



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



A GUIDE TO SCHOOL AGE CHILD CARE

METROPOLITAN YMCA OF THE ORANGES



metroymcas.org



WELCOME



Dear Parents/Guardians,

Welcome to the Metro YMCAs of the Oranges Before and After School Child Care Program.

At the Y, strengthening community through youth development, healthy living and social responsibility is our cause. The before and after school child care programs are our response to working parents' critical need for reliable, high quality care for their children each day.

We believe that building a child's healthy spirit, mind and body are essential keys to their overall growth and development. The Y provides positive ways to build a child's self-esteem so children can learn to be successful in the world. We encourage development of each child's critical thinking skills, language skills and self-expression, while using creativity and imagination. Our programs and activities are designed to meet the needs of the whole child. Our hands-on experience based approach promotes comprehensive child development, while fostering a love of learning.

Children enrolled in our before and after school programs will be exposed to a core curriculum throughout the school year, which promotes the development of critical thinking skills, teamwork and self-expression. Our staff work together with the children to model and instill the YMCA's core values: Caring, Honesty, Respect and Responsibility.

This handbook is a helpful resource for the many questions you may have regarding our program, as well as a guide to understanding the YMCA's before and after school program and policies. Please save a copy to your computer or print a copy to refer to as necessary. In addition, information on YMCA programs, including our American Camp Association accredited summer camps or vacation programs, are posted on our website and updated on a regular basis. **Please bookmark metroymcas.org for future reference.**

Thank you again for choosing the YMCA as your childcare provider. Our staff look forward to working with you and your child(ren) in an enriching before and after School experience.

Sincerely,
Richard K. Gorab, President/CEO
Metropolitan YMCA of the Oranges

MISSION STATEMENT

Strengthen community through youth development, healthy living,
and social responsibility

YMCA Before and After School Program Overview

Our before and after school programs follows the regular school year calendar. Our programs operate when schools are in session. **Please see page 4 for information on vacation camp program.**

Before School Programs

Before school programs are offered at many of our locations for the children that attend the elementary school where the program is held. Please refer to the specific Y branch and program to learn the details of the program at your child's elementary school site.

Students will be engaged in age appropriate activities (arts and crafts, board games, physical activity) until it is time to be accompanied to their class line-ups.

Please bring your child into the building and sign them in with the site supervisor each day. If there is a delayed opening for your child's school then there will be no before school program.

After School Programs

After school programs are held at the Y or in your child's school from school dismissal until the designated end time. Please check with your Y branch and the specific program to learn the details of the start and end times of the program in which your child is enrolled.

A Typical Before and After School Day

The site supervisor is responsible for overseeing all aspects of the daily program operations with help from their group leaders. If you have any questions or concerns, please speak to the site supervisor.

- **Attendance** – Program staff spend the first part of every day verifying that the children who are scheduled to be at the program site are accounted for as per the daily attendance roster. If your child is going to be absent from the program on a regularly scheduled day, please call the direct phone number to the program site and leave a message for staff. If your child is expected at the program and does not arrive, the program staff must make all attempts to locate your child, which causes unnecessary stress at the beginning of the program. Parent communication is essential for your child's safety and ensuring our staff is aware of the whereabouts of your child at all times.
- **CATCH** – All of our before and after school child care sites incorporate the CATCH (Coordinated Approach to Child Health) program as part of the curriculum. Using the CATCH, our staff seeks to positively influence children's attitudes and behaviors towards nutrition and physical activity. CATCH has been proven to increase levels of physical activity, improve children's healthy food choices, and improve ability to concentrate on schoolwork. We incorporate 30 minutes of fun physical activity into our programs each day and serve healthy snacks. We also offer resources and support throughout the year to our Y families to encourage a healthy lifestyle.
- **Homework Assistance** – Homework completion is encouraged during the designated daily quiet time (except Fridays). Our staff will assist and encourage your child with any general questions about their homework assignments. Please check your child's homework for accuracy. Please note: depending on their grade and number of assignments, they may not be able to finish all of it during the allotted quiet time. If requested in writing, our staff will allow your child to continue homework after quiet time if needed, however, we cannot guarantee a quiet place for homework assignments as we continue with the daily After School program.
- **Snacks** – All children will receive a healthy snack each day as part of the after school program. Please inform staff if your child has any food allergies or restrictions. You may provide additional snack for your child. You may send breakfast with your child that attends a before school program.
- **Program Activities** – a wide variety of activities are offered each day including indoor and outdoor play and sports and enrichment activities. Program specialists and special events are also scheduled on a regular basis to enhance the daily program at each site.

