



האקדמיה היהודית סן-דייגו  
The pluralistic community day school

## KAYEFET AFTER SCHOOL CARE



Mina Cohen -Kayefet after care coordinator

[Telephone # 619-889-0394](tel:619-889-0394)

[www.sdja.com](http://www.sdja.com)

[Kayefet@sdja.com](mailto:Kayefet@sdja.com)

11860 Carmel Creek Road  
San Diego, CA. 92130

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## MISSION

Kayefet After School Care's mission is to provide a comprehensive after school program for SDJA students in grades kindergarten through eighth grade. Kayefet is designed to meet the needs of children of working parents and those parents interested in enriching their children's day. Qualified staff will provide a fun, safe and nurturing environment, where children will receive quality programming that includes activities and snack. Kayefet will encourage socialization and recreation, and reinforce the lessons and Jewish values that children learn in school.

Students will have the opportunity to grow as individuals, through cooperation and teamwork, and experience hands-on learning by participating in various programming options.

The Kayefet After School Care Program will provide materials for creative art, cooperative games, imaginative play, and intellectual stimulation. It will offer exciting enrichment classes, playtime and quiet areas for reading. Each day light snacks will be provided.

## PROGRAM GOALS

- To provide quality after school activities
- To provide a structured and safe environment that stresses responsible behavior, respect for others and a positive attitude for all students
- To provide a caring staff who will interact with students in group and individual situations.
- To provide communication with parents regarding their children's general well being.

## REGISTRATION AND ENROLLMENT

Enrollment is open to any child in kindergarten through eighth grade. Registration will be on a first come first serve basis and applications will be processed in the order they are received. In order to enroll in the program, a Kayefet After School Care Application must be submitted in its entirety. Enrollment is available throughout the year. The registration fee must be paid, regardless of when you enroll your child. If the program is full, parents may have their children placed on a waiting list. Parents will be notified when/if space becomes available.

Children who are enrolled in the Kayefet After School Care Program, but are removed from the program for any reason (voluntary, disciplinary, late fee payment, etc.), will not be guaranteed re-enrollment in the program. Reimbursements for unused portions of time cards will not be given if a child is asked to leave the program for disciplinary reasons. In this case, parents may request their children's names be placed on a waiting list.

### CLASSES (Mon. Tue. Thu.)

The classes will be paid by session. Each session is \$36 -\$54 (4-6 weeks a session)

If you register your child for a second class, you will receive 10% off.

If you register your child for the third class, you will receive 15% off.

### TIME CARDS (Wed. Fri. and minimum days)

Non-registration rate or No Time Left on Card \$8.00 per hour N/A

10 hour time card per child \$7.00 per hour \$ 70.00

30 hour time card per child \$6.00 per hour \$ 180.00

60 hour time card per child \$5.50 per hour \$ 330.00

## PAYMENT METHODS

Checks, cash, money order, American Express, Visa and MasterCard are accepted. Please do not send payments with your child. No receipts will be given. Your canceled check or money order stub will serve as your document for proof of child care.

## REGISTRATION FEE

A one time registration fee is required. The registration fee is \$50.00 for each child. If you are enrolling more than one child, a \$40.00 enrollment fee is required for each child. You may register for this program at any time during the year, however space will be limited. Once the spaces are filled, you will be placed on a waiting list until a spot becomes available. Spaces will be offered in the order they are received. A confirmation phone call or email will be sent once the application form has been received and processed.

## NON-REGISTRATION RATE

If you do not pay for the registration fee for Kayefet, you will be billed at the rate of \$8.00 per hour.

## REFUNDS

Refunds will only be given if the program is cancelled.  
No refunds will be offered for unused portions of time cards.

## AFTER CARE TAX CREDIT

If you would like an After Care credit letter, please notify the After Care Coordinator in writing.

## NOTIFICATION OF TIME CARDS WITH LIMITED TIME REMAINING

Once only five hours remain on your child's time card, a letter will be sent to parents requesting that they purchase additional hours. If you do not purchase a time card, but your child continues to attend Kayefet, you will be billed at the rate of \$8.00 per hour until a new time card has been purchased and time credit has been reestablished.

## RETURNED CHECKS

A returned check will result in a \$25.00 service charge. This payment should be made with a money order or a cashier's check. No other fees should be included with this payment. If a second check is returned during a school year, then only a cashier's check or money order will be accepted. If a parent has any outstanding financial obligation to Kayefet that is not satisfactorily cleared within a 15-day period, the child will not be allowed to continue to participate in the program until the obligation is completely resolved.

## HOURS AND DAYS\*

Kayefet after school care will be available Monday, Tuesday and Thursday from 3:15 – 4:15 PM.  
Wednesday from 3:00 – 6:00 PM and Friday from 3:00-5:30 PM

Notice: Daylight Friday schedule is November – January 2:45 – 4:30 PM

\*Kayefet will not be offered on all days that the campus is closed, as well as Open House, Math Field Day and Staff Appreciation Day.

\*Kayefet may be cancelled at the discretion of the After Care Coordinator.

