



JCC Kids After School Enrollment Packet Checklist

North Carolina law requires that we keep a number of current forms in our files for each child enrolled in summer camp. Please **complete and sign** all of the forms and documents listed here. **Please submit one completed packet per child. Submission of a current immunization record from your physician is required each year.**

- ☐ Child's Application for Enrollment
- ☐ Safe Arrival & Departure Form
- ☐ Emergency Contacts & Emergency Care Form
- ☐ Children's Medical Report & Permission to Administer Medication for Allergic Reactions
- ☐ Medication Administration Permission & Record Form
- ☐ Sunscreen Permission Form
- ☐ Swimming & Transportation Permission Form
- ☐ Hand Sanitizer Permission Form
- ☐ Insect Repellent Permission Form
- ☐ Current copy of your child's immunization record
- ☐ Photo & Image Release Form/Photo Identification Submission
- ☐ Summary of the North Carolina Childcare Law Form
- ☐ Receipt of Behavior Guidelines & Discipline Policy
- ☐ Outside Employment Policy and Parental Waiver
- ☐ Receipt of Parent Handbook Form

I certify that all of the information I have provided is true and accurate. I understand that providing false or incomplete information will be cause for disenrollment from JCC Kids. I have submitted all of the above listed documents for my child.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____



Date Application Completed _____

Date of Enrollment _____

CHILD'S APPLICATION FOR ENROLLMENT*To be completed, signed, and placed on file in the facility on the first day and updated as changes occur and at least annually***CHILD INFORMATION:**

Date of Birth: _____

Full Name: _____

Last

First

Middle

Nickname

Child's Physical

Address: _____

FAMILY INFORMATION:

Child lives with: _____

Father/Guardian's Name _____

Home Phone _____

Address (if different from child's) _____

Zip Code _____

Work Phone _____

Cell Phone _____

Mother/Guardian's Name _____

Home Phone _____

Address (if different from child's) _____

Zip Code _____

Work Phone _____

Cell Phone _____

CONTACTS:

Child will be released only to the parents/guardians listed above. The child can also be released to the following individuals, as authorized by the person who signs this application. In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals.

Name	Relationship	Address	Phone Number

HEALTH CARE NEEDS:

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional. Is there a medical action plan attached? Yes__ No__

List any allergies and the symptoms and type of response required for allergic reactions. _____

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns _____

List any particular fears or unique behavior characteristics the child has _____

List any types of medication taken for health care needs _____

Share any other information that has a direct bearing on assuring safe medical treatment for your child _____

EMERGENCY MEDICAL CARE INFORMATION:

Name of health care professional _____

Office Phone _____

Hospital preference _____

Phone _____

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.

Signature of Parent/Guardian _____

Date _____

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator _____

Date _____



JCC Kids Safe Arrival & Departure

Child's Name: _____

Safe Arrival & Departure Policy:

To ensure the safety of all children at the JCC, parents and caregivers must follow the procedures established for licensed childcare facilities in North Carolina:

1. When you arrive, sign your child in, and bring him/her to the assigned group's meeting point. Tell the group leader that your child is present.
2. At pick-up time, sign your child out and let the counselor know that you are taking your child for the day.
3. If any persons other than a parent/guardian will be picking up your child, please list their names and contact numbers in the spaces below.

____ NO ONE other than a parent/guardian is allowed to pick up my child from the program.

____ The following people are authorized to pick up the children from the program:

1. _____ Tel: (____) _____
2. _____ Tel: (____) _____
3. _____ Tel: (____) _____
4. _____ Tel: (____) _____
5. _____ Tel: (____) _____
6. _____ Tel: (____) _____

Any changes to this list must be given IN WRITING to the program director. Please email the program director before 12:00 pm on the pick-up day to specify the change. This information will be conveyed to your child's counselor. Photo ID may be requested from any person picking up your child.

I, the parent/guardian of _____ have read the
"Safe Arrival and Departure Policy" as stated above, and understand it.

Parent/Guardian Signature

Date



Emergency Contacts & Emergency Care

Child's Name: _____

Parent/Guardian:

Name/Relationship: _____

Daytime Phone: (____) _____

If parent/guardian cannot be contacted, call (please list relationship):

Name/Relationship: _____

Daytime Phone: (____) _____

Name/Relationship: _____

Daytime Phone: (____) _____

Emergency Care:

Physician Name: _____

Address: _____

Physician Phone: (____) _____

Hospital Preference: _____

In the event that I cannot be reached, I give permission for the JCC to act on my behalf to have emergency medical treatment administered to my child.

