

Member Guide

Policies and Procedures

Updated October 2016

HOURS OF OPERATION

For the most up-to-date holiday hours, please visit www.pjcc.org and click on the "Hours" link at bottom of page. Hours are subject to change with announcement in email, website and posted in the Byer Athletic Center.

BYER ATHLETIC CENTER	Monday – Thursday	5:00 am – 11:00 pm
	Friday	5:00 am – 10:00 pm
	Saturday – Sunday	7:00 am – 8:00 pm
MEMBERSHIP OFFICE	Monday – Friday	9:00 am – 8:00 pm
	Saturday – Sunday	9:00 am – 5:00 pm
ADMINISTRATIVE OFFICES	Monday – Friday	8:30 am – 5:00 pm
EARLY CHILDHOOD EDUCATION CENTER	Monday – Friday	7:30 am – 6:00 pm
YOUTH CENTER	Monday – Friday	9:00 am – 6:00 pm

PJCC GUIDING PRINCIPLES

Jewish life

חוויה יהודית

Chavaya Yehudit

We celebrate the dynamic gifts of Jewish culture, tradition, ethics and community we received from generations before us. We joyfully welcome our role in enhancing these gifts today and for future generations.

Welcoming all

הכנסת אורחים

Hachnasat Or'chim

Our house is open wide to all. We embrace the diversity of culture, opinion, religion and identity in our community, and we strive to make the Center an accessible space where it feels safe to be oneself.

Our community of family and friends

קהילה ומשפחה

Kehilla u'Mishpacha

We are a hub for engagement, dialogue, collaboration and the celebrations that enrich our lives and the community in which we live. We also foster K'lal Yisrael, the unity of the Jewish people, by strengthening our link to the broader Jewish community and the State of Israel.

Wholeness of body, mind and spirit

שלמות

Shleimut

We respect and nurture each individual's journey toward wholeness and see our role as a catalyst for wellness, exploration, reflection and growth.

Repairing the world

תקון עולם

Tikkun Olam

Each person makes a difference. Together we are responsible for making our community a place where we uphold dignity for all and seek to improve the world through our actions.

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Welcome to the PJCC!

The PJCC requests that all members read through the updated policies and procedures outlined in this guide to ensure a safe, enjoyable time at the Center.

In addition, you'll find useful information about the PJCC's guiding principles, Jewish holidays, program registration, volunteer opportunities, donating and a department directory. For the most updated information, please visit www.pjcc.org/policies. We look forward to seeing you at Your Center for Life!

Mission

The mission of the PJCC is to build a caring and connected community, develop leadership and strengthen Jewish identity and values in a center with an environment that is welcoming to all people at every stage of life.

PJCC History

Founded by a group of enthusiastic Jewish community members, the PJCC was brought to life in a rented house in Burlingame in 1948. The PJCC quickly became popular among many San Mateo County residents. With demand for the Center growing by leaps and bounds, the tiny house was soon too small to support the needs of its membership, so the Center was moved to a storefront in San Carlos. By 1960, due to the Peninsula's increasing population, the Board of Directors eagerly set out to find a new home yet again. In 1963, the PJCC purchased and opened a much larger facility on a 4+ acre site in the Belmont hills where it remained for the next 40 years.

By 1993 our membership was once again exceeding capacity and our Board went in search of a more spacious home for the Center. A lease was signed with the City of Foster City in 1998, and the plan to build our new campus was born.

In May 2004, the PJCC opened its doors in its new Foster City location. Joining the PJCC on the North Peninsula Jewish Campus are the Ronald C. Wornick Jewish Day School, Jewish Community Federation, and Jewish Family and Children's Services.

Your Center for Life

Open to people of all ages, faiths and backgrounds, our innovative Center provides a gathering place for everyone from infants to seniors.

Byer Athletic Center

Featuring an extensive health and fitness complex, an aquatics complex with indoor, outdoor and kiddie pools, spa, a wide range of sports leagues and recreation programs, and all the amenities you expect in a premier facility.

BeWell

Discover fitness at your fingertips with BeWell, your customized wellness portal. Use BeWell to gain access to assorted tools that make it easy to track your fitness and wellness progress. Your BeWell "Dashboard" provide a customized snapshot of your current fitness status based on your input. From stress management and wellness blogs to nutritional tips and workout plans, BeWell is a confidential portal that helps keep you fit, engaged and aware.

JCC Rewards — Earn Rewards While You Get Fit!

We know you are dedicated to staying fit. Now your hard work and loyalty pays off in exclusive rewards for PJCC Center Members. JCC Rewards allows you to earn points towards massages, spa services, personal training and other special gifts.

You start earning points just by joining the JCC Rewards Program. It's free, quick and easy to sign up. The more you use the PJCC and our programs, the more points you earn. Visit www.pjcc.org/jccrewards for more information

Koret Learning Center

Featuring a broad range of programs for adults of all ages, including lectures, special interest classes and Jewish family life celebrations. You will also find programs and activities geared towards the entire family.

Youth Center

Featuring programs specifically created for our youth community, such as the Treehouse after-school program, enrichment classes, our award winning Camp Keff and many educational, recreational and social activities.

Early Childhood Education Center (ECE)

Featuring an award-winning preschool and seasonal day camps, our ECE offers a full range of family toddler play groups, part-time and full-time preschool programs for children 2 – 5 years of age, enrichment classes and parent education.

Jewish Culture at the PJCC

In addition to attracting Jewish members, the PJCC actively seeks membership and participation from the entire community. You do not have to be Jewish to join as a Member or to participate in our programs. Indeed, the PJCC is proud of its diverse and multicultural membership and staff which, in keeping with our mission and guiding principles, reflect the diverse faiths and backgrounds of our Bay Area community.

Some traditional Jewish dietary restrictions are observed at the PJCC. See "General Policies/Dietary Guidelines" on page 3.

Jewish Holiday Guide

Throughout the year, certain Jewish holidays will affect Center hours; visit www.pjcc.org for these special holiday hours and descriptions. All Jewish holidays begin at sundown the night before the first day of the holiday (referred to as "Erev").

There are also Jewish holidays that may not affect Center hours, but are significant and often acknowledged and celebrated at the PJCC. Below is a brief overview of the Jewish holidays.

