

# Kaleidoscope

## **Parent Handbook**

Jewish Community Center of Greater Columbus  
1125 College Avenue  
Columbus, OH 43209  
614-559-6253

### **Program Goals and Philosophy**

The goal of the Kaleidoscope after school program is to provide a safe, secure and nurturing environment that will enable children to develop a sense of “home” away from home in a Jewish setting. At Kaleidoscope, we recognize the individuality of our children! After long days at school, some children need “down time,” while others have abundant energy to participate in challenging activities. We strive to meet the needs of each child in a warm, enriching Jewish environment that promotes self-esteem, facilitates socialization and most importantly provides a “home” away from home. Kaleidoscope is licensed by the State of Ohio, and led by caring, experienced staff. It is a relaxed, nurturing and fun atmosphere within a safe and secure environment.

### **Kaleidoscope Hours of Operation**

Monday-Friday            School Dismissal-6:00 p.m.

The JCC is not licensed to offer childcare after 6:00 p.m. Should there be an emergency where neither parent/guardian is able to pick up their child(ren) by 6:00 p.m., it is imperative that you call Kaleidoscope cell phone (614-483-6653) to alert us of the emergency and the pick up plan.

### **Kaleidoscope Activities and Schedule**

Each group will maintain the following schedules, in different rooms in the Zusman Center:

3:30-4:00 arrive from school, wash hands, free play in room

4:00- Clean up, wash hands

4:05-4:30- snack

4:30-5:30 Activity of the Day/Homework/Outside\*

5:30-6:00- Free play in room, clean-up and get ready to go home

\* weather pending

**This schedule is subject to change per needs of the children and specialty schedules**

### **Statement of Supervision**

While attending the Kaleidoscope program, all children are under the direct supervision of the JCC staff.

### **Homework**

The Kaleidoscope staff will attempt to get homework completed per your request. Please know that the Kaleidoscope members are not teachers and often can not give the children individual attention. There will be a staff person in the homework room to monitor the children and to provide minor assistance as needed. In the event that the Kaleidoscope staff can not help your child with his or her homework the Kaleidoscope Director will notify you.

Homework will be done between 4:00-5:30 each day. Due to the limited time your children are in Kaleidoscope each day, it is necessary to choose between homework and the daily scheduled activity. All Kaleidoscope participants must have a homework contract on file that **both** the parent and child completed and signed together. The contract will indicate what day you would like to have your child complete their homework.

### **Fee Policies**

#### **LATE FEE**

Pickup is by 6:00 p.m. Monday through Friday. Parents **charged a late fee of \$1.50 per minute after 6:00 p.m.** This late fee is due at the time of pick up. **Parents who chronically violate this policy are subject to denial of use of service.** After 6:00 p.m., if no parent/guardian has called the Children, Youth and Camping office or the Kaleidoscope room and we are not able to reach the parents/guardians and the emergency contacts, staff is required by law to report the incident to Franklin County Children Services. To insure that this last resort option is not used, please make sure that we have correct contact phone numbers on file. This includes any new or changed emergency, work, and cellular or pager numbers.

### **CHANGE FEE:**

Changes made after August 31st, 2016 are subject to a \$100 administrative charge.

### **DROPPING THE PROGRAM:**

After August 31st, 2016 any drops from the program will obligate you for the remainder of the month's tuition. Please note the deposit paid at the start of the program is **NON REFUNDABLE**. This deposit is applicable to the last month's payment, pending on active participation for the entire school year. If you drop from the program, you **will not** receive a refund for any remainder of the month or deposit.

### **Absence Policy**

If a child is absent from school or will not be attending Kaleidoscope on a day which he/she is registered for, **parents must call 559-6253 before 2:00 p.m. to inform Kaleidoscope staff that the child will be absent or email Kaleidoscope director**. Failure to call will result in a \$20.00 "No Call" fee. Please note, for every three (3) "No Calls" within a month, a \$25.00 charge will be **added** to the regular fee. **To avoid these fees, please remember to call.**

The following steps will be taken if a child cannot be found at the pick up area:

- Kaleidoscope staff will check with the school office. If your child was not absent from school, staff will look for the child.
- We will call the parent/guardian before leaving the school.
- If we are unable to reach the parents/guardians and emergency contacts, we will return to the JCC and continue to call.

