



CHAI CLUB AFTER SCHOOL HEBREW PROGRAM

2021-2022 POLICY FORM

Fall session: September- December /**spring session:** January- June

Student/s Names	Homeroom Teacher	Room #	Student Id #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Non- Discrimination Policy

Chai Club does not discriminate based on race, color, creed, religion, sex, national origin, citizenship status, marital status, disability or any other protected status.

Arrival and Dismissal- Schedule

Chai Club operates on Tuesday and Thursday from 1:50-4:30 (K-1 grades) and 3:05- 4:30 (grades 2-5).

Chai Club staff members will follow the school principal indication as for pick up from the classrooms or meeting points with the students.

Upon arrival, all individuals must complete a health screening, including a temperature check.

No one will be permitted to enter the club with a temperature greater than 100° degrees.

Mandatory Wellness questionnaire should be submitted not later than noon and prior to each session.

Form can be found here <https://form.jotform.com/202815408428152>

Parents will not be permitted inside the school. Information for your child's teachers must be communicated via emails or phone prior to the beginning of a session.

Dismissal Procedures: 4:30PM

Chai Club staff members will follow the school principal indication for dismissal procedures.

- Proceed to the designated carpool lane and a staff member will escort the student to the car.
- If you are having any special carpool arrangement with another family please let us know in advance.
- Parents must remain in the car. No park and walk will be permitted.
- Please place your carpool pass on your dashboard.
- All children will be dismissed from the designated carpool area.
- Children will be grouped by family or carpool arrangement staggered in the outdoor areas.
- It is imperative that you arrive on time.
- Only parents and or listed individuals will be permitted to pick up the children.
- Allow the students to enter the vehicle from the right side only.
- Chai Club will not dismiss during a thunderstorm or heavy downpour.



AUTHORIZED PERSONS

- Students will be released only to authorized people listed in the registration form
- To release your child(ren) to anyone besides yourself or your designee, prior arrangements must be made with Chai Club by 12:00 pm. Proper identification must be shown every time your child is picked up. Phone verification may be used.
- In the case of divorce, it is the custodial parent's responsibility to provide legal documentation of custody. If there is no court order, then both parents have the right of access to Chai Club's records and to pick up the child(ren). The custodial parent must provide written permission for the non-custodial parent to pick up a child(ren) on a regular or special occasion. Forms must be submitted yearly with a new registration form. The parent that signs the registration form is the only person who can make changes on the form. Dual custodial rights do not supersede this procedure.

LATE PICK UP PROCEDURES

If a student enrolled in the Chai Club After School Hebrew program is not picked up at dismissal time, by 4:30PM; a staff member of the Chai Club Program will bring the child to the designated area indicated by the school principal.

The staff member will contact the parent to obtain an estimated pick up time and the name of the person coming to pick up. This information will be shared with the school principal and /or with the designated office or staff member indicated by the school principal.

A STAFF MEMEBR FROM THE Chai Club program MUST REMAIN with the child in the aftercare or designated area by the school and wait with the child until pick up.

Parents must come to the designated Aftercare pickup area to sign out their child/children.

Students will not be released from After-Care without a parent signing them out.

Students who are pre-registered and regularly stay for After-Care will be escorted to the After-Care area.

If it becomes necessary for a parent to pick up a child who is not listed on the carpool Pick-Up Form, they must notify the school by one of the following ways:

- By filling out the Authorization for Release in the registration package
- Informing the program director in writing.

Students will not be released to a person who does not present a government-issued photo ID.

- Carpool will run for 10 minutes (4:30 – 4:40 PM).
- After the official end of the Chai Club Program charges apply as follows:
- A five (\$5) dollar per Family fee will be charged after 4:40 and until 5:00 PM.
- After 5:00 PM a fee of five (\$5) dollar per Family will be charged every 10 minutes.

After students have been picked up late three (3) times during a three-month period, a conference must be held between the parents and an administrator to discuss the issue. The Chai Club administration reserves the right to cease allowing a student(s) to attend the program at its' sole discretion.

Late Drop off

Please, notify the office if a student is running late. A staff member will assist you in the drop off area with the check in upon arrival.

Early pick up

We will be unable to assist you with permanent early pick up arrangements. In case of an occasional need, we will try our best to accommodate you, but you must called the school office.

