

SUMMER PROGRAM PARENT GUIDE



JCC EARLY CHILDHOOD SERVICES SUMMER LOCATIONS

Bernard Weinger JCC

Apachi Village for 3 year olds
300 Revere Drive
Northbrook, IL 60062
847.412.4213
847.412.4224

JCC at Beth Shalom

3433 Walters Avenue
Northbrook, IL 60062
847.498.4410

JCC at Beth Tikvah

300 Hillcrest Boulevard
Hoffman Estates, IL 60169
847.885.4545

Jacob Duman JCC @Woodland Commons

370 Half Day Road
Buffalo Grove, IL 60089
847.955.0005

Bernard Horwich JCC

3003 West Touhy
Chicago, IL 60645
773.761.9100

Mayer Kaplan JCC Children's Center

5050 West Church Street
Skokie, IL 60077
847.763.3520
847.763.3521

Florence G. Heller JCC

524 West Melrose
Chicago, IL 60657
773.871.6780

Anita M. Stone JCC

3400 W. 196th Street
P.O. Box 133
Flossmoor, IL 60422
708.799.7650

WELCOME

Welcome to JCC Early Childhood Services' Summer Program. We have taken everything that is fun and exciting about summer camp and adapted it to age appropriate experiences for your child. Each week, children will embark on an amazing adventure that will spark and nurture their imaginations, and have them marveling at what will happen next.

At JCC, we believe that children learn best in a safe and secure environment from caring staff who consistently act with warmth and support in all parts of a child's day. By employing the most qualified staff, applying an innovative, fun-filled curriculum, providing a balance of indoor and outdoor activities, and consistently listening to the needs of our families, we hope to ensure that you always feel welcome, comfortable, and respected.

Understanding that children develop and learn in the context of their families and communities, JCC staff establish relationships with families that increase their knowledge of children's lives outside of JCC. Together, parents and staff create a bridge for children, which nurtures and challenges them to—grow and develop during their Summer Program experience.

This JCC Early Childhood Services' Summer Program Parent Handbook has been designed to clearly describe the JCC Early Childhood Services' Summer Program, policies and the myriad of practical details that contribute to making each day as safe, pleasant and successful as possible. Please review it and keep it for a reference.

We understand that choosing your child's summer experience is an important decision. Therefore, we thank you for choosing JCC Early Childhood Services' Summer Program. We look forward to creating wonderful new memories with your family; together we will celebrate your child's summer milestones.

ABOUT JCC EARLY CHILDHOOD SERVICES

JCC Early Childhood Services is part of Jewish Community Centers of Chicago (JCC), a non profit organization that serves 35,000 people of all ages each year through cultural, educational, social and recreational programs and services. Now located at nine community-wide sites throughout metropolitan Chicago, JCC serves thousands of young children (from 6 weeks through five years of age) and their families each year through a continuum of innovative programs. These programs include adult/child and transitional classes, full-day infant/toddler programs, half-day and extended day preschool programs, enrichment classes, half-day and full-day Jr. Kindergarten and Kindergarten, Back-up Care, Summer Programs, and parenting and family events.

SUMMER PROGRAM PHILOSOPHY AND CURRICULUM:

The Learning with Love Experience

At JCC Early Childhood Services' Summer Program, children are learning every day and loving every moment. We've designed each day so that every activity is exciting and facilitates learning—whether children are discovering letters and numbers, splashing in the water, playing outdoors, enjoying music and art, lighting Shabbat candles or just giggling with friends on the playground. It's what we call *Learning with Love!*

Children often learn through collaborative projects that provide in-depth study of concepts, ideas, and interests and express their knowledge through indoor and outdoor facilitated play including sprinkler and/or water play, art, construction, drama, singing and puppetry. The children's experience is documented in progress, which helps make the learning visible. This is viewed as an important tool in the learning process (Reggio Emilia educational approach).

One of the goals of JCC Early Childhood Services is to teach Jewish values, concepts and traditions

in order to lay the foundation for a lifelong love of Judaism. Jewish learning and values are woven into our daily routines, which creates a balanced approach to Jewish and secular learning. Fundamental Jewish values such as tzedakah (acts of giving), tikkun olam (repair of the world), chesed (kindness) and mitzvot (good deeds) are tied into everyday activities. While learning about Jewish life cycle events, Israel, Shabbat, holidays, Jewish values, and Torah, children begin to understand and practice cultural and linguistic diversity, socialization, community life and cooperation.