**When your child is sick, picked up from school or you have made other arrangements it is imperative that you call the Director of Kaleidoscope (559-6253) or the cell (483-6653) before 2:00 p.m.**

### **Occasional Care**

Kaleidoscope can accommodate drop-ins. However, drop-in arrangements must be made **in advance** with the Children, Youth and Camping Office. All proper paperwork must be turned in before any student can be picked up for the afterschool program.

### **Sign Out Procedures**

Parents must enter the Zusman building to sign out and pick up their child. Our license requires that all Kaleidoscope participants be signed out daily. When signing out, please write the time of day along with your signature.

**Please remember to sign out properly. It is your responsibility to accurately record the time your child is picked up.**

Kaleidoscope staff will post a sign on the door with our location if we are not in the building. You may also call the Kaleidoscope cell phone if you wish to know where your child is at anytime.

**Please note that children will not be allowed to wait alone in the lobby of the main JCC if they are under the age of 13.**

### **Dismissal**

With the safety and security of each child, a parent or another adult who has been identified in writing must pick up all children. If your child is carpooling with another child on a regular basis or if changes, such as someone other than an individual identified on the emergency form will be picking up your child, please notify Kaleidoscope of this in writing. Please inform the new adult of the sign out procedure and that proof of identification may be asked of them.

### **Closings**

#### **Kaleidoscope Closings**

Kaleidoscope is closed on Jewish and National Holidays. Please refer to the Kaleidoscope calendar attached for scheduled closures. When the Bexley school vacation days do not conflict with Jewish holidays, the JCC offers School's Out Days and Break Camps. **Registration for School's Out Days/Break Camp is separate from Kaleidoscope registration.**

All programs are listed in the Program Guide, Kaleidoscope calendar and Center Scene. Program fliers will also be given to Kaleidoscope participants. Programming will be available on MOST days that school is closed. Please refer to the Kaleidoscope calendar to find out about closings.

### School Closings

When school closes during the day or is canceled, Kaleidoscope will still operate unless they close for weather and Franklin County is at a level 3. When schools close early the school will notify the JCC and we will pick up your child like it is a regular day. The Kaleidoscope staff will contact a parent letting you know that school closed early and that we are picking up your child.

If your child is out of school but Kaleidoscope is still in session you can arrange for your child to be dropped off to attend Kaleidoscope. You must make plans with the Kaleidoscope director so they are aware of their attendance. Drop off will be at 3:00pm of that day regardless of when Kaleidoscope “starts”.

### **Required Forms**

The Kaleidoscope program is licensed by the Ohio Department of Jobs and Family Services. The state requires that the following forms must be on file with the Children, Youth and Camping office prior to your child’s first day of Kaleidoscope and must be updated annually:

- **Kaleidoscope Registration Form**
- **Child Health and Enrollment Form**- includes emergency contacts as well as any health info regarding your child
- **Administration of Medication Form** – only needed if medication needs to be taken during Kaleidoscope hours.
- **Permission Form**- authorizes your child(ren) to participate in all JCC activities and to be transported by the JCC. It also includes people who are authorized to act on behalf of the parent in case of an emergency or a child’s illness when neither parent can be contacted. Please make these contacts aware that they may be called.  
**We can not pick your child up from school until this form is signed and in your child’s file.**
- **Homework Contract**
- **Swim Permission Form**
- **Routine Trip Permission Form**

*Be sure to indicate on the above forms any foods or other materials to which your child may be allergic. Please make note of any special medical condition your child has that staff needs to be made aware of. A doctor’s signature MAY be needed if the medication is NON PRESCRIPTION. All paperwork must be filled out for allergies and food restrictions PRIOR to the students first day in Kaleidoscope.*

### **License Information**

The Jewish Community Center of Greater Columbus’ Kaleidoscope program is licensed by the Ohio Department of Jobs and Family Services (ODJFS) and operates in compliance with all stated rules and regulations. Our license face is posted on the office door and the ages and numbers are listed on the license face. The Kaleidoscope licensing report is posted in the main Zusman room. A copy is available upon request from the ODJFS, at 1-866-635-3748.