Registration Process

- A back to Chai Club packet will be posted online containing: the required forms in a PDF format to be completed and submitted at the time of registration.
- Registration will be offered online <https://site.btbrc.org/chaiclub/> electronically.
- Additional registration documents will be posted on a PDF format for the families to download, complete and submit prior to registration.
- Parents must join the Remind app for one way and quick communications from the Chai Club administration.
- Chai Club uses Remind app as a one way quick communications with parents. It is not a chat. Please, download the Remind app and join the appropriate group
- AWK8 Join Link <https://www.remind.com/join/6d3232>
- VABHOE Join Link <https://www.remind.com/join/morahga>
- Form # 1867 E Permission for Release of Record and /or Information form Record
- Form # 2128 Consent form for Mutual Exchange of information.
- Form # 7849 M-DCOPS Permission for parental consent for Media Release
- Form #6103 Obligations of Activity Participants Waiver, Release and Hold Harmless.
- Families will receive an email notification of the confirmation of their registration
- Participants will be formally admitted only after all documents properly completed and signed were submitted.

Chai Club Communication with families

Chai Club uses several platforms of communication (Constant Contact, Outlook, Shulcloud and Remind app) to communicate and share images from your child's day in an effort to always keep you connected. **We encourage parents and staff to communicate primarily with Morah Gaby and or the teacher for any concerns, keeping in mind the following:**

- Chai Club uses Remind app as a one way quick communications with parents. It is not a chat. Please, download the Remind app and join the appropriate group
- AWK8 Join Link <https://www.remind.com/join/6d3232>
- VABHOE Join Link <https://www.remind.com/join/morahga>
- Teachers will check emails daily prior to session, but not during the session so please refrain from sending last minute emails to for special arrangements.
- Chai Club does not communicate during Shabbat or Jewish Holidays, so we kindly ask you to refrain from any communication with teachers or the synagogue.
- If you would like to communicate a message immediately, please call the school office at 305 932 2929 (x 7821 or 7836) or email an Administrator.
- Handbooks are available on our website, www.btbrc.org (Chai Club tab). You will find important information such as Admin Information, Parent Manuals, school calendar and more.
- School-Parent Communication will take many forms:
 - a. Weekly emails (Chai Club news)
 - b. Flyers, invitations and announcements.
 - c. We have an open-door policy for communication, if you need to speak with your child's teacher, or to an administrator feel free to contact us.

Parent- Chai Club Communication

Please notify us at 305. 932. 2829 x 7821 or 7836 if: (or through the remind app)

- Your child is sick or will be absent.
- Your child or anyone you have been in contact with has developed a communicable disease (COVID-19, flu, etc.).
- Your child or anyone in your home will be traveling (foreign or domestic), as per our covid protocols.
- Your contact information has changed.
- You wish to change or add emergency contact numbers.
- Your pick-up person has changed - even for one (1) day. We will not release your child to anyone (other than the parent) without written permission.

Weekly requirements for participants

- Parents must submit a wellness health questionnaire prior to arrival. No children will be admitted in the after school program if the health questionnaire was not properly submitted.
- Link to form <https://form.jotform.com/202815408428152>
- An email or Remind app messages will be sent in the morning of the days of operation.
- Health questionnaire forms will be accepted electronically until noon.

Health Routine Protocols:

- All participants must submit a Wellness Health Questionnaire on the days of operation of the program until noon. No Children will be accepted to the program if the questionnaire was not submitted completed.
- Staff and children will be screened upon arrival with temperature check.
- Students and staff must wear a mask throughout the entire after school program.
- We have adjusted the baseline temperature to 100 (in order to avoid false positives).
- Parents must remain in car during and pick up time. No entry to school buildings.
- A staff member will escort you're the children to the car.

Picking up the children from the classrooms

- A Chai Club staff member will pick up the students from the classrooms
- The Chai Club staff member will take the students' temperature and keep a log chart for the records.
- The Chai Club member will provide hand sanitizer and a mask to the student

Hand Washing

- All children and staff will engage in hand hygiene at the following times:
- Upon arrival to the facility and after breaks.
- Before and after preparing food or drinks.
- Before and after eating or handling food or drinks.
- After using the toilet or helping a child use the bathroom.
- After coming in contact with bodily fluid.
- After playing outdoors or in sand.
- After handling garbage.
- After sneezing and/or coughing

- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds:
 1. Turn water on and wet hands, remove from water
 2. Add soap to hands and create friction to make bubbles
 3. Scrub for 20 seconds
 4. Rinse hands under running water
 5. Dry hands with single use paper towels
 6. Turn off faucet with paper towels

Snacks and Supplies

Chai Club provides individual snacks and water. All food items we serve are Kosher.

- Snacks will be distributed individually upon arrival.

We are kindly asking parents not to send any snacks unless there is a severe allergic case. In that case items must be in a sealed package and display the Kosher certification.

