



# Clubhouse

**After-School Program  
2022-2023**



**Information for Parents**

## Meet our Clubhouse Full Time Staff



Jamie Scott

**Jamie Scott, Clubhouse Director**  
412-697-3520  
[jscott@jccpgh.org](mailto:jscott@jccpgh.org)

Jamie, a Pittsburgh native, is a graduate of the Pennsylvania State University, with a bachelor's degree in Human Development and Family Studies. After college she worked on the youth staff of the Royal Caribbean cruise line, leading activities on the ship with children of all ages from around the world. She has been a counselor at Clubhouse and served on the staff of Emma Kaufmann Camp for 7 summers. This will be Jamie's 4th year as the Clubhouse Director and J&R Day Camp Program Director. Jamie is currently pursuing her Master's in Camp Leadership and Administration through Gratz College.



Rachael Speck

**Rachael Speck, Division Director Children, Youth and Families**  
412-697-3537  
[rspeck@jccpgh.org](mailto:rspeck@jccpgh.org)

Rachael grew up in JCC camps both as a camper at the Harrisburg JCC Day Camp and as a camper, seasonal staff member and most recently the Associate Director at Emma Kaufmann Camp, the Pittsburgh JCC's overnight camp. In between, she worked as an educator in the JCC's Early Childhood Development Center, spent time as a program-coordinator for the Clubhouse after-school program and led the Young Adult Division at the Jewish Federation of Greater Pittsburgh. Rachael holds degrees from Indiana University in both journalism and sociology and is a graduate of the Foundation for Jewish Camp's Yitro Professional Leadership program. In her role at the JCC, Rachael oversees all JCC Day Camps, children and family programming and is the director of J&R Day Camp in Monroeville.



### Why Clubhouse?

The JCC Clubhouse After-School Program is your child's home after school. Our caring and creative staff, diverse programming and high quality facilities allow us to nourish your child's physical, emotional and social well-being after a long day in the classroom. We offer a wide variety of fun and stimulating activities for children in Kindergarten through grade 6 in our large gym, club time and grade-appropriate homerooms. Our program is licensed by the Pennsylvania Department of Human Services. The purpose of this licensing is to ensure that the care of children in a childcare center is safe and healthful. We must comply with their standards to protect the health, safety and rights of children and staff and to reduce the risks to children in our care. Our license is renewed annually through a rigorous inspection that examines our environment as a whole, and also the files of staff and children to make sure that all background checks, certifications and trainings are updated and complete.

For membership information, contact the Membership Office at 412-339-5431. For scholarship information, call 412-697-3525.

## Covid-19 Response

The health and safety of our entire Clubhouse community has remained our top priority throughout the pandemic. Our work is inspired by the Jewish value of pikuach nefesh (saving of a life) and our longstanding tradition that the preservation of human life takes precedence over other practices. All along, we have believed and followed the science and the ongoing guidance from our panel of medical experts and national and local health authorities and will continue to do so. In that regard, all Clubhouse participants, staff, parents and caregivers ages 5 and up are required to provide proof of being fully vaccinated against COVID-19, in order to participate in Clubhouse. Participants must be two weeks out from their second shot. We strongly encourage everyone ages 12 years and older to get a third shot five months after having completed their primary vaccination series.

*Parents will receive our Illness Policy and Protocols prior to the start of camp. These protocols will help guide you in understanding detailed plans for Clubhouse when a child is ill, has an exposure to Covid-19 or tests positive for the virus. This information is developed carefully after reviewing guidance from a number of national and local health authorities including the Centers for Disease Control and Prevention, the Allegheny County Health Department and the JCC's medical advisor.*

*We are committed to open and transparent communication along the way, and we will share any and all changes in protocol, procedures and programming if necessary.*



## Daily Schedule

- Clubhouse is open Monday-Friday after school until 6 pm. Arrival time is between 3-4 pm
- Children are met at their bus stops by counselors, checked in and accompanied by counselors to their homerooms.
- All Colfax students will be met at Colfax and walk to the JCC escorted by Clubhouse staff.
- Kosher snacks such as fresh fruit, crackers, yogurt, pita and cereal are available in homerooms.
- All children have the option to do homework with some support from counselors.
- Children are grouped by grade into homerooms where games and activities are available.
- At 4:30 pm, students transition to activities each day. Activities include chess, STEM projects, science, art, gym, Gaga, outside games, yoga and many more.
- All children must be picked up and signed out by their parent or guardian no later than 6 pm. A \$25 fee will be charged to your account for pickup after 6:05 pm.

## Registration

**All children must be registered in advance for Clubhouse.** To register please call us at 412-697-3520 or email our Clubhouse director, Jamie Scott, at [jscott@jccpgh.org](mailto:jscott@jccpgh.org)

In addition to the registration forms, all children must have emergency forms on file in the Clubhouse Office including parent consent, medical authorization forms, and an emergency contact card. These are included in the Clubhouse registration packet which will be emailed to families by the end of July.

## Changes in Registration

To insure the integrity of our program, Clubhouse does not accept drop-ins. Registrations are on an annual basis. If a family needs to cancel their registration due to a move or for any other reason, a cancellation fee of \$150 will be assessed. After that, unused weeks will be credited to your account. A \$40/day/child fee will be charged to your account and we must have at least 24-hour notice.

## Yearly Pricing

1 day	- \$1,290
2 days	- \$2,205
3 days	- \$2,930
4 days	- \$3,520
5 days	- \$3,965

5% sibling discount available



## Clubhouse Gets Healthy

With a focus on health and wellness, we incorporate appreciation for our local environment into increased programming outdoors and more intentional use of JCC and community resources.