### **Registration Fees**

At the time of registration parents must submit the application form accompanied by a deposit. The JCC does not discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

*The JCC MUST have at least 5 participants from a school in the Kaleidoscope program in order to transport to the JCC.*

## Transportation

Transportation is provided by a JCC vehicle and the Bexley Beat from Berwick, the three Bexley elementary schools, Saint Catharine and Bexley residents whom attend Columbus Jewish Day School. There is a first aid kit on each bus as well as a Kaleidoscope staff member. Each Staff member who rides the bus is certified in CPR, First Aid and has Communicable Disease Training. Children will be counted when they get on the bus as well as when they arrive in the Zusman Center. The pick up areas are as follows:

- **Cassingham:** Kindergarten students will be picked up from their classrooms. All other students are to meet Kaleidoscope staff inside the school at the end of the hall near the Elm Street Playground.
- **Maryland:** students should wait inside the school in the area right outside the school's office until the bus arrives.
- **Montrose:** kindergarten and 1<sup>st</sup> grade students will be picked up from their classrooms. All other students can get directly onto the bus as soon as the bell rings.
- **Berwick:** students should wait inside with the teacher until the bus arrives.
- **Columbus Jewish Day School:** pick up @ the Montrose school at 4pm
- **Columbus Torah Academy:** pick up @ the CTA school at 2:30pm by the JCC bus

Once your child comes to the pick-up area the Kaleidoscope staff member will check your child in and see that they get safely in the vehicle. **The bus will not leave each school until all children are accounted for.** In the event that a child does not come to the bus, the Kaleidoscope staff member will locate the child or contact the parent to see if the child is supposed to be coming to Kaleidoscope on that particular day. Once we return to the JCC the same staff member will accompany the children into the building on the bus.

Each vehicle is equipped with a seat belt, which the children are required to use. A Kaleidoscope counselor assists the driver on each pick up. Please remind your child that it is important to be on time to the bus/meeting area. We pick up from numerous locations and other children are left unattended if we are delayed. Children who do not attend the above schools can utilize kaleidoscope, however it is up to the family to arrange transportation.

**Please note that transportation will not be provided on School's Out Days. Please refer to the attached calendar. The JCC cannot transport your child until a parent signed permission form is turned into the CYT&C Office and is in your child's file.**

## Routine Trips to the Main JCC

Kaleidoscope will take routine walks to the Main JCC building for swimming, use of the gym or racquetball courts, to visit the Camp Office or to watch a movie in the theatre. Children will be transported to the Main JCC by walking. Children will always be accompanied by Kaleidoscope Staff. Before the children leave the Zusman Center and when they arrive at their destination in the Main JCC children will be counted. This will ensure all children arrive safely.

## General Information

### Transition to the program:

**From JCC preschool site-** The JCC will offer several opportunities to come to the Kaleidoscope program at the end of their preschool year. Parents may bring their child at any time to acclimate to the program and a classroom visit is scheduled at the end of the school year for those who are in ECS at the JCC.

**Outside of the JCC-** Parents are welcome at any time to observe the program in action, bring their child to the program and stay as long as they are comfortable. Contact information is given and parents are welcome to call at any time to check on their child. Any transition concerns will be addressed by the Director and staff with the parent.

**A medical and dental emergency plan** is posted in the Kaleidoscope Room. A first aid kit is also located in the

homework room and one is taken on all trips outside the center. Kaleidoscope staff is trained in appropriate first aid procedures.

**Children are not released to persons** other than parents without WRITTEN CONSENT of the parent and presentation of identification if necessary.

- Telephones are available in the Zusman building and Children, Youth and Camping Office
- Monthly fire drills are held.
- Tornado procedures are also practiced.
- Evacuation plans are posted near the doorway of each room.
- A written report (incident report) will be completed whenever first aid is given and if it is necessary to transport a child for emergency medical treatment.
- Use of aerosol sprays is prohibited when children are in attendance.
- Kaleidoscope staff is required to notify local children service agencies if abuse or neglect is suspected.
- Staff members may only administer medication to a child when the parent completes a required medication form, and the medication is in its original container with the prescription label on the packaging if necessary.
- If the child is absent due to illness, please inform the Children, Youth and Camping office of the nature of the illness so exposure notices can be sent to other families, if necessary.