JCC Early Childhood Services' Summer Program is a community in which each child is valued and his or her positive self-concept and self esteem is promoted. Children learn to respect and acknowledge differences in abilities and talents and to value each other for his or her strengths. We believe that consistent, positive relationships with JCC staff and other children contribute to healthy social development. Therefore, we provide the context for children to learn about themselves and their world and also how to create positive, constructive relationships with other people. Children experience an organized environment and an orderly routine that provides an overall structure in which learning takes place; the environment is dynamic and changing but predictable and comprehensible from a child's point of view. JCC staff provide children with a rich variety of experiences, projects, problems, and ideas to explore and investigate. The environment provides a variety of materials and opportunities for children to have firsthand, meaningful experiences (developmentally appropriate practice).

PARENTS AS PARTNERS

Parent Participation

Parents and staff may look at young children's learning from different perspectives, but they share a common goal: making sure that children receive the best possible education, while having a wonderful time. We believe one way to foster a positive experience for each child is through the joint efforts of families and JCC Early Childhood Services, so that parents and staff share responsibility together for creating a working relationship that will help children succeed. Your family and the JCC represent the primary environments in which your child grows and develops, we value parental involvement. We have found that the foundation for good parent-staff relationships is frequent and open communication, mutual respect and a willingness to discover what is best for each individual child.

Communication

A strong connection between families and JCC staff is essential for building a positive environment for young children. Children benefit most from healthy, reciprocal relationships between staff and families. Like most relationships, these require time to nurture mutual respect, cooperation, and dialogue. For this reason, JCC places strong emphasis on family involvement by encouraging frequent communication. To keep you informed about daily and weekly events and activities, we distribute newsletters, Director's messages, and notes about your child's Summer Program experience.

If you have questions or concerns about your child or any issue, please discuss it with your child's group leader at an appropriate time and setting. Open, respectful communication often clarifies a situation before it becomes a problem. The JCC Early Childhood Services Summer Program Director is always available to discuss your questions and concerns.

Visits

You are encouraged to observe your child's Summer Program group in session, but we would appreciate your prearranging the visit with the JCC Early Childhood Services Summer Program Director. This allows us to take account of special events and insure that there is always a reasonable number of visitors at any given time. Parents are also invited to participate as volunteers and educational resources.

Supporting JCC

JCC Fundraising enables us to provide more children with innovative programs, Summer Program,

counseling services, and scholarship assistance. As part of the JCC community, Early Childhood Services' families are invited to participate in our major fundraising effort, the Annual Benefit Concert, by:

- Purchasing a ticket to the November concert
- Placing an ad in JCC's Concert Program Booklet/Yearbook

Of course, you can also make a general contribution to your local JCC or to JCC's Patron Program.

For more information or to pledge your support, please call your JCC or Ellen Bookman, JCC's Senior Development Director, at 312.357.4700.

STAFF EXPERTISE

JCC Early Childhood Services is dedicated to sustaining excellence and supporting innovation in early childhood education through the preparation, support, and continuing growth of JCC early childhood professionals. JCC provides ongoing professional development for all staff and regularly reviews our curriculum to ensure that all facets of our program reflect the most current, comprehensive and state-of-the-art approaches to early childhood education and child development.

The JCC Summer Program Directors at each of our JCC Early Childhood Learning Centers are experienced, professional educators with academic degrees in Early Childhood Education or related disciplines. Each JCC Early Childhood Learning Center is also supported and supervised by the JCC Early Childhood Services Management Team. The Management Team consists of senior early childhood education administrators and educators as well as individuals with expertise in social services, child development, Jewish education, finance, human resources, business administration and marketing. JCC Staff, Directors and Managers work together in this unique configuration to provide children with the best possible educational experience and families with a true promise of quality.

JCC POLICIES

Admissions

JCC Early Childhood Services' Summer Program welcomes all children and extends equal admission opportunity to all families. Membership in the JCC is not required for participation in the Summer Program.

Group Placement

JCC Early Childhood Services reserves the right to determine the appropriate group placement of children enrolled in the Summer Program.

