigid temperatures
- Excessive heat

## Discipline Policy

All children are expected to conduct themselves appropriately and follow program rules while attending Vacation Days at the J. We believe that discipline:

- Is based on logical consequences
- Places the responsibility on the behavior
- Keeps options open
- Is an active teaching process that emphasizes teaching a person to act in a way that will result in more successful behaviors
- Is a learning opportunity

The following actions will be taken when a child exhibits inappropriate behaviors or is found in possession of anything that can be deemed harmful to themselves or others:

- 1.** Verbal reminder: staff will use verbal cues to redirect, correct, and remind the child about appropriate behaviors
- 2.** Time In: when a child uses inappropriate behavior, the child will receive a Time In. This is where the child and staff member will sit and discuss the behavior and options as well as actions that can be put in place for the child to better handle a similar situation going forward
- 3.** Time Out: This is when the prior two steps have been met with resistance or complete disregard. The child is given a short period of time (no more than one minute per age of child, not to exceed ten minutes) to relax and reflect on the situation. During this time, the child will be separated from the other children but in view of staff. The child may be asked to use this time to write or color about the situation
- 4.** Parent Alert: parents will always be notified of any behavioral issues that come up during the day. You will receive an email or phone call.



## Right To Refuse Service Policy

JCC Rockland's Vacation Days at the J Program reserves the right to refuse services for the following reasons:

- Failure of parent or child to adhere to program rules, policies, and procedure guidelines
- Parent or child are physically or verbally abusive to staff or other program participants
- Failure of payment before the scheduled program day
- Failure to provide full, current and updated information
- Failure to arrive for pick up on time
- Child continues to exhibit inappropriate behavior and all other options to correct the behavior have been exhausted
- When the Program Director or Chief Operating Officer of JCC Rockland, at their discretion, believe that continued service is not in the best interest of the child or for the program as a whole