



Clubhouse

After-School Program
2025-2026 Parent Guide

Meet our Clubhouse Leadership Team



Abbey Plumb



David May-Stein



Kari Vissichelli



Emma Litwak

Abbey Plumb - Clubhouse Director

Abbey spent nearly five years in various part-time roles at the JCC supporting the after school program, JDays, birthday parties, and in supervisory roles at J&R Day Camp and All Day at the J, the JCC's remote learning program. Abbey has played an active role in numerous programs, camper care and staff engagement initiatives across the Children, Youth and Family Division and JCC Day Camps. Abbey graduated from the University of Pittsburgh with a degree in Applied Developmental Psychology before joining the JCC in a full-time capacity as the Children, Youth, and Family Department Director, Clubhouse After School Program Director, and Assistant Director of South Hills Day Camp where she oversees and supports the growth of many youths and family programming. Abbey hopes to return to school to further her education in the field of counseling.

Emma Litwak - Clubhouse Staff Engagement Director

Deeply connected to the JCC movement and her local Jewish community, Emma has spent the majority of her life participating in or professionally supporting a wide variety of JCC programs. Emma began working part-time at Clubhouse during college while in the summer working at her local JCC theater camp as Assistant Director. Now Emma is the South Hills Day Camp Director providing high-quality, impactful programming for campers, families, and staff and Clubhouse Staff Engagement Director where she oversees the hiring and onboarding process, staff training and development, and appreciation. Emma is a graduate of the University of Pittsburgh, where she earned her degree in psychology and holds a certificate in non-profit management and Jewish studies.

Kari Vissichelli - Assistant Director Children, Youth and Families

Kari has an extensive background spanning over 15 years in both the educational and camping sectors. She began her career with Pittsburgh Public Schools in 2009 and taught 8th grade Math for ten years at Pittsburgh Colfax. Summers were synonymous with J&R, where Kari evolved from a camper to a counselor and unit head. Her most recent time at camp was as the Director of Programming where she oversaw all of our specialty areas and activity instructors. Kari would eventually transition to leadership roles within Pittsburgh Public School where she was the Assistant Principal at Pittsburgh Morrow for four years before becoming the Principal at the Environmental Charter High School. In these roles, she spearheaded staff hiring, elevated student achievement, coached teachers for professional growth, championed robust parent and community involvement and created a positive school climate as a transformational leader. Kari then returned to the JCC as a Membership Sales Specialist where she was able to reconnect her with her passion for the JCC and working with kids, leading her to the role of Assistant Division Director. Kari holds a Bachelor's degree in Education from Indiana University and a Master's degree in Educational Administration from Point Park University.

David May-Stein - Division Director Children, Youth and Families

David has over 25 years in both education and camping fields. He began his career as a teacher and quickly became a principal. David was the principal of Colfax, Pittsburgh Public Schools, from 2002-2011. He was promoted to Assistant Superintendent and then Chief of School Performance. David was a transformative leader in all his leadership roles. He coached and mentored staff to deliver the best educational services and supports to children and staff. David grew up at the JCC as a member, camper and Jr. High Lounge regular. He worked at EKC for 4 summers while earning his undergraduate degree spent 8 years at J&R as a unit head and nature specialist (Nature Dave). David holds a Masters of Public Policy and Management degree from Carnegie Mellon University and a Doctor of Education from the University of Pittsburgh. He oversees all JCC Day Camps, Children, Youth and Family programming and is the Director of J&R. David lives in Pittsburgh with his wife, Sheila, and has 3 children. Sarah lives in Pittsburgh, and Jesse and Jayne live in Chicago.

Welcome to Clubhouse



We're so excited to have you with us this school year. At Clubhouse, we don't just provide afterschool care—we build a community where every child feels like they belong. Our goal is to create a space that's fun, safe, and nurturing, where your child can grow, explore, and truly feel at home.

Clubhouse is more than just a program—it's a family. From the moment your child walks through our doors, they become part of something special: a warm, supportive environment filled with laughter, learning, and lasting friendships. Our team is passionate about building meaningful connections with every child and making each day something to look forward to.

As someone who's had the privilege of working at Clubhouse as a counselor, I've witnessed the powerful, positive impact this environment has on children and the community. Now, as Director, I'm committed to continuing that legacy and making sure your child's social, emotional, and mental wellbeing is supported every single day.