Inclusion Statement

The Jewish Community Centers of Chicago recognizes the need for and supports early intervention, and attempts to address the concerns of families of children with special needs (physical, behavioral, cognitive, etc.). JCC supports the right of each child to play and learn in inclusive Early Childhood programs, consistent with the best interests of all involved. We will work with families and specialists to provide proper care and education for each child with our current staffing. If the current staffing is not sufficient to meet the needs of a child, then the family will be financially responsible for providing additional support staff that meets the standards of the JCC.

Arrival and Pick-up Procedures

JCC has developed arrival and pick-up procedures that must be followed to ensure your child's safety. DCFS regulations require that all children be signed out. We require that a parent accompany children to their classroom. If your child is in a carpool, the carpool parent must sign out all of the children participating in the car pool.

Children can be released only to authorized adults listed on your child's authorization pick up form. Please notify the JCC Summer Program office in writing if there are any changes to your child's

authorization form. Under no circumstances are children released to anyone who is not listed on your child's authorization form without prior written permission.

For your child's protection and in conformance with DCFS regulations, JCC staff are instructed to request identification if they are unsure about the identity of the person picking up your child. If there is a change in custody or guardianship, we will require legal documentation of any changes in routine.

YOUR CHILD'S DAY AT SUMMER PROGRAM

Clothes and Supplies

Label! Label! Label! Please label Summer Program bags, towels, all clothing and swimsuits with permanent clothing markers or name labels with both first and last names. Staff do the best they can to keep track of your child's belongings, but often children do not recognize their things and/or misplace them. Staff are instructed to work with your child with regard to the care of his/her clothing and he/she will be assisted in being responsible for his/her personal belongings.

Please dress your child in comfortable, washable clothes. Outdoor activities and some projects often become messy. Clothing should be easy to move around in and pants and shorts should facilitate ease in the restroom for your child's comfort and convenience.

Children should wear closed shoes at all times except when they are enjoying water activities. Your child should bring aqua shoes that can be left at Summer Program. Please remember that sandals are not permitted because they can be unsafe during some outdoor activities.

Summer Program Bags

Your child will need a labeled Summer Program bag or tote. The bag will hold a towel, labeled sunscreen, completed projects, wet swim suits, diapers/underwear, etc. Again, we ask you to please label.

We also suggest that you send a labeled sweatshirt or light jacket in your child's bag each day for sudden weather changes. If your child is still in diapers, please send diapers and wipes each day.

We also request a "child and family" photo, which will be returned at the end of the program. Photos help with separation and socialization.

Extra Set of Clothing

A complete extra set of labeled clothing is a must, because spills can be common occurrences. On the first day, please send an extra set of labeled clothing that includes underwear, shirts, shorts, pants and socks in a plastic ziploc bag clearly marked with your child's name.

Sunscreen

We ask that you apply your child's first coat of sunscreen before arriving to JCC Early Childhood Services' Summer Program. We will reapply it as needed during the day. Because some children are allergic to certain types of sunscreen, we can only apply the sunscreen and insect repellent you send with your child.

Water Play

During water play day or swim days, children should wear their swimsuits to Summer Program under their clothes. They should also bring underwear and a towel in a plastic bag. Please dress your child in easy-to-manage clothing, and provide aqua shoes.

Toilet Learning

Children do not need to be out of diapers when entering the JCC, but please let us know when you feel your child is ready to begin the toilet learning process. Together, we will work out a plan that will

make this a pleasant experience for your child. Children who have not mastered toileting skills will need swim diapers for water activities.

Toys from Home

A goal of early childhood is to develop group-sharing skills. Toys from home create confusion for children over ownership of personal items. Therefore, we request that all toys and playthings be left at home. JCC provides a wide variety of fun materials and many opportunities for sharing. Some exceptions to this policy include show and tell at circle time or help with separation and adjustment. At the beginning of the program, some children may need to bring a meaningful toy from home as they make their separation adjustment. Please discuss any exceptions with your child's classroom teacher. We cannot accept responsibility for breakage or loss of items brought from home.

Guns, war toys or other toys of destruction are not allowed for any reason!

HEALTH AND MEDICAL

Enrollment and Medical Forms

Please complete all enrollment forms and the medical form (signed by your child's physician) in ink and return to the JCC Early Childhood Learning Center **before your child begins the Summer Program.**

These required forms include:

- Family Profile Form
- DCFS Medical Form
- DCFS Lead Risk Assessment Questionnaire and guidelines
- Waiver for the Distribution of Medicine Form
- Waiver for the Distribution of Sun Screen and Insect Repellent Form
- Program Permission Form
- Class Roster Permission Form
- Emergency Card (2)
- Authorization for Pick-Up Form
- Friendship Request Form
- Parent Guide Receipt Form
- Code of Honor Receipt Form
- Preferred E-mail Form

State licensing guidelines require that we have an accurate medical history and an up-to-date record of immunizations on file, including a TB and Lead Screening test. For children first entering our program, a TB test and medical examination must be done no sooner than six months before starting. The medical examination must be updated yearly by your child's physician.