Rosh Hashanah (New Year)

Rosh Hashanah, the Jewish New Year, occurs on the first and second days of the Hebrew month of Tishrei. In Hebrew, Rosh Hashanah means, literally, "head of the year." The New Year is a joyous remembrance of the creation of the world, as well as a solemn time of reconciliation and confronting the past year. Just as many Americans use January 1 as a time to make resolutions, likewise, the Jewish New Year is a time of introspection, looking back at mistakes of the past year and planning changes to make in

the New Year. A popular observance during this holiday is eating apples dipped in honey, a symbol of our wish for a sweet new year. There is a custom of sending friends and relatives New Year's cards with special wishes for a happy and peaceful year and the greeting, *Shanah Tovah* (Happy New Year).

Yom Kippur (Day of Atonement)

Yom Kippur is the most solemn holiday of the Jewish year. It is traditional to fast from before sundown until after the following sunset, and spend the day in quiet contemplation and prayer, asking for forgiveness from those one has wronged. The greeting *G'mar Chatimah Tovah* (May you be sealed in for a good year) is offered, and the day ends at sundown with a festive break of the fast in the synagogue or at home.

Sukkot (Fall Harvest Festival)

Sukkot is both an agricultural and historical festival. Agriculturally, the holiday celebrates the final gathering of fruit and produce of the year. Historically, it represents the journey of the Jewish people through the desert after the Exodus from Egypt, during which time people lived in sukkot (booths such as the temporary shelter assembled in the Hamlin Garden). Meals are eaten inside this hut for seven or eight days, which is decorated with palm branches and hanging fruit.

Shemini Atzeret (Rain Holiday)

Shemini Atzeret is a festival day at the end of Sukkot. It marks the end of the harvest season with prayers for just the right amount of rain in the coming year.

Simchat Torah (Rejoicing with the Torah)

Simchat Torah caps off the Jewish holiday season as the community ends its cycle of public Torah (the first five books of the Hebrew bible) readings and promptly begins again. The concluding passage in the last chapter of Deuteronomy retells the death of Moses and is immediately followed with the first chapter of Genesis, which recounts the world's creation. Torah scrolls are removed from the ark while congregants sing, dance, and celebrate the cycle of readings from end to beginning, which symbolizes the unending nature of Torah learning.

Hanukkah (Festival of Lights)

Around 165 BCE, Judah the Maccabee led a victorious revolt against the Syrian Greeks who occupied Israel. The traditional story of Hanukkah is that when the Maccabees went to rededicate the temple, there was only enough oil for one day. Miraculously, it lasted eight days. The tone of Hanukkah is a festive one, and the only special ritual is to kindle the lights for eight days. Foods made with oil are eaten, especially latkes (potato pancakes) and sufganiyot (doughnuts), and dreidel (spinning top) games are played. It is also common for gifts to be exchanged on each night.

Tu B'Shevat (New Year of the Trees)

Tu B'Shevat is the 15th day of the month of Shevat on the Hebrew calendar. The celebration is known as the birthday of the trees. In Israel it is a popular day for tree planting, while in the Diaspora (Jewish communities outside of Israel) the day is marked with festive meals with fruits and nuts, and by planting either trees or plants. Jewish National Fund tree certificates are often purchased so trees can be planted in Israel (Jewish National Fund, 42 East 69th St., New York, NY 10021).

Purim (Feast of Lots)

Purim comes on the 14th day of the Jewish month of Adar and

is the most festive Jewish holiday, celebrating the liberation of the Jews of Persia as recounted in the Biblical book of Esther. The highlight of Purim is the reading and discussion of the Megillah (a special scroll of parchment), also known as "The Book of Esther." This book retells the tale of a woman who, through her beauty and intelligence, captures the heart of the enemy and thereby saves her people from catastrophe. Wrong was righted and everyone joined together in jubilant celebration. It is customary to dress in costume, give to charity, and give edible gifts to family and friends.

Pesach or Passover (Springtime Festival of Freedom)

Passover is a Springtime Festival of Freedom. At this time of year, Jews remember the escape (with Moses as leader) from slavery in Egypt to freedom in Israel. The primary celebration of Pesach takes place in the home. The ritual dinner, which includes matzah (unleavened bread) and other special foods, is called a seder, the Hebrew word for "order." It is a time of remembrance and thanksgiving, as well as hope that the future brings freedom for all people. Jews cherish the gift of freedom and support efforts for everyone to live in a free world.

Yom HaShoah (Holocaust Remembrance Day)

Jews all over the world mourn the loss of six million Jewish lives lost during the Holocaust as part of Hitler's genocidal "Final Solution."

Yom HaZikaron (Israel Memorial Day)

On this Memorial Day, Israelis and Jews commemorate the soldiers who have fallen fighting for Israel's independence and defending its security. This holiday falls the day before Israel Independence Day. In this way, a day of solemn commemoration can be followed by joyous celebration and song.

Yom Ha'Atzmaut (Israeli Independence Day)

This holiday celebrates the Independence of the Modern State of Israel. In Israel the day of Yom Ha'Atzmaut is marked with fireworks, barbecues and outdoor revelry. For Jewish communities outside of Israel it is a time to gather and celebrate our pride and connection to the Jewish homeland.

Lag B'Omer (33rd Day of the Omer)

This festive outdoor holiday is celebrated on the 33rd day of the Omer (a measure of barley), which is the period between Passover and Shavuot. Every night, from the second night of Passover to the night before Shavuot, the number of days of the Omer is counted. The counting is intended to remind us of the link between Passover, which commemorates the Exodus from Egypt, and Shavuot, which commemorates the giving of the Torah.

Shavuot (The Festival of Weeks)

Shavuot is the holiday celebration of the giving of the Torah (the first five books of the Bible) from God to Moses, and is also the Festival of the first fruits and grains—the fulfillment of the promise of spring. The holiday is celebrated with special services in the synagogues and by partaking of dairy foods, especially blintzes. In the synagogue, the Ten Commandments and the story of Ruth are read. Many synagogues hold Confirmation ceremonies on or near Shavuot. Synagogues and Jewish institutions decorate with flowers and greenery at this time.

Tisha B'Av (The Fast of the 9th Day of Av)

An important fast day in the Jewish calendar is Tisha B'Av, the 9th day of the month of Av. On that day in the year 586 BCE, the

Babylonians, led by King Nebuchadnezzar, besieged the Temple in Jerusalem and burned it to the ground. On that same day 656 years later (70 CE), the Second Temple was destroyed by the Romans. Like Yom Kippur, fasting on Tisha B'Av begins on the evening before the day itself and ends at nightfall twenty-five hours later.