Children's Personal Items – We are committed to minimizing screen time in our programs. Children are not encouraged to bring toys, jewelry or electronic games from home, such as DSs, iPods or cell phones. **The YMCA is not responsible for these items in the event they are lost or damaged.**

After School Activities Administered by Your Child's School

Please help the Y keep your child safe at all times during after school hours. If your child is to attend any after school activities in the school building such as: Scouts, sports or enrichment programs, etc., please inform the staff in writing at least one day ahead. You must indicate the location of the activity within the building and the approximate time your child will be returning to the after school program. If this is an ongoing activity, you may send in a letter stating all the dates on which that activity takes place.

Please ensure that an authorized adult from the activity will escort your child to and then back to after care and sign them in with our staff. It is not the responsibility of our staff to escort your child to or from any activity.

The Y staff are not able to escort children to programs that take place on site at your child's school. If your child is transported to a Y after school program on a bus, we are not able to accommodate a late bus pick-up from the school to one of the Y's off-site facilities for after school care.

Scheduled Early Dismissals, Emergency and Weather Related School Closings

Our before and after school programs follow the school calendars of the districts that we serve. Half days are included in your monthly tuition for all after school care sites. Please send your child to school with a **peanut free lunch**.

If your child's school is closed due to inclement weather or an emergency during normal school hours, there will be no Y after school child care programs. If during the school day or after school, the weather forecast is predicting a snowstorm, we recommend that you arrange to pick up your child(ren) or contact an adult on your emergency or alternate pick up person for early pick up. This includes emergency school closings, holidays and weather emergencies. If in doubt, please visit the Y's website or Facebook page for up to date information at metroymcas.org.

Late Pick Ups

Punctuality is a crucial element in our operation. A late fee of up to \$15.00 per 15 minutes is charged on late pickups. If you cannot arrive before the scheduled closing time, it is your responsibility to arrange for an emergency or alternate pick-up contact to pick up your child. Please call your program to notify them of the change in arrangements.

Continuous late pick-ups may result in termination from the program.

Scheduling Changes or Withdrawals/Extra Days

Changes to your child's program schedule must be submitted in writing via email to your program's administration. Schedule changes will take effect on a mutually agreed upon date. Please note: Schedule changes may result in a \$20.00 service fee.

Thirty days' written notice is required for withdrawals from the program. Please email your program's administration. A verbal notification to site staff is not sufficient to update the information in our billing system. When the proper notice has been received, you will receive confirmation from the program's administrator.

Extra Days – if space allows, your child(ren) may attend the before/after care programs for an additional day that he/she is not regularly scheduled to attend at a rate of up to \$20.00 per day. This must be approved prior to the date needed. Please remember to call the program phone number to inform the staff that your child will be attending that day. Your credit/debit or checking account will be billed accordingly.

No "swapping" days. If your child is absent on their regularly scheduled day, you may not make up that day later in the week. Please follow the schedule you have selected for your child.

Holiday and Vacation Camp Program

Vacation care programs for elementary and middle school age children offer a great variety of activities at the Y to keep your child engaged and happy, while you're at work during scheduled school closings. Activities are organized around seasonal themes and may include swimming, sports and games, arts and crafts, cooking and trips. Pre-registration is required. Please check the Y website for the location that the program is held, program fee and registration information.

Parental Responsibilities

The Y seeks to partner with our parents in the care of their children. Communication is key to a successful experience in the Y's before and after school programs.

It is your responsibility as the parent/guardian to read through the before and after school handbook and understand the content and YMCA policies. You are required to complete and sign all enrollment, parent information and medical release forms before your child starts our program. Your child will not be allowed to start the program with incomplete paperwork.