Please notify the JCC immediately if there is any change in your home address, home phone number, employment address, employment phone number, cell phone number, emergency phone numbers, authorized persons for pick-up and/or your pediatrician's name and phone number.

In addition to state requirements, we may request other pertinent medical information that will enhance our understanding of your child. All such information is strictly confidential and will not be shared with outside parties unless you provide us with written consent.

Communicable Diseases Policy

Please call the JCC, when your child is ill with any suspected or diagnosed case of contagious/communicable disease. The Illinois Department of Public Health mandates reporting of certain

illnesses. Examples of reportable illnesses include: food born illnesses, measles, meningitis, smallpox, whooping cough, strep throat and rabies. We will be alert and watch for similar symptoms in other children. If your child has been exposed to any contagious disease, we will send a note home to advise you, so you are alert to the symptoms as well.

Illness Occurrences while at JCC

When a child becomes ill at JCC, parents are notified immediately so you can make arrangements to have your child picked up within the hour.

DCFS mandates that children with any of the following symptoms be kept at home. If your child develops such symptoms during the day, you will be called to pick up your child.

- Fever of 100.5 degrees or higher, taken under the arm during the last 24 hour period
- An illness that prevents the child from participating comfortably in program activities
- An illness that calls for greater care than staff can provide, compromising the health and safety of other children
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness
- Heavy clear nasal discharge
- Green nasal discharge
- Vomiting or diarrhea within the last 24 hours
- Conjunctivitis (pink eye) until 24 hours after treatment has been initiated
- Impetigo, until 24 hours after treatment has been initiated
- Head lice, until your child is nit free
- Whooping cough (pertussis), until five days of antibiotic treatment have been completed
- Mumps, until nine days after onset of parotid gland swelling
- Measles, until four days after disappearance of the rash
- Strep throat until 24 hours after treatment has been initiated
- Chicken Pox until your physician has cleared your child to return to school
- Rash combined with fever
- Ear infections until 24 hours after treatment has been initiated.

If your child has a cold, continuous runny nose, or just appears to be ill, you may receive a call to pick your child up. JCC Early Childhood Services reserves the right to confer with your pediatrician when we have concerns or questions about your child's health and attendance.

For the safety of all children, failure to comply with JCC's Illness Policy may jeopardize your child's enrollment.

Medication

If your child needs medication (prescription or over the counter) administered at JCC, the following procedures are required:

- A doctor's note, including instructions, must be sent for any over-the-counter or prescription medications.
- Completion of a Medication Consent Form.
- Medication container must have the original label with the child's name clearly displayed.
- Medication must be in a safety cap container.
- Medication must have a current expiration date (one month for antibiotics and one year for other medications).

Food Allergies

Please be sure to notify us if your child has any food allergies. We will post a sign in the classroom, add your child's name to our allergy list and monitor snacks and treats.

Accidents/Emergencies

In the event of a serious accidental injury, we will make an immediate attempt to contact a parent or, if necessary, a designated caregiver. If we are unable to reach a parent or caregiver, we will attempt to contact the relative or friend alternate listed on the child's JCC Emergency Card. If necessary, we will also call 911. Until the arrival of a parent, relative or friend alternate, or paramedic, the JCC Summer Program Director will assume responsibility for the child and make all decisions regarding the child's care. Parents are expected to assume responsibility for any resulting expense. JCC Early Childhood Services will retain a parent's signed consent form agreeing to this provision.

JCC of Chicago does not provide medical insurance coverage for accidents or injuries that occur while attending or participating in any activity at or sponsored by JCC. Personal medical insurance that covers participation in JCC programs is available through the JCC Association of North America Medical Expense Insurance Program. For further information, please inquire at the Early Childhood Services office.

Attendance

Please call your JCC Early Childhood Services' Summer Program office if your child will not be in attendance or if you will be arriving late.