Tu B'Av (The Day of Love)

Six days after the solemn fast day of Tisha B'Av comes Tu B'Av, a festival celebrating love! In ancient times, under the light of the full moon, women wishing to marry would wear white garments (so none would know who was rich or poor) and dance outside the Jerusalem city walls. Suitors—or so it was hoped—would dance after them. Today in Israel, Tu B'Av is the occasion for a popular music festival on the shores of the Sea of Galilee. In the Jewish world, both in and outside Israel, it is a day to celebrate love and friendship. There is a connection between the last holiday of the year, Tu B'Av, and the first, Rosh HaShanah: both celebrate new beginnings.

Volunteer—Your Time and Talents are Priceless

In addition to financial support, we rely on many volunteers who give selflessly of their time and talents to enable the PJCC to continue its valuable work. We always need volunteers to assist in many different facets of our organization such as: administrative and clerical support; hospitality; youth and teen programs; special events; sports and recreation coaches; adult and older adult programs. If you would like to volunteer for one of these rewarding opportunities, please call 650.378.2780 or email memberservices@pjcc.org.

Make a Difference—Donate to the PJCC

Your tax-deductible gift makes a true difference.

Many of our most valuable programs rely on donor support — like transporting seniors to the doctor and grocery store, enabling kids-in-need to attend preschool and summer camp, creating meaningful Jewish and interfaith programming, and bringing the joys of multi-cultural, world-class art and music to the Peninsula.

Learn About It All in One Call

Contact the PJCC Development Office at 650.378.2759 to learn about each of our opportunities, including annual gifts, program and financial assistance, named sponsorships, our annual benefit and bequests and other planned gifts.

Ways to Donate — Donate annually, pay monthly

Save time with one-time set up of recurring credit card contributions or electronic funds transfers. Ask your Membership Representative for details, or call us at 650.378.2707.

Secure Online Giving

Complete a secure credit card contribution on our website at www.pjcc.org/support. In addition, by registering at escrip.com to benefit the PJCC (#130169295), your everyday credit and debit card use supports the PJCC at no cost to you.

Leverage Your Employer's Contribution Program

Check to see if your employer has a matching gift program, which will often match your gift dollar-for-dollar. Some businesses also give cash, goods or services directly to community-based organizations like ours.

Honor or Memorialize Someone You Cherish

We will gladly send a Tribute Card on your behalf to commemorate a gift given for a special purpose. Other tribute opportunities are available through Funds described below.

Securities Transfers

A stock transfer to the PJCC can be simple, and gifts of appreciated stock may have tax advantages - check with your tax advisor.

Endowed Funds

Endowment gifts create a steady stream of income for important programs and services. You can contribute to an existing endowed fund, or create a fund of your own – perhaps honoring a loved one. Contact our Development Office to learn more.

Circle of Life Fund

Planned gifts and bequests, through our Circle of Life Fund, are a growing part of our Center's future. They create a lasting legacy for our children and grandchildren, while helping to achieve tax and financial planning goals. You can also honor a loved one with your gift. Contact our Development Office to learn more.

General Policies

Dietary Guidelines

The Café at the J conforms to a dairy/vegetarian/fish menu. The poolside barbeque serves only kosher meats on non-dairy buns. Shellfish and pork products are not permitted on the premises. During the eight days of Passover each spring, the café is closed in order to avoid serving any leavened foods.

Non-Discrimination

The Peninsula Jewish Community Center (PJCC) is an equal opportunity agency and does not discriminate based on religion, ethnic origin, age, gender, disability or sexual orientation. The PJCC does not tolerate any type of harassment—physical, verbal or sexual—of our members, guests or employees. The PJCC reserves the right to deny access to the facility and its programs to those who refuse to abide by our policies.

Privacy Policy

At the PJCC, we are committed to respecting your privacy and recognize your need for appropriate protection and management of any personal information you share with us. For additional information, please see our Privacy Policy at www.pjcc.org.

Solicitation

No solicitations of a commercial nature are permitted on the PJCC premises. PJCC authorized vendors will conduct their business through PJCC personnel.

Insurance

It is the responsibility of every individual, or his/her parent or legal guardian to provide health coverage while participating in all PJCC activities. The PJCC does not provide any accident or health coverage for its members or guests. As a reminder all Center Members sign a waiver of liability upon joining the PJCC.

Safety

For the security and safety of our members, the PJCC reserves the right to check personal belongings at the door and exclude or remove any person from the premises, or its programs, for any violation of our rules and regulations or for jeopardizing the safety

and well being of others. Children 12 years of age and under must check in at the Welcome Center with a supervising adult or parent who will accompany them to and from classes or programs.

Lost or Stolen Items

The PJCC is not responsible for lost or stolen items. Lost and Found is located at the Welcome Center.

Cell Phones and Cameras

Cell phones and cameras are prohibited in the Byer Athletic Center locker rooms. Please observe the proper cell phone etiquette for the privacy and comfort of other members:

- Set phone to vibrate mode.
- Find an appropriate location to chat. We recommend the lobby, Café at the J, Hamlin Garden, or outdoor pool deck away from others.
- Talk quietly while en route to that appropriate spot.
- Cameras or camera phones strictly prohibited in the locker rooms under any circumstance.

Smoking

There is no smoking allowed anywhere on the PJCC premises.

Alcohol and Illegal Drugs

Possession and consumption of alcohol in any form is not allowed on PJCC premises, except when specifically authorized by the PJCC Executive Director for specific events or activities in specific areas of the PJCC. Anyone possessing or consuming unauthorized alcohol will be asked to dispose of it.

Use of illegal drugs on PJCC premises is strictly prohibited. Any observation of such use will be handled by the PJCC security staff, and referred to the local law enforcement agencies.

Pets

No pets are allowed on the PJCC premises, with the exception of registered guide and assistance dogs or pets involved with official PJCC programs.

Guests

Guests are welcome at the PJCC. All guests are asked to sign in at the welcome center. Center members may bring up to four guests per visit, per membership household. For access to the Byer Athletic Center, a completed and signed Guest Agreement (which includes a waiver of liability), valid photo ID, and Guest Pass are required for each visit. Guest passes may be purchased at the time of entry.

