

Edlavitch DC Jewish Community Center After School Programs

Traditional After School

At the EDCJCC After School, we bring students together to learn and grow. In Traditional After School, students are split into groups based on age. Daily activities include time for physical activity and quiet room games. After School includes weekly specialty programs.

Enrichments

The EDCJCC After School Program also offers a variety of enrichment programs to help students learn and develop new skills. These program sessions run 8-10 weeks and prices vary. We offer a fall, winter, and spring session. Class schedules and prices are listed in advance on our After School Website. Enrichment programming is an add-on to traditional after school the day of the enrichment class. Programs include:

- Mad Science
- Chess
- Cooking
- Yoga
- Coding
- Ultimate Games
- Karate
- Lego's
- Swim
- Ballet

Schedule

We follow the DC Public School schedule for days of operation, as well as have days off to observe Jewish Holidays. Please review the schedule for more information on days of operation.

The How To

Traditional After School

The EDCJCC After School Program will begin on Monday, August 26th. If you plan to enroll your student(s) in EDCJCC programming at any point in the 2019-2020 school year, please log on to CampMinder and register for 2019-2020 Traditional After School. This will add you to our email list and ensure your information is already setup in our system for the upcoming year. There is no charge for this registration and it DOES NOT sign your student(s) up for any particular days of programming. Sign up through your CampMinder account [here](#).

To sign your child(ren) up to be on the After School roster you can use the monthly registration to enroll each child. This applies to signing your child up either for the entire month or for specific days of the month. This is the roster we will use each day for student pick-up and we will not pickup students who are not registered.

There is no upfront charge for Traditional After School. CampMinder accounts will be charged between the 1st and 5th of the following month for the month prior. For example you will be charged for September in early October. You will be charged based on the total number of days registered per child at the beginning of the month, plus any additional days added throughout the month. All payments must be made by the 5th of each month. An up-to-date credit card should be on file in CampMinder. Registration for the 2019-2020 School Year for Traditional After School is on CampMinder and is a one-time registration.

How Traditional After School Monthly Registration Works

1. Monthly registration is done through an online google form. Links for each month will be available on the EDCJCC website and will be sent out via email prior to the beginning of each month.
2. Each form will have instructions at the top and due date for submission.
3. Complete this form for your child/children. Complete one form per child.
4. The monthly Sign-up will not include days DCPS is closed or closes early, National Holidays, Jewish Holidays, etc. in that month. It will only allow you to register for days we have After School Programs.
5. When completing your monthly registration please select all days you intend for your child to participate in After School Programming, whether they be in traditional or enrichment classes for that day.
6. You will receive a confirmation email with a summary of your submission. Please keep this summary for your records.
7. If you need to add or remove your child from a day after the form has been submitted or during the month, you will need to make the change through the daily change form. This form can be located on the website under Traditional After School section.
8. There is no upfront charge for Traditional After School. CampMinder accounts will be charged between the 1st and 5th of the following month for the previous month. For example you will be charged for September in early October. You will be charged based on the total number of days registered per child (including change form adjustments).

How Enrichment Registration Works

Enrichment classes take place once a week for an 8-10 week session. Students will participate in Traditional After School activities before and after their class. As such they will need to be enrolled in Traditional After School (see above) for the day.

1. Look for an email indicating the Enrichment Registration date for the session (there will be three sessions: Fall, Winter, and Spring)
2. On the date registration is open, you can log in to your CampMinder account to register.
3. All enrichment programs are listed under the After School Sessions in CampMinder. They will be listed as "School Age [season and class title]"
4. Registration is a first-come first-serve basis as each class has limited spaces.

Updating Your Credit Card on CampMinder and Checking Financial Statements

- Step 1: Log into your [CampMinder](#) accounts
- Step 2: You should log right into your main page, but if not just click "**My Account**" and that will bring you to the main page dashboard.
- Step 3: 4th link down, Click on "**Financial Management**"
- Step 4: Choose **season (year)** that you would like your statement.
- Step 5: Click "**View Statement**"
- Step 6: The statement will open in Adobe. Statements include Payments made, Credits, programs your children are/were enrolled in, and the EDCJCC Tax ID number. You can update your credit card on this page.

Keep an updated card on file. All Payments for Traditional After School will be charged the 1st through the 5th of each month. All Payments for Enrichment Programs must be made prior to the start of the first Enrichment Program.

For questions regarding billing, email Mineva Flores at minervaf@edcjjcc.org

Policies and Procedures

Pick-up from Ross Policy

The EDCJCC After School Program has a strong partnership with Ross and is looking forward to another great year together. Registered students will be picked up from their classrooms at 3:25 by JCC and taken to the DCJCC. We ask parents to not pick-up in transition time so that all registered students are with their group and accounted for.

Pick-up Policy

The EDCJCC After School Program runs until 6:00pm. Please make arrangements to have your child/children picked-up no later than 6:00pm. Before 5:45pm you can pick-up students from their group. Between 5:45-6:00pm pick-up will be at the front door. You may sign out your child/children there and staff will bring them with belongings out to meet you. Regardless of time picked up, you need to sign your child out with After School staff who will have a sign out sheet.

The EDCJCC needs permission to release your child for pick-up if it is not a parent, or an authorized person indicated on the Authorization Form. This form can be found on CampMinder and at the end of this packet. This form should be completed for those who will consistently be picking up your child/children. For all other changes please complete the electronic daily authorization pick-up form. This form is to be used for unplanned or last minute changes. As much advanced notice is preferred. Parents who make changes **after 2:00 pm the day of change must complete this form and email Justin at Justin@edcjcc.org.** Click here to complete the [Pick-up Authorization Form](#).

Late Pick-up Policy and Procedure

There is a late fee of \$15.00 per day that will be applied to your CampMinder account if your child/children are picked up after 6:00pm. Late Fee charges will be made to your account with the billing for the rest of the month. Please email Stacy if you are running late for pick-up.

Change in Schedule

We know that changes in schedule do occur after completing the monthly registration. To make any changes to your child/children's schedule we ask that you submit a change of schedule form through our electronic system. Please submit changes to the below form. Advance notice is preferred.

Click here to view the [Change in Daily Schedule Form](#).

- A change of schedule must be submitted by 1:00pm the day of the change to the above form. No email is needed.
- No additions may be made after 1:00pm the day of. 6:00pm the night before is preferred.
- Families must complete the EDCJCC monthly registration by the deadline to ensure pick-up from your child's school.

Communication

Each Monday we will send out a weekly email to everyone on the After School listserv (see instructions above to register). This email will have registration information, upcoming important dates, and a newsletter with a summary and pictures of the previous week.

Email is the best way to contact us and diligence in response is important to us. Our office hours are from 10:00 am to 6:00 pm and you can expect a response in this timeframe within 24 hours of your email. If you do not receive a response within 24 hours please email again.

Email is always the best way to get hold of us. Please email Stacy Schwartz Frazier at stacyf@edcicc.org.

Health Policies

The JCC is a vegetarian and nut-aware (no peanuts) facility. We offer snack to the students when they arrive that follows these guidelines. If a student brings their own snack, it needs to follow these guidelines.