J-Fit Kids Club

FAMILY HANDBOOK



Welcome to J-Fit Kids Club!

For the convenience of our members, the Pozez JCC offers flexible, reliable childcare for children ages 1-8 through our J-FIT Kids Club. We are committed to providing a safe, welcoming, and engaging environment where children can play, learn, and build positive relationships while parents enjoy the J's fitness and wellness amenities. Our caring team members are trained in age-appropriate supervision and are certified in American Red Cross CPR and First Aid, ensuring the highest standards of safety and care for every child in our program.

Hours:

Saturday: 9:00 AM- 2:00 PM

Sunday: 9:00 AM – 2:00 PM

Note: J-FIT Kids Club is a seasonal program offered during the school year and is not currently available during all JCC operating hours. Program hours are designed to meet the needs of participating families while ensuring a high-quality experience for children and parents alike.

As participation grows, service hours may be expanded to include additional weekday evening availability based on member interest, program usage, and staffing capacity.

J-FIT Kids Club is designed to offer families added convenience while ensuring children have a fun and positive experience during their time at the JCC. Services are available by reservation and are intended for children who are healthy, comfortable participating in a group setting, and able to engage safely with peers and staff.

For more information about Kids Club Operations and Programming, please contact Aquatics Director, Ivanna Washington

Rules and Procedures

1. Ratios and Capacity

1. Participation is subject to reservation availability, program capacity, and age requirements. J-Fit Kids Club staff maintain appropriate supervision zones and a ratio of 1 staff member to 10 children.

2. Diapering and Toileting

1. Staff may not assist children aged 5 or older with toileting. If immediate help is needed, staff will contact the parent or guardian on site.
2. Children may use only restrooms designated for J-Fit Kids Club participants.
3. When assisting a child under age 4, staff will remain visible to others by keeping the applicable door, stall, or half-door partially open.
4. Staff do not change diapers. If a child needs a diaper change, staff will contact the parent or guardian, who must return to assist the child.

3. Behavior Management

1. Staff use the following age-appropriate behavior-management strategies:
    - **Provide comfort:** Determine whether the child is tired, hungry, needs a diaper change, or needs emotional support.
    - **Redirect:** Use a toy, game, or activity to shift the child's attention.
    - **Offer choices:** Give acceptable choices that maintain safety and respect for the child and others.
    - **"When, then" guidance:** Explain that a preferred activity may follow completion of an appropriate task.
    - **Take a break and start over:** Use a brief, supervised break to help a child regain control. A break should generally last no more than one minute for each year of the child's age. A child will never be placed in the dark or left unattended. This strategy will not be used with children under age 2. At the end of the break, staff will help the child return positively to play.
2. **Behavior expectations:** Children must follow staff directions and treat people, equipment, and facilities respectfully. Unsafe, aggressive, disruptive, or inappropriate behavior may result in removal from the session.
3. **Repeated concerns:** Repeated behavioral or safety concerns may result in suspension or termination of participation.

4. Food and Bottle Feeding

1. J-Fit Kids Club is food-free except for water, breast milk, and formula. At a parent or guardian's request, staff may bottle-feed children aged 18 months or younger only when all requirements below are met:
    - The child has a name tag showing the child's first and last name.
    - The bottle is already mixed or prepared; staff will not mix or prepare formula.
    - The bottle is clearly labeled with the child's first and last name, the date, and the number of ounces.
    - Bottle does not require refrigeration or warming.

5. Health, Illness, and Safety

1. Children may not attend when illness symptoms could interfere with safe participation or expose others.

2. Children experiencing vomiting, diarrhea, or fever may return only after being symptom-free for at least 24 hours.
3. Parents/guardians must disclose any medical, physical, behavioral, developmental, or other condition that may affect participation or safety.
4. Staff may require prompt pick-up if a child becomes ill, cannot participate safely, or presents a health or safety concern.
5. Children older than age 1 must wear socks if they remove their shoes.

6. Digital Media

1. No screen media will be shown in J-Fit Kids Club. This includes television programs, movies, videos, or other forms of digital entertainment.
2. Personal electronic devices are not permitted. Children may not use phones, tablets, handheld gaming devices, or similar electronics while attending J-Fit Kids Club.
3. Staff are prohibited from introducing personal media. Staff may not use or share personal devices, videos, music, games, or other media with children in the program.
4. Staff may not photograph or record children unless JCC administration expressly authorizes it for an approved program purpose.