- Guests 12 years and under must be accompanied and supervised by an adult at all time.
- Guests 13 – 17 years require parent's or legal guardian's signature on the Guest Agreement. They have access to Dan Cook Gymnasium and pools only; access to the fitness floors is not permitted.
- Guests must be 18 years and older for access to fitness floors. Please refer to Byer Athletic Rules and Regulations for detailed guidelines.

Foster City Program Discount

Discounts on Non-Member rates are available to Foster City residents for certain programs. Quantities are limited.

Photography

Throughout the year, photographs featuring PJCC programs are taken during various activities for publication. The PJCC reserves the right to use all photographs, for both print and online materials, anonymously and without compensation, unless prior written notification is received.

Members and guests may not take photographs without first obtaining permission from the PJCC.

Parking and Neighbor Relations

Please be courteous to our neighbors. No parking allowed in neighboring apartment building lots or the Foster City Recreation Center parking lot. Cars subject to be towed at owner's expense if parked on private property. ADA-accessible spaces are reserved for those legally disabled and displaying a DMV-issued placard. Motorcycles must be parked in a regular parking spot. For your safety and the safety of others, please observe all speed limit and directional signs at all times while on campus and parking lots — as you would on city streets. The PJCC is not responsible for lost or stolen items, or damaged vehicles, and we strongly recommend not leaving valuables exposed in parked cars.

Insufficient Funds and Other Forms of Non-Payment

There is a \$20 charge for any form of payment that is returned unpaid, including checks and electronic transactions.

Facility Rentals

Facility rentals, birthday parties/birthday party packages and pool parties are available to members and non-members. Members and non-profit organizations pay discounted rates. For more information, contact the PJCC at 650.212.PJCC (7522) or visit www.pjcc.org.

Transportation

On Mondays, Tuesdays, Thursdays and Fridays, transportation for errands on the Peninsula and to the Byer Athletic Center at the PJCC is available as part of the PJCC's Get Up & Go program. Reservations must be made Wednesday the week prior. Transportation to the PJCC is available two Wednesdays a month for the Get Up & Go program day.

Every Thursday, transportation is available to the Beth El Senior Friendship Cub. The PJCC will do its best to accommodate people's requests for transportation while considering the length of time each person will have to spend on the bus. The Center bus is wheelchair-equipped. To make a reservation call 650.378.2750.

To charter the PJCC's 28-passenger bus, please call 650.212.PJCC (7522)

Membership Policies and Information

For information and rates, please call the Membership Office at 650.378.2701.

Types of Center Membership

Center Membership benefits

- Unlimited use of our state-of-the-art fitness facility, pools, whirlpool and sauna
- Member rates on spa services, swim lessons, personal training, childcare and much more
- Discounts on classes, programs and events—you must be a current member at time of registration to receive the

member rate. If the class, program or event is a youth program including Treehouse, enrichments and camp, the child must be a member from the time of registration through the completion of the program.

- Members-only special offers and events
- Priority registration for Summer Camp
- Priority on Early Childhood Education & Treehouse waitlist

Community Membership benefits

- Priority registration for summer camp
- Child members must have a paying active adult member on account to maintain membership status and receive program discounts
- Discounts on classes, programs and events.* You must be a current member at time of registration through the session you are registered for to receive the member rate
- Guest passes to the Byer Athletic Center

Annual fee per household is renewable annually. For annual family and older adults (65 and older) rates, contact Member Services at 650.378.2703.

**Excludes preschool, swim lessons and Byer Athletic Center programs and classes*

Terms of Center Membership

Center Membership is on a month-to-month basis per the terms and conditions of the Membership Agreement. Membership Agreement is part of the membership application and is also available on request at Membership office. One must be a current paying member to receive program discounts at time of registration through the session they are registered for. Child members must have a paying active adult member on account to maintain membership status and receive program discounts.

Cancellation must be made in writing per the terms of the Membership Agreement. Community Membership is on an annual basis and is non-refundable. PJCC Center and/or Community Membership is not transferable.

Membership Cards

All Center Members (2 years of age and over) must present a valid membership card upon arrival at the Welcome Center. Presenting a membership card is part of a security system designed for the safety of Members. In the event that a Member does not have his/her card present for any reason, access will be permitted only after membership is verified.

If a card is lost, stolen or damaged, it must be reported to Member Services immediately. Replacement cards will be subject to a \$10 fee. Children 17 years of age and under are required to have their photos updated annually at no charge. New photos and cards can be obtained from the Welcome Center.

Changes to Membership Status

Primary Member may convert to another available type of membership by giving advance written notice to the PJCC, paying the difference of two prevailing membership registration fees, if applicable, and commencing payment of the dues of the new membership type. Notices requesting conversion of membership type received by the PJCC on or before the first calendar day of the month will become effective on the last

day of that month. Notices received by the PJCC on or after the second calendar day of the month will become effective on the last calendar day of the following month.

If primary member cancels his/her membership, the Adult Add-on becomes the Primary Member and as such, is required to complete a new Membership Agreement, accepting financial responsibility.

Resignation

Primary Member may resign from the PJCC by giving advance written notice to the PJCC and completing necessary forms to remove him/herself as well as any other persons on the membership. Resignation notices received by the PJCC on or before the 15th of the month will become effective on the last day of that month. Resignation notices received on or after the 16th of the month will become effective on the last calendar day of the following month. Dues will continue to accrue until the resignation is effective. No resignation will be effective, and dues shall continue to be payable hereunder, until all required payments have been received by the PJCC.

After Primary Member's resignation has become effective, he/she will not be subject to any further dues and all membership privileges will be terminated. Unless otherwise noted, all members on a family or corporate membership will be converted to individual memberships and subject to the dues of that category of membership, if the primary Member resigns or terminates. After resignation becomes effective, a person who wishes to rejoin the PJCC will be subject to a new registration fee and dues at the current rate.

PJCC reserves the right at any time to terminate the membership or privileges thereunder of any member for failure to comply with the terms the Membership Agreement or with any of the rules and regulations adopted by the PJCC or for any conduct PJCC determines in its discretion to be improper or in any way contrary to the best interest of PJCC and its membership.