## LOCATION

San Diego Jewish Academy

- Library and Outside Patio area
- Beit Midrash
- Outdoor playground area (lunch area playground).
- Small sports field
- Art class - room C101
- Computer lab

## PICK UP AND DROP OFF PROCEDURES

### CHECK IN

In order to ensure the safety of SDJA students, and in order to maintain control over the whereabouts of all children on campus, all students enrolled in Kayefet on any given day must report directly to the library as soon as they are dismissed from class at the end of the day. Children enrolled in Kayefet may not proceed to the playground areas or any other site on campus.

Kindergarten children enrolled in Kayefet will be picked up in the Kindergarten area and escorted to the library.

### DROP-IN USE ONLY (10 HOUR TIME CARD USERS)

If you will only be using Kayefet on an as needed basis or “drop-in” only, (with a ten hour time card) you must notify the Kayefet Coordinator at least 24 hours in advance for the proximate day. (i.e. If you need care on Wednesday, please notify the coordinator on Tuesday.)

### CHECK OUT:

All adults authorized to pick up their child (ren) from Kayefet should park in the Upper School Parking area and come to the library. Your child must sign-out on the sign out sheet before leaving Kayefet. If you do not sign-out, you will be billed for the entire day.

### LATE PICK-UP

On Monday, Tuesday and Thursday, students must be picked up at 4:15 PM.  
Wednesdays and Fridays students must be picked up anytime before 6:00 PM  
(5:30 PM on Fridays)

Late fees will be charged when a student is picked up after the time of closing. The fee will be \$6.00 for the first minute after closing until 15 minutes after closing. An additional \$6.00 will be charged for each portion of additional fifteen minute increments. These late fees will be effective beginning with the first day of operation.

### RELEASE OF CHILDREN

Children will be released only to persons who are authorized to pick them up as indicated on the enrollment contract. If someone other than the authorized persons will pick up a child, prior written permission is required stating the name and telephone number of the person who will pick up the child. The authorized person will be required to show a picture ID and sign the child out on the appropriate sign-out sheet. If no one comes to pick up the child by 6:15 P.M., parents will be called. If parents cannot be reached, other authorized persons listed on the registration form will be called.

Please note that parents will need to show a picture ID when signing their child out of Kayefet. Although we understand this may seem like an inconvenience, this procedure is in place to ensure the safety of our children.

## **DAILY ACTIVITIES**

### **CLASSES**

On Monday, Tuesday and Thursday we will have enrichment classes like: art, computers, physical activities, etc.

### **SPECIAL ACTIVITIES**

On Wednesdays, the students will have the opportunity to skills in cooking, nutrition, arts and crafts, etc.

On Fridays, Kayefet may offer special activities such as Shabbat activities, movies and popcorn, music presentations, special games or fun presentations.

### **SNACKS**

Light snacks will be provided each day. Any snacks offered at Kayefet will follow the Kashrut policy. Students are more than welcome to bring their own snack from home, however the snacks must also be consistent with the school's Kashrut policy. Snack examples include crackers/cheese, granola bars, pretzels, popcorn, fruit, animal crackers, milk, juice and water.

### **LUNCH ON EARLY DISMISSAL DAYS**

On early dismissal days, please provide a bagged lunch for your child. Kayefet staff will provide a snack at the regular snack time (around 3:15-3:30), but will NOT provide lunch.

### **STAFF**

One Coordinator will oversee a staff of between two to five staff members. Staffing will be determined based on enrollment. Staff members will be located at various stations throughout the afternoon and communicate via walkie talkies. The minimum staff to student ratio: 1 staff person per 15 children.

### **DISCIPLINE POLICY**

Regular school discipline policies are in effect for the Kayefet After School Enrichment Program. However, if a student is disruptive or threatens other students in any way, it may affect his or her future participation in the program. Most discipline problems will be handled using the following guidelines:

- 1st Offense: Kayefet Coordinator and/or appropriate staff member talks to the student and notifies the parent.
- 2nd Offense: Kayefet Coordinator talks to the student and notifies the parent.
- 3rd Offense: Kayefet Coordinator talks to the student, notifies the parent in writing and the student is dismissed from the program for one week.
- 4th Offense: Kayefet Coordinator talks to the student, notifies the parent in writing and the student is dismissed from the program for two weeks.
- 5th Offense: Kayefet Coordinator talks to the student, notifies the parent in writing and the student is dismissed from the program.

Depending on the severity of the offense, immediate dismissal from the program may occur. Parents will be notified immediately of this situation.

### **MISCELLANEOUS**

Minor injuries will be addressed by the Site Coordinator or someone else knowledgeable in first aid. If medical attention is needed, 911 will be called for assistance. Parents will be informed of any injury.

### **ALLERGIES**

If your child suffers from allergies to peanuts, insect bites, or any adverse affects to medications, the Kayefet Coordinator must be notified in writing. If your child needs an epi pen or any specific medical treatment to these allergies, the parent is responsible for supplying medications. If Kayefet has not been notified in writing, SDJA or its representatives will not be held accountable.

### **PERSONAL ARTICLES**

Students should not bring toys, trading cards, sporting equipment, money, or valuable items such as video games or pets. The program will not be responsible for lost, stolen, or traded items.

### **PARENT CONCERNS**

Kayefet After Care staff is under the supervision of the Kayefet Coordinator. Any concerns should be brought directly to the attention of the Kayefet Coordinator.