



Clubhouse

After-School Program 2023-2024

Information for Parents

Meet our Clubhouse Leadership



Abbey Plumb

Abbey Plumb, Clubhouse Director

412-339-5409

aplumb@jccpgh.org

Abbey has spent years working in various roles at the JCC. She has worked in our CYF department in jobs like Clubhouse and JDay counselor, birthday party staff and Kids Nite Out staff. Abbey is also a long-time JCC Day Camps staff member where she served as a counselor and Unit Leader at J&R Day Camp and most recently one of the Assistant Director of Programming and Operations for the JCC's South Hills Day Camp. This summer Abbey will be the Assistant Director of South Hills Day Camp. Abbey graduated from the University of Pittsburgh with a degree in Applied Developmental Psychology and hopes to return to school to further her education in the field of child psychology.



Rachael Speck

Rachael Speck , Division Director

Children, Youth and Families

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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, teen 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.

Welcome to Clubhouse

Welcome to our afterschool family! At Clubhouse, we aim to provide a fun, safe, positive experience for every child in our care. Our team is excited and honored to spend time with your child this school year, and offer them a home away from home after school every day at Clubhouse.

Through my previous experiences at Clubhouse as a counselor, I have experienced the power of how an after-school program have a lasting, positive impact on children and the community. I can't wait to make that impact on our children and families and ensure your child's social, emotional and mental wellbeing each day. If at any point throughout the year you have questions, feedback, or concerns, please don't hesitate to reach out to me.

Shalom,
Abbey Plumb
Clubhouse Director



Daily Schedule

- Clubhouse is open Monday-Friday after school until 6 pm. Arrival time is between 3-4 pm
- All Colfax students will be met at Colfax and walk to the JCC escorted by Clubhouse staff.
- Children are met at their bus stops by counselors, checked in and accompanied by counselors to their homerooms.
- 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. Groups will have two activities periods, one where they choose which activity they would like to do and one with their homeroom. Activities include chess, STEM projects, cooking, 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 and have an active JCC family membership. To register please call us at 412-339-5409 or email our Clubhouse director, Abbey Plumb, at aplumb@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 form. These are included in the Clubhouse registration packet which will be emailed to families by the end of July by the Clubhouse Director.

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

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 - \$1,390	
2 days - \$2,370	
3 days - \$3,150	
4 days - \$3,790	5% sibling discount available
5 days - \$4,270	



What sets Clubhouse apart?

Our Dedicated Staff

We know the key to a positive afterschool experience is the quality of the staff. Clubhouse staff nurture the potential of children of all abilities and backgrounds, creating an environment that fosters engagement and inclusion. Staff members model and teach positive behaviors for our campers including teamwork, active listening, leadership, problem solving, empathy and enthusiasm. In compliance with the PA Department of Human Services, from which we are licensed, all staff go through an interview process and extensive background checks before being hired. All Clubhouse staff are required to complete training prior to their start in the program and monthly throughout the school year which include topics like program planning, positive behavior support training, group management training, back pocket games, learning to work with children of various ages, values, Red Cross Pediatric First Aid/CPR/Safety training, emergency preparedness, walking bus safety, etc. In addition, our counselors are continually evaluated by the Clubhouse Director to ensure that they're providing your child with the best care possible.

Our Inclusion Initiative

The Children, Youth, and Family division, which includes Clubhouse, is on a continued journey striving to create an inclusive environment where as many kids can succeed as possible regardless of ability or disability. We do this through our partnership with Connections, Counseling & Consultation Inc (CC&C), which enables us to create accommodations and interventions to meet the individual needs of children, and work more closely with each family to ensure their child has a successful experience, as well as enhancing training to assist our staff in mastering Positive Behavior Support (PBS) approaches. Our inclusion staff work on site daily with children and staff to find methods that will best support children's needs, group management, and to support our staff. The Clubhouse Director and inclusion staff work together to ensure proper communication is occurring everyday between themselves and parents/caregivers at pick-up.

Screen Free Program

Clubhouse is a screen free environment. Allowing kids to truly unplug after a day at school allows them to fully engage in relationships and activities and contributes largely to our ability to give kids such an impactful experience. We understand some homework may be given online. **Only screen-free homework is permitted to be completed at Clubhouse.**





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 child 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

Children are accompanied to their homerooms. In homerooms, children are checked in to the Remini app by their counselors.

When 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/school 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 1/3 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 & Family Department operates J Day programs (school's out days) 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 1, 2023.

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.