### **Health Policy**

Our health guidelines are similar to those of the public schools. If your child is ill, please do not send him/her to Kaleidoscope. If your child does not attend school due to an illness, they can not attend Kaleidoscope. If your child appears or acts ill, we will separate them from the other children, give the child a quiet and safe place, allowing the child to rest and then call the parent/guardian. Please do your best to pick up your child as soon as possible once called.

### **Communicable Disease**

We strive to provide your child with a clean and healthy environment through routine hand washing and disinfecting procedures. Our staff is trained in the recognition and management of communicable diseases. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illness at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child to the center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are unable to take time off from work/school. Each child must be well enough to participate in all areas of the daily program including outdoor activities when she/he is sent to school. Classes are well staffed for the number of children in each group, but ratios do not permit a teacher to remain inside with one child.

When an employee is sick they will be sent home & a substitute will be called in to maintain the staff/child ratio.

**The following policy has been dictated by the Ohio Department of Jobs & Family Services and is adhered to by our Center. These precautions shall be taken for children suspected of having a communicable disease:**

- The Center shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. **Your emergency contact information needs to be current at all time. Be sure to update this information with your child's teachers and the Camp Office**
- A child with any of the following signs or symptoms of illness shall be immediately moved away and discharged to his parent or guardian; the Center's policy for readmitting the child is also listed. While waiting to pick up, children exhibiting these symptoms will be provided with a cot and they will be supervised until discharged to a parent or guardian.

- **Diarrhea** (more than one abnormally loose stool within a twenty-four-hour period - Child should not return to school until diarrhea has **ceased for at least 28 hours**).
- **Severe coughing**--Child may return to school when coughing ceases or when an explanation can be provided by a physician.
- **Difficult or Rapid Breathing** - Child may return to school when condition ceases or when an explanation can be provided by a physician.
- **Yellowish Skin or Eyes** - Child may return to school when color returns to normal or when an explanation can be provided by a physician.
- **Redness of the Eye, Discharge, Matted Lashes, Burning, Itching (Pink Eye)** - The child may not return to school until 24 hours after the start of treatment with antibiotics.
- **Temperature of 100 degrees or above** - Children should not return to school until there has been no fever for **28 hours** without medication.
- **Untreated infected skin patches/Unusual spots or rashes** - It will be left to the discretion of the Early Childhood Director whether or not a doctor should be contacted for examination and further instructions.
- **Unusually dark urine and/or gray or white stool** - Child may return to school when an explanation can be provided by a physician.
- **Stiff Neck with Elevated Temperature** - Child may return to school with an explanation and further instructions from a physician.
- **Sore throat or difficulty in swallowing** - Child may return to school when symptoms have ceased or when an explanation can be provided by a physician.
- **Vomiting** - more than one time or when accompanied by any other sign or symptom of illness - Child should not return until vomiting has ceased for **at least 28 hours**.
- Evidence of **lice, scabies, or other parasitic infestation** – If a child is found to have an infestation the parent will be called and the child must be picked up. Regarding re-admittance to class the following guidelines will apply: **The child must have ALL parasites, eggs and egg cases removed following the application of a pediculicide agent or other treatment recommended by the pediatrician. The child will be excluded from class until such treatment has been accomplished and, based on national standards, verified by the Camp Office.**
- Children who may not be exhibiting any of the above symptoms, but who are not feeling well, and who are discernibly uncomfortable, inconsolable, needing one-on-one continual attention, and who are unable to participate in group activities may be excluded from the program. They will be allowed to rest on a cot and made comfortable in the Camp Office away from the other children. The parent will be notified and asked to pick up the child as soon as possible. The child's teachers and the program directors will make this determination.

**Please be advised that the Center reserves the right to request a physician's note of re-admittance upon the child's return to Kaleidoscope.**

***In order to ensure the health of all the children and staff, it is imperative that all of us follow these guidelines.*** While we are sensitive to the fact that parents have responsibilities, when children return to school too soon, their resistance is low which only makes them more susceptible to recurring illness as well as the fact they may still be contagious to other children and staff.