Child Add-on Rejoin

Existing Center Member Adults may reactivate canceled memberships for their children ages 2 –17 by paying a \$25 processing fee for each child. A parent must have an ongoing current membership, child must have paid a registration fee and membership is month to month. Current rates apply. Contact Member Services at 650.378.2703 or email memberservices@pjcc.org.

College Student Rejoin

College Students ages 18–25 who are children of existing Center Members may cancel and rejoin their parent's membership during specified college breaks, with no registration fee, as long as one parent has an ongoing current membership and the child has paid the registration fee once. If college student rejoins at any other time they may be subject to a \$25 processing fee. Current rates apply. Contact Member Services at 650.378.2703 or email memberservices@pjcc.org.

Breaks include:

- Summer: One – three month membership starting May
- Winter: One-month membership starting December
- Spring: Weekly passes and/or day passes are the best option

Temporary Freeze Status

Primary Member may apply for a temporary "Freeze Status"

for any person on their membership for a minimum of two (2) months and a maximum of six (6) consecutive months and no more than once every twelve (12) months by giving written notice to the PJCC on or before the 15th of the month which will become effective on the last day of that month. Freeze requests received on or after the 16th of the month will become effective on the last calendar day of the following month. Temporary Freeze Status is subject to PJCC approval. **During an approved Freeze Status, a Member may not use any PJCC facilities and is subject to reduced membership dues.** (See Member Services for fees). One must be a current paying member to receive program discounts at time of registration through the session they are registered for. Child members must have a paying active adult member on account to maintain membership status and receive program discounts. Members may purchase guest passes at Non-Member rate to use facility during freeze. Member may return to regular membership status by notifying the PJCC in writing and commencing payment of prevailing dues per their membership agreement. The availability of Freeze Status varies and may not be available for some categories of membership.

Lockers

Lockers are available for day use only in the Men's, Women's and Family locker rooms. Limited long-term lockers are available for rent on a month-to-month basis. Please check with the Byer Athletic Center Welcome Center for availability and fees.

Weekly Passes (Center Members Only)

Weekly passes are available for family members of Center Members visiting from out of town (over 75 miles out of area) or for college-age students visiting during holiday breaks. Weekly passes must be purchased with a Center Member and guest must show proof of out-of-town residency. Guests 17 years of age and under require parent/legal guardian signature on the Guest Agreement for each visit and have access to Dan Cook Gymnasium and pools only and are not allowed on the fitness floor. Refer to Byer Athletic Center rules and regulations for guidelines and age restrictions. List of fees are available at the PJCC Welcome Center or at www.pjcc.org.

Financial Assistance

Limited financial assistance is available for both children and adults who need financial support to participate in PJCC programs and activities. Applications can be obtained by contacting the Member Services Director at 650.378.2711.

Member Suggestions

Your opinion is of great value to us. If you see areas where we need to improve, or you would like to acknowledge things we are doing well, we want to know! If you have an idea or suggestion let us know by completing a member suggestion form, located at the Welcome Center or email us at memberservices@pjcc.org.

Visiting other JCCs

When you travel and want to work out or use services at a Jewish Community Center (JCC) in another city, you may do so on a short-term basis at participating JCCs. Each JCC is autonomous and establishes its own guest policies and procedures. A minimal guest fee may apply. Network membership is available to local JCCs. Call 650.378.2701 for rates and details.

Reciprocity

The PJCC is pleased to offer a courtesy membership for up to

two weeks to current, active members visiting from JCCs over 75 miles from the PJCC with presentation of a valid JCC Member identification card. After two weeks, guest passes must be purchased to continue use of the facility. Members of JCCs within 75 miles of the PJCC must purchase a guest pass for each visit.

General Youth Guidelines for Ages 17 and Under

PJCC facilities are for Members only. Non-Members are invited to use our facilities, such as the Fitness Center or pools, with the purchase of a guest pass.

All Center Members (2 years and over) must present a valid membership card upon arrival and all guests must sign in.

Refer to PJCC Byer Athletic Center rules and regulations for specific guidelines and age restrictions.

6 years of age and under

- Must check in with a supervising adult or parent who will accompany them to and from all classes or programs.
- Must be accompanied and supervised by an adult at all times when using all PJCC facilities unless registered in a supervised activity.
- Are not permitted on the fitness floor or in the sauna or steam room.
- Must be accompanied by an adult in their gender-respective locker room. Children 36 months of age and older are not permitted in the opposite sex locker room and should use family changing rooms.
- Must be supervised when using the whirlpool during permissible hours and at the pools.
- Adult must stay at the indoor pool area while child is in swim classes.

7 – 12 years of age

- Must check-in with a supervising adult or parent who will accompany them to and from all classes or programs.
- Must be accompanied and supervised by an adult at all times when using all PJCC facilities unless registered in a supervised activity.
- Center Members may swim by themselves, but a parent MUST be in the facility. Lifeguards may use discretion in the enforcement of this rule. It is the parent's responsibility to remain with a child who is a poor swimmer, regardless of age.
- Center Members ages 11 – 12 may participate in open gym by themselves, but a parent MUST be in the facility. They may also use the Fitness Center with a parent after completing the Youth Fitness Certification program, otherwise they are not allowed on the fitness floor.
- Center Members are allowed to participate in age-appropriate youth fitness classes and must be checked in by an adult.
- Must be supervised when using the whirlpool during permissible hours
- Are not permitted to use the sauna or steam room.

13 – 17 year of age

- Center Members are allowed to use the Fitness Center only after completing a fitness orientation.

