Dear Parents,

Thank you for choosing the BASE Program at the Jewish Community Center of Northern Virginia (JCCNV) for the 2019-2020 schoolyear!

The policies and procedures outlined in this handbook are designed to provide you with a comprehensive understanding of the BASE Program. In a continuous effort to ensure that we are providing the best experience for your family, we review and update this handbook each school year to best reflect the needs of our families and our program.

Please review the handbook and sign and submit the acknowledgement sheet to the School-Age Services Office.

Please let us know if you have any questions! Thank you again for choosing BASE.

Sincerely,

Team School-Age Services
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OUR PHILOSOPHY

The Before and After School Enrichment (BASE) Program at the Jewish Community Center of Northern Virginia emphasizes the development of self-confidence and positive self-image in a safe and inclusive environment. It is the goal of our program to provide a warm and caring atmosphere with Judaic values and concepts that will be incorporated throughout our activities to provide positive experiences and build foundations for positive identities for every child.

STANDARDS FOR LICENSED CHILD DAY CENTERS

JCCNV and the BASE Program follow the protocols detailed in the Standards for Licensed Child Day Centers issued by the Commonwealth of Virginia through the Department of Social Services. A copy of these Standards lives in the School-Age Services Office and can be accessed at any time.

FINANCIAL PROCEDURES AND FEES

Membership is required to participate in the BASE Program. BASE has a variety of monthly pricing options to fit the needs of every family. Families can enroll their children in the program for AM and/or PM BASE for two to five days a week. Delayed Opening (AM) and Early Release (PM) programs are included in BASE tuition on days registered for. Snow Day programs are available at an additional fee. Additionally, parents can choose to sign up for the BASE-ic Bundle at the time of enrollment which includes Teacher Work Days, Student Holidays, and School Breaks.

Yearly tuition is broken down and paid for in ten equal payments for the ten months that BASE operates. At the time of registration, a one-time $50/family registration fee and 50% of one month’s tuition is due. The remaining 50% will be collected on the 15th of the following month. Please note, the entire first month’s payment along with the registration fee is non-refundable.

Payments are collected on the 15th of each month. The last BASE payment will be June 15th, 2020.

Monthly Bus Fee
A monthly bus fee is required for students who attend Wakefield Forest, Canterbury Woods, Little Run, and Olde Creek Elementary Schools. Transportation to/from Mantua Elementary School and Gesher Jewish Day School is provided by those two schools respectively, so transportation fees do not apply.

Additional Service Fees
Scheduled and unscheduled Early Release and Delayed Opening programs are included in BASE tuition according to weekdays registered for. Otherwise, these programs are on a first-come,
first-served basis and fees apply. FCPS Early Release and Delayed Opening programs are exclusive to BASE families.

Snow Day programs are unscheduled program days when FCPS and/or Gesher JDS cancel school due to inclement weather and are not included in BASE tuition. Snow Day programs are exclusive to BASE families.

**BASE-ic Bundles**
For the 2019-2020 school year, Camp Achva will absorb all Vacation Day Programs (VDPs) meaning that they are no longer included in BASE programming. Each time school is out due to a scheduled day off (i.e. Winter Break, Spring Break, Columbus Day, etc.), the experience for your kids will feel like summer — jam-packed with camp-style programming, pep-rallies, swim, field trips, and ruach (spirit).

BASE is proud to offer its families a special fee for all Vacation Day Programs. This add-on is available for all BASE registrations ranging from 2–5 days per week of either AM and/or PM BASE. BASE-ic Bundles must be added to registrations at the time of enrollment and cannot be cancelled unless withdrawing completely from the BASE program. BASE-ic Bundles include all FCPS and Gesher JDS Teacher Work Days, Student Holidays, and School Breaks.

If you would not like to take advantage of the BASE-ic Bundle at the time of registration, VDP registrations are available a la carte via Camp Achva’s online registration system for $100 per day.

**Per Diem Care**
Families whose children are registered in BASE for fewer than five days a week can register for an additional day of care, if needed (space permitting). The fees for this program must be paid at the time of request.

AM BASE Per Diem Care (7:30 – 9:00): $35
PM BASE Per Diem Care (3:00 – 6:00): $45

**Sibling Discount Policy**
A 5% sibling discount will be given to any child registered in the BASE Program who has one or more siblings enrolled in BASE or in JCCNV’s Early Childhood Learning Center (ECLC). For families with more than two children registered, 5% will be given to each additional sibling enrolled in the BASE Program only. Sibling discounts will be applied to BASE tuition only and will not be applied to additional fees (transportation, registration, etc.).

**Late Pick-Up Fees**
The BASE day ends each day at 6:00PM unless otherwise noted on the program calendar (i.e. for holidays, etc). Parents or authorized adults must sign their children out each day. At 5:50PM, all remaining children will be taken to the lobby to expedite the pick-up process for those who
arrive closer to 6:00PM.