- Snack time will be held out doors at a designated area by the school principal
- Groups will be staggered in a designated area.
- Snacks will be distributed individually. We only serve Kosher snacks.
- We are kindly asking parents to refrain from sending non-Kosher snacks during Chai Club hours.
- Individual bottles of water will be provided. If students bring his/her own reusable water bottle with his/her name clearly displayed. The bottle must be taken home to be washed every day.
- If students bring his/her own reusable water bottle with his/her name clearly displayed. The bottle must be taken home to be washed every day.
- If children bring any personal item, please make sure is labeled with their names.

Students will receive

- Students will be given supplies packed individually such as tool box, pencils, crayons, markers, notebooks and arts and craft project materials and Kippah (if applicable)
- Supplies given will be named with the student's label
- Personal supplies and materials will be kept in the classroom.
- Ipads will be disinfected after each session.
- Headsets will be provided individually packed and named.
- **Masks to be used during the entire session (mandatory)**
- **Social distance pin as a constant reminder of practice**
- Staff, parents and students must wear a mask at all times.
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Group Size

- Group sizes will be limited to the CDC and school guidelines
- The Chai Club After School Program will comply with CDC and schools' guidelines
- Group sizes will be limited to no more than 15 children and one adult.
- We will not gather in hallways and other community spaces, unless we can properly physically distance.

Co-mingling

- Chai Club pick up from the classrooms will limit direct contact between teachers, and students.
- Dismissal: will limit direct contact between parents and staff members and adhere to physical distancing recommendations.
- Classes will include the same group each day and the same teachers will remain with the same group each day.
- To minimize campus interaction, any specialists will go into each classroom with sanitized equipment. Any specialist staff member, (music, movement, art) will rotate and teach each group individually or outdoors and under the consent of the school's principals.
- If any family engagements or collective learning opportunities with parents will be held online.
- Students will honor social distance in the space provided by the school. In the case schools provide bigger spaces a larger number of students could be accommodated if allowed by the principals.
- Groups will not come in closed spaces.
- Any outdoors gathering will honor social distance and mask enforcement use.
- Classes may be combined based on number of students by grade level.
- Teachers will not congregate.
- If weather and school protocols permitted the Chai After School Hebrew club will take advantage of outdoor spaces.

General Cleaning Protocols

- Teachers will wipe down surfaces prior to arrival and throughout the day with cleaning supplies provided by Chai Club.
- Upon arrival to classroom: Routine handwashing, additional handwashing stations will take place

Field trips

- Will not be offered during this school year.

Family engagement opportunities

- An open house will be offered only if the schools allow the Chai Club. If so, social distance, mask enforcement along with hand sanitizer will be enforced
- Will not be offered in the in- person. If any Family engagement opportunities will be offered online.

CONTACT INFORMATION

It is your responsibility to complete the registration form correctly and to update Chai Club with changes in phone numbers and addresses of parents/guardians and emergency contacts.

DAYS ON WHICH THERE IS NO CHAI CLUB

- *There is no Chai Club program on days that Aventura Waterways K-8 Center & VABHOE has Early Release or no school.
- * Chai Club is closed on selected Jewish Holidays.
- * Please see Chai Club calendar for program dates.

EMERGENCY CLOSINGS

- * We follow Miami Dade County School Board closings. If Aventura Waterways K-8 Center & VABHOE closes, the Chai Club program will also be closed.
- * In the event of an emergency closing, parents will be notified by email, text or phone call.

CLASSROOMS RULES

- All students will come to class on time, prepared.
- Students will show respect for peers and teachers, their person and their possessions- and for school property.
- Students will not get out of their seat or leave the room without permission.
- Raise your hand to speak and wait to be called on.
- No food or gum may be brought into the Chai CLUB classroom (unless it is part of a planned class activity).

DISCIPLINE PROCEDURE

Both staff and students will be treated with respect at Chai Club. Students are expected to be courteous to their teachers and fellow students and follow the classroom rules- observe. The philosophy of the program is based on respect being shown at all. Chai Club will resolve discipline problems using the following order of steps:

Disruptive behavior in class will result in

1. Warning
2. Parent contact
3. Parent/ teacher conference
4. Parent/ teacher/director conference
5. Parent/ director/teacher/Rabbi conference
6. Suspension
7. Expulsion

Chai Club reserves the right in its sole discretion to dismiss a child from the program immediately

CELL PHONES

Students are not permitted to use their phones for any reason at Chai Club.

PERSONAL & CHAI CLUB PROPERTY

- Chai Club will not be responsible for any lost or damages items.
- Parents/guardians will be held responsible for paying for any property damage by their child(ren).

SIGNATURE

I have read the Beth Torah Adath Yeshrun Inc. - Chai Club Policy Form, and I understand and agree to comply with all of the conditions stated herein.

Name of child/ren _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____