Byer Athletic Center Rules and Regulations

General Guidelines

1. PJCC Byer Athletic facilities are for Members only. Guests are invited to use our facilities, such as the fitness center or pools, with the purchase of a guest pass.
2. All Center Members (2 years of age and over) must present a valid membership card upon arrival at the Welcome Center.
3. Children 12 years of age and under must check-in with a supervising adult or parent who will accompany them to and from their class or program. They are not allowed on the fitness floor unless participating in a youth fitness program or working with a personal trainer.
4. Center Members 11–12 years of age are eligible to use the Fitness Center with a parent or supervising adult after completing the PJCC Youth Certification Program.
5. No food of any kind is allowed in the Byer Athletic Center, on the fields or in the indoor swimming pool. Food may be consumed in the café, lobby, courtyard and outdoor areas only. While exercising, only water or sports drinks are permitted in workout areas and must be contained in closed, unbreakable, containers.
6. Take pride in the PJCC and respect other members by helping keep the Center clean. Please remember to:
 - Wipe down machines, mats or equipment after each use.
 - Deposit used towels in the towel drop.
 - Throw away trash in receptacles.
 - Limit towel use to two towels per person. Workout towels are available upstairs in the fitness areas, and bath towels are available in the locker rooms.
 - Wear closed-toed shoes while in fitness areas.
 - When doing multiple sets, allow fellow members to work in.
 - Do not tie up equipment by resting on it between sets.
 - Adhere to the 30-minute time limit when others are waiting for the cardiovascular equipment.
 - Return free weights and other equipment to their proper place after use.
 - Do not drop weights or lean weights against walls, mirrors or machines.
7. Spotters must be used during all free weight heavy lifting. Ask the fitness staff for assistance, if needed.
8. Chalk or other similar substances used for weight training are not permitted.
9. Be aware of your body's limits. Fitness trainers are available to provide you with a safe and effective exercise program.
10. Gym bags and personal items including handbags, coats, etc., are not permitted in the weight room, cardio equipment areas, Group Exercise Studio and indoor pool deck. Complimentary day lockers are available for storing these items.
11. The PJCC is not responsible for lost or stolen items.
12. Outside trainers are not allowed. All exercise instruction and private training is to be given by PJCC staff only.
13. Inappropriate behavior that adversely affects fellow members/staff including, but not limited to, yelling, loud grunting, and foul or abusive language will not be tolerated.
14. Be respectful and courteous to other members. Please use a towel when using equipment.
15. If you have any problems, please ask a staff member for assistance. We are here to make your experience at the PJCC the best it can be!

Dan Cook Gymnasium Guidelines

For the enjoyment and safety of all Members and Guests please observe the following rules:

1. Play at your own risk. PJCC staff is on duty for limited hours.
2. Children 10 years of age and under must be under direct supervision of an adult at all times unless registered in supervised activities while using the facilities. Center Members 11–12 years of age may participate in open gym by themselves but a parent MUST be in the facility.
3. Only non-scuff shoes are allowed; no open-toe shoes.
4. Shirts must be worn at all times.
5. Absolutely no food is allowed. Beverages must be in a covered, non-glass container.
6. Horseplay, fighting, destructive, threatening behavior, and disrespectful language are prohibited.
7. Equipment is available for check-out at the Welcome Center located in the lobby when a gym supervisor is not on duty.
8. Outside trainers are not allowed. All exercise instruction and private training is to be given by PJCC staff only.
9. To contact the Security Desk, dial 2740 from the phone located on the wall near the gym office.
10. Open Gym: Activities will be set-up and permitted at the discretion of the Gym Supervisor.
11. Drop-In: Gym Supervisors may cancel a drop-in activity if there is insufficient attendance.
12. Family Gym occurs on designated Sundays. Half of the gym is reserved for families and equipped with child-friendly games.
13. Gym schedules are posted on gymnasium doors and on-line. Schedules are subject to change. Please visit www.pjcc.org for the most up-to-date information.

Group Exercise Class Guidelines

1. Classes are a group activity. Please follow the instructor's routine.
2. Be respectful of others and arrive for class on time. To avoid disruptions, please do not enter class if you are more than 10 minutes late. Instructor may ask you to leave if you are late to class.
3. Be considerate of other members' space. Please do not crowd a member who has arrived in class before you.
4. If you have an injury, medical condition or concern, inform the instructor before class.
5. Keep conversation to a minimum.
6. Do not enter the Group Exercise Studio before the previous class has finished.
7. Reserving places is not permitted.
8. Gym bags are not permitted in the Group Exercise Studio.
9. Please wipe up your perspiration from mats and floor area.
10. Bringing a water bottle to class is recommended. It must be in an unbreakable container. Food is not permitted.
11. Talking on cellphones is not permitted in the group Exercise room. Cellphones should be set to silent or vibrate mode.
12. Members may not operate PJCC stereo equipment.
13. Be considerate of other members, and refrain from wearing perfume, cologne, or heavy scented lotion.
14. Return all equipment to the proper storage area.
15. Some specialty classes will require a fee and registration. All fees must be paid prior to session or series start date.

16. Members are required to provide their own yoga mats.
17. Center Members 12 years of age and under are allowed to participate in age-appropriate youth fitness classes that are specifically offered for their age group. Otherwise, for their safety, they are not allowed to participate in adult classes.
18. Pre-registration is required for all Kids' Fitness classes.

Swimming Pools and Pool Area Guidelines

General Pool Rules

1. Parents are responsible for the safety of their children.
2. Lifeguards are on duty at the indoor and outdoor pools only and have final authority on pool usage and safety issues.
3. Please adhere to all posted signs in pool and whirlpool areas.
4. Members swim at their own risk.
5. Anyone with a special medical condition must alert staff and the lifeguard-on-duty prior to entering the pool.
6. Take all safety precautions when using the pool and whirlpool.
7. Showers are recommended before entering the pools or spas.
8. Walk on the pool deck at all times.
9. No excessive horseplay or rough housing.
10. No glass or glass objects are permitted around the whirlpool, indoor pool or outdoor pool at any time.
11. Possession and consumption of alcohol in any form is not allowed on PJCC premises, see policy on page 3.
12. No chewing gum allowed in the pool or on the pool deck.
13. No diving, back jumps or "twisty" jumps is allowed. Enter the water feet first. Jumping feet first into the outdoor pool may be done from the gutters only. No prolonged underwater swimming or breath holding is permitted.
14. Jumping from the edge of the pool is not permitted in the indoor pool due to the raised edge.
15. Babies may not be left in stroller or car seats unattended.
16. No hanging on lane lines, ladders or railings. Lane lines are to be used only as safety lines in case of an emergency.
17. Bathing suits are required. Please no bathing suits with built-in floatation. These suits give a false sense of security while in the water. No street clothes, cut-offs, see-through swimsuits, thong bikinis or regular diapers allowed. Water shoes are recommended if spending an extended amount of time in the pool.
18. Only "U.S. Coast Guard-approved" flotation devices are allowed. "Water wings" are not allowed.
19. Please use benches or towel hooks to hang towels. Do not hang towels on hand rails or lifeguard equipment.
20. No cell phone use is allowed on the indoor pool deck or whirlpool. See the "Cell Phone and Cameras" section on page 9 for guidelines.
21. Inappropriate behavior and language is not be permitted.
22. Limit use of lotions in the indoor pool or apply at least 15 minutes prior to swimming.
23. Kiddie Pool has no lifeguard on duty. Children must be supervised by an adult at all times.
24. Pools and whirlpools may be closed for maintenance or safety reasons at any time at the discretion of PJCC staff.
25. All instruction and private lessons must be conducted by PJCC staff only. No outside instructors are not allowed.