If you ever have questions, feedback, or simply want to connect, please don't hesitate to reach out. I'm here for you, and I'm so grateful to be on this journey with your family.

Shalom,

Abbey Plumb
Clubhouse Director

Contact Information

Email: aplumb@jccpgh.org
Phone Number: 412-339-5409
Clubhouse Phone: 412-277-7786

Registration

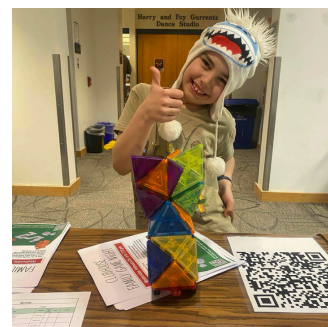
All children must be registered in advance for Clubhouse and have an active JCC family membership.

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, medication 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 412-697-3532.

Taste of Clubhouse

Join us **Sunday August 24th, 2:30pm-5:00pm**. Get a full tour of Clubhouse and meet our Clubhouse leadership team. Play some games, enjoy some snacks and get some swag before the school year starts! **Question? Email Abbey Plumb, aplumb@jccpgh.org**



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.

If you would like your child to come an extra day of Clubhouse they were not previously registered for, a \$40/day/child fee will be charged to your account. We must have at least 24-hour notice.

Yearly Pricing

3 days - \$3,600
4 days - \$4,330
5 days - \$4,878
5% sibling discount available

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 the gym, through club time and grade-appropriate homeroom programming. 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, supervised, and healthy. 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 as well as the files of staff and children to make sure that all background checks, certifications, and training are up to date and complete.

Cell Phone, Tablet, and Computer Policy

Clubhouse is a smart watch, cell phone, tablet, and computer free environment. We understand many kids will receive school tablets and computers though we believe having kids to unplug from their school devices allows them to fully engage in relationships and activities which contributes to our ability to give kids such an impactful after school experience. We understand that some homework may be given online. **Only screen-free homework is permitted to be completed at Clubhouse.**



What sets Clubhouse apart?

Our Dedicated Staff

We know the key to a positive after school 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 to our children. These include 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 check 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 positive behavior support and group management training, back pocket games, 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 to create an inclusive, supportive environment where as many children as possible can thrive. We are committed to providing the right tools, accommodations, and strategies to help each child have a successful and meaningful experience.

To support this goal, we work closely with families to better understand individual needs and tailor our approach accordingly. We're also enhancing staff training with a strong focus on Positive Behavior Support (PBS), empowering our team to foster positive group dynamics and respond thoughtfully to a range of behaviors.

Our team is dedicated to being present and proactive—identifying effective ways to support children in the program, strengthening group management, and ensuring our staff feels confident and prepared.

If you have any specific questions about how we support kids at Clubhouse, please don't hesitate to reach out to Abbey Plumb at aplumb@jccphg.org.

Sign-In/Sign-Out Procedures

JCC membership cards are necessary to enter the building. If you forget your ID card, you must sign in at the front desk upon arrival.

Please follow these procedures:

Sign-In

Children are checked into Remini at pick up from school or bus stops. Children are accompanied to their homerooms. In homerooms, children are checked in to the Remini app by their counselors.

When children are picked up from school and bus stops, 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 4:30–6 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. 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. The desk will have information on your child's activities and location. All of your child's belongings will be in their homerooms/cubbies. Children are not permitted to sign themselves out of the program or to leave the building unaccompanied by an adult. If you wish for your child to sign themselves out, there must be written permission from parent/ guardian and an agreement signed by both the parent/ guardian and the Clubhouse Director.

Safety at Clubhouse

Keeping our families and staff apprised of the steps we've taken to ensure our Clubhouse community is safe during their time at the JCC is our top priority. As an agency, the Jewish Community Center of Greater Pittsburgh has strong and long-valued relationships with local law enforcement, the Department of Homeland Security, and the Jewish Federation of Greater Pittsburgh's Director of Community Security. The following procedures are in place to ensure your child's safety:

- Full-time security personnel at Squirrel Hill JCC
- Full-time desk staff located at the entrance during all open hours to check in all visitors
- Multiple scanning points before entering Clubhouse

We invite you to reach out to us if you have any questions about security

Remini

Clubhouse uses an app called Remini to communicate with parents, sign children up for activities, and primarily sign in/out children from the program. This app will provide a messaging feature, posting abilities, and attendance.