7. Check-In, Check-Out, and Time Limits

1. A parent or legal guardian must complete check-in before the child enters the J-Fit Kids Club space. Staff will verify the child's identity and eligibility, parent/guardian contact and on-site location, authorized pick-up information, and relevant health or safety updates.
2. A parent, legal guardian, or authorized adult listed in the program record must complete check-out before a child leaves. A child who leaves may return during the same visit only after being fully checked out and checked in again.
3. Parents/guardians must keep emergency contacts and authorized pick-up information current.
4. Visits may not exceed 2 hours per day, and a parent or guardian must remain on site and reachable throughout.

Late Pick-Up Policy

1. Parents/guardians are expected to pick up their child promptly at the end of their reserved session. A 5-minute grace period will be provided.
2. **5 minutes late:** Staff will attempt to contact the parent/guardian.
3. **10 minutes late:** A second contact attempt will be made. If necessary, staff may seek assistance locating the parent/guardian within the facility based on information you provided at check in.
4. **15 minutes late:** A third contact attempt will be made. If necessary, emergency contact will be called to pick up the child.
5. **Late pick-up fees of $1.00 per minute, per child, will be charged beginning after the 5-minute grace period.** Repeated late pick-ups may result in suspension of Kids Club privileges.
6. For safety, children will only be released to an authorized adult listed on their account.

8. Payment

$25 per family for up to 2 hours of care per visit.

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PARTICIPATION POLICIES

Registration & Reservations

- J-Fit Kids Club participation is available to eligible children enrolled through the Pozez JCC of Northern Virginia ("the J").
- Children must be registered for the program prior to participation.
- Participation is subject to successful registration, reservation availability, program capacity, and age requirements.

Session Cancellations

- A cancellation made less than **2 hours before the scheduled session** is considered a late cancellation.
- Late cancellations will result in the loss of the reservation and fees will apply.
- A **no-show** occurs when a child does not attend a reserved session, and the reservation was not canceled in advance.
- No-shows will result in the loss of the applicable session or program credit.
- Repeated late cancellations or no-shows will affect a participant's ability to reserve future sessions. If there are 3 late cancellations or no-shows in a month, the reservation capability will be suspended for 7 days. No refunds or credits will be issued during this time frame.

Reporting Concerns

- Parents/guardians should promptly notify J-Fit Kids Club staff of any injury, illness, allergy, medical need, behavioral concern, custody or pick-up concern, or other information that may affect their child's safety or participation.
- Parents/guardians should report concerns directly to the Lead Attendant or appropriate JCC supervisor rather than discussing confidential concerns with other families or children.
- Parents/guardians may be asked to provide written information or complete required documentation when a concern requires follow-up.
- In an emergency, staff may contact the parent/guardian, emergency contacts, emergency services, or appropriate authorities as needed.
- Parents/guardians are responsible for keeping emergency contacts, authorized pick-up information, and health-related information accurate and current.

Personal Belongings

- Participants are encouraged to leave valuables and unnecessary personal belongings at home.
- The J is not responsible for lost, damaged, or stolen personal property.

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JFIT Kids Club Reservation Instructions

1. Log in to the **My J App**.
2. Scroll down to **Quick Actions** and select **JFIT Kids Club** (smile icon).
3. Choose your preferred date.
4. Select **Book for Family**.
    - **Please do not select "Reserve," as this will reserve a spot for the parent rather than the child.**
        i. If you do not see the **Book for Family** option, please email ivanna.washington@thej.org for support.
5. Select the child who will be attending.
6. Choose your start time.
7. Select your reservation duration.
    - Please note that reservations are limited to a maximum of **two hours**. The fee is **$25 per visit**, regardless of the duration selected. Choosing less than 120 minutes will not reduce the fee.
8. Accept the Terms of Use.
9. Complete your reservation.

Important Reminders

- Reservations may be made up to **7 days in advance**.
- No-shows and cancellations made less than 2 hours in advance will incur a $25 program cancellation fee and may result in the suspension of future reservation privileges.

Need Help?
If you experience any issues with your reservation or account access, please contact kidsclub@thej.org for assistance.