A child **may be excluded** from Summer Program if one or more of the following conditions is present:

1. Illness prevents the child from participating comfortably in the program activities.
2. Illness that results in a need for greater care than the JCC staff can provide without compromising the health and safety of other children.

A **physician's note** shall be required for readmission in the following instances:

1. After an absence due to an illness of five or more days duration.
2. After any length of absence due to a reportable communicable disease as defined by The Illinois Department of Public Health and enforced by the Chicago Department of Health.
3. At the discretion of the JCC Early Childhood Services Director.

Following a fever, a child must have 24 hours of normal body temperature before returning to JCC. Because we spend time outdoors (weather permitting), a child may return to JCC following an illness, only if he or she is able to participate in outdoor activities.

GUIDANCE

At JCC Early Childhood Services' Summer Program, young children learn self control, self-help skills, ways to get along with others and routines. Parents and staff work together to set reasonable limits, encourage children to engage in desired behaviors, and teach children how to make healthy decisions. Criticizing, discouraging, creating obstacles and barriers, blaming, shaming, using sarcastic or cruel humor, or using physical punishment are negative disciplinary methods.

JCC Early Childhood Services does not use negative discipline methods or corporal punishment.

JCC Early Childhood Services' positive approach to discipline increases children's self esteem, allows children to feel valued, encourages children to feel cooperative, motivates children to change strategy rather than to blame others, helps children to take initiative, relate successfully to others and solve problems. JCCs' goal is to create an environment that allows all children to develop self control and to

assume responsibility for their own behavior, while ensuring the safety of all children.

JCC staff communicate their behavioral expectations in language that children are able to understand in order to redirect inappropriate behavior. Limits are set in a calm and reasonable manner.

Additional Resources

JCC provides Early Childhood Consultants who may conduct observations. Referrals can be made to outside agencies such as the Jewish Children & Family Services (JCFS), that can provide evaluations and counseling and other services to families and children.

If, after working with a child and family, the child does not appear to be benefiting from the program or the child is seriously jeopardizing the ability of other children to benefit from the program, we shall inform families of such concerns. We will cooperate with the family and appropriate specialists to determine the child's current needs; identify the setting and services most suited to meeting those needs; and assist the family in placing the child in an appropriate setting.

Close communication with parents is essential to providing quality care and education. If staff feels that a child should be evaluated, such recommendations will be made to parents. When a child has already been evaluated by outside professionals and/or a local school district, then we expect parents to share with us the most recent evaluations so that we can work together to achieve agreed upon goals. JCC strives to develop healthy relationships with families and specialists so that there is consistency for the child.

About Biting

Biting may occur in infant or toddler classrooms. Young children tend to communicate with their bodies quickly and many times spontaneously. Reasons for biting range from exploration to frustration, teething, health problems and lack of language skills. Biting is not necessarily an indication of aggression toward another person.

When biting occurs, staff encourage children to use words, not their bodies, to communicate. The teacher shows concern for the bitten child and provides immediate comfort and care. Both children are treated with dignity and respect. After a biting incident, the child exhibiting the biting behavior is observed, supervised and re-directed. It is JCC policy to contact both sets of parents about a biting incident. To respect the confidentiality of all parties, the JCC does not inform parents about the identity of other children who are involved.

NUTRITION AND KASHRUT

Nutrition

Lifelong eating habits are formed between the ages of one and five years, which makes proper nutrition for young children a very important task for parents and caregivers. It is the goal of JCC to promote good eating habits in the following ways:

- Demonstrating the enjoyment of eating nutritiously.
- Weaving nutrition education into the daily curriculum.
- Having children choose food from a selection of nutritious choices and develop the skills to serve themselves.

JCC provides nutritional snacks that follow Jewish dietary laws as well as the USDA's Food Pyramid guidelines including dairy products, fruits, vegetables and whole grain products. On Shabbat, children enjoy grape juice and challah. We will work with you to meet the special dietary needs of your child. Please be sure to notify us if your child has any food allergies. We will post a sign in the classroom, add your child's name to our JCC Summer Program allergy list, and monitor all snacks and treats.

Kashrut

All food brought into JCC must be in original, unopened containers and marked with a kosher symbol.

Please become familiar with appropriate kosher symbols found on a wide variety of food items. Please note that the symbol “K” is not an acceptable kosher certification. Please send food with your child only on special occasions that have been coordinated with your child’s group leader.