Parent/Guardian Signature

Date



Children's Medical Report & Permission to Administer Medication for Allergic Reactions

Child's Name: _____

____ My child has no known allergies or medical conditions.

____ My child has the following allergies. (Please list any known allergies or medical conditions and specify how you would like the JCC to manage these):

Please list any other condition for which your child is currently taking medication:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



Medication Administration Permission & Record

Please use this form to provide permission for the JCC to administer medication for conditions. Medication must be provided in its original container and labeled clearly with the child's name. Staff will keep items out of reach of children when not in use.

Child's Name: _____

Medication: _____

Criteria for giving medication: _____

Method of administering medication: _____

Permission is given for 6 months beginning: _____/ending: _____

Time(s) to Administer Medication: _____ Dosage: _____

Permission is given for dates beginning: _____/ending: _____

Special Instructions: _____

Prescribing Provider: _____ Phone: _____

Medication log to be completed by JCC staff:

Date	Time Administered	Dosage Given	Staff Signature

Please place medication in a Ziploc and submit with this form.

I give permission for the Asheville JCC staff to administer this medication as described above. I also give permission for the JCC to contact the prescribing provider if necessary.

Parent/Guardian Signature

Date



Sunscreen Permission

Child's Name: _____

_____ I give permission to the staff of the Jewish Community Center of Asheville to apply sunscreen to my child.

Unless parent indicates below, the following sunscreen will be provided and used: "No-Ad SPF 30 Kids Sunblock, waterproof, sweatproof, hypo-allergenic, PABA free, UVA, UVB

_____ I will provide my own sunscreen for use at the Asheville JCC. I give permission for the JCC staff to apply the following sunscreen to my child:

Name/Brand of Sunscreen: _____

If you are providing a specific brand of sunscreen for your child, please submit in a Ziploc bag with your child's name on the bag and on the sunscreen.

_____ I do not want sunscreen applied to my child even if there is a risk of sunburn.

Parent/Guardian Signature

Date

This authorization is valid for one year beginning the date of signature.



JCC Kids Swimming & Transportation Permission

Child's Name: _____

1. Swimming Pool

I give permission for my child to use the JCC on-site swimming pool and to participate in swimming lessons with JCC staff.

Parent/Guardian Signature

Date

2. Walking to Other Locations

I give permission for my child to leave the premises of the Asheville Jewish Community Center on field trips and/or to walk to Weaver Park, Charlotte Street Park, and Fran's Field. My child may also participate in supervised walks in the neighborhood adjacent to the JCC.

Parent/Guardian Signature

Date

3. Transportation by Bus and/or Car

I give permission for my child to travel on buses hired by the Asheville JCC and/or on the Asheville JCC bus to transport my child to field trips.

It is JCC Kids policy that no children will be transported in staff cars.

I understand that the Asheville JCC will use appropriate child restraint devices and abide by all safety rules when my child is transported in a vehicle.

Parent/Guardian Signature

Date

This authorization is valid for one year beginning on the date of signed authorization.



Hand Sanitizer Permission Form

Child's Name: _____

____ I give permission to the staff of the Jewish Community Center of Asheville to apply hand sanitizer to my child.

Unless parent indicates below, the following hand sanitizer will be provided and used: "Simply Right Body Care Hand Sanitizer"

____ I will provide my own hand sanitizer for use at the Asheville JCC. I give permission for the JCC staff to apply the following hand sanitizer to my child:

Name/Brand of Hand Sanitizer: _____

If you are providing a specific brand of hand sanitizer for your child, please submit in a Ziploc bag with your child's name on it as well as on the sanitizer.

____ I do not want hand sanitizer applied to my child. They will use soap and water.

Parent/Guardian Signature

Date

This authorization is valid for one year beginning the date of signature.