Parents will be notified by a sign on the classroom whiteboard beside the door if children have been exposed to a communicable illness. A complete communicable disease chart is posted in the Zusman Building

### **Medication**

Medications of any kind, food supplements, modified diets or topical lotions (i.e. sunscreen) require a medication authorization form before they can be administered or applied. The Kaleidoscope Director will administer prescription medication as long as it is in the original container with label still intact. Over-the-counter medication in the original container may be administered to a child if it adheres to the guidelines specified on the medication to be given. The child's full name must be printed on the medication. The medication authorization forms can be found in the Children, Youth and Camping Office.

For your child's safety, we ask that you **NOT** send medication in your child's bag. Please give it to Kaleidoscope staff person and make sure appropriate information has been furnished. The Kaleidoscope Director will be responsible for the administration of the medication at the appropriate times and will keep a log of all medicine given during Kaleidoscope hours.

### **Inhaler and Epi-Pen for School Age Children**

A school age child with a health condition needing the use of an inhaler or epi-pen may carry his/her own item. All staff is made aware of children carrying these items and a parental permission form (Child Medical Physical Care Plan) is completed, as well as a medication authorization form. If a child is not capable of carrying and epi-pen/inhaler, then a JCC staff member will be responsible for the epi-pen/inhaler.

### **Accidents/Injuries/Serious Emergencies/Illness**

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only EMS or parents will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

### **General Emergencies**

The JCC has important procedures to follow in the event that an emergency would occur while a child is in Kaleidoscope care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the Zusman building our emergency destination is the Main JCC (1125 College Ave) A sign will be posted in the front of the Zusman building indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up their child. If a parent can not be reached, we will contact the emergency contacts as listed on your child's enrollment information.



In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. A written plan is available upon request.

An incident report will also be provided to the parents.

### **Emergency Evacuation**

Different emergencies call for different evacuation places. The following are the Emergency Evacuation places for the Kaleidoscope Program:

Tornado- Women's Restroom  
Fire- Sport Court  
Flood- Main JCC or Heritage House  
Environmental Situations- Women's Restroom or Main JCC  
Loss of Power, Heat or Water- Main JCC

### **Custody Arrangement Procedures**

#### Release of Information

The JCC staff will release information regarding a child to their parent (residential or nonresidential) or Guardian Ad Litem (with proper court appointment form completed)

The JCC staff will release information to another entity, such as an attorney, physician, school or other appropriate person, only with written permission from either of the child's parent/guardians.

This policy includes both release of written materials and information given orally.

#### Release of a Child

The JCC staff will release a child to the residential parent.

The JCC staff will release a child to those individuals indicated in writing on the emergency contact form or on the Kaleidoscope enrollment form.

The JCC staff will not release a child to a nonresidential parent with out permission from the residential parent (verbal or written) or a court order.

#### General JCC Policies

The JCC staff will comply with all court orders signed by a Judge/Magistrate.

Any unusual requests need to go to the Kaleidoscope Director.

The JCC requests 24 hours notice to copy records/materials.

### **Behavior Management Policy**

Please note, this policy applies to all Kaleidoscope Staff as well as the children.

The word discipline means to teach or lead. Consequently, our policy on discipline starts with re-directing a child's behavior. We avoid using negatives while helping children learn what they MAY do, i.e., "We stand on the floor," rather than "Don't stand on the chair!"

However, no child is permitted to physically harm another child or child's work. Should such behavior be exhibited, the injured child is treated first. Subsequently, the offending child is helped to recognize how he/she has hurt the other child.

On occasion, children are helped to remove themselves from the group. As such times, a staff person will guide the child to understand the transgressions.

Under no circumstances shall Kaleidoscope staff or any employee of the JCC use corporal punishment. There will be no cruel, harsh or unusual punishment. No child will ever be physically punished, isolated or humiliated. No discipline technique shall be delegated to another child. At no time is a whole group punished for unacceptable behavior of one or a few. No child shall be physically restrained, **unless** it is necessary to protect the child's safety or that of staff or other children. Should the need arise; parents are informed of a child's inappropriate behavior. Director, teachers and parents work together to establish an appropriate plan of action to help the child. Coordination between home and center is of the utmost importance. We have a variety of materials and resources available to assist families with positive behavior management techniques.