Should a child be picked up after 6:00PM, the following procedures and fees will apply:

- First Late Arrival - Warning
- Second Late Arrival - $1/minute
- Third Late Arrival - $2/minute
- Fourth Late Arrival - $3/minute
- For each subsequent late arrival, a dollar will be added per minute. If perpetual lateness occurs, a meeting with the School-Age Services Director will be required.

Change Fees
Families can upgrade their AM/PM BASE registration at any time for no additional fee. All other changes to BASE registrations require 60-days’ notice and will incur a $40 processing fee per child.

Automatic Payment Form/Electronic Transfer Form
For your convenience, you can arrange for an Electronic Funds Transfer (EFT) or automatic credit card payments via the 2019-2020 School-Age Services BASE Automatic Payment Form. Please note there is a 2% fee for all credit card transactions and no fee for payment by check.

Late Payment Fees
A 10% fee will be added to payments more than seven days late.

Cancellation Fees
Should you wish to terminate your child’s BASE enrollment in the program, a 60 day notification period is required during which monthly tuition will be charged. Additionally, a $100 cancellation fee will be charged to your account.

Refund Policy
BASE tuition and deposits are non-refundable. However, a prorated refund will be granted in the following situations:

- By mutual agreement of the Director and parent, a child is withdrawn due to extenuating circumstances.
- A child is withdrawn due to the family moving out of the area. The parents are required to notify the Director 30 days in advance, if possible.

Scholarships
Our scholarship fund provides subsidies for those who may need additional assistance. Scholarships are available for JCCNV members. An application for financial assistance may be obtained by contacting Adi Eilat Crowley, Billing & Accounts Manager for School-Age Services at Adi.Crowley@jccnv.org or 703-537-3077.
**Membership Status**

JCC [Family] Membership is required for all families who wish to register their child(ren) in the BASE program.

**PAPERWORK**

BASE, in accordance with the licensing procedures issued by the Commonwealth of Virginia, requires that all children enrolled in the program have complete and up-to-date forms for each school year. School-Age Services, in accordance with JCCNV policy, also requires that all children enrolled in the program have record of up-to-date immunizations (no exemptions to immunization accepted).

The following paperwork is required for all new and returning students:

- Acknowledgement of BASE Policies and Procedures (Last page of this Handbook)
- 2019-2020 Emergency Contact Form
- 2019-2020 Child Profile and Permission Form
- 2019-2020 Behavior Contract Form
- School Entrance Health Forms and immunizations records (no exemptions to immunization accepted)
- Proof of Birth (birth certificate or passport)

Optional Paperwork:

- 2019-2020 Automatic Payment Form/Electronic Transfer Form

**CALENDAR**

A Program Calendar will be provided to all families. Please refer to this calendar regarding any and all days the children are off from school or released early and days in which the JCC and/or BASE is closed or when Camp Achva is offering a Vacation Day Program (VDP). The Jewish Community Center observes all Jewish Holidays and may be closed on those days.

JCCNV does not celebrate Halloween, Valentine's Day, St. Patrick’s Day, Easter, or Christmas.

**PARENT COMMUNICATION**

A weekly e-newsletter entitled *BASE-ic News & Notes* is sent to all BASE families each Friday. These emails provide our BASE community with important information each week regarding the program and other school-age related events at the J.

Should an injury, poor behavior, sickness, or any other incident occur that requires parent notification, the Director or Office Manager may contact families via phone or email as necessary.
If at any point before, during, or after BASE hours you wish to speak with someone in the School-Age Services Office, you may contact any one of us directly or use the School-Age Services email address (SchoolAgeServices@jccnv.org) or Hotline: 703-537-3092.

ATTENDANCE

If your child will be absent, please do your best to let us know via email or by phone. If we do not hear from you prior to the time your child’s bus typically arrives, we will give you a call. For absences, please call or email SchoolAgeServices@jccnv.org, 703-537-3092. If your child will be regularly absent on a particular day or week, please inform us so that we can make note.

SWITCHING DAYS IN THE PROGRAM

Parents who register their children for two, three, or four days a week must indicate on their Registration Form which specific days of the week they want their children to attend. If for any reason a family wishes to change these days, an email must be sent to School-Age Services indicating the new schedule.

BEHAVIOR AND CONDUCT

The 2019-2020 Behavior Contract Form details guidelines of how each child is expected to behave.

BASE has a no bullying policy. If bullying is discovered, families will be called and asked to pick up the offending child. School-Age Services reserves the right to request that a child leave the BASE Program due to repeated violation of the Behavior Contract Form. Additionally, in the event the behavior of a parent is abusive or dangerous towards children, staff, or other families, School-Age Services reserves the right to require immediate withdrawal of the parent’s child(ren) from the program. If this should occur, no refunds will be given.