Lunch for Children

In Little Scouts (formerly known as K’Ton Ton)

Instead of using lunch boxes, which are difficult to store, please label your child’s lunch bag with his/her name and room number. Please include a drink. An ice pack is a good idea too.

Because JCC observes Jewish dietary laws, we ask parents to pack dairy and/or vegetarian lunches (no meat, please) for their children. Here are some ideas for lunch:

- Peanut Butter & Jelly**
- Cream Cheese & Jelly
- Cheese Pizza Bagel
- Cheese Pizza
- Noodles or Pasta Salad
- Macaroni and Cheese
- String Cheese and Fruit
- Cheese and Crackers
- Yogurt
- Cheese Sandwich
- Cottage Cheese and Fruit
- Mini Bagels with Spread
- Fruit and Fruit Salad

** Not applicable at all sites. Some sites offer hot catered lunches.*

***Some programs are nut free. Check with your Director first.*

Birthdays

Birthdays are special occasions for your child and we invite you to share this event with your child’s class. Special birthday treats are welcome; however, goody bags and balloons are not allowed. As with all food brought into the JCC, all birthday treats must be kosher and pre-packaged. Acceptable snacks include fresh fruit, vegetables, baked goods from a bakery that is certified kosher or packaged goods marked with an acceptable kosher certification. Please talk to your child’s teacher if you would like to hold a classroom celebration.

DCFS Licensing Standards prohibit any home-prepared goods in the JCC Early Childhood.

SAFETY AND SECURITY

The safety and security of children is our top priority. JCC of Chicago recently completed an intensive evaluation of all of our safety and security measures with the help of local and national government and police authorities. As a result, we have implemented permanent security systems at each of our JCCs that include:

- Surveillance cameras, recording systems and monitors at strategic places throughout the building and outdoor areas.
- Signage that will alert all visitors that the premises are under surveillance.
- Emergency alarms that are connected directly to police authorities.
- Access Control and locked entries equipped with electronic controls.

JCC’s security system provides a high level of protection that creates a visible deterrent for would-be troublemakers and prompts quick action in the event of danger signs. In addition to these obvious

measures, there are less apparent aspects of security in place as well. For our Early Childhood Learning Centers located in facilities other than JCC, we work with the property owner to ensure a high level of safety and security that meets JCC requirements.

Evacuation Procedures

If evacuating the building becomes necessary due to the threat of fire, bomb scare, or other building emergency, the following procedures are followed:

- All children will be evacuated through the nearest exit and will be escorted to a safe distance from the building.
- Children will remain outside of the building until the fire/police department informs us that it is safe to reenter.

When instructed by the proper authorities, children will be escorted back into the building. Parents will be notified about all evacuations in writing at pick-up time.

Emergency Closings

In the event of an emergency closing, that may prevent JCC from opening JCC Early Childhood Services' Summer Program, you will receive a phone call from the Director or staff person confirming this information.

Child Abuse and Neglect

The State of Illinois requires that all staff working with young children be aware of the signs of child abuse and neglect. JCC Early Childhood Services is mandated by law to report any suspected cases of abuse and neglect to the Department of Children and Family Services Hotline.

PAYMENT

All accounts must be current (including services offered by any Chicago JCC or department, etc.) at the beginning of a program session and must remain current through the duration of the program. Should the participant's account be past due, as of the first day of a program session, the participant may, at the JCC's discretion, be prohibited from beginning the program. Should the participant's account become past due during the course of a program session, the participant may, at the JCC's discretion, be removed from the program until such time as the participant's account is paid in full.

Deposit Policy

A non-refundable, non-transferable deposit is required at the time of registration.

Prorating

Fees cannot be prorated for participant absence from scheduled class sessions. Refunds or credits are not given for illness, vacation or temporary childcare arrangements.

Refunds

If a program is cancelled, JCC will either attempt to institute a make-up session or issue credit. From time to time, it is necessary to change instructors or group leaders. Refunds are not granted for staffing changes.

DISCONTINUATION OF SERVICES

If we determine that continued participation in JCC programs or services is not appropriate, JCC reserves the right to discontinue services. In such a circumstance, any unused portion of program fees paid to date will be refunded. The JCC reserves the right to cancel the enrollment of a child for reasons not limited to the following; failure to observe the rules of the JCC as outlined in the Parent Guide, special needs of a child that cannot be adequately met with current staffing, physical and/or verbal abuse of staff or children by adult or child, or non-payment of fees.