Discipline is teaching, firm and loving, but not punitive. It is immediate, age appropriate and limited in time.

If a child needs limitations, we follow these guidelines.

1. A verbal reminder
2. Redirection
3. Time away from the group situation. At such times, a staff person will guide the child to understand the transgressions.

If a child enrolled in the JCC's Kaleidoscope Program exhibits persistent, unacceptable behavior, this behavior will be documented and dated on a "Child Observation Form". Unacceptable behavior is defined as "disruptive" behavior, biting or other behaviors that can cause physical or emotional injury to others. After documenting the behavior, the following procedures will be followed.

- ❖ Staff will meet with the Kaleidoscope Director to discuss behavior and develop a plan of action to meet the needs of the child and the program. The child's parents/guardians will meet with the teachers and/or the director to discuss the plan of action and seek parental input and cooperation.
- ❖ If success does not occur, the director may contact outside professionals for guidance and observation of the child in the classroom. All action will be taken with the approval of the parent/guardian.
- ❖ Parents are expected to follow through with recommendations made by either the director or outside professional. These recommendations may include a psychological evaluation of the child, ongoing child or family therapy or a more extensive "whole child" evaluation. Failure to follow through on recommendations will result in termination of enrollment.
- ❖ If after following all recommendations and referrals, it is determined by the director that behavior continues to be inappropriate; the JCC reserves the right to discontinue services. In such a circumstance, any deposit will be forfeited by the parents and parents will not be held responsible for fees for the remainder of the school year.

### **Conferences**

Staff will communicate with parents/guardians on a daily basis with any concerns. However, if you have any concerns regarding your child or the program please feel free to make an appointment with the Director- Kaley Rosenthal at 559-6253. Staff is available to share your suggestions or concerns.

### **Supervision Policy**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff person are alert to the safety needs of their children, anticipate possible hazards and take the necessary appropriate perceptual and preventative measures.

#### **Arrival and Departure:**

Transported by the JCC: The Kaleidoscope staff will sign your child in when your child steps on the JCC bus.

Transported by Non JCC bus: The Kaleidoscope staff will sign your child in as soon as they arrive in Kaleidoscope.

Transported by Parent: The parent must bring the child to the Zusman building and sign your child in.

Departure: At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up.

**Please be sure to sign your child out each and every day.**

#### **Supervision of School age Children**

School age children may run errands inside the Zusman building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

1. Children are within hearing distance of their teacher
2. Staff members check on the children every 5 minutes until they return
3. The restroom is for the exclusive use of the center.

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the staff member(s) can see or hear the children at all times and checks on the children periodically.

#### **Discipline Policy**

The Kaleidoscope staff is responsible for managing the children's behavior and facilitating the development of appropriate interpersonal skills. We may use a reward system to encourage appropriate behavior. (Food is never used as a reward in this program). The technique of redirection or distraction is usually effective in preventing inappropriate behavior. When this fails, a brief "time out" period will be used. This will give the child an opportunity to regain self-control and the staff person a chance to explain the behavior. If necessary a parent may be called in extreme situations (physical harm to self and others).

**Under no circumstances** will any staff use corporal punishment. No child shall be physically restrained, **unless** it is necessary to protect the child's safety or that of staff or other children. If necessary, parents will be informed of a child's inappropriate behavior. The Kaleidoscope Director, staff and parents will work together to establish an appropriate plan of action to help the child.

#### **Ratio**

The state law of teacher to student ratio for school age children is 1:18. Because the Kaleidoscope Program desires to provide a higher level of care we strive to maintain a ratio of (Kaleidoscope staff to children) 1:12.

#### **Emergency Procedures**

A medical and dental emergency plan is posted in our classroom. An evacuation plan is also posted. The JCC has consulted with *Hall and Associates, Security Consulting Firm* to develop an emergency lock down plan. This lock down plan is available for review. A first aid kit is located in the Homework room. Kaleidoscope will always have a staff person whom is certified in first aid and CPR readily available.

#### **Lost and Found**

Please clearly mark your children's belongings with his/her name (this includes books, backpacks and clothing). In the event that things are left behind, the items will be placed in the lost and found bin located inside the lobby of the


Zusman building. Please check the bin regularly. All items left at the end of the school year will be donated to local charities.