HEALTH AND SAFETY POLICIES

Your child may not attend School-Age Services programs if we do not have a School Entrance Health Form on file for him/her. Such form must document that your child has received the required immunizations. All students attending School-Age Services programs must present documentary proof of immunizations. As a private institution, School-Age Services programs do not accept religious or medical exemptions from immunization. In the best interest of your child, the School-Age Services Team should be informed of any special situations or medical concerns.

School-Age Services should be made aware of any out-of-the-ordinary or traumatic events (i.e. death or illness in the family, birth of a sibling, impending move, parent absent for extended time, etc.) which may occur during the year. Such circumstances may affect your child's behavior and may be handled more satisfactorily when the staff is aware of the situation.
The health of each child is the combined responsibility of the BASE Program and our families. In the event a child becomes ill at BASE, families will be notified.

Please note the following:

- A temperature should be normal for 24 hours, without the use of medication, before your child returns to our program.
- BASE has a no nit lice policy.
- Please notify the Director/Assistant Director if your child is diagnosed as having a contagious disease.
- In some cases, following a serious illness, a doctor's note may be required before the child returns to BASE.

MANDATED REPORTER REQUIREMENTS

"Effective July 1, 1993 as a result of legislation passed by the 1993 Virginia General Assembly, mandated reporters are required to report their suspicions of child abuse or neglect within 72 hours of becoming suspicious...The list of mandated reporters has also been expanded to include persons associated with private organizations responsible for the care, custody and control of children..."

DISPENSING OF MEDICATION

Should your child require medication during BASE program hours, a written note from the family must be sent to the School-Age Services Office, and medication must be in the original bottle with the child's name on it. Medication to be dispensed must be accompanied by a Written Medical Consent Form. This form is available in the School-Age Services Office. Medications will not be given via telephone instructions. Medications will be stored in a locked box or in a storage container in the refrigerator (if required).

The dispensing of medication can only be given by a member of the staff who has undergone the Virginia Department of Social Services Medication Administration Training Program.

PHOTOGRAPHY AND PUBLICITY

School-Age Services enjoys documenting all of our programs’ fun and exciting activities by taking pictures. We sometimes use these pictures in promotional materials. If you do not wish for your child’s picture to be taken during BASE, please indicate so on the 2019-2020 Child Profile and Permission Form.
TRANSPORTATION POLICY

JCCNV requires seatbelt use in all School-Age Services transportation vehicles where seatbelts are available. All drivers transporting school-age children to/from the JCC will adhere to this policy.

All children will be transported to/from the JCC in one of the following: a JCCNV shuttle, an FCPS/GJDS school bus, or a licensed and insured bus company authorized by the JCCNV.

No child is permitted to be transported in a personal vehicle of a JCCNV staff member, except in extreme emergency situations that require an immediate response (e.g., weather related disasters, immediate threats to our community’s safety). Once children have been transported to a safe location, parents/guardians will be notified. In the case when a parent or guardian cannot be reached, JCCNV will contact the individuals listed on the students’ 2019-2020 Emergency Contact Form. JCCNV staff will remain present until all students have been retrieved by an authorized adult.

In case of extenuating circumstances in which a child misses the bus and must be retrieved from his/her school, the JCCNV will:
   a. contact/inform the driver of said bus and have them return to the school when possible; OR
   b. send an available JCCNV shuttle driven by an experienced JCCNV-authorized driver;
   c. contact the child’s parents to inform them of the situation; AND
   d. contact the child’s school to ensure awareness and safety.

In a case where there are no buses, shuttles, or drivers available to retrieve the child at a reasonable time, a JCCNV staff person will drive to the school and sit with the child. The child will be provided a snack and supervision until transportation (or a parent) is available. The JCCNV will notify the school and parents immediately in such a case.

Should the JCCNV fail to have the child retrieved prior to 6PM, appropriate financial adjustments will be made on behalf of the child.

JEWS CURRICULUM

As a Jewish Community Center, Jewish values play an important role in building community and impactful relationships. Each Friday we celebrate Shabbat—a BASE-community gathering where we reflect on the week through song, discussion, and Jewish ritual. Throughout the year, we acknowledge each Jewish holiday through celebration and experiential education. Children and families are encouraged to ask questions regarding our Jewish traditions.
**SNOW DAY POLICY**

When Fairfax County Public Schools are closed due to snow, the BASE Program will attempt to operate from 9:00AM to 5:00PM. Please call ahead in order to confirm operating hours.

JCCNV sends closing information to WTOP AM 1500 or FM 103.5 and on www.WTOP.com. Information can also be attained by calling the JCCNV’s emergency closing number, 703-425-3763, and on the JCCNV’s website. If the building is closed, BASE will be closed.