Open Swim

Open Swim is designed to provide a safe, fun environment for members and their guests to enjoy the pool together.

1. Children 6 years of age and under or any child not able to fully swim on their own must be accompanied and supervised in the water at all times by an adult or Member over 16 years of age.
2. Children 7 years of age and older may swim by themselves, but a parent **MUST** be in the facility. Lifeguards may use discretion in the enforcement of this rule. It is the parent's responsibility to remain with a child who is a poor swimmer, regardless of age.
3. No diving. Both pools are too shallow to dive safely.
4. Children 3 years of age and under or children not fully potty-trained must wear nylon swim diapers, which can be purchased at the BAC desk or in most stores. These diapers are reusable and washable. Disposable swim diapers have a tendency to leak and are not permitted.
5. Due to health and safety concerns please do not bring in any toys from home. Some floatation devices and equipment may be allowed during open swim. This rule is up to the discretion of the lifeguard based on the number of participants in the pool. Squirt guns are not permitted.
6. Swim lesson teaching equipment use is not permitted during open swim times.
7. Kick boards may be used during open swim, but please no sitting on or standing on kick boards.

Lap Swim

Lap swim is designed to be a workout time for adult members and their guests.

1. Lap swimmers must be at least 13 years of age or able to swim the full length of the pool (25 yards) continuously for 4 laps without stopping.
2. Water exercises, water walking, and floating are not permitted except during designated or non-busy times.
3. Kick boards, pull buoys and fins may be available for use.
4. Lap lanes are designated for continuous swimming. Circle swim (counter clockwise) when there are more than two swimmers per lane.
5. Maximum of 6 swimmers per lane.
6. Choose the lane that best fits your ability before entering the water. Make sure to alert any swimmer in your lane before entering the water. Lifeguards may move swimmers accordingly to ensure safety.
7. When passing a swimmer in your lane, tap the swimmer in front of you on the foot. Pass only when they have stopped at the wall. When tapped, please allow the faster swimmer to pass.
8. Be alert to the lane lines when they are being added or removed from the pool. There may be a delay in the pool schedule between changing activities.

Whirlpool

Unsupervised children ages 13 and under **may not** use the whirlpool in accordance with State California Code of Regulations, Title 24, Chapter 31B.

Whirlpool use, for supervised children 13 years of age and under, is restricted to:

- Monday – Friday 10:30 am – 8:00 pm
- Saturday – Sunday 10:00 am – 5:00 pm

Maximum of 8 individuals permitted in the whirlpool at time.

Locker Room Guidelines

1. Day-use lockers are available free of charge while in the Byer Athletic Center only. Limited long-term rental lockers are available for a fee. Items left overnight in day-use lockers will be removed. The PJCC assumes no responsibility for items left in day-use lockers.
2. Children 3 years of age and older are not permitted in opposite sex locker rooms and should use the family changing rooms with parent or supervising adult.
3. Family changing rooms are for members with disabilities and for children 36 months – 12 years of age with caregivers of a different gender.
4. Children 12 years of age and under must be supervised by an adult in the locker room unless registered in supervised activities while using the facilities.
5. Please help keep locker rooms clean by depositing used towels in towel drops and throwing trash in trash bins
6. Please leave valuables at home. The PJCC is not responsible for lost or stolen items. Call 378.2703 for Lost and Found.
7. Disabled members have first priority in disabled showers. Be considerate of other members waiting for showers and limit usage to 5 minutes.
8. Hair dyeing is not permitted in locker rooms or shower areas.
9. Food is not permitted in the locker rooms.
10. Refrain from applying perfumes or cologne until you are out of the Center.
11. Families may also utilize poolside restrooms as a family changing room.
12. Swim suit extractor machine is for swim suits only. PJCC is not responsible for lost or damaged goods.

Sauna/Steam Room

1. Water, shaving and scents are not permitted in the steam or sauna.
2. Inappropriate behavior adversely affects fellow members/staff. Sexual obscenities will not be tolerated.
3. For safety and health reasons, children 12 years of age and under are not allowed to use the sauna or steam room.

Byer Athletic Center Childcare Information

Childcare is available for Center Members only for a fee. Members

whose children are also members enjoy priority use; reservations may be made 48 hours in advance. All other Center Members with children who are not paying members may make reservations 24 hours in advance. Guests of Center Members may use childcare on a space-available, drop-in basis only. Parents need to be on-site during reservation time.

Please note: Fees are subject to change at any time.

J.Care

The J.Care program cares for children from 6 weeks of age through preschool. The program offers various theme-based activities including active play, art, fine and gross motor skill development, imaginary play and music.

J.Kids

The J.Kids program cares for children 5 years of age and older. The program offers age-appropriate activities including game club, playground games, court sports, arts & crafts, science projects and pool fun.

Ratio of children to caregivers:

• Infants (6 weeks – 9 months)	4:1
• Toddlers (18 months – 27 months)	6:1
• Preschoolers (3 – 4 years)	12:1
• School-age (5 years and older)	14:1

Fees and Hours

See current Childcare flyer at the Center or visit www.pjcc.org for current fees and hours.

Reservations

To make your childcare reservation, please call the Welcome Center at 650.378.2703. Please reference posted schedules at www.pjcc.org or at the Welcome Center for holiday closures and/or reduced hours of operation.

Late Fees

A late fee will be charged for every 15 minutes beyond the scheduled reservation. Two hours notice is required to cancel or reschedule your reservation. Failure to give two hours notice will result in a no-show charge of \$5.

Program Policies and Registration Information

PJCC Early Childhood Education Registration

For complete registration information and materials on Early Childhood Education (ECE) programs, contact the ECE Department at 650.378.2670.

Treehouse @ the J

For complete registration information and materials on Treehouse @ the J after-school program, contact the Youth and Family Department at 650.378.2704.