### **Food**

Kaleidoscope provides the children with a Kosher snack each day. Each day snack will consist of a specific main protein and a fruit or vegetable as well as juice or milk. We will distribute a snack menu at the beginning of each month as well as have one displayed in the Zusman building. Your child **will not** be allowed to use the vending machines during hours spent at Kaleidoscope. Please do not send spending money with your children.

### **Kashrut**

The JCC maintains a strict policy pertaining to Kosher foods. Please check with the Children, Youth and Camping Office before bringing in outside food. If you are sending your child to Kaleidoscope with food, for example, a snack or birthday treat, we ask that you adhere to the following guidelines:

1. No meat products may be served.
2. No homemade food will be accepted.
3. Only foods with the circle U (  ) will be accepted.
4. All items must be cleared by our Kitchen Director or Chef before distribution.

Items must be unopened and carry a valid kosher symbol on it before it can be used in Kaleidoscope. Cakes and other special items can also be ordered from the JCC kitchen. Please contact Matan Gutwaks at 559-6276 if you would like to place an order or have any questions.

### **Outdoor Play/Clothing**

Since “play is the work of children,” please be sure your child is dressed appropriately to participate in all activities. Casual, comfortable clothes are best. Although smocks are provided as a choice for the children for messy and wet projects, accidents do occur, and children become upset if they think they have soiled their good clothes.

Kaleidoscope will play outside every afternoon weather permitting. We define “permitting” as weather above 32 degrees F and below 90 degrees F with no adverse heat index or ozone alerts. If the weather is unsuitable for outdoor play, we provide time for large muscle play in the JCC gym, Zusman Center or racquetball courts.

Please send your child with appropriate outdoor clothing, especially in the winter when HATS, MITTENS and BOOTS are needed DAILY. **Be sure all items are labeled with your child’s name.**

### **Swimming**

- The JCC on College Ave, and the Hoover pool site, follow all State Board of Health requirements as set forth in the Ohio Pool and Spa Regulations. The pools are inspected on a bi-weekly basis by the city health inspector. Records of inspection are kept on site.
- The aquatic staff keeps daily records of chemical readings for all pools.
- All pools are filtered and chlorinated on an ongoing basis, so to meet state and local guidelines.
- At least one lifeguard is on duty for every 35 children involved in pool activities, in water over two feet deep.
- Activities in two or more feet of water are supervised by at least one certified lifeguard, who can see all areas of the pool.
- Kaleidoscope staff will accompany children to the designated location, and seat children on the side of the pool, until the WSI calls the children to safely enter the water.
- Staff will enforce safety rules around the pool, while the children are on deck.
- A lifeguard will be on deck during all swimming lessons.
- Children who are not capable of swimming from the step of the indoor pool to the first rope without stopping will not be permitted in the water during free swim, except for in the 2½ foot section of the outdoor pool during appropriate seasons.

Your child cannot swim during Kaleidoscope until the attached swim permission form is signed by a parent and returned to the Kaleidoscope Director. During the Swim period lifeguards as well as the Kaleidoscope staff will watch your child. **Please send a towel and swimsuit to stay at the JCC to be used weekly during swim days. Make sure each is marked with your child(ren)'s name or initials.**

### **Supervision during Swimming**

During swimming and other aquatic activities, children will be under the direct supervision of Kaleidoscope staff in addition to JCC Lifeguards. All children will be in direct visual contact with the Kaleidoscope staff member, who will be positioned to ensure that he or she can see the bottom of the pool.

### **Parent Involvement**

#### Open Door Policy

Kaleidoscope has an "open door" policy concerning observation and visitation. Parents are always welcome and we encourage you to visit whenever you wish. We do ask that you notify the office of your presence in Kaleidoscope. If you let the staff know in advance that you are coming, it will be helpful. However, if you find yourself free on a day when you haven't made arrangements in advance, come anyway! We would love for parents to be special volunteers in the classroom to do things such as art projects, story time or teach your favorite childhood game!

In addition, our doors are always open to any parent or guardian who wishes to speak with a staff member or administrator. Feel free to talk with the staff when you pick up your child(ren).

Kaleidoscope rosters are available to all parents who have children enrolled in the program. These rosters should only be used for Kaleidoscope purposes.