We ask that you inform your child's school and teacher that he/she will be attending the Y's After School Care Program. This helps to minimize any confusion on first days or when schedules change.

Parental Notification Policy

The YMCA utilizes a number of methods to communicate with families regarding our programs. Information, including vacation camp registration and information about Y programs, will be sent out monthly by email to families enrolled in our before and after school programs. We also utilize our website or our Facebook page to share information about the YMCA and our programs. Content may only be posted to our social media pages by the directors.

Each before and after school program has a cellphone for direct parent communication during program hours. Parents will be given the cell phone number at the beginning of the school year and encouraged to text or leave messages regarding their child's absence. The on-site staff will also use the cell phone to contact parents during program hours, only to verify an absence or to notify a parent of illness or injury. Staff may not use their personal cell phones to contact parents.

We encourage parents to discuss any questions or concerns about the policies and practices of the program with us. Parents of enrolled children may visit the program at any time without having to secure prior approval. Parents may communicate with our child care directors by email or phone regarding any questions or concerns about the programs. Providing your email address to the Y and keeping it updated will be critical for the distribution of timely and up-to-date information about before and after school and Y programming. Participation surveys will also be administered via email as we value your feedback. Your input allows us to make ongoing improvements to our programs.

Social Media Policy

The Y recognizes the value of social media and other online communication tools for business purposes, such as connecting with members, staff, donors, and volunteers. In order to protect the Y, all employees are expected to behave in a manner consistent with the Y's values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work related purposes. This policy applies to all social networking sites, blogs, electronic boards and forums, videos, and similar sites, including those subject to personal subscription (herein referred to as "Social Media"). The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Home Language Policy

We make every effort to communicate with children and families whose primary language is not English. Parents are asked to share words in their home language with their child's site director to help make their child feel more comfortable in the classroom. Parents are also encouraged to share books or other materials in their home language with the class.

Court Orders and Confidentiality

In cases where an enrolled child is the subject of a court order, the Y must be provided with an original certified copy of the most recent order and all amendments for our information and files. In the absence of a court order on file with the Y, both parents will be afforded equal access to their child as stipulated by law.

Confidential and sensitive information will only be shared with employees who need to know in order to provide the most appropriate and safe care for your child. Employees are strictly prohibited from discussing information about someone else's child with you.

Children with Special Needs

Our programs comply with the New Jersey Law Against Discrimination and the Americans with Disabilities Act in accepting children with special needs. Our programs provide child care in a large group setting, which can be an adjustment to children who are used to small classes with low student-teacher ratios.

Our staff will make reasonable accommodations to meet the needs of individual children. Please request a meeting with a director to share information such as your child's IEP or 504 with our staff. Your cooperation and communication with staff is essential to your child's success in our program.

If you believe our programs are not in compliance, you may contact the New Jersey Department of Law and Public Safety or the United States Department of Justice to file a complaint.



**The following policies are required as part of the Licensing of our programs through the State of New Jersey:
Department of Children and Families Office of Licensing
Information to Parents**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

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Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the [Manual of Requirements for Child Care Centers](#) (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ DCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at **1 (877) 667-9845**. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.





Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://data.nj.gov/childcareexplorer>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at **(609) 292-4605** (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for **(609) 292-7701**), or may contact the United States Department of Justice for information about filing an ADA claim at **(800) 514-0301** (voice) or **(800)514-0383** (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/recalls>. Internet access may be available at your local library. For more information call the CPSC, at **(800) 638-2772**.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at **(877) NJ ABUSE/(877) 652-2873**. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at **(609) 292-0422** or go to www.state.nj.us/dcf/.



Enrollment and Payment Policy

Families are encouraged to register their child(ren) online for Y before and after school programs. Before the start of the school year availability of online registration will be restricted to allow the director time to do the administrative work necessary to be ready for the first day of school. Late registration and/or placement of the waiting list will be managed by the after school directors and administrators at the Y branch.

Prior to enrollment, families will need to activate their account in ActiveNet. Families will receive detailed instruction to perform the one time activation.

The before and after school annual tuition will be broken down into weekly installments. The payment of two weekly installments will be due during registration. Remaining payments for your annual tuition will be automatically charged to the credit/debit card or checking account information you provide during registration. Automatic payments will be processed weekly each Sunday. Credit/debit card or checking account information will be required at the time of registration.