### Learning About Lifelong Healthy Nutrition and Wellness

- "Skillastics" provides students and teachers with an innovative way to get exercise without sacrificing instructional time. This program provides a full physical activity curriculum for students of all ages!
- Clubhouse participants will be able to create healthy no-bake recipes
- A partnership with Kids of Steel encourages kids to develop new attitudes, skills and knowledge about eating better and moving more.

## Homerooms

To best meet the developmental needs of children, Clubhouse is organized into grade-level cohorts. Children have an opportunity to settle into their afternoon routine, connect with each other, and enjoy a healthy snack. The homerooms are broken down as follows:

## Absences

Please call or text 412-277-7786, email [jscott@jccpgh.org](mailto:jscott@jccpgh.org), or message on the REMINI App if your child is not coming to the JCC on a registered day, as we must adjust our daily pickup schedules. As indicated on the registration forms, there are no substitutions or refunds for missed days.



### Cultivate Creativity and Mental Wellness

- Engage children in mindful activities such as yoga and practicing kindness to others
- Partner with local, small businesses that focus creating outlets for our children such as Snapology, Outside the Box Labs and Little Medical School

### Fostering Emotional Well-being

We are broadening the focus of our Clubhouse Gets Healthy program to foster emotional well-being and overall resilience with a variety of activities

- Music and art specialist-led Clubs
- Woodworking with Maplewood Shop
- Biology and the workings of the body with Little Medical School
- Crazy fun experiments with Outside the Box Labs
- Partnerships with Carnegie Science Center and other museums for special presentations and workshops



## Program Participation

The Jewish Community Center of Greater Pittsburgh may refuse acceptance of any child who they believe is not suited to be in the Clubhouse environment. Any camper whose behavior is deemed inappropriate by the Clubhouse Director may be asked to leave the program prior to the end of the school year. Any child who physically, psychologically, or verbally abuses another member of the Clubhouse community will be sent home at the discretion of the Clubhouse Director. This includes, but is not limited to, bullying, hazing, fighting, and teasing.



## Sign-In/Sign-Out Procedures

JCC Member ID cards are necessary to enter the building. If you forget your ID card, you must sign in at the receptionist's desk upon arrival.

Our staff will ask for identification when an adult they do not recognize comes to pick up your child. No child will be allowed to leave the building with an adult who is not listed on your registration form unless we receive written permission from you.

Our most important concern is the safety of your child. Please follow these procedures:

**We use an app called Remini. This app will provide clear communication to parents, attendance, and documentation for all students. Instructions for downloading and using this app will be sent out prior to the start of the school year.**

### Sign-In

The children are accompanied to the ground floor of the Robinson building, home of Clubhouse. Children are checked in on an iPad through the Remini app and accompanied to their homerooms. In homerooms, the children are again checked in by their counselors.

When the children arrive at the JCC, the office checks all of the lists for absences and discrepancies. If we do not know in advance of an absence, we call a parent or guardian to confirm.

### Sign-Out

When you arrive to pick up your child at the JCC, please be aware of the Clubhouse schedule. Our activities are from 4–6 pm. You are welcome to pick up your child any time during the Clubhouse day.

When arriving to pick up your child, go directly to the sign-in/sign-out desk downstairs in the Robinson Building. You will be asked to punch in your unique parent PIN or scan the QR code to sign out your child/children.

The desk will have information on your child's activities and location. All of your child's belongings will be in their homerooms.

Children are not permitted to sign themselves out of the program or to leave the building unaccompanied by an adult unless given written permission from parent or guardian.

## Transportation Procedures

Children's transportation to Clubhouse is facilitated by the school and the parents. Bus assignments are determined by the district based on the student's home address. To arrange for your child to have transportation to the JCC, please contact your child's school. Your child's assigned bus stop location must be within ½ mile of the JCC, with exception of the Colfax walking bus, in order for Clubhouse staff to travel to pick up your child(ren) in the afternoon. Our staff will meet your child either at Colfax or their assigned bus stop at the end of the school day.

Teachers at your child's school are responsible for getting your child onto the bus every day. Clubhouse supervision starts when your child steps off the bus. If your child has an incident or issue on the bus ride, please contact your child's school.

We are committed to working with families on afternoon transportation plans to the best of our ability, while understanding that most of the school's decision-making around transportation is out of our control.

## Inclement Weather Closures

In the event that your child's school is closed due to inclement weather, the JCC will open at 10:00 am and follow a Snow Day J Day schedule, closing at 6 pm. Clubhouse follows the lead of Pittsburgh Public Schools and may be closed in severe weather. Please call the JCC Front Desk, 412-521-8010, beginning at 8 am, to get the latest program update during a weather emergency. Please note there is an additional registration fee.

## J Day Programs

On school holidays when the JCC is open, the Children's Department operates J Day programs at an additional fee. These programs may include field trips and other special activities to make this time off from school enjoyable for your child. More details and registration information will be provided prior to each of these breaks.



## Health and Medications

Enclosed in your Family Information Packet are an emergency medical form and a medical authorization form. All forms must be turned in to the Clubhouse Office no later than September 2, 2022.

**Any medications, prescription or non-prescription,** cannot be distributed without your **written** permission. Please send a completed medical authorization form to the Clubhouse Office, along with the medicine in the ORIGINAL pharmacy container, labeled with your child's name.