Parents are encouraged to openly express their concerns about their child or the program. This may be done through these channels:

- The Kaleidoscope Staff(s)
- The Kaleidoscope Director
- The Children, Youth, Teen and Camping Director

Generally, it is recommended that you begin discussions with the person closest to the concern: i.e. the Kaleidoscope staff or Director. If your issues are not resolved to your satisfaction then you may direct your concerns to the administrative staff or the children, youth, and camping Director. All such communications are dealt with in a confidential manner.

### **Tax ID number**

The Tax ID number is available upon request. Please contact Sharon Sadlowski at 559-6221 or [ssadlowski@columbusjcc.org](mailto:ssadlowski@columbusjcc.org) if interested in receiving this information.

### **Nondiscrimination Policy**

**In accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, nationality, origin, sex, age, or disability. To file a complaint of discrimination, write USDA, director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence**

**Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.**

**The JCC Disenrollment Policy and Agreement**

The JCC reserves the right to terminate services to children/families enrolled in the Kaleidoscope programs where there is:

1. Continued problems with behavior.
2. Abusive behavior from children or parents toward staff, children and other families.
3. Failure to pay tuition and late fees in a timely manner.
4. Failure to complete and submit required documents. Failure to provide documents is a violation of the State of Ohio laws governing Childcare centers.
5. Repeated failure to notify the Children, Youth and Camping Office that your child will not be attending on a regularly scheduled day.
6. Repeated failure to pick up your child at the end of the day, or when sent home ill.
7. Refusal to sign this and other JCC policies.

Upon occurrence of an act that would cause disenrollment, the Kaleidoscope Director shall meet with the parents/guardians to notify them. A copy of this agreement is enclosed at the back of this handbook and must be signed by parents/guardians for enrollment to be complete.

**Important Phone Numbers and Email Addresses**

Kaley Rosenthal  
Kaleidoscope Director  
559-6253  
[krosenthal@columbusjcc.org](mailto:krosenthal@columbusjcc.org)

Halle Schwartz  
Children, Youth, Teen and Camping Director  
559-6279  
[hschwartz@columbusjcc.org](mailto:hschwartz@columbusjcc.org)

Revised: March 30, 2016

**Please return this form to the Kaleidoscope Director as soon as possible.**  
(You will need to sign each line, sorry for the inconvenience)

**Date:** \_\_\_\_\_

**Disenrollment Policy**

I have read the JCC’s disenrollment policy and am aware of the fact that the JCC reserves the right to disenroll my child.

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Parent/Guardian printed name

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Parent/Guardian Signature

**Kaleidoscope Handbook**

I have received and read a copy of the Kaleidoscope handbook and understand the policies in the handbook.

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Parent/Guardian printed name

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Parent/Guardian Signature

**Homework Contract**

The Kaleidoscope staff will try our hardest to get homework completed per your request. Please know that the Kaleidoscope members are not teachers and often can not give the children individual attention. There will be a staff person in the homework room to monitor the children and to provide minor assistance as needed. In the event that the Kaleidoscope staff can not help your child with his or her homework the Kaleidoscope Director will notify you.

There will be a set time during the afternoon to do homework. This time may vary due to other scheduled activities or individual specialty camp classes. Due to the limited time your child is in Kaleidoscope each day, it may be necessary to pick between homework and the daily scheduled activity. All Kaleidoscope participants must have a homework contract on file that **both** the parent and child completed and signed together. The contract will indicate what day you would like to have your child complete their homework.

I would like my child(ren) \_\_\_\_\_ to work on the homework they are assigned at school.

Please indicate below what days you would like your child to work on their homework during the designated "activity" time.

\_\_\_\_\_ Monday                      \_\_\_\_\_ Tuesday  
\_\_\_\_\_ Wednesday                  \_\_\_\_\_ Thursday  
\_\_\_\_\_ Friday

Both my child(ren) and I understand that by signing the Homework Contract homework will be done during the designated time chosen above. If you do not want your child doing all of their assigned homework but some of it, please indicate what subjects or for how long you would like homework to be done.

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X \_\_\_\_\_ (parent signature)

X \_\_\_\_\_ (child signature)      X \_\_\_\_\_ (child signature)