Insect Repellent Permission Form

Child's Name: _____

_____ I give permission to the staff of the Jewish Community Center of Asheville to apply insect repellent to my child.

Unless parent indicates below, the following hand sanitizer will be provided and used: "Cutter: Natural Insect Repellent"

_____ I will provide my own insect repellent for use at the Asheville JCC. I give permission for the JCC staff to apply the following insect repellent to my child:

Name/Brand of Insect Repellent: _____

If you are providing a specific brand of insect repellent for your child, please submit in a Ziploc bag with your child's name on it as well as on the insect repellent.

_____ I do not want insect repellent applied to my child.

Parent/Guardian Signature

Date

This authorization is valid for one year beginning the date of signature.



Photo & Image Release

Child's Name: _____

I hereby agree to allow photographs and/or video images of my child to be used by the Asheville Jewish Community Center, a non-profit organization. I understand that these images may be used for general public relations purposes including printed and internet media.

Parent/Guardian Signature

Date

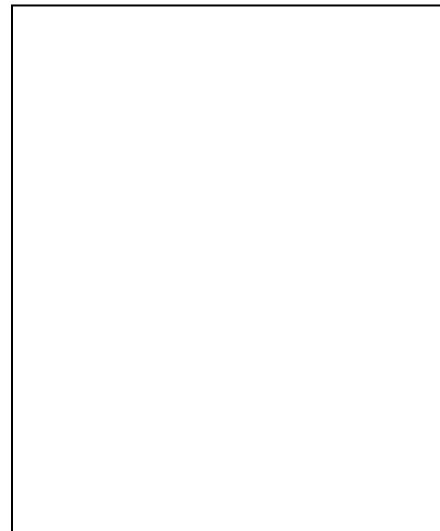
This authorization is valid for one year beginning on the date of signed authorization.

Photo Identification Submission

For the purpose of your child's safety, we require that you submit a current photo for identification purposes. This photo will not be used for any other purposes.

Please submit a wallet-size photograph of your child, and attach to this form. Your application will not be considered complete without this submission.

Please PASTE photo



The photograph submitted is valid for one year from the date of submission.



The following requirements apply to both centers and homes.

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: www.ncchildcare.nc.gov. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829 (In State Only), or visit our homepage at: ncchildcare.nc.gov.

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during business hours;
- requested via the Division's web site at www.ncchildcare.nc.gov; or
- requested by contacting the Division at 1-800-859-0829.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829.

Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, discipline, or when a child is abandoned.

North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In

addition, any person can call the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.



Summary of the North Carolina Child Care Law and Rules

Division of Child Development and Early Education

North Carolina Department of
Health and Human Services
820 South Boylan Avenue
Raleigh, NC 27603

Revised **December** 2014

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.



What Is Child Care?

The law defines child care as:

- three or more children under 13 years of age
- receiving care from a non-relative
- on a regular basis - at least once a week
- for more than four hours per day but less than 24 hours.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid and complete an ITS-SIDS training (if caring for infants

0 -12 months) every three years. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per day, if weather conditions permit.

Child Care Centers

Licensing as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas.

Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter.

Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes

for licensure are shown below and must be posted in each classroom.

Age	Teacher : Child Ratio	Maximum Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School-age	1:25	25

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.



JCC Kids Behavior Guidelines & Discipline Policy

Our Responsibility:

The JCC wants all of our children to have a great time when they participate in the JCC Kids After School Enrichment program. We feel that it is our responsibility to engage the children in fun and meaningful group activities that give them a sense of belonging and freedom of expression. We also understand that we must act as role models for our students by paying close attention to their interests and individual needs and by treating them with respect and kindness. In our classrooms, we will follow the program's philosophy and we will set clear guidelines and ensure that we are consistent in our interactions with them.

We will work with children through their difficulties using a process known as "conflict resolution." We attempt to help children talk about their issues with other children and/or teachers so they may better understand how they are feeling, what instigated their feelings, and how those feelings impact others. In most cases, the simple act of redirection can solve the problem. On some occasions, we use withdrawal from the classroom environment to allow the student quiet time with a caring adult to enable the child to collect him/herself. Corporal punishment, isolation, and/or harsh tones are NEVER USED.

We will make every effort to help children understand acceptable and unacceptable behaviors; however, it is important that children enrolled in our program are able to follow behavior expectations and are able to fully participate in program activities.