Enrollment and tuition for before and after school childcare is annual. Changes to the child's schedule must be requested in writing two weeks in advance. Any change is subject to the approval of the director. Partial week schedules are fixed, no switching of days due to illness or closures can be accommodated. We are not able to make up days due to absence or vacation. Withdrawal from the program may be requested with 30 days written notice, but tuition will not be prorated for usage.

A charge of \$25.00 may be levied for any returned check. After two returned checks, payments must be made by cash, prepaid debit card money order or credit card.

If more than one child from the same family is enrolled in the program, a discount of 5% will be awarded to each sibling enrolled in a Y child care program.

In the event the parent/guardian is in default and fails to make payment, the parent/guardian is responsible for all costs of collections, including collection agency fees and legal costs. Re-enrollment in any program requires prior satisfaction of all balances due, including collection costs.

Y For All

The Y is a leading 501c(3) nonprofit organization for youth development, healthy living and social responsibility. Through funds raised from the Annual Campaign and special events, we are able to provide financial assistance to qualifying individuals and families so that everyone has a chance to learn, grow and thrive at the Y. If your family needs financial assistance for Y programming, please discuss with the site director.

Miscellaneous fees:

- One time non-refundable registration fee may be required depending on the date that you register your child(ren)
- Late pick up fees of up to \$15.00 per fifteen minutes are assessed after the program site's closing.
- Service fee of \$20.00 for schedule changes

Child care services may be terminated for:

- Failure to make payment on time
- Continuous pick up after program closing time
- Behavior that has not improved

Third Party Payments:

- Program for Parents recipients are responsible for making sure contacts are current.
- Attendance must be swiped into the POS machine provided on a daily basis.
- Parents will be responsible for any unpaid balances by the third party provider.
- Services may be interrupted or terminated for failure to make payments on time.

Policy on the Release of Children

Children must be signed into before school programs and out of the after school programs each day by a parent or authorized adult. For your child's safety, you, your emergency contact or the authorized pick up contact should be prepared to show identification to our staff.

- Families must provide information on ePACT, the Y's electronic registration of three adults who are authorized to pick up your child in your absence. Children are never permitted to leave the center with unauthorized adults.
- Please verify that these individuals will be available to come for your child when you cannot and that they can arrive at the program site within 30 minutes if called upon.
- Parents must update ePACT, the Y's electronic paperwork registration module with updated telephone numbers and alternate pick-up information whenever a change occurs.
- All children MUST be signed out by an adult (18 years of age and older), unless the parent or guardian has authorized the child to walk home unsupervised or with a minor. A permission slip to walk home must be signed and maintained in ePACT.
- If the parents or person(s) authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the procedures shall require that:
 1. The child shall not be released to such an impaired individual;
 2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by parent(s); and
 3. If the center is unable to make alternative arrangements, as noted in **(a)3ii above**, a staff member shall call the Department's State Central Registry Hotline **(1-877 NJ ABUSE/1-877-652-2873)** to seek assistance in caring for the child.
- Once a child is signed out of the program, they cannot be signed back into the program on the same day.
- **If the child is not picked up by center closing, two staff members will continue to supervise the child at the center. A staff member will attempt to contact the parent or authorized adult. If the child has not been picked up one hour or more after closing time, the director will call the NJ DCF's (Division of Child and Family) 24 hour Child Abuse Hotline to seek assistance in caring for the child.**

Babysitting Policy

In accordance with the Metro YMCAs of the Oranges' Child Abuse Prevention Policies and Staff Code of Conduct, staff members are not allowed to sign out any child from the program or transport any child in their own car unless the staff and the child or child's family or guardian are related. Staff members may not be alone with the children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and are subject to prior approval by the Executive Director.



Off-Site Trip Policy

In accordance with the Manual of Requirements, we must provide parents advance notice of any field trip, outing or special event involving the transportation of children and receive written consent of the parent before taking a child on such a trip. In the event of an emergency that requires the school to be evacuated, YMCA staff will escort children off the school grounds if instructed by emergency responders. Permission is granted by signing the Parent Agreement in ePACT.