Instructions for downloading and using this app will be sent out prior to the start of the school year. All parents must download the app prior to the start of Clubhouse. If you have any trouble with the app or questions, please contact Remini's support team at support@remini.me.

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, enjoy a healthy snack, connect with each other, and learn about the afternoon ahead.

Absences

Please call or text 412-277-7786, email aplumb@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.

Daily Schedule

- Clubhouse is open Monday-Friday from 3-6pm.
- All Colfax students will be met at Colfax and walk to the JCC escorted by Clubhouse staff.
- All other children are met at their bus stops by counselors, check in and accompanied by counselors to their homerooms.
- Kosher snacks are available in homerooms.
- All children have the option to do homework with some support from counselors
- At 4:15pm, students transition to activities each day. Groups will have three activity periods. Some where they choose which activity they would like to do and some with their homeroom.
- All children must be picked up and signed out by their parent or guardian no later than 6pm. A \$25 fee will be charged to your account for pickup after 6:05pm.



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 or walks out of school. 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.

JDay 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.

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. **as long as staffing permits.** Clubhouse follows the lead of Pittsburgh Public Schools and may be closed due to 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.

Health and Medications

Enclosed in your Family Information Packet is an emergency medical form and a medical authorization form. All forms must be turned in to the Clubhouse Office no later than August 22, 2025.

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.

If your child requires emergency medical attention, we will notify you or your designated emergency contact immediately. For your child's protection, we do not permit children to take any kind of medication without supervision.

The health and safety of each child in our Clubhouse community is a top priority. We will share our illness policy and procedures for any and all illnesses prior to the start of the school year. A Clubhouse leadership team member is available at all times to dispense medication and handle illness and minor injuries as needed and instructed.



Child Forms

Child forms will be sent out by the end of July. You will be sent an email containing a link in order to complete your forms. All forms must be completed and sent to the Clubhouse Director by Friday, August 22, 2025.

Snacks

Kosher snacks will be available each day for all the children. Snack options will include:

- Apples, bananas, and other fruits, Popcorners, cheez its, and other variety of chips, string cheese, little bites, cookies, and popsicles, fig bars, Nutrigrain bars, and more

Lost and Found

We have a lost and found in the lobby of the basement level of Clubhouse. All lost items that our staff find will be put in the lost and found. Please make sure to check the lost and found for any missing items. We will be cleaning out the lost and found every 3 months.

Clubhouse Activities

Arts and Crafts
Chess
Chugim/Choice Activities
Cooking
Dance
Gaga
Mind and Body
Music
Nature
Out of the Box Science
Sports
STEM
Ultimate Frisbee
Zen Den

Judiac and Israeli Culture

Jewish values and moral principles are woven into the fabric of our programming at Clubhouse. Each month, we focus on a specific Jewish value, or middah, which serves as a guiding theme throughout our activities and interactions. Sample themes from previous years include Shalom (Hello/Peace), Kehilla Kedoshah (Sacred Community), Hakarat HaTov (Gratitude), Simcha (Joy), and Tikkun Olam (Repairing the World).

Students engage with these values through rich and meaningful experiences that include stories, songs, dance, and discussions about Jewish and Israeli culture and customs.

To further celebrate these values, we highlight one student each month through our Middah Motivator program. Staff nominate a child who has truly embodied the middah of the month, and we honor both the student and the nominating staff member during our monthly, whole-program Shabbat celebration.

Every Friday, the Clubhouse community comes together to welcome Shabbat with blessings over the candles, grape juice, and challah. These joyful gatherings bring our community closer and create a shared space of reflection, gratitude, and connection.

Program Participation

Clubhouse After School Program is open and accessible to everyone, regardless of age, race, religion, national origin, sexual orientation, gender identity, gender expression or special need by welcoming individuals of all backgrounds, embracing their uniqueness and diversity under our communal tent. Clubhouse strives to create connections among children, families and staff. We grow our children through the lens of strong Jewish values and morals. Our facilities and experiences create an atmosphere of safety and fun for each person involved. 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. Our child behavior policy, which helps to ensure the safety of every child and staff member, will be shared prior to the start of the school year. 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/or teasing.