Parent/Guardian Responsibility:

Parents/Guardians are required to inform the JCC in writing of any special circumstances that may affect the child's ability to participate fully and to stay within the guidelines of acceptable behavior – including behavioral problems, psychological, medical or physical conditions. In these circumstances, one-on-one counselors, provided by parents/guardians, are welcome in our program to help assist the child to participate and follow our behavior expectations. The JCC is not responsible for providing one-on-one care. Children enrolled in our programs must be capable of participating in a group care environment with a ratio of 1 staff to 14 children.

Behavior Expectations

- Children must cooperate with staff and follow directions
- Children must respect other children, staff, JCC equipment and building, as well as outside properties visited.
- Children must stay with their designated group, adhering to supervision requirements.
- Children must refrain from any behavior that threatens the safety or well being of any staff person or child in our program, including themselves.

Threatening behaviors that are unacceptable include, but are not limited to:

- making fun of or insulting someone;
- making obscene gestures or comments;
- punching, kicking, slapping, biting or using physical violence of any kind;
- using foul language;
- taking someone's things or stealing;
- writing hurtful things about someone; shouting at someone; gossiping about someone;
- Inappropriate physical contact; violation of personal space; threatening someone with physical violence



Discipline Policy

Step One

Children who fail to meet the stated behavior expectations, or who participate in unacceptable behaviors as described above, will be given a verbal warning by their group leader. At that time, staff will point out the unacceptable behavior, will discuss how this behavior affects others, and will offer suggestions for the child to use an alternative, positive behavior. Children will be guided in an age-appropriate manner. Younger children may require more coaching than older children, who will only receive one verbal warning.

Step Two

If a child continues to have difficulty with his or her behavior, the child's parent/guardian will be notified with an incident report and/or a phone call during program hours. The child will be asked to take responsibility for the behavior by describing the behavior to his or her parents/guardians. We ask that parents assist us in helping children to be accountable for their own behaviors. A child that admits to and takes responsibility for his or her mistakes is taking a step toward changing the behavior. We will then determine a consequence for the behavior that will be designed to help change the behavior while in our program. (For example, a child that throws a ball at someone's head may become a referee for that game in the future, making sure nobody breaks the rules; or the child may be asked not to participate in a favorite activity for a time.)

Step Three

If the child's behavior continues to be disruptive or threatening, the child will be subject to suspension, or expulsion.

Parents/guardians will be called immediately and asked to pick up the child right away. Depending on the nature of the event and/or the severity of the event, the child may be dismissed for the remainder of the day or suspended for more than one day from the program. Our staff will work closely with parents to help a child succeed in the program, however, it is ultimately the parents' responsibility to deal with any major difficulties that a child is having. If after repeated interventions and attempts to help a child learn positive behaviors, the child continues to be unable to function in a group environment, that child may be asked to leave our program permanently.

Behaviors that may lead to immediate dismissal, suspension, or expulsion from our program include, but are not limited to:

- consistently failing to respectfully follow directions of group leader
- fighting or other violent or dangerous behavior;
- possession of a weapon of any kind;
- vandalism or destruction of property;
- running away from designated group area;
- theft
- bullying



Receipt of Behavior Guidelines & Discipline Policy and Summary of North Carolina Childcare Law

Child's Name: _____

I have read and understand the Asheville JCC's Behavior Guidelines and Discipline Policy.

I have received a copy of the Summary of the North Carolina Childcare Law.

SIGNATURE

DATE



Outside Employment Policy and Parental Waiver

Policy:

The JCC recognizes that families may choose to employ staff of the JCC outside of the staff member's official role at the JCC. For liability reasons, the JCC cannot facilitate these relationships and will not provide staff names or contact information to families. Families choosing to hire or socialize with a member of the JCC staff are encouraged to undertake the same due diligence that they would undertake when forming any employment relationships.

Waiver

The undersigned, a parent or legal guardian of _____ [child enrolled in JCC childcare program] acknowledge and understand that the JCC will not be responsible for actions taken by staff outside their official capacity at the JCC, and I agree to release the JCC for liability for actions taken by its employees outside of their official duties.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



Acknowledgement of Receipt of Parent Handbook

I, _____,
Parent / Guardian Name

parent/guardian of: _____
Child's Name

has received a copy of the Just Kids After School Enrichment Program Parent Handbook for 2017 - 2018. I understand and agree to follow the policies described therein.

Signature of Parent/Guardian

Date