



A Town Created for After School Fun!

2010-2011

Before- and After-School Program
of the Mercer Island Stroum Jewish Community Center
for Children in Kindergarten through Grade 6

Stroum Jewish Community Center, Mercer Island Facility
3801 East Mercer Way, Mercer Island WA 98040
206-232-7115
www.sjcc.org



Kidstown

The Mercer Island SJCC Before- and After-School Program

Welcome to the SJCC Kidstown program! The Kidstown mission is to provide a safe and fun place for kids to spend time before and after school. We provide enriching activities, caring staff, healthy snacks, and transportation to and from school (read details on next page).

SJCC Mission

The mission of the Stroum Jewish Community Center is to ensure Jewish continuity, to support Jewish unity, to enrich Jewish life, and to participate in and promote the well being of the Jewish and general community and the people of Israel. To meet the Center's mission, we provide programs for individuals, families and groups, which promote and enhance the quality of life in the greater Seattle area. These programs are cultural, educational, recreational and social opportunities, which reinforce Jewish values and Jewish identity.

Program: The Kidstown program is a full ten-month school-year program. Participants must register for the same basic schedule for the full ten-month program (September through June). There is a \$25 fee for each change in schedule including cancellation of the Kidstown program. In addition to offering before- and after-school care, we offer full-day programs when school is out due to holidays and vacations (please refer to Kidstown calendar for details).

Enrichment Classes: For a supplemental fee, we also offer enrichment classes each quarter such as dance, chess club, cooking, and swim lessons. Registration for these classes is separate from the Kidstown registration. Kidstown announces enrichment class offerings in the SJCC program guides each quarter. Kidstown members will receive 40% off tuition rates for most enrichment classes (not including swim lessons or sports leagues).

Staff: Our goal is to provide the finest care. Kidstown teachers are carefully selected to meet high standards of maturity, warmth and sensitivity toward children. They have a well-rounded knowledge of programming skills and participate regularly in staff training.

All SJCC programs and services are for SJCC members only. Our programs are open to all SJCC members and do not discriminate on the basis of age, race, color, sexual orientation, marital status, religion, or the presence of any mental or physical disability.

BEFORE-SCHOOL CARE

The morning program for children in grades kindergarten through sixth grade is designed to help busy families with their mornings by providing quality time in a supervised and safe environment. Homework time, art activities, games and reading are just some of the activities children enjoy in the morning. Morning care opens at 7:30 a.m. Students will take prearranged school buses to local **Mercer Island** elementary schools (Island Park, Lakeridge and West Mercer) and the **Jewish Day School and SHA** at the beginning of their school day. Morning care is also available for SJCC kindergarten students.

AFTER-SCHOOL CARE

Our afternoon program is designed to provide quality after-school care and support working families. Upon arrival at the Mercer Island SJCC, children have supervised free play time and are served a nutritious snack. After snack, there are a variety of activities for the children to choose

from, including art projects, sports, reading, and homework help. Jewish enrichment is provided through holiday celebrations, songs, art, stories, and weekly Shabbat activities. Kidstown also serves as a great home base for extracurricular activities the SJCC offers (see www.SJCC.org).

TRANSPORTATION

Kidstown offers bus transportation from Mercer Island schools, JDS, and SHA. Van pickup is available from select Bellevue schools and Issaquah. Please contact the Kidstown Director for further information about van pick up.

Mercer Island parents please call your local school district transportation department and/or individual school(s), to make arrangements and let them know your child will need to be picked up and dropped off at the Stroum Jewish Community Center, 3801 East Mercer Way, Mercer Island. Kidstown staff members will escort children to the bus before school and from the bus after school.

If your child does NOT need to be picked up via van on any given day, Kidstown must be notified by noon that day. If you fail to notify Kidstown, your credit card will automatically be charged \$20 per occurrence.

LOCATION

Kidstown is located in the Mercer Island SJCC game room downstairs. Please enter and exit the building through the upstairs main entrance. The downstairs entrance is an emergency/disabled exit only.

HOURS

Morning care is open from 7:30 until 9:30 a.m. After-school care runs from 3 until 6 p.m. (5 p.m. Fridays). After-school care opens earlier on early release days. Parents/guardians must pick up their children at the Mercer Island SJCC by 6:00 p.m. Monday through Thursday and by 5:00 p.m. on Friday. A late fee of \$1 per minute will be charged automatically to your credit card for late pickups.