**DELAYED OPENINGS**

If schools call for a Delayed Opening, BASE will attempt to open at 8:00am and children will be taken to their schools or to the bus stop at the appropriate time as long as they are already enrolled in AM BASE. Transportation cannot be guaranteed for children who do not regularly attend the AM BASE Program due to space limitations.

We reserve the right to make an independent decision about delays or closings based on local weather conditions and other factors. Should we choose to make an independent decision outside of our normal operation policy you will be notified as soon as possible but no later than 6:30AM.

**A DAY IN BASE**

**AM**
- AM BASE begins each morning at 7:30AM in the “Pods” and Room 108 on the lower level of the J.
- Families must walk their children to the program and check in with the AM BASE staff prior to leaving. Children ages 11 and older may walk themselves to the program with written parental authorization and approval by the Director.
- During the program, children can play games, finish homework, read, and eat breakfast (not provided).
- As buses arrive, children will be brought to the appropriate bus or bus stop by AM BASE staff members.

**PM**
- All children are met by BASE staff upon arrival at the JCCNV or assigned bus stop (Mantua only) and the first round of attendance is taken.
- Once brought downstairs to their HomeBASE room (age-appropriate classroom), classroom-attendance is taken and all children receive snack.
- Daily activities include: homework help, Arts and Crafts, Food Art!, age-appropriate games, gym, playground (weather permitting), field (weather permitting), and/or free swim.
- All families or authorized adults must sign the sign-out sheet when picking up their child.
- At 5:50PM, all remaining children will be taken to the lobby to expedite the pick-up process for parents or authorized adults who arrive closer to 6:00PM.
HOMEWORK

Students are encouraged to do their homework during BASE; staff assistance is available as needed. Specific requests regarding homework help/completion should be communicated with the School-Age Services Team.

SWIMMING POLICY

Children have the option of swimming on select days throughout the week for 30-minutes of free swim. Please be sure to send appropriate attire (swim suits, towel, flip flops, goggles, etc.) on those days. A lifeguard is on duty at all times when children are in the water.

Each child's swimming ability shall be determined before a child is allowed to swim. Life vests are provided for all children who may not yet be proficient swimmers.

PERSONAL BELONGINGS

Families are encouraged to label each child’s belongings (backpacks, jackets, books, etc.) to prevent items from being lost. While we will make every effort to ensure children’s belongings go home each day, the BASE Program cannot be held responsible for lost items. There is a lost and found area located outside the School-Age Services Office.

USE OF ELECTRONICS

The use of electronics is occasionally permitted. Electronic games must be appropriate for all ages. If necessary, electronic items may be taken by a BASE staff member and returned to the parents or authorized adult at the time of pick-up.

School-Age Services cannot be held responsible for lost or damaged personal electronic items.

SNACK

The BASE Program provides daily snack consisting of two food groups. Our snacks meet the nutritional needs of children as established by the Child Care Food Program of the United States Department of Agriculture. A copy of these standards is kept on file in the School-Age Services Office. All snacks served during BASE are kosher and nut-free.

LUNCHES

On Early Dismissal, Snow, and Vacation Days, your child may need to bring lunch. On these occasions, lunches must be nut-free and kosher-style dairy or pareve—which means no meat, poultry, or shellfish. Lunches should not require microwaving/heating up or refrigeration. Some suggestions for lunches that meet these requirements are:
Sun Butter and Jelly or Honey
Egg Salad
Tuna
Sun Butter and Banana
Fruits
Salmon
Hard Boiled Eggs
Cottage Cheese
Yogurt
Pasta with Non-meat Sauce
Cheese and Crackers
Fish Sticks
Cream Cheese and Jelly or Olives
Cheese Sandwich
Hummus
Multi-grain Muffins
Macaroni & Cheese
Cheese Pizza
Salad in a Pita
Vegetables
Potato Salad

VACATION DAY PROGRAMS (VDP)

Camp Achva offers Vacation Day Programs (VDP) when area schools are closed for holidays, teacher workdays, and breaks. Activities vary per program day and may involve off-site trips. Vacation Days run from 7:30AM – 6:00PM. BASE-ic Bundle participants are guaranteed spots on Vacation Days. For all other children, space is available on a first-come/first-served basis. Registration is required for all non-BASE-ic Bundle families and is done through Camp Achva’s online registration system.

Please sign and submit the next page ➔
**Please Submit This Page with Your Registration Paperwork**

**ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES**

I, __________________________ (print name), the parent/guardian of ______________________ (child’s name) have read and acknowledged the policies and procedures outlined in this handbook for the 2019-2020 Before and After School Enrichment (BASE) Program. Any questions about the content of this handbook can be addressed with the School-Age Services Department.

________________________________                    __________________
Signature of Parent/Guardian     Date