Photographs and Media Policy

We value the privacy of our members. No photos or videos will be made of any child without the consent of Y staff. This includes the use of cell phones, cameras or videos. Your child's photo may be taken for Y marketing purposes and used in newsletters, media advertisements or articles. This footage and use will be shared in advance with you for your approval and knowledge.

Behavior, Discipline and Expulsion Policy

At the Y, discipline is handled with much care and thought. Positive discipline is used to help promote social and emotional growth. We use two methods for promoting positive behavior. First, we reinforce acceptable behavior with verbal rewards. Second, we talk with children making inappropriate choices to educate them about making better choices in the future and allow the child to rejoin activities.

The following behaviors are inappropriate in our program:

1. Behavior on the part of the child that interferes with the safety and well-being of himself/herself, or any other person.
2. Verbal disrespect of YMCA staff or other children.
3. Lack of respect for property and/or the property of others.
4. Abusive language or gestures.

The goal of our expectations is to create an environment of shared values, working together with parents, to correct behaviors and separate negative actions from a child. If appropriate, we may have the child take a timeout for no longer than one minute for each year of the child's age. During this time, the child will be removed from the group and remain under the supervision of staff. As per the YMCA Staff Code of Conduct, a child will never be deprived of food, struck, name called, threatened or ridiculed by staff.

If the remedial actions do not work, parents/guardians will be advised verbally and/or in writing in the form of a Behavior Report. The benefits of a Behavior Report are to encourage positive behavior and/or correct a situation in a positive manner with parents/guardians as our partners. We encourage parents to share with us any appropriate behavior management strategies to help your child make better choices in the future.

Inappropriate behavior that cannot be redirected may result in the following:

1. Verbal warning from the site supervisor.
2. Written communication of child's inappropriate behavior.
3. Communication requesting corrective measures at home and/or conference meeting.
4. Suspension or expulsion from the program without refund.

Parent/guardians will be informed, in writing, about the length of a suspension and the expected behavioral changes required in order for the child or parent to return to the site. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the site. In case of expulsion, the parent/guardian will be given a specific date that allows sufficient time to seek alternative child care, whenever possible. A child cannot be expelled from the program if their parent/guardian: makes a complaint to the Office of Licensing, reports abuse or neglect occurring at the center, or questions the center regarding policies and procedures.

As per the YMCA Staff Code of Conduct, a child will never be deprived of food, struck, name called, threatened or ridiculed. No child will be isolated or left unsupervised at any time. The Y asks that you discuss this information with your child and share with us any appropriate behavior management strategies to help your child make better choices in the future.

Schedule of Suspension/Expulsion

If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting a suspension or expulsion.

A suspension action is a period of time where the parent/guardian may work on the child's behavior or come to an agreement with the center. The parent/guardian will be informed about the length of the suspension and the expected behavioral changes required in order for the child or parent to return to the center. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center. In case of expulsion, the parent/guardian will be given a specific date that allows sufficient time to seek alternate child care.

A child cannot be expelled from the program if their parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

Policy on Illnesses and Communicable Diseases

To ensure the health and well being of all children in the YMCA before and after school program, the following policy will be adhered to:

1. Under no circumstances shall a program serve or admit a child who has any illness or symptom of an illness or disease that a physician determines or requires the child to be confined to home, or admitted to a hospital for medical care and treatment.
2. A child will not be admitted to a program if they have the illness or symptoms of illness listed below, unless the center receives a written medical diagnosis from a licensed physician that indicates that the child poses no serious health risk to themselves or others.
Such illnesses or symptoms include, but are not limited to the following:
 - Severe pain or discomfort
 - Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea.
 - Two or more episodes of acute vomiting within a period of 24 hours
 - Elevated oral temperature of 101.5 degrees Fahrenheit or above or an auxiliary temperature of 100.5 degrees Fahrenheit or above in conjunction with behavior changes
 - Lethargy that is more than expected tiredness
 - Yellow eyes or jaundiced skin
 - Infected, untreated skin patches
 - Difficult rapid breathing or severe coughing
 - Skin rashes in conjunction with fever or behavior changes
 - Weeping or bleeding skin lesions that have not been treated by a health care provider
 - Mouth sores with drooling
 - Stiff neck
 - Conjunctivitis ('pink eye')

Once the child is symptom free, or a licensed physician indicates that the child poses no serious health threat to themselves or others, the child may return to the program.