SJCC HOLIDAY CLOSURES

The SJCC has closures due to Jewish holidays throughout the year that do not always coincide with school closures. Please see a calendar of the SJCC 2010-2011 closures to make sure the closures will not conflict with your schedule. Kidstown will make any efforts needed to arrange alternate care for your child, like babysitting and working with other families to alleviate this stress.

SCHOOL'S OUT AND SCHOOL VACATION CAMPS

The SJCC helps busy parents by offering care during most public and private school closures. School's Out days are a fun-filled way for your child to spend the day with friends, going on field trips, swimming, and playing games. School's Out includes care during winter, mid-winter and spring breaks, early closures, and other school holidays. School's Out registration forms are provided quarterly, outlining school closures and the School's Out schedule of services. Parents will also be notified via e-mail. In order for School's Out programs to open, a minimum of 8 kids must be enrolled.

REGISTRATION AND PAYMENT

Registration for Kidstown is for ten months. Tuition is charged on a yearly basis but will be billed monthly for ten monthly payments, using EFT (Electronic Fund Transfer). **ALL Kidstown registrants must be SJCC members (family or youth) in good standing.**

A registration fee of \$75 per child is required to begin your registration. In addition to covering registration costs and mailings, a portion of it goes directly to the program, including special guests, projects, and for faculty continuing education. The registration fee is **NON-REFUNDABLE.**

CONTRACT CHANGES

Families are allowed to change their contracts as long as there is availability in the days they are changing to or adding. A \$25 fee will be charged for each contract change to cover administrative costs. Cancellation of the Kidstown program will be treated as a contract change with at \$25 termination fee plus a minimum of one months notice.

FINANCIAL ASSISTANCE

Financial assistance is available on a limited basis to SJCC members only. Applications for scholarships can be made to Account Services Manager Beth Rosen before June 18th. After that date, fee adjustments will be available with consideration of funds remaining. For more information call 206-232-7115. Families applying for a fee adjustment need to make payment arrangements at the time of registration. All scholarship information is kept confidential. Applicants must provide their most recent tax return and any other requested documents, so a fair and equitable decision can be made. All paperwork needs to be submitted by June 18th, 2010, in order to be considered. Please note: documentation is required for consideration for an adjustment. Applicants will be notified, in writing, of scholarships. Notification in writing will be your confirmation of your approval for financial assistance. Payment arrangements must be made at that time.

Financial Assistance is not automatically renewed. Families need to apply each program year. If a family's financial situation changes during the year, a new application needs to be completed.

KIDSTOWN GOALS

1. To provide experiences to enhance each child's emotional, social, physical, and intellectual well-being.
2. To build feelings of self-worth and independence in each child by providing opportunities for success.
3. To develop each child's decision-making skills by providing appropriate opportunities.
4. To help each child resolve conflicts and guide them toward positive interaction with others.
5. To provide reasonable limits of behavior for each child at all ages based on accepted norms of development.
6. To create an environment that is fun and relaxed and includes stimulating age-appropriate large- and small-motor activities.
7. To provide an environment enriched with Jewish values, holidays and traditions. Jewish enrichment is passed on through songs, stories, food, and art. Children have the opportunity to participate in weekly Shabbat celebrations and in Jewish holiday celebrations.
8. To provide the opportunity for children from the greater Eastside communities to meet and build friendships with one another.

SJCC Membership

SJCC membership is required for participation in all SJCC programs. Please contact Membership Services at 206- 232-7115 to make the necessary arrangements. **At minimum, in order to participate in Kidstown, you need to have a Youth Programs membership.**

Youth Programs Membership

\$160/year family**

- Kidstown after-school care and youth programs for grades K-6
- Camps and School's Out programs
- Youth Sports Leagues and Fitness Classes

Family membership

\$94/month for 2 adults and children under age 16*

- Access to all SJCC programs and Mercer Island SJCC health and fitness facilities
- May register for all SJCC programs including Early Childhood Education and Parenting Center

*Rates do not reflect a one-time initiation fee. Membership is for renewable 12-month terms. A maintenance and security assessment begins in the second year of membership.

+Does not include access to the Mercer Island SJCC health and fitness facilities. Does not include men's basketball leagues.



Authorization Agreement For Direct Payment Debits

I (We) hereby authorize and request the Stroum Jewish Community Center to initiate debit entries to my checking or savings account at the bank indicated below. I understand that funds will be withdrawn on a monthly basis on either the 5th or the 20th of each month and will appear as "JCC Draft" on my bank statement. I (we) authorize and request this bank to accept any debit entries initiated by the Stroum Jewish Community Center and to debit the same to my (our) account without liability for the correctness of the entries. I (we) authorize that any additional occurred charges will be drafted as necessary.

Financial Institution Name	Branch
Phone Number	Address
City, State	Zip Code
Routing Number	Account Number
Amount \$	Day of the Month (circle one) 5th / 20th

It is understood and agreed that I (we) may terminate this agreement at any time upon 30 days prior written notice to the Stroum Jewish Community Center. All changes in my (our) automatic withdrawals must be submitted to the Stroum Jewish Community Center in writing at least 30 days in advance of the next scheduled withdrawal date. Notification to the Stroum Jewish Community Center shall be effective upon receipt. I (we) understand that debits returned for insufficient funds will be subject to a \$25 fee.

Name	
Signature	Date

Please attach a voided check.

Kidstown Rates 2010-2011

Before-School Care

- 1 day a week \$85 a month
- 2 days a week \$90 a month
- 3 days a week \$105 a month
- 4 days a week \$135 a month
- 5 days a week \$145 a month

After-School Care

- 1 day a week \$125 a month
- 2 days a week \$150 a month
- 3 days a week \$195 a month
- 4 days a week \$220 a month
- 5 days a week \$250 a month

Transportation (SJCC Van) Afternoon Pickup

- 1 day a week \$35 a month
- 2 days a week \$45 a month
- 3 days a week \$55 a month
- 4 days a week \$70 a month
- 5 days a week \$75 a month

Early Release

- Mercer Island: Additional \$45 per month per child
- St. Monica's: Additional \$45 per month per child
- Bellevue: Additional \$0 per month per child

Rates are averaged over the ten-month school year.

We do not pro-rate for days missed due to illness, vacation or SJCC closures.

KIDSTOWN REGISTRATION PROCEDURES INFORMATION

At the time of registration you will need:

- A Payment Agreement/Registration Form filled out on the front and signed on the back
- Kidstown Registration Contract
- A non-refundable check for registration fee
- A full school years tuition, paid monthly by EFT due by September 1 and a voided check
- Emergency Information Form

Before-School Hours: Monday-Friday 7:30-9:30 a.m.

My child will attend the following days:

Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____

Total days/week = _____ = \$ _____ cost per month
 (See pervious page for rates)

After-School Hours: Monday-Thursday 3-6 p.m., Friday 3-5 p.m.

My child will attend the following days:

Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____

Total days/week = _____ = \$ _____ cost per month

Early Release

My child will attend the following days:

_____ = \$ 45 cost per month

Total Fees

Kidstown Before-School Care	\$ _____/month
Kidstown After-School Care	\$ _____/month
SJCC Transportation	\$ _____/month
Early Release	\$ _____/month

Monthly Total \$ _____ X 10 months = \$ _____
+ Registration Fee per child + \$75 **Grand Total** \$ _____

Kidstown Contract 2010-2011 School Year

Child's Name _____ Parent(s) Name(s) _____
(please print)

Please read the following paragraphs carefully and initial each paragraph. Then please sign your full name below.

_____ The SJCC will provide a calendar showing date of closures and early dismissals. Monthly fees are **NOT** reduced or pro-rated due to scheduled closures or emergency closures. SJCC tuition is calculated per an average month of care. In addition, there is **NO** reduction of fees for vacation and no make-up days for illness. ***There are no refunds of tuition with the exception of families' relocation as registration is for the entire program year.***

_____ Kidstown is for members only. Membership is for an entire year beginning on the day you initially joined the SJCC.

_____ Acceptance in Kidstown will require your SJCC account balance to be current (paid in full).

_____ Participation in the Kidstown program requires a ten-month contract (beginning of September until the end of June). For the SJCC to be able to provide adequate staff coverage, **your schedule for Kidstown needs to be the same each month.** Families are able to change their contracts at a charge of **\$25** for each change. Changes require 30 day notice and are billed accordingly.

_____ Insufficient funds returned to the SJCC by the bank for non-payment (for any reason) will be subject to a \$25 service charge.

_____ If any additional charges remain due for 60 days or more, a 1% per month finance charge is assessed on the unpaid balance.

_____ In accordance with Washington state licensing requirements, for morning care parents **MUST** sign in their children when arriving. Teachers will sign out all children on our daily enrollment sheet. For afternoon care: teachers will sign in all children on our daily enrollment sheet. Parents **MUST** sign out their children when departing. **Failure to sign your child out will result in a \$20 charge per child per incident.** There will be a first occurrence warning. Thereafter, all such occurrences will automatically be charged to your account.

_____ After Kidstown closes (6:00 p.m. Monday-Thursday, 5:00 p.m. Friday), the **late pick-up charge is \$1.00 per minute.** This needs to be paid upfront or it will automatically be charged to your account. This fee will be automatically charged to your account. This fee must be paid at time of service.

_____ **If your child does NOT need to be picked up via van on any given day, Kidstown must be notified by noon that day.** If you fail to notify Kidstown your account will automatically be charged \$20 per offense.

_____ Kidstown or other youth program fees will **NOT** be refunded for your child's absences or school breaks.

_____ I understand that this reservation does not include Jewish and national holidays or other times when the SJCC is closed.

_____ Kosher Policy: if your child brings a snack or lunch to the SJCC, the food must be considered "dairy." Dairy products, fish, fruits, vegetables, breads and crackers are appropriate. Kidstown is also a peanut-free area.

_____ The SJCC reserves the right to cancel enrollment or dismiss any child whose action or behavior is deemed inappropriate to the health and welfare of the Kidstown program, its children and/or staff.

_____ Submission of this form does not confirm your child's placement in our program. You will receive a confirmation letter indicating any additional information or forms needed or payment due on your SJCC account.

For your child's safety and protection, the following guidelines have been established and will be Enforced:

_____ In the event your child will be absent, **BE SURE** to communicate this to lead Kidstown staff by contacting the SJCC at 206-232-7115, extension 242. If your child is scheduled to attend and does not show up, we will telephone your child's school and trace your child's absence. After the first occurrence, parents will be reminded of our policy and safety procedure. **If there are future incidents, parents will be charged \$20 per occurrence.** This charge will automatically be charged to your account.

_____ Enclosed you will find emergency, child release, and medical history forms. **Your child will not be allowed to participate in the Kidstown program without ALL forms completed and turned in.** If the child is to be released to an adult not listed on the Release Form, the SJCC must be notified by in writing.

_____ If a child requires a prescription medication during his/her stay, we need a written note from the parent and a medication release form needs to be completed. Any medication brought to the SJCC must be in its original container, labeled with your child's name.

Please sign below to indicate this information has been carefully read and that you accept the conditions. This form needs to be returned along with your registration materials and payments.

Parent signature _____ Date _____

Parent signature _____ Date _____

STROUM JEWISH COMMUNITY CENTER MERCER ISLAND FACILITY MEDICAL WAIVER

The undersigned parent(s) or guardian(s) attest that the participant is in good health and able to participate in full activities (*unless otherwise noted on this form*). The undersigned further agrees to release and hold harmless the Stroum Jewish Community Center, Mercer Island Facility, their agents and employees, from any and all liability for damage which may occur to said participant as a result of any medical condition known or unknown which a medical examination would disclose. Furthermore, in the event of illness or accident when the undersigned cannot be reached, the SJCC is authorized to take whatever action, including hospitalization and surgery, as is deemed necessary by the attending physician for the welfare of the participant.

Signature _____ Date _____

Signature _____ Date _____

FIELD TRIP PERMISSION

Child's Name _____

I give my permission for my child to go on field trips with the SJCC during the 2009-2010 program year.

Signature _____ Date _____

Signature _____ Date _____

Please note any physical limitations:

PHOTOGRAPH RELEASE

I give the SJCC permission to take and use my child's photograph for publication and information purposes. Furthermore, I give the SJCC permission to use my child's name to accompany his/her photograph for the above-noted purposes.

Signature _____ Date _____

Signature _____ Date _____

Stroum Jewish Community Center

Mercer Island Facility

Carpool/Pickup information Form

Child's Name _____

It is SJCC policy that children may only leave the building with adults to whom advanced authorization has been issued by the child's parents/guardians. If you carpool with other parents, please provide us with their names below. If there is a change in the schedule, please notify us and discuss it in advance with your child when possible. If your child is to be picked up by an adult not listed, written permission is required. Please note that the SJCC will ask for photo identification to match the name below.

PERSONS AUTHORIZED TO PICK UP

NAME (please print)	PHONE NUMBER	RELATIONSHIP
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

We must have the signature of the adult picking up the child. That person must sign out the child on the sign out sheet for the day. Without a matching signature, we will not release the child from our program. Please cooperate to ensure the safety of your children. We will not release a child to an individual less than 18 years of age, including an older sibling.

Signature _____ Date _____