Camp Keff Registration

For complete registration information on grades K – 12 Fall, Winter, Spring, or Summer camps, contact the Youth and Family Department at 650.378.2704 email camps@pjcc.org, or visit www.campkeff.org.

Registration for All Other PJCC Programs

Online

MINDBODY Online Registration

Register for select programs with MINDBODY, our new reservation/payment system for:

- Group Training, TRX, Group Exercise
- Pilates Reformer Classes, Private Pilates Training
- Spa Appointments
- Weight Loss Your Way
- Personal Training

Your MINDBODY account is separate from your PJCC account and takes just a few minutes to set up.

FROM YOUR COMPUTER:

- Visit www.pjcc.org/mindbody
- If you have not previously registered for MINDBODY online or MINDBODY App, you will need to create an account.
- Click on "New to our site"
- Enter first and last name, then click "Next"
- Select your name if you already have an existing account or click on "Create a new account"
- Verify your identity
- Create Login

FROM YOUR MOBILE DEVICE:

- Connect from the App Store or Google Play
- Download free PJCC App
- Create an account with the exact information used in MINDBODY & PJCC Membership account (*case sensitive/exact spelling*)

Register for Programs

If you already have an account

Visit www.pjcc.org and Click on "Register Online" in the right navigation bar.

- Browse or search the "Courses" section to find the class that interests you.
- Choose the class or session, then click "Add" to add it to "My Basket."
- Enter your account number and family PIN. Go to "My Basket" to check out and receive confirmation of your registered or wait-listed activities.

To set up a new account

Call 650.378.2703 or visit the PJCC to set up your new user account by getting your account number and family PIN.

Activity Waiver

Participation by non-members in PJCC Sports and Recreation programs, Youth and Teen programs, and Trips and Tours, requires a signed Activity Waiver submitted prior to the first class. Parent or legal guardian signature is required for children under 18 years of age. Activity Waivers are available at the PJCC or may be downloaded and printed by going to www.pjcc.org, in the "Connect with Us" section under "Registration Information."

Program Refund Policy

Refund for individual classes, series classes & aquatics

To receive a 100% refund, written requests must be received at least one week prior to the individual class or first session of series. To receive a 75% refund, written requests must be received at least one day prior to the individual class or first session of series. To receive a 50% refund (does not apply to individual classes), written requests must be received at least one day prior to the second session of the series. Refund requests made after one day prior to the individual class or second session will not be accepted, and no refund will be granted.

Requesting a Refund

Requests must be made in writing to:

PJCC Program Registration
Attn: Refund Requests
800 Foster City Blvd.,
Foster City, CA 94404.

Refunds are computed from the date written notice is received and will appear as credits on PJCC house accounts immediately after being processed. Refunds may take 5 – 7 business days to be processed. There will be a \$10 processing fee for refunds made by check or credit card. The PJCC is not responsible for providing makeup classes or issuing refunds for programs missed as a result of illness, travel, emergencies or other events beyond the control of the PJCC. All classes are subject to minimum enrollment. The PJCC reserves the right to cancel classes by refunding all fees where the minimum enrollment is not met.

The PJCC reserves the right to close facilities for maintenance, change rooms for best utilization or substitute teachers when necessary. Programs such as Aquatics, Early Childhood Education, Camp, events, trips and tours are subject to their own cancellation and refund policies, which supersede those policies stated above. Please contact individual departments for specific departmental policies.

Department Directory

Executive Administration

Executive Director.....	650.378.2712
Associate Executive Director	650.378.2757
Director of Jewish Life.....	650.378.2743
Chief Financial Officer	650.378.2756
Chief Marketing Officer	650.378.2721
Development Director.....	650.378.2759
Director of Programs	650.378.2762

Administrative Office

And all other PJCC staff	650.212.PJCC (7522) info@pjcc.org
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Membership & Member Services

Member Services Director	650.378.2711 memberservices@pjcc.org
Billing questions and information.....	650.378.2766

Member Account Representative

New Members	650.378.2701 membership@pjcc.org
Current Members.....	650.378.2749

Byer Athletic Center (BAC)

BAC Athletic Center Director.....	650.378.2734
BAC Assistant Athletic Center Director.....	650.378.2730
Welcome Center program registration, childcare, spa services.....	650.378.2703

Fitness

BAC Fitness Manager.....	650.378.2727 fitness@pjcc.org
BAC Fitness Desk, personal training and fitness orientation	650.378.2775

Group Exercise

Group Exercise Manager.....	650.378.2771
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Aquatics

Aquatics Manager.....	650.378.2735
General Information & Registration Desk	650.378.2782 aquatics@pjcc.org
Billing Questions & Information.....	650.378.2782

J.Care Childcare

Childcare Manager	650.378.2742
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Sports & Recreation

Adult Sports & Recreation Program Coordinator	650.378.2769
Rentals & birthday parties.....	650.378.2776 parties@pjcc.org
Program registration	650.378.2776
Gym Supervisor	650.378.2783

Adult

Adult Director.....	650.378.2751
Adult Program Coordinator	650.378.2718
Get Up & Go Program Manager	650.378.2698
Adult Services Program Assistant.....	650.378.2750
Program registration	650.378.2764 adultprograms@pjcc.org
Volunteer Coordinator	650.378.2780

Youth & Family

Camp Director.....	650.378.2767 youthandteen@pjcc.org
Youth & Family Rec. Programs Director	650.378.2726
Youth & Family Programs Coordinator.....	650.378.2768
Program registration, billing questions & information	650.378.2704
Treehouse Manager	650.378.2776

Cultural Arts

Cultural Arts Director.....	650.378.2751
Program Registration	650.378.2764 arts@pjcc.org

Early Childhood Education

Early Childhood Education Office	650.378.2670
Early Childhood Education Director.....	650.378.2673
Early Childhood Education Assistant Director	650.378.2672
Early Childhood Education Administrative Assistant.....	650.378.2671
Billing questions & information.....	650.378.2760 ece@pjcc.org

Facilities

Facilities Manager.....	650.378.2765
Rental Coordinator.....	650.378.2776
Property Manager	650.378.2779

Other Campus Organizations

Ronald C. Wornick Jewish Day School.....	650.378.2600
Jewish Community Federation	650.349.1523

Employment at the PJCC

Apply online at www.pjcc.org