If a child who has already been admitted to the program manifests any of the illnesses or symptoms of illness specified in number 2 above, the program shall remove the child from the group to a separate room or area until the child can be picked up by a parent or person authorized by the parent; or the child care director or their designee has communicated verbally with a licensed physician, who indicates that the child poses no serious health risk to themselves or to other children, at which time the child may return to the group.

Communicable Diseases

The School Age Child Care Director shall not permit a child or staff member with an excludable communicable disease (see list below) to be admitted or remain at the program until:

- a. A note is received from a physician that states that the child or staff member has been diagnosed and presents no risk to themselves or others.
- b. The School Age Child Care Director contacts the Communicable Disease program in the State Department of Health, and is told that the child or staff member poses no health risk to others.
- c. In the case of chicken pox, the School Age Child Care Director obtains a note from a parent or staff member that at least six days have lapsed since the onset of the rash, or that all sores have dried or crusted.

Table of Excludable Communicable Diseases

Respiratory Illnesses		Contact Illnesses	Gastrointestinal Illnesses
Chicken Pox	*Meningococcus	Impetigo	
*German Measles	*Mumps	Scabies	
*Hemophilus Influenza	Strep Throat	Shingles	
*Measles	*Tuberculosis		
	*Whooping Cough		

* Reportable Diseases: If an enrolled child or staff member has been diagnosed as having contracted or is suspected of having a reportable disease, then the child care director must report it to the local health department.

If there is any outbreak of an excludable disease at the program, each parent whose child may have been exposed to the disease shall receive a written notice of the outbreak.

Administration of Medicine

No medication will be administered to your child by staff in the before/after care programs without prior consent from the child care director and written permission from the child's physician. Please complete the Permission to Administer Medication Form for medications such as Epi-pens and asthma inhalers on ePACT.



METROPOLITAN YMCA OF THE ORANGES

139 East McClellan Avenue, Livingston, NJ 07039
 (P) 973 758 9622 (F) 973 535 1478 MetroYMCAs.org

OUR BRANCHES AND CHILD CARE SITES

EAST ORANGE YMCA

100 North Arlington Avenue
 East Orange, NJ 07017
 (P) 973 673 5588
 (F) 973 673 6415
EastOrangeYMCA.org

SOUTH MOUNTAIN YMCA

13 Jefferson Avenue
 Maplewood, NJ 07040
 (P) 973 762 4145
 (F) 973 762 2064
SMountainYMCA.org

WAYNE YMCA

1 Pike Drive
 Wayne, NJ 07470
 (P) 973 595 0100
 (F) 973 595 5234
WayneYMCA.org

FAIRVIEW LAKE YMCA CAMPS

1035 Fairview Lake Road
 Newton, NJ 07860
 (Toll Free) 800 686 1166
 (P) 973 383 9282
 (F) 973 383 6386
FairviewLakeYMCA.org

**SOUTH MOUNTAIN YMCA
 Early Childhood Learning Center**

10 West Parker Avenue
 Maplewood, NJ 07040
 (P) 973 762 0860
 (F) 973 762 1619

WEST ESSEX YMCA

321 South Livingston Avenue
 Livingston, NJ 07039
 (P) 973 992 7500
 (F) 973 992 7680
WestEssexYMCA.org

GREATER BERGEN COUNTY YMCA

360 Main Street
 Hackensack, NJ 07601
 (P) 201 487 6600
 (F) 201 487 4539
YMCAGbc.org

SUSSEX COUNTY YMCA

15 Wits End Road
 Hardyston, NJ 07419
 (P) 973 209 9622
 (F) 973 209 1483
SussexCountyYMCA.org

WEST ESSEX YMCA

Peanut Shell
Early Childhood Learning Center
 7 Regent Street, Suite 706
 Livingston, NJ 07039
 (P) 973 533 1511
 (F) 973 533 0069