JKIDSCENTER

a program of the Harry & Rose Samson Family JEWISH COMMUNITY CENTER

Kids Center Vacation Day Handbook 2026-2027

Hello and welcome to Kids Center Vacation Day programming! Vacation Days offer children in K4-5th grade* unique and fun filled ways to pass the time when school is closed. Please reach out to Shea Beilke, Youth Programs Manager, at 414-967-8100 or sbeilke@jccmilwaukee.org with any additional questions.

**Children must be 4 years old by September 1st to be eligible to participate in Vacation Day programming.*

Daily Activities

Vacation Day activities do vary. One day we may go on a private trip to Rainbow Day Camp in Fredonia, but the next day we may stay on campus and fine-tune our kitchen skills. Group sizes, availability of resources, and staffing all play a role in determining what kind of fun each day will bring. **Please refer to the Vacation Day Details e-mail for specific information regarding each day, which will be sent one business day prior to programming.** If you have any time sensitive questions or specific programming concerns prior to receiving the Details e-mail, you may reach out to Shea in advance for clarification.

Grouping

Typically, children will be grouped with children in the same grade, or by similar grade range (K4-1st and 2nd-5th) however this is determined by the number of registrants per day and our staffing. It is not unlikely for a single group to range from grades K4-5th.

Meals- Breakfast, Snack, and Lunch

While we do not provide breakfast, one Nutri-Grain bar will be offered to all children who arrive prior to 8:30am. One late morning snack will be provided. An additional snack will be provided later in the afternoon for those enrolled in After Care during our Vacation Days. Please do not send additional food outside of a Kosher-friendly packed lunch.

If your child has allergies, you may reach out prior to your child's Vacation Day program regarding our allergy-friendly snack options.

All children must be sent with a Kosher-friendly lunch each day, unless otherwise noted in the Details e-mail.

-**Due to varying levels of Kashrut observed amongst our program families, we ask that all food from home comes Kosher-style. Please do not send** pork or shellfish and meat and dairy cannot be in the same lunch. For example, if you send pasta with meat sauce, do not add cheese or yogurt.

Vacation Day Registration

All Vacation Day registrations are handled through our JCC website via your child's registration portal. If your family/your child does not have an active account, you will be required to create one to proceed with the registration process.

All Vacation Day fees are due at time of registration.

Registration will close 7 days prior to programming to adequately prepare staff and activity schedules. Please contact Shea Beilke, Youth Programs Manager, during the 7-day window for program availability. All registrations made 7 days or less in advance will result in an additional $10 administrative fee per child.

Required WI State licensing registration paperwork and a separate Vacation Day Registration Questionnaire will be available through your child's online profile once the initial registration transaction has been completed. **These forms are required to be completed and uploaded back onto your child's portal seven business days prior** to your child attending their first Vacation Day program. **Your child will not be able to participate without completing and submitting all WI State licensing forms and Vacation Day Questionnaire. Our staff will not accept registration paperwork in person.** If your child is enrolled in Kids Center After School Care for the current school year, additional registration paperwork and Vacation Day Registration Questions will not be uploaded to your child's portal, as this process will be completed as part of your child's Kids Center After School Care enrollment.

Vacation Day offerings are typically released in three separate groups throughout the school year (September through mid-December/ Winter Break through mid-March/ Spring Break through June).

Vacation Day Registration Cancellation Policy

We understand that life happens. If your plans change and your child no longer needs to join us for a Vacation Day program, please notify us as soon as possible. All cancellations made 4-7 days in advance will receive a 50% refund. Cancellations made 3 days or less in

advance will not receive a refund or program credit. Cancellations made 8 days or more in advance will receive a full refund. Please reach out to Shea to make any cancellations.

Vacation Day Program Cancellations

Occasionally, Vacation Day programming is cancelled. We require a **minimum of 6 children** to be registered for a single Vacation Day to proceed with programming. If we do not meet this requirement, families will be notified 7 days prior, and fees will be refunded in full.

Program Timing

Drop-offs: 7am-9am
Regular full-day programming: 9am-3pm
Pick-ups: 3pm-6pm (**5:30pm on Fridays**)
**There will be a $5 late fee applied each minute that a child is picked up late after our program's respective closing time.*

Drop-Off and Pick-Up Locations

We encourage families to enter our building through our North/Peck Entrance, which can be accessed off Santa Monica Blvd.

Once you enter the Peck entrance, walk through the main gym to the back right corner. Turn left and go through the door. Walk down the hallway past our camp offices, until you meet the secured door ahead. Use your key FOB to gain access to the Soref wing (see JCC Key FOB Access below for more information regarding key FOB access, and how to obtain one).

Depending on registrations, drop-off locations may vary on certain days of programming. 2J30 is our main Kids Center landing zone which will be utilized most frequently and will be the first classroom you see after entering through the Soref door. On higher-volume days of programming, we may utilize the Community Hall or the Ritz Theater as our daily landing zone.

To find the Community Hall, once you have walked past the camp offices, turn left before meeting the secured door. Walk down the first flight of stairs and through the door. Turn right to meet the water fountains and restrooms. Our group will be in the Community Hall across from the water fountains.

To find the Ritz, follow the hallway adjacent to room 2J30 all the way until you see the theater on your left. It is likely you may hear us before you see us.

All Vacation Day participants must be signed in by their responsible adult at drop-offs on our Vacation Day binders. **All non-Kids Center children must also be signed out** by their responsible adult at pick-ups. If After Care will take place in our Kids Center classrooms, the binder will be in our main classroom, room 2J30. If After Care will take place in either the Community Hall or Ritz Theater, the binder will be housed on a front table near the entryway of the space.

If your child is actively enrolled in Kids Center After School Care for the current year and staying after 3pm on a Vacation Day, our staff will sign them out on the daily roster and into After Care on our classroom iPads. Signing out on paper rosters is not necessary for children enrolled in Kids Center After School Care.

Please refer to the Vacation Day Details e-mail for drop-off and pick-up locations specific to the day your child attends.

JCC Key FOB Access

Park in our North parking lot and enter through the Peck Fitness area. Let the desk staff know you are here for a Vacation Day and that you will need a key FOB to access the Soref/Early Education wing of the building. **KEY FOBs MUST BE RETURNED TO DESK STAFF PRIOR TO EXITING OUR BUILDING AFTER EACH VISIT.**

Periodically, our desk staff does run out of extra key FOBs to distribute, or the remaining FOBs do not grant access to the Soref wing. In these instances, please call our Kids Center program cellphone at 414-429-8740 and one of our Vacation Day staff will open the door for you.

If you are a JCC member and already have a key FOB, **but your child is not currently enrolled in Kids Center After School Care,** you will not have access to the Soref wing. Please call our Kids Center program cellphone at 414-429-8740 and one of our Vacation Day staff will open the door for you.

Day of Contact

Please call our Kids Center program cell phone at 414-429-8740. You may also call Shea's office at ext. 8100 or e-mail her at sbeilke@jccmilwaukee.org, keeping in mind she may be offsite running programming at any given time.

Vacation Day Illness Policy

We understand that all children become sick at one time or another, especially in a school environment. Our goal is to keep children well and to diminish the possibility of spreading communicable diseases. We appreciate parental assistance in determining the wellness of your child. **Please do not send your child to JCC Vacation Day**

programming if he/she exhibits any Cold/Flu/COVID-19 related symptoms or those of other communicable disease: lice, ***fever, vomiting, diarrhea, sore throat, viral blisters, rashes, or whose behavior indicates that they are in discomfort.***

If your child exhibits any of the above listed symptoms while in our care, parents will be called immediately. They will be expected to pick up their child within one hour. The ill child will be made comfortable while waiting for the parent or authorized picker upper to arrive. Children may not return to Vacation Day programming until they are symptom free for a minimum of 48 hours without